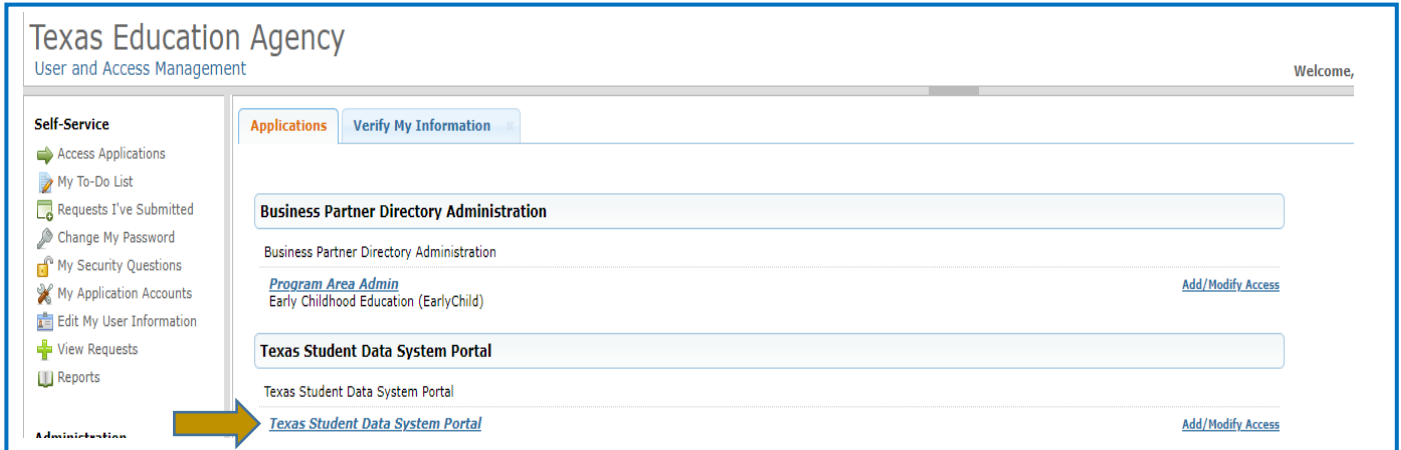


# Level 1.5 Filter Details Reference Guide

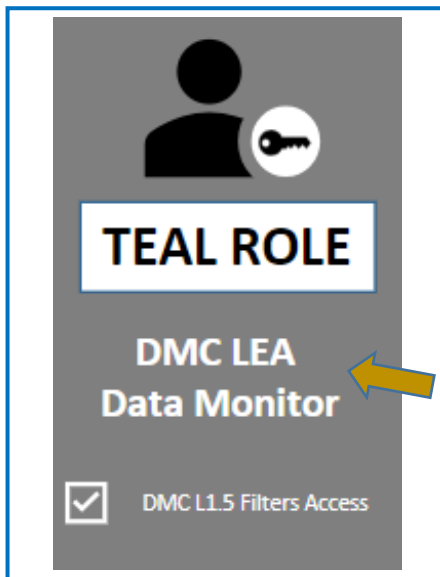
**Target Audience:** LEA Staff who need access to their organization's Level 1.5 (L1.5) filters in the Data Management Center (DMC).

**Purpose:** This guide provides a list of steps for LEA personnel responsible for viewing and managing the organization's L1.5 filters in the DMC. This guide helps end users ensure that the data that is intended to be loaded to TSDS is accurate and complete.

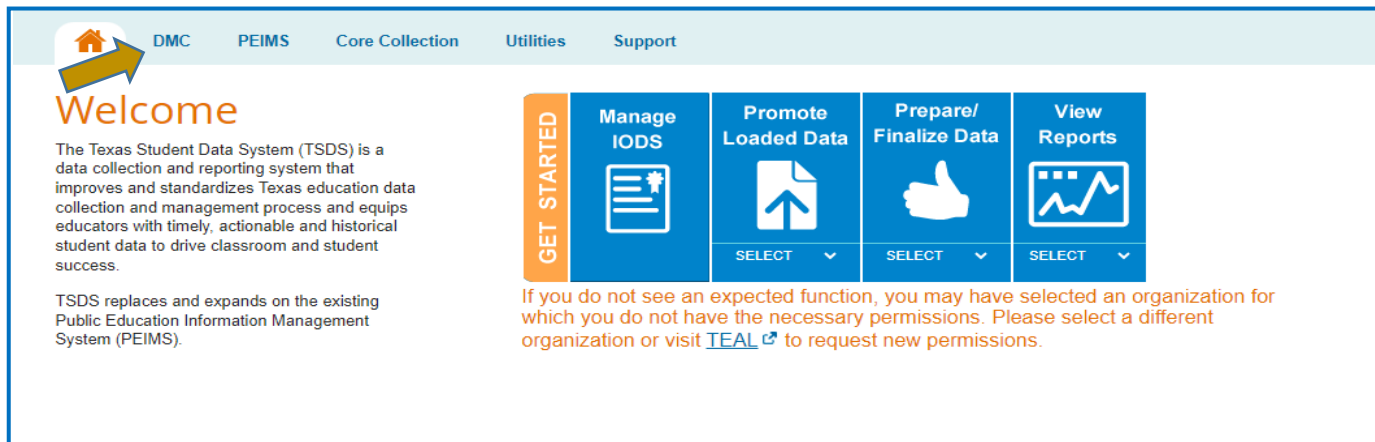
1. Log in to TEAL and navigate to the **Texas Student Data System Portal**.



