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TCS
Student Achievement Module
(SAM)

General Information

UPDATED AUGUST 10, 2023

1

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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2

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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3

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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4

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)**

BOLD = required

TEST SCORES ARE NOT COLLECTED

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5

Documentation Updates

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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6

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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7

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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8

Application Walkthrough

SAM

Home

File Upload

Review Uploads

Records Reported/Edit

Select Module

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.

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9

Walkthrough – File Upload

Home ▸ File Upload

File Upload

Select a file to upload: Choose File | No file chosen

What is the format of this file?
○ Comma-Separated Values (CSV)
○ Fixed-Length Text

☐ **First Row Contains Field Names**

Upload File

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

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10

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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11

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

SAM

Home
File Upload
Review Uploads
Records Reported/Edit
Select Module

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12

6

Deadlines

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

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13

Additional Resources

- SAM Help Page
- SAM FAQ Page
- Seal of Biliteracy Page

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14

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

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15