



CONNECTICUT STATE DEPARTMENT OF EDUCATION

**TCS**  
**Student Achievement Module**  
**(SAM)**

***General Information***

UPDATED JUNE 1, 2022

# ***Student Achievement Module***

SAM is the new Student Achievement Module housed within TCS. The module will be used to collect various credentials earned by students; however only information pertaining to the Seal of Biliteracy will be collected for the 2021-22 school year.



# ***How can a role be assigned to access this module?***

This module will not have a separate role in Directory Manager. Those that currently have the TCS User role will automatically have access to SAM.

Your LEA Security Manager for can assign additional TCS User roles to anyone else who will be responsible for this module. Note that those with the TCS User role will have access to **both** the TCS application and SAM.



# ***Did my LEA report data last year? If so, Who reported data from my district last year?***

See the [Seal of Biliteracy 2020-2021 Participating Districts page](#) for a list.

Please contact your Director of World Languages, Director of Multilingual Learners or Director of Bilingual Programs for more information on 2020-2021 reporting.



# *Fields Collected*

- **SASID**
- **Reporting District**
- **District Student ID**
- **Date of Birth**
- Credential/Test Vendor (numeric/drop down)
  - **Can leave blank, use BV000, or input any of the valid codes**
- **Credential Category/Series (numeric/drop down)**
- **Credential Specialization (numeric/drop down - PSIS)**
- **Attempt Date (date)**
- **Test Passed (Y/N)**

TEST SCORES ARE  
NOT COLLECTED

**BOLD** = required



# Documentation Updates

## Student Achievement Module

### General Information

The Student Achievement Module (SAM) will be a separate portion of the TCS application. This module will not effect the TCS Record Layout as this data will be in a separate upload. This collection will not apply to all LEA's. Use the menu below to go to the following sections on this page:

- [Documentation](#)
- [Code Lists](#)
- [Frequently Asked Questions](#)
- [Training](#)

### Documentation

- [2021-2022 Record Layout](#)
- [2021-2022 Change Log](#) - This document lists any updates made to the record layout during the collection year. All changes will be minor, to better clarify the collection, and will not effect the layout itself.
- [TABLE A](#): Reporting District
- [TABLE B](#): Credential/Test Vendor
- [TABLE C](#): Credential Category/Series
- [TABLE D](#): Credential Specialization
- [TABLE D](#): Credential Specialization (one page printable version)

### Frequently Asked Questions

#### What information will be collected? (updated 4/19/22)

Records pertaining to the Connecticut State Seal of Biliteracy will be collected in the 2021-22 collection. See the [Record Layout](#) for more details.

#### Which LEA's should report data in this collection? (posted 4/19/22)

Every district with a high school should offer the opportunity for students to earn the Seal of Biliteracy - however this is not the case, so all may not report this year.

Updated 4/27/2022

2021-2022 Student Achievement Module Record Layout (Version 1.0)

Field Name	Excel Column	Starting Position	Ending Position	Length	Required?	Valid Values/When Mandatory
1 SASID	A	1	10	10	M	10-digit numeric code
2 Reporting District	B	11	13	3	M	See Table A
3 District Student ID	C	14	33	20	R	Character and/or numeric
4 Date of Birth	D	34	41	8	M	MMDDYYYY
5 Credential/Test Vendor	E	42	46	5	O	Leave blank or use Table B
6 Credential Category/Series	F	47	51	5	C	See Table C
7 Credential Specialization	G	52	59	8	C	See Table D
8 Attempt Date	H	60	67	8	M	MMDDYYYY
9 Test Passed	I	68	68	1	C	"Y" or "N"
10 Reserved Field 1	J	69	118	50	D	For CSDE use only
11 Reserved Field 2	K	119	168	50	D	For CSDE use only
12 Reserved Field 3	L	169	368	200	D	For CSDE use only
13 End Of Record Marker	M	369	369	1	M	The letter "X" must be included in this position to mark the end of each record.

**NOTE:** The above layout describes the fixed length format. For districts providing a comma-delimited file, please follow the above layout for field sequence and maximum length. Tab delimited files are also accepted. Please include a carriage return (r) and line feed (f) after each record regardless of format. All fields should be character fields.

Be sure to check the date on the documentation as updated explanations may be published frequently based on user questions. Collection requirements will not change during the collection. FAQ's also include the date posted, and are arranged by category, not date.