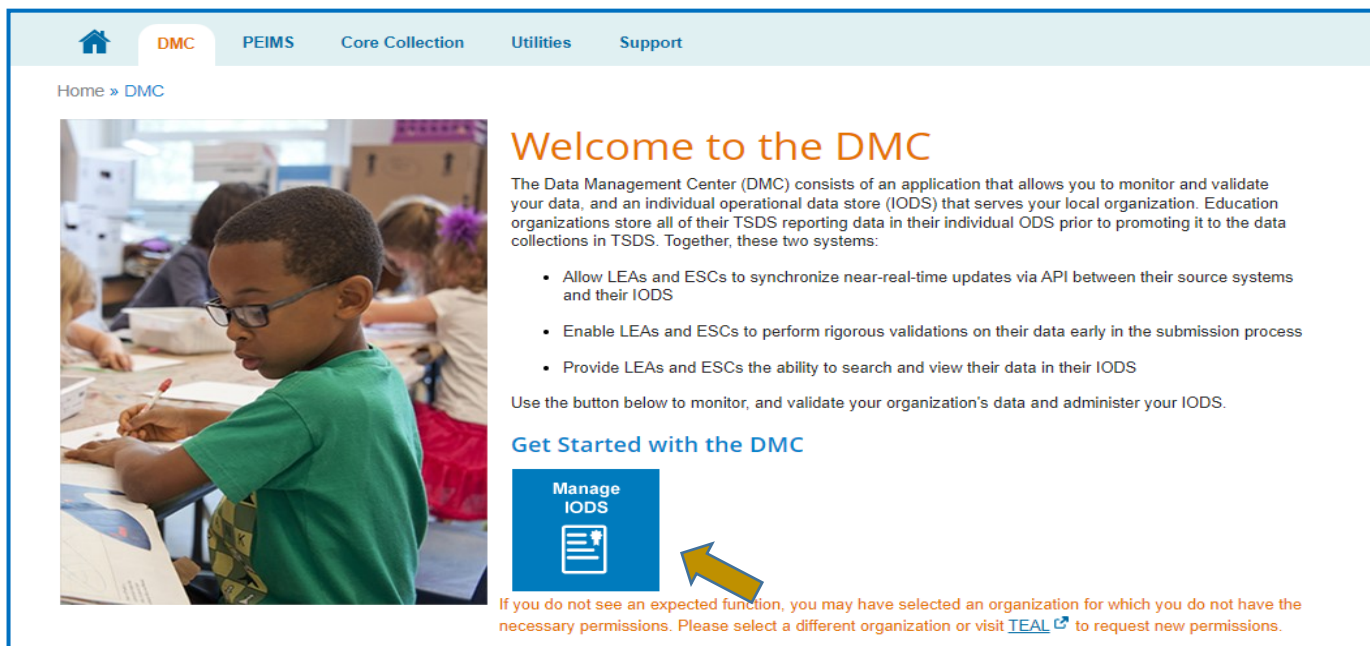
2. Verify that you have requested the TEAL role **DMC LEA Data Monitor** with the DMC L1.5 Filters Access privilege checked by default.



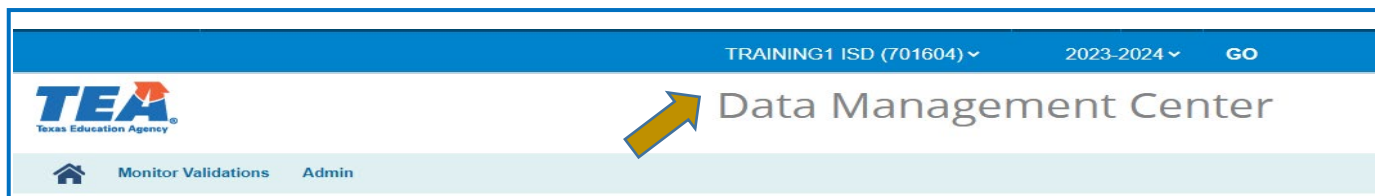
3. Click on **DMC** in the ribbon at the top of the screen.



