

Connecticut State Department of Education

TCS Student Achievement Module (TCS/SAM) User Guide

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Documentation Change Log

Version	Section / Page	Date	Description
1.0		5/26/2022	Published

Objective

The purpose of this guide is to provide LEA's with procedures and guidance on the use of this application.

The document is organized into two sections:

- ✚ Handbook or reference guide on the purpose of this collection and definition of data collected
- ✚ Step by step procedures for use of the system

Contact List

Contact	Name	E-mail
Data Manager	Keryn Felder	keryn.felder@ct.gov
Seal of Biliteracy Credentials Questions	Megan Alubicki	megan.alubicki@ct.gov

Data Flow

The Student Achievement Module (SAM) is housed within TCS, the Teacher-Course-Student data collection. Students must be registered in the Public School Information System (PSIS) Registration system to be reported in SAM.

Collection Period

Data collected is based on credential testing that took place from July 1 – June 30 of the current school year.

Instructions

Obtaining Login Information

TC/SAM S is a portal-based data collection. There are no separate roles for SAM, only the existing TCS User role. Your [LEA Security Manager](#) is responsible for assigning and maintaining TCS roles in Directory Manager (DM).

- If an individual already has a DM account, they will use their existing username/password.
- If an individual is new to DM, they will receive one email with a unique username, and a second email with a password.
- **Username and passwords should NOT be shared**, as each is unique to the assigned individual. This process improves accountability for any errors or changes entered into the system and it allows the department to identify exactly who to contact should we have questions about a specific student record.
- The list of TCS LEA Users from DM will be used to conduct all communication about the TCS/SAM system.
- You can be reminded of your username, and reset or change your password on the [Password Reset](#) page.



NOTE: If you do not know who your LEA Security Manager visit the [Portal Application Contacts](#) page for a list of all LEA Security Managers.



NOTE: If you are the LEA Security manager and you need access to TCS, a person cannot assign a role to themselves. If you contact one of the individuals below. To facilitate the process when you send an email requesting access cc your Superintendent:

Laura Guerrero
LAURA.GUERRERA@CT.GOV

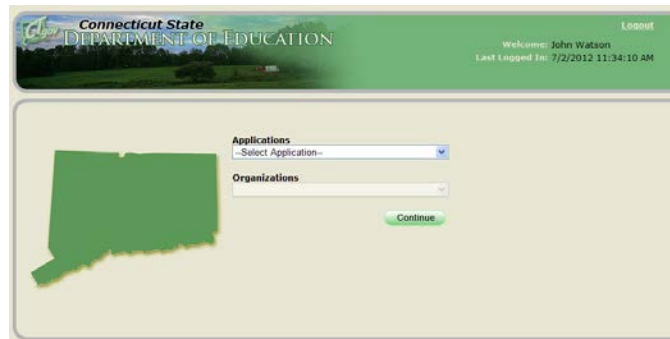
Raymond Martin
RAYMOND.MARTIN@CT.GOV

Logging In

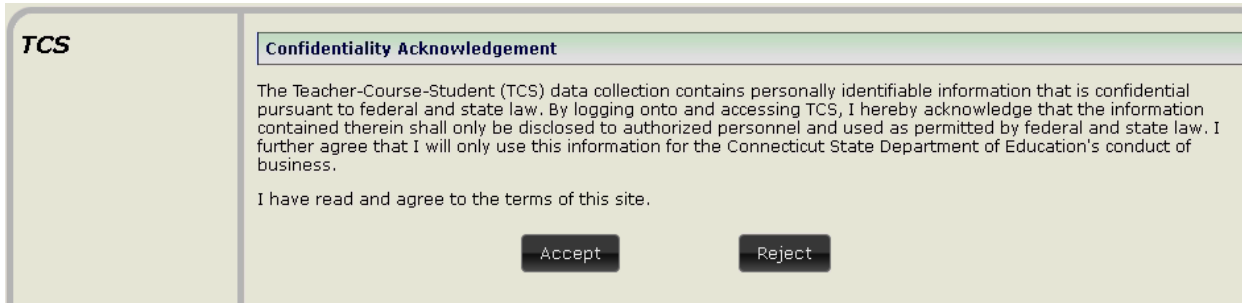
- 1 Go to the [CSDE Portal Login](#) screen.

