



Teacher Student Data Link Interchange

2024-2025 Reporting Manual

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Section 1: Overview

General Information

Authority to Collect

Derived from both Colorado Revised Statutes (C.R.S) and the Colorado State Board of Education's rules:

- Concerning Statutory Changes to K-12 Education, House Bill 13-12-19: 22-2-116.5
- Course Participation and Student Proficiency Reports, House Bill 14-1376: 22-11-503.5
- Monitoring of Written Evaluation System, C.R.S. 22-9-106 (1.5) (a-b)
- Rules for administration of a statewide system to evaluate the effectiveness of licensed personnel employed by school districts and boards of cooperative services 1 CCR 301-87(6.04) (i), (A), (C) (2) (b, d, and e), and (C) (3) (a).
- Commissioner Duties - reviewing the content of educator preparation programs in Colorado, C.R.S. 22-2-112 (p-q); Commission directive--approval of educator preparation programs--review, C.R.S. 23-1-121 (6)

Purpose

The Teacher Student Data Link (TSDL) Interchange and Snapshot captures data that link students in grades 6 through 12 to courses and instructors (if available) for the reported school year. CDE relies on the TSDL snapshot data to populate and create the Student Course Participation and Achievement Report (as required by C.R.S 22-11-503.5), the Educator Preparation Program Report (as required by C.R.S 22-2-112 (1)(q)), as well as complete required reporting for migrant students. Other CDE reports, such as the Civil Rights Data Report and 9th Grade Success Grant Program, rely on accurate data.

Record Expectations

LEAs should submit one record for each student and core course enrolled for 6 weeks or more along with the educator of record and contributing professional if applicable. "Core course" means a course in English, mathematics, science, social studies. For 8th-12th Grade Migrant Students, all courses must be reported.

- For CRDC - All AP and Computer Science courses should be submitted as well
- Students enrolled less than 6 weeks would not be required to be reported unless they receive a grade for the core course
- These courses should have SCED codes that start with 01 (English), 02 (Math), 03 (Science), 04(Social Sciences), 10 (Computer Science).



Collection Timeline

Date	Event	Event Description
Wednesday December 11, 2024	Open	TSDL Upload Interchange file opens.
Wednesday February 19, 2025	Open	TSDL Snapshot opens.
Friday May 16, 2025	Interim Deadline	TARGET: Date by which you should have uploaded the TSDL Upload interchange file at least once
Friday June 13, 2025	Interim Deadline	TARGET: Date by which the TSDL Upload interchange should be uploaded and error free.
Friday June 27, 2025	Interim Deadline	TARGET: Date by which the TSDL snapshot should be created at least once.
Friday August 22, 2025	Interim Deadline	<p>TARGET: Date by which you should have a complete Teacher Student Data Link Snapshot.</p> <p>Complete Teacher Student Data Link Snapshot means:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All TSDL interchange errors are resolved <input type="checkbox"/> All TSDL snapshot errors are resolved <p>If you anticipate that you will not be able to meet this deadline, please contact CDE at TeacherStudentDataLink@cde.state.co.us</p>
Monday August 25, 2025 - Thursday August 28, 2025	Report Review	Final Snapshot Report Review - This is your opportunity to review reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data. All data corrections must be completed during this time.
Friday August 29, 2025	Deadline	Required to have TSDL snapshot error free and finalized before or on this date. TSDL closed and final report is signed and provided to CDE via email TeacherStudentDataLink@cde.state.co.us



Section 2: Identity Management Roles

Teacher Student Data Link data respondents need assigned permissions in Identity Management (IdM) to complete the collection. Your district’s Local Access Manager (LAM) assigns accounts/privileges in IdM for your district. LAMs, [see the IdM website for access management instructions](#).

Application	Collection	User Role	Access Level	Notes
Pipeline	Prevent Harassment and Discrimination	LEA User	Upload and edit records	Users with this role can complete the majority of the collection but will require support from a user with the LEA Approver role.
Pipeline	Prevent Harassment and Discrimination	LEA Approver	Upload and edit records, submit final collection, download sign-off form.	At least one person in the district must have this role. Can do all of the actions that a LEA User role can do.
Pipeline	Prevent Harassment and Discrimination	LEA Viewer	View CEDAR/COGNOS reports related to the collection. Cannot edit data.	Useful role for district staff who need access to collection related CEDAR/COGNOS reports for data validation but are not actively completing the data collection.

To successfully complete the Teacher Student Data Link Collection, two roles are required, one for the interchange and one for the snapshot.

Teacher Student Data Link Interchange Roles:

- TSL~LEAVIEWER
- TSL~LEAUSER
 - LEAUSER is the preferred role.

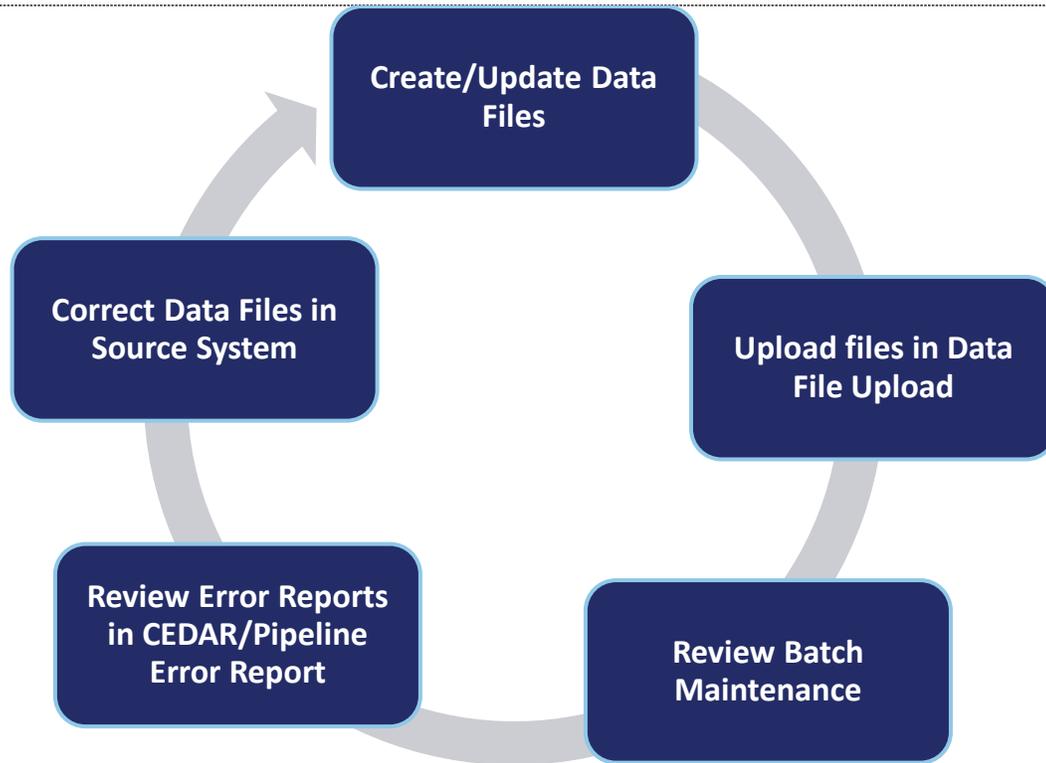
Teacher Student Data Link Snapshot Roles:

- TLS~LEAVIEWER
- TLS~LEAUSER
