User Instructions for the Teacher-Course-Student (TCS) Data Application
September 1, 2011

The TCS application will facilitate the data upload, file validation, error checks, and file processing functions that are necessary for the required data submission. **Please read the following list of instructions carefully!**

1. To access TCS, connect to https://www.csde.ct.gov/ and log into the application using the access provided to you by your **district security manager**. If you already have access to other data applications hosted by the State Department of Education, you will need to have a TCS role added to your existing account. If you have never had access before, you will need to have a new account created in your name. **You must contact your district security manager to secure access to the application. If you don't know who your security manager is, please contact Ray Martin at raymond.martin@ct.gov or 860-713-6876.**

2. At this time, we are recommending uploads by the **LEA user only**. If your district cannot provide data to the state through an LEA user and needs to have access for a school-level user(s), please contact us for guidance.

3. After accessing the TCS application, the first step is to upload a file in the correct format. Click **File Upload** on the left-hand navigation bar. Click **Browse** to navigate to the TCS data file on your computer or network. **Your file must be in .csv or .txt or it will not be accepted.** Indicate the proper file format and whether or not the file has column headers. Click **Upload File**. If there are no format, layout, end of record marker, or reporting district errors, you will see a message indicating that the file is ready to be validated. Click **Validate File** and you will receive a message asking you to wait for an email that will indicate when your file is ready for review.

4. The next step is to review your file for errors. Click **Review Uploads** to view the details about potential errors in the file. If your file contains no errors, you can process the file. Select the radio button next to the file name and click **Process File**.

5. If your uploaded file contains errors, the **Review Uploads** page lists the number of records with errors and allows you to fix them. To fix errors, select the number in the **# Records with Errors** column. You can expand the **Error Description** menu by clicking the plus sign (+) next to it. Click **Edit** to open the **Edit Upload Errors** page to correct the errors. Correct errors and click **Save**. When all of your errors are fixed, select the radio button next to the file name and click **Process File**. If your file contains several errors, it is recommended that you go back to your file to correct errors and then upload the file again.

6. **At this point the LEA Reports feature is not fully operational.** We will notify you as soon as this issue is updated.