- 2 Enter your **Username** and **Password** and select Login.
 - If you only have access to TCS, the system displays the *TCS Confidentiality Acknowledgement* screen - Go to Step 4.

- If you have access to more than one application, the system displays the *State Department of Education Home Page*.

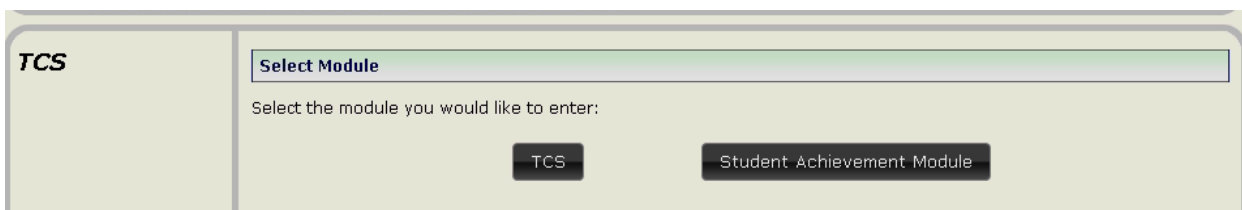


- 3 Select **TCS** from the Application drop-down menu. Select **TCS** from the Application drop-down menu, click **Continue**.
- 4 The system displays the *TCS Confidentiality Acknowledgement* screen.



Select **Accept**. The system displays the *Data Collection* Home screen.

- To provide student data in TCS: Click **TCS** button
- To provide/manage student data in SAM: Click **Student Achievement Module** button

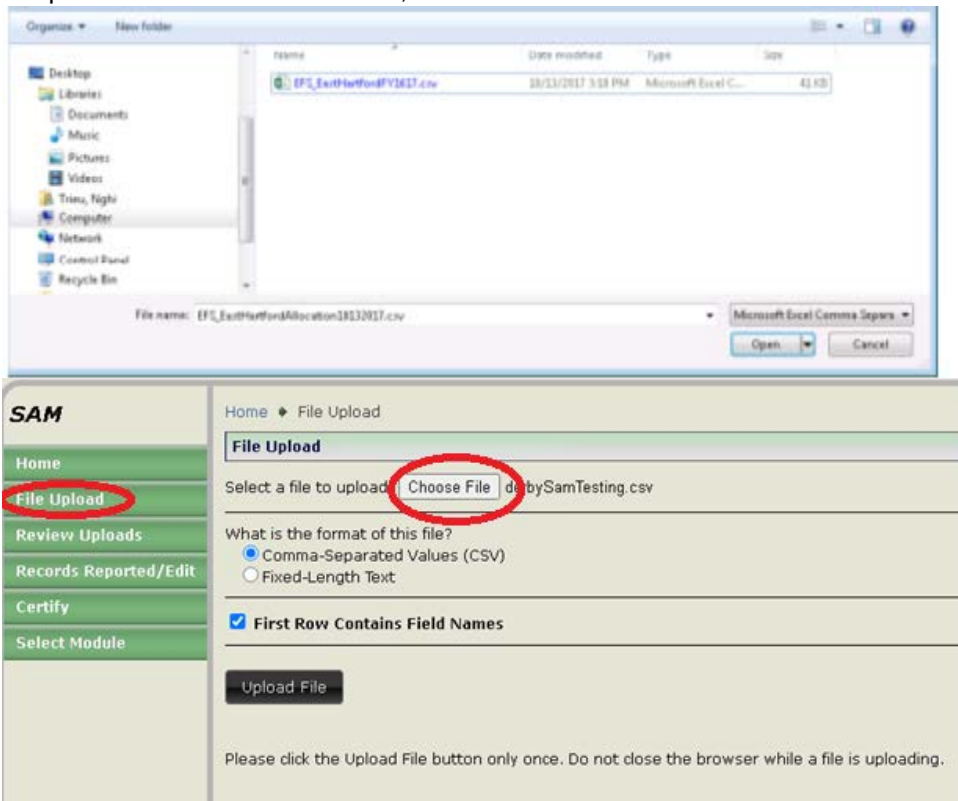


<p>SAM</p> <p>Home</p> <p>File Upload</p> <p>Review Uploads</p> <p>Records Reported/Edit</p> <p>Certify</p> <p>Select Module</p>	<p>Home ▶ Student Achievement Module Home</p> <hr/> <p>Student Achievement Module Home</p> <hr/> <p>Welcome to the Student Achievement Module, brought to you by the Connecticut State Department of Education.</p> <p>Student Achievement Module General Information</p> <hr/> <p>NEW DEADLINES: TIMELY - August 15 ACCURATE - September 15</p> <p>Student Achievement Module Contacts</p> <hr/> <p>Keryn Felder (860) 713-6833 keryn.felder@ct.gov</p>
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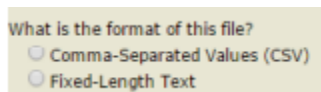
How to Upload your File