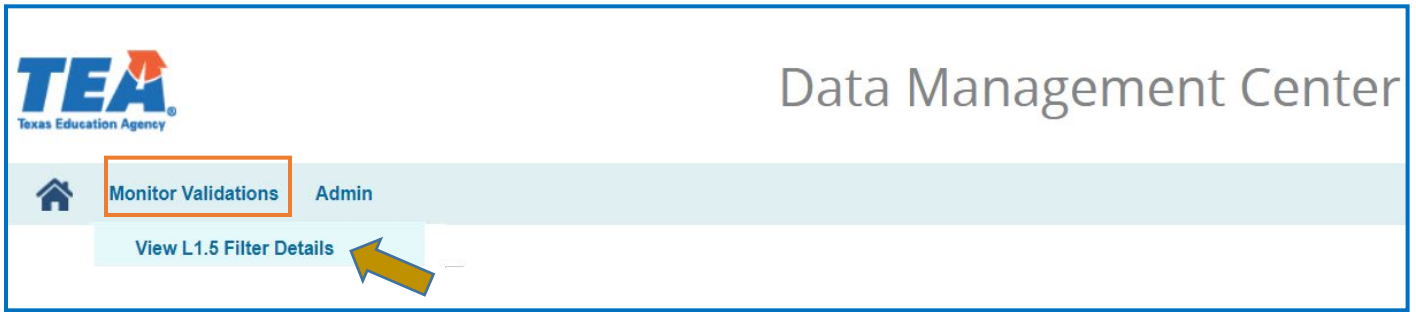
4. Click on the **Manage IODS** easy button to access the Data Management Center.



5. Upon accessing the DMC application, verify the organization and school year in the ribbon at the top right of the screen.

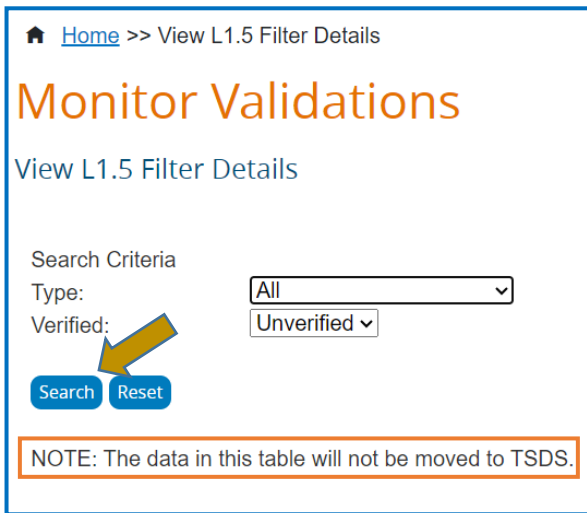


6. Hover over the **Monitor Validations** tab, click **View L1.5 Filter Details**.

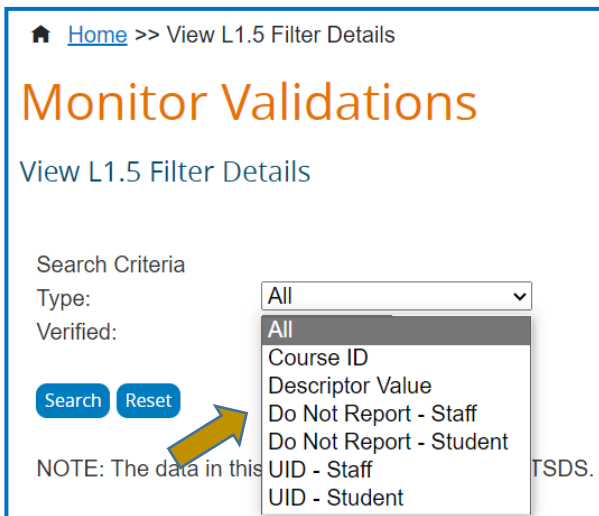


7. To view the Level 1.5 Filter Details, select the appropriate search choices and click on the **Search button**.

**Note:** Selecting the reset button will return the user back to the initial search screen.



8. To refine your Level 1.5 Filter Details, select one of the predefined **Type** choices.



- a. Select **Course ID** in the **Type** dropdown. Click **Search** to view all filter results for the **Course ID** filter type.
- b. Review any Course ID that is not a valid TEDS course code or a local code that does not conform to the **\*\*\*\*XX** pattern, where the asterisks are TEA-defined digits.