# ***File Preparation***

There are several ways to prepare your batch:

- 1. Excel Spreadsheet** – includes data validation, drop-downs, and converts to formatted file
- 2. Basic Template** – input data directly into a CSV file ensuring all codes and formatting rules are followed
- 3. SIS Export** – If your SIS contains the required fields you can export the data following the record layout

The spreadsheet, instructions, and template are available on the [SAM page](#) of the Help Site



# *Walkthrough*

## Select Module

Select the module you would like to enter:

TCS

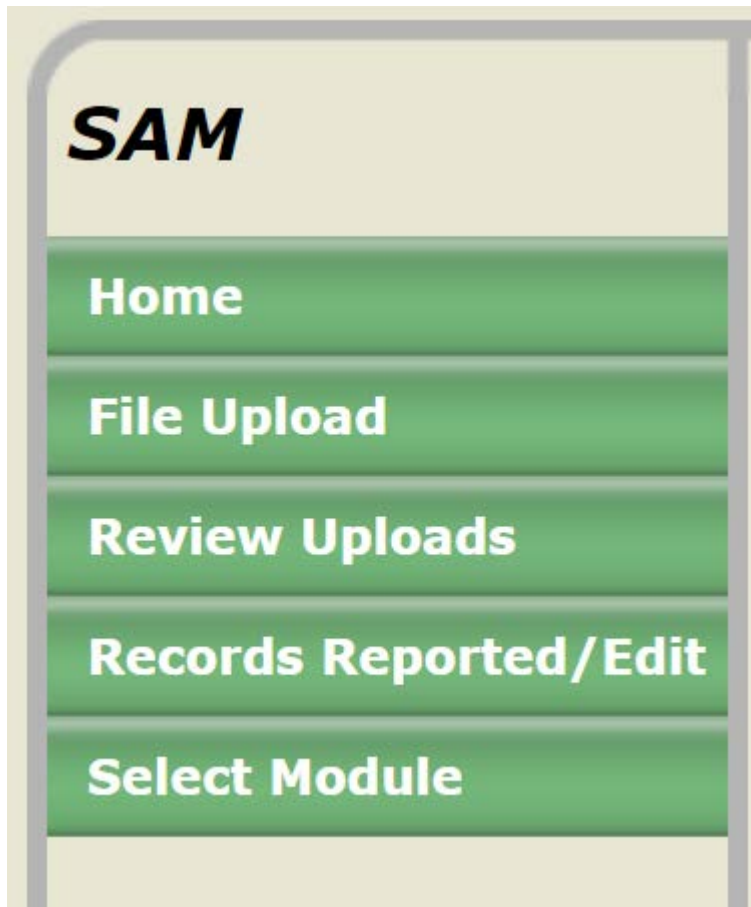
Student Achievement Module

When you log onto TCS there are two options to select from





# *Walkthrough*



The SAM menu has the same look and feel as TCS, and follows the same upload process. See the SAM User Guide for step by step information.

# Walkthrough – File Upload

[Home](#) ▶ File Upload

## File Upload

Select a file to upload:  No file chosen

What is the format of this file?

- Comma-Separated Values (CSV)  
 Fixed-Length Text

**First Row Contains Field Names**

Please click the Upload File button only once. Do not close the browser while a file is uploading.



# Walkthrough – Review Uploads

Home ▶ Review Uploads

## Review Uploads

The table below shows all the files that have been uploaded for your district.

There is a maximum threshold of 500 errors for validation.

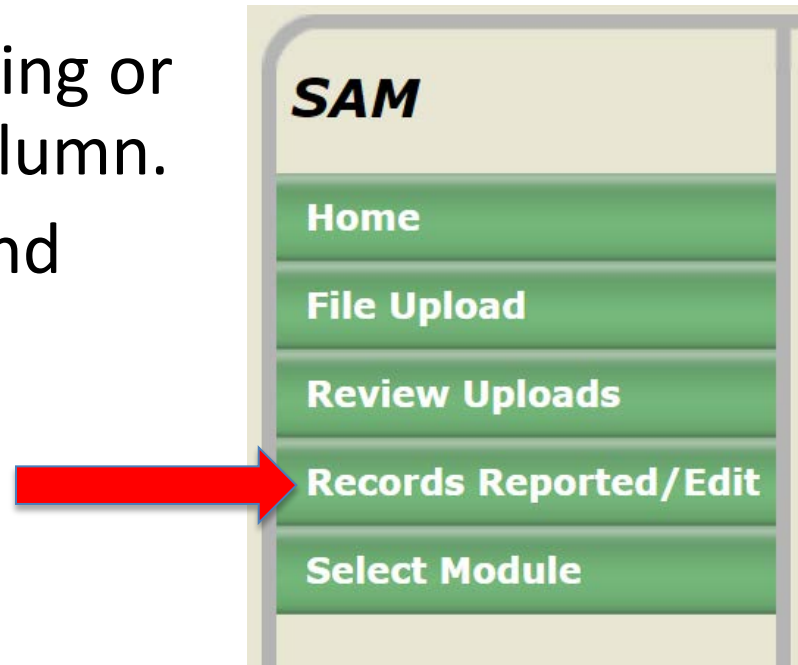
Click on the file name to see more information and to take action on it.

File Name	Status	Date	Records Uploaded	Records Valid	Records with Notifications	Records with Errors	Unique SASIDs Uploaded
<a href="#">StudentTesting37.csv</a>	Validated	4/22/2022 1:53:49 PM	5	5	0	0	5
<a href="#">StudentTesting37.csv</a>	Validated with Notifications	4/22/2022 1:28:57 PM	5	0	5	0	5
<a href="#">StudentTesting37.csv</a>	Processed	4/21/2022 1:57:47 PM	5	5	0	0	5

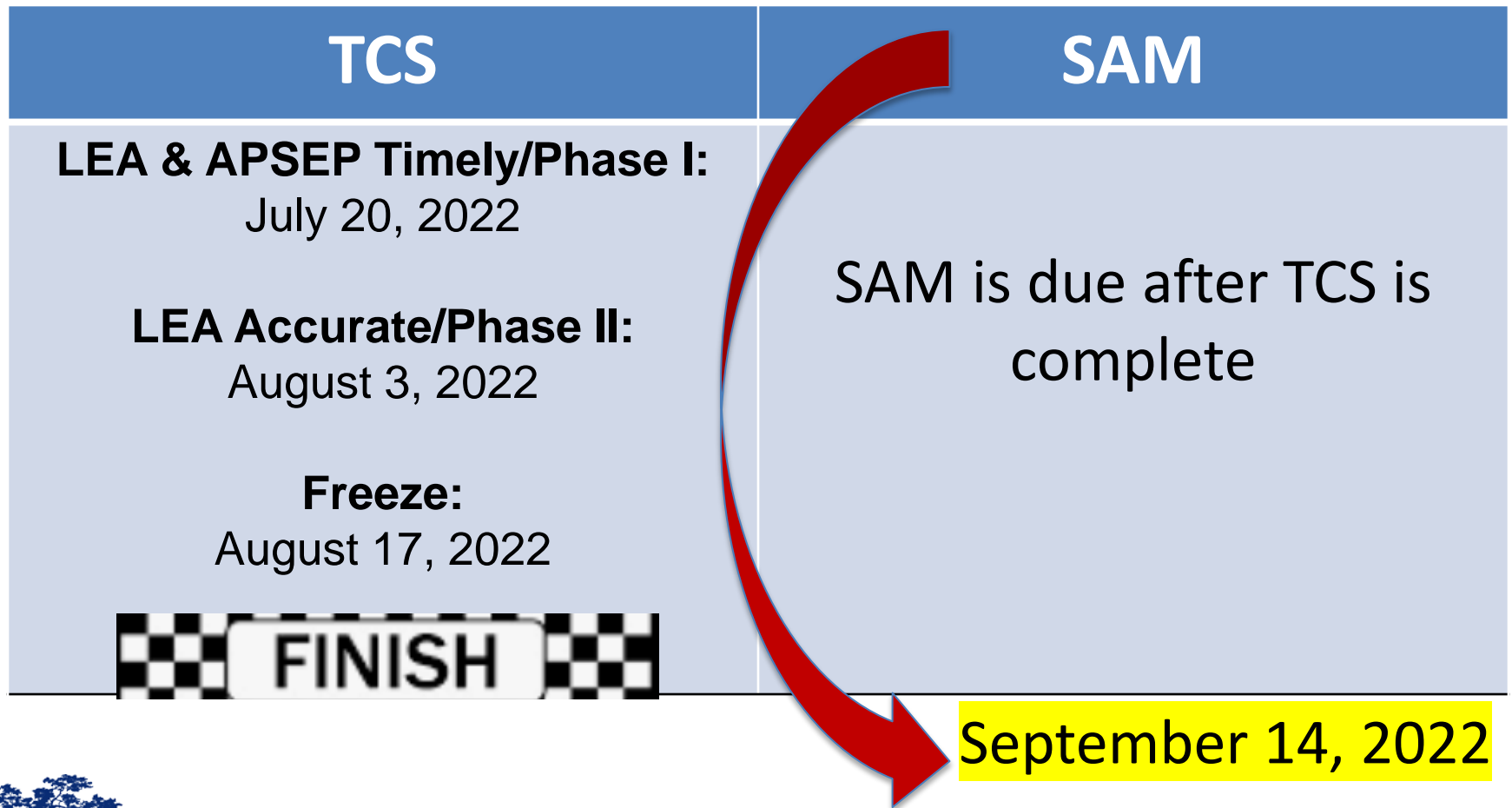


# *Walkthrough – Records Reported/Edit*

- Lists all students reported by your LEA
  - Can be sorted (ascending or descending) by any column.
  - Determine accuracy and completeness
- Other options:
  - Edit
  - Delete



# Deadlines



# ***Additional Resources***

- [SAM Help Page](#)
- [SAM FAQ Page](#)
- [Seal of Biliteracy Page](#)



# *Future Updates*

- Will the Record Layout change as credentials are added?

*No – Additional codes will be added to the following fields to accommodate collection updates:*

- Credential Category/Series
- Credential/Test Vendor
- Credential Specialization