Steps

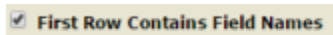
1. Export the data from your local Student Information System. If you have modified your file (in Excel, Notepad, etc.), save the file as a .csv or .txt file type by selecting Save As.
2. Click File Upload on the left of the screen, and Locate where the csv file was saved > select the csv file > click open



3. Click "Upload File" button
4. Choose your .csv or .txt file from where you have saved it on your local computer/server. Then click Open.
5. Select if the file is Comma-Separated Values (CSV)



6. If your file contains field names in the first row select "First Row Contains Filed Names." If you are unsure you should select the box.



7. The first row in your file will be highlighted. If the highlighted row contains student data it is not a header row. If it contains the field names it is a header row. Select the appropriate response where the arrow is pictured then click Confirm.

Home ▶ File Upload Confirmation

File Upload Confirmation

You indicated on the previous page that your file contains a header row with column names. The first row of your file is highlighted below and will be ignored.

SASID	Reporting District	District Student Id	DoB
SASID	ReportingDistrictCode	DistrictStudentId	Dob
12775731	37	10334	1/7/2005
7617856758	37	10464	5/18/2004
3518323586	37	10678	04062004
8632252433	37	10680	10052004

Is this indeed a header row that you wish to skip?

Yes, this is a header row, ignore it.
 No, this is not a header row, please include it.

Confirm **Cancel**

Home ▶ File Upload Confirmation

File Upload Confirmation

You indicated on the previous page that your file contains a header row with column names. The first row of your file is highlighted below and will be ignored.

SASID	Reporting District	District Student Id	DoB
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Is this indeed a header row that you wish to skip?

Yes, this is a header row, ignore it.
 No, this is not a header row, please include it.

Please Wait...
File Uploading

- Your file will then upload. To see the progress of your file, click Review Uploads in the message on the File Upload Success screen or in the left menu.
- After you select Review Uploads you will be brought to the File Details screen

Home ▶ File Upload Success

File Upload Success

Upload Success!

Your file has been uploaded successfully and has been automatically marked as ready for validation. The status of your file can be monitored on the **Review Uploads** page.

- You will be brought to the Review Uploads screen. Click on a File Name to review that specific upload.

- Batch upload validation checklist:
 - Uploaded file must:
 - ✓ be a .csv file
 - ✓ be in the required format
 - ✓ have all required columns (A through M)

List of possible upload validation status:	
Message	Description & Action Needed
Upload Failed	The file was unable to be properly uploaded. Try again and contact CSDE if the issue persists.
Upload Cancelled	The file upload has been cancelled by user.
Validated	The batch has been successfully validated without any error(s).
Validated with Errors	The batch has been validated with error(s)
Validated with Notifications/Warnings	The batch has been validated but notification messages (warnings) have been generated.
Validation Failed	The validation process failed. This is a system error, not a data error. Try again and contact CSDE if the issue persists.
Processed	The batch has been processed successfully.
Processing Failed	The batch processing failed. This is generally a system error, not a data error. Try again and contact CSDE if the issue persists.

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
derbySamTesting.csv	Validated with Errors	5/18/2022 8:56:37 AM	97	0	0	97	97
SAMHamben.csv	Validated with Errors	5/17/2022 8:55:33 AM	198	190	7	1	198
SAMHamden.txt	Processed	5/11/2022 12:41:12 PM	196	190	6	0	196

11. After you select a file name you will be brought to the File Details screen. While the batch is validating, the Current Status is Awaiting Validation. You can click Delete if you would like to delete the upload

Home ▶ Review Uploads ▶ File Details

File Details

derbySamTesting.csv

for: Hamden School District

Uploaded on: **5/18/2022 8:55:31 AM**

Uploaded by: **TestTCSHamden**

Uploaded File Type:

Record Layout Version: **4.0**

School Year: **2020 - 2021**

Batch Record Counts

	Uploaded	Valid	with Notifications	with Errors
Records	97	0	0	97
SASIDs	97	0	0	97

[Export Errors to CSV](#)

[Export Batch to CSV](#)

The Current Status Is:

Validated with Errors

Available Actions

Delete Upload

Deletes the upload and all corresponding data.