**Monitor Validations**

View L1.5 Filter Details

Search Criteria  
 Type: **Course ID**  
 Verified: All

**Search** **Reset**

NOTE: The data in this table will not be moved to TSDS.

Show 50 entries      Search Table:  **XLSX** **Print**

Type ↑	Rule ↓	Message ↓	Verified ↓
Course ID		Entity: Course Error Data: <b>CourseCode</b> : 90600066 Identifying Info: SchoolId: 701603	<input type="checkbox"/>

- c. Select **Descriptor Value** in the **Type** dropdown to view results that will show any descriptor value that is not a TEDS-defined descriptor value for a state reported data element.

**Monitor Validations**

View L1.5 Filter Details

Search Criteria  
 Type: **Descriptor Value**  
 Verified: Unverified

**Search** **Reset**

NOTE: The data in this table will not be moved to TSDS.

Show 50 entries      Search Table:

Type ↑	Rule ↓	Message ↓	Verified ↓
Descriptor Value	The descriptor value provided is not a valid TSDS value.	Entity: StudentSchoolAssociation Non-TEDS Data: <b>EntryType</b> : New to education system Identifying Info: EntryDate: 2021-08-01, SchoolId: 701603001, StudentUniquelid: 194652321 Highest-level data group that will not move: <b>EntryType</b>	<input type="checkbox"/>

- d. Select **UID – Student or UID – Staff** in the **Type** dropdown to view results that will show any Unique ID that does not meet the following criteria:
  - i. Any student or staff with an invalid Unique ID; or
  - ii. Any student or staff that fails Unique ID validation demographic checks.

**Monitor Validations**  
View L1.5 Filter Details

Search Criteria  
Type: **UID - Student**  
Verified: **Unverified**

Search Reset

NOTE: The data in this table will not be moved to TSDS.

Show 50 entries Search Table:

Type ↑	Rule ↓	Message ↑	Verified ↓
UID - Student	40100-0099 : StudentUniqueId must match an entry in the TSDS Unique ID system.	Entity: Student  Error Data: <b>StudentUniqueId</b> : 100106192  Identifying Info: LocalEducationAgencyId: 701603, StudentUniqueId: 100106192, LocalStudentId: , LastSurname: Campbell, FirstName: Moshe, BirthDate: 2004-09-01	<input type="checkbox"/>

- e. Select **Do Not Report – Student or Do Not Report – Staff** in the **Type** dropdown to view results that will show any data that meets the following:
  - i. Any student or staff that has been identified as ‘Do Not Report’.

**Monitor Validations**  
View L1.5 Filter Details

Search Criteria  
Type: **Do Not Report - Student**  
Verified: **Unverified**

Search Reset

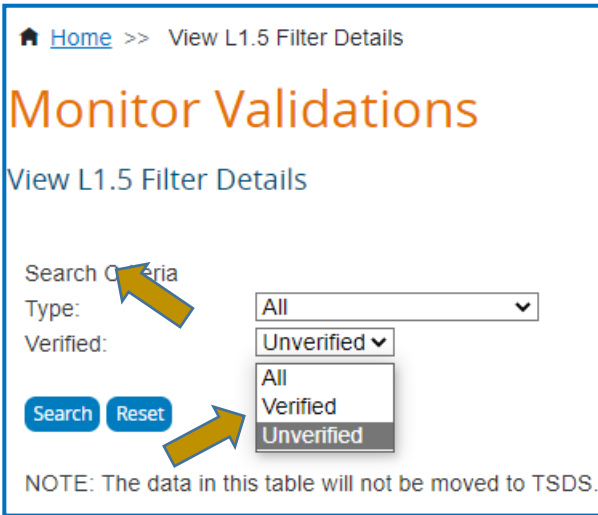
NOTE: The data in this table will not be moved to TSDS.

Show 50 entries Search Table:  XLSX Print

Type ↑	Rule ↓	Message ↑	Verified ↓
Do Not Report - Student		Identifying Info: LocalEducationAgencyId: 701603, StudentUniqueId: 1121128866, LocalStudentId: 282657403, LastSurname: PICKERING, FirstName: WOODROW, BirthDate: 1998-10-02	<input type="checkbox"/>

9. Designate Level 1.5 Filter Details as **Verified**.

**Note:** This designation will allow a user to filter out previous results that have since been validated and deemed appropriate to be prevented from moving to TSDS for reporting.



10. To designate a result in the Level 1.5 Filter Details as verified, check the **box** in the line of the filter detail under the **Verified** column.

**Note:** The result can be viewed again by selecting the All or Verified dropdown selection when performing a new search.

