

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


*General Information*

UPDATED AUGUST 10, 2023

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***Student Achievement Module***

The Student Achievement Module (SAM) is housed within TCS. The module will be used to collect various credentials earned by students; however only information pertaining to the Seal of Biliteracy is collected for the 2022-23 school year.



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

This module does not have a separate role in Directory Manager. Those who currently have the TCS User role also 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.



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### ***Who provides data from my district?***

Contact your Director of World Languages, Director of Multilingual Learners or Director of Bilingual Programs for more information on which students have completed a test towards earning the Seal of Biliteracy.

All grade 10-12 students who took a test July 1, 2022 - June 30, 2023, must be reported regardless of if they passed.



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## Fields Collected

- **SASID**
- **Reporting District**
- **District Student ID**
- **Date of Birth**
- Credential/Test Vendor (numeric/drop down)
  - 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**



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## 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 LEAs. 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 E: 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.

LINK TO CSDE

Field Name	Start Column	Ending Column	Field Length	Required?	Valid Values/Notes
1 SASID	A	1	10	M	30-digit numeric code
2 Reporting District	B	11	11	M	See Table A
3 District Student ID	C	14	20	M	Character and/or numeric
4 Date of Birth	D	24	42	M	MM/DD/YYYY
5 Credential/Test Vendor	E	42	46	S	Leave blank or use Table B
6 Credential Category/Series	G	47	51	C	See Table C
7 Credential Specialization	H	52	59	C	See Table D
8 Attempt Date	I	60	67	M	MM/DD/YYYY
9 Test Passed	J	68	68	C	Y or N
10 Reserved Field 1	K	69	118	D	For CSDE use only
11 Reserved Field 2	L	119	148	D	For CSDE use only
12 Reserved Field 3	M	149	188	D	For CSDE use only
13 End Of Record Marker	N	189	189	M	This field "flag" must be included in this position to mark the end of each record

NOTE: The above layout describes the field 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 (or end line feed) 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.



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## ***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



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## ***Application Walkthrough***

**Select Module**

Select the module you would like to enter:

TCS

Student Achievement Module

When you log into TCS there are two menu options



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## Application 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

A screenshot of the File Upload interface. At the top, there is a breadcrumb trail: "Home > File Upload". Below this is a green header bar with the text "File Upload". The main area contains the text "Select a file to upload:" followed by a "Choose File" button and "No file chosen". Below this is a section titled "What is the format of this file?" with two radio button options: "Comma-Separated Values (CSV)" and "Fixed-Length Text". There is also a checkbox labeled "First Row Contains Field Names". At the bottom of the form is a dark grey button labeled "Upload File". Below the form is a note: "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
StudentTesting37.csv	Validated	4/22/2022 1:53:49 PM	5	5	0	0	5
StudentTesting37.csv	Validated with Notifications	4/22/2022 1:28:57 PM	5	0	5	0	5
StudentTesting37.csv	Processed	4/21/2022 1:57:47 PM	5	5	0	0	5



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## 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



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## ***Deadlines***

<b>TCS</b>	<b>SAM</b>
<b>LEA &amp; APSEP Timely/Phase I:</b> July 11, 2023	N/A
<b>LEA Accurate/Phase II:</b> August 25, 2023	<b>SAM Final Deadline:</b> September 8, 2023
<b>Freeze:</b> September 1, 2023	<b>Freeze:</b> September 15, 2023
<b>No changes can be made in either collection on or after the freeze date</b>	



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## ***Additional Resources***

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



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## ***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