Edit

Allows for editing of rows with errors.

Re-Validate

Runs the Batch Validation routine again.

12. Once Validation is complete, and if the Current Status is Validated skip to 15.

13. Once Validation is complete and if the Current Status is Validated with Errors, you can use the following tools to clean your errors:

- Export Errors to CSV
- Export Batch to CSV
- Delete Upload
- Manually Edit records (see Step 14)
- Revalidate



NOTE: The validation process stops once it finds 500 errors in your file.



NOTE: The best practice is to fix errors in your Student Information System (SIS), export a new file, and re upload again

- If you manually Edit your records, select Revalidate when complete. The Edit Upload screen,
 - Click the plus sign to see a pop-up screen depicting that record's error.
 - Click the icon to see the Edit Record screen. This screen allows you to resolve the error(s) for that record. When complete, click Save and Validate

Home Edit Upload

Edit Upload

Action Legend: Show Legend

File name: derbySamTesting.csv
 Uploaded On: 5/18/2022 8:55:31 AM
 Uploaded By: TestTCSHamden

The following rows have Errors, or Warnings (Notifications).
 Please correct the Errors, and review the other items to ensure data accuracy.
 Errors will prevent the batch from being processed; Warnings will not.

Note: When records are corrected and validated, or deleted, they will be removed from the table. This will cause the Row Numbers (#) to change.

#	SASID	Rep. District	DoB	Credential/Test Vendor	Credential Category/Series	Credential Specialization	Attempt Date	Test Passed
1	12775731	037	1/7/2005	AP	Biliteracy	Spanish	4/7/2022	Yes
2	7617856758	037	5/18/2004	AAPL	Biliteracy	Chinese	4/8/2022	No
3	3518323586	037	04062004	ASLPI	Biliteracy	Greek	4/9/2022	Yes

Level	Message
ERROR	Reporting District (37) is invalid. It must be your own reporting district.
ERROR	Credential Or test Vendor is Invalid.
ERROR	Credential Specialization is Invalid.

Edit Record

Reporting District (37) is invalid. It must be your own reporting district.
 Credential Or test Vendor is Invalid.
 Credential Specialization is Invalid.

Row Number: 3 *Fall Of Year: 2020

*Reporting District:

*SASID:

District Student ID:

*Date of Birth (mmdyyyyy):

Credential Category Or Series:


*Credential Or Test Vendor:

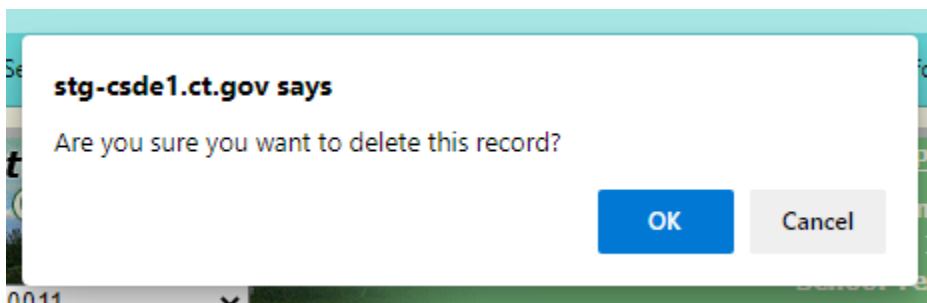
Credential Specialization:

*Credential Attempt Date (mmdyyyyy):

*Test Passed:

Save and Validate Close

14. Click the  icon to delete a record. You will be prompted to confirm you want to delete the record



Note: Please remember that if you manually corrected errors, you will need to hit the Re-Validate for the Process button to appear.

15. Once you have 0 errors, your data is Validated and ready to Process.

Uploaded on: 4/4/2022 12:47:54 PM
 Uploaded by: TestTCSDerby1
 Uploaded File Type:
 Record Layout Version: 4.0
 School Year: 2020 - 2021

Batch Record Counts				
	Uploaded	Valid	with Notifications	with Errors
Records	5	5	0	0
SASIDs	5	5	0	0

[Export Errors to CSV](#) [Export Batch to CSV](#)

The Current Status Is:

Validated

Available Actions

- Delete Upload** Deletes the upload and all corresponding data.
- Process** Processes the current batch.
- Re-Validate** Runs the Batch Validation routine again.

16. Click Process.



Note: Districts must Process data to have the data moved from the the temporary table to the final table. Reports will not populate/update until data is Processed.

Uploaded File Type:
 Record Layout Version: 4.0
 School Year: 2020 - 2021

Records	5	5	0	0
SASIDs	5	5	0	0

[Export Errors to CSV](#) [Export Batch to CSV](#)

The Current Status Is:

Validated

available Actions

- Delete Upload** Deletes the upload and all corresponding data.
- Process** Processes the current batch.
- Re-Validate** Runs the Batch Validation routine again.

This will take you to the **Process** screen.



You will have to select one of the following actions per Facility 1 Code:

- Merge will process all batch records into the collection, updating any records that already exist or adding new records that do not exist in the collection.

- Overwrite will delete all existing records in the collection. The batch records will then be added to the collection as if there have not been any previous records processed.
- Ignore batch records will NOT be processed and existing collection records will remain.

Click Process

17. How to Certify

On the Certify screen, your will find a summary of the count of SASID's by Specialization reported and Processed.

SAM Certify

Below is the summary of SAM counts for your district.

District Name	Specialization	Total SASIDs	Total Records
	BL002 - Spanish	25	25
	BL003 - Portuguese	1	1
	BL004 - Lao	1	1
	BL005 - Hmong	1	1
	BL006 - Khmer(Cambodian)	1	1
	BL007 - Italian	1	1
	BL008 - Polish	15	15
	BL009 - Greek	1	1
	BL010 - Afrikaans	1	1
	BL011 - Albanian	1	1
	BL015 - Balinese	107	107
	BL016 - Basque	1	1
	BL198 - Saurashtra	1	1
	BL200 - Kambaata	1	1
TOTALS		158	158

Certify

Records Reported/Edit

- Click Records Reported/Edit to review individual record
- Click Delete button to completely remove record from the system

SAM

Home • Collection Edit •

This report lists all students reported by your LEA who have attempted/earned a credential. The report can be sorted (ascending or descending) by any column. Use this report to review the accuracy and completeness of the records reported.

- To edit a reported record, click on the SASID.
- To remove a record reported, click on "Delete."

Collection Year: 2020-2021 Reporting Organization:

SASID	Student Name	Date Of Birth	Grade	Credential/Test Vendor	Credential Category/Series	Credential Specialization	Attempt Date	Test Passed	Last User	
621035459	Student Name	12/9/2006	10	Not Reported	Biliteracy	Ashanti	07/09/2022	Y	TestTCSHamden	Delete
1738595763	Student Name	1/13/2007	09	Not Reported	Biliteracy	Guyrah	10/07/2022	Y	TestTCSHamden	Delete
6201754391	Student Name	11/16/2004	11	Not Reported	Biliteracy	Talango	09/23/2022	Y	TestTCSHamden	Delete
840707415	Student Name	3/30/2007	09	Not Reported	Biliteracy	Fujianese	08/26/2022	Y	TestTCSHamden	Delete
1654399106	Student Name	3/23/2007	09	Not Reported	Biliteracy	Luganea	09/07/2022	Y	TestTCSHamden	Delete
3144746711	Student Name	2/15/2003	12	Not Reported	Biliteracy	Lingala	08/02/2022	Y	TestTCSHamden	Delete

- Click SASID to review student details and update as needed.

Home > Collection Edit > Update Record

Update Record

General

*Reporting District: 62

*Full Name: Student Name

*Fall Of Year: 2020

*Grade: 10

Student Info

*SASID: 6210354535

District Student ID: 90000477

*Date of Birth: 12/9/2006 12:00:00 AM

Credential Info

*Credential/Test Vendor : BV000 - Not Reported

*Credential Category/Series: BC001 - Biliteracy

*Credential Specialization : BL002 - Spanish

Test Passed: Yes

*Attempt Date : 7/9/2022 12:00:00 AM

Update

Cancel

Select Module

To navigate between TCS and SAM, click Select Module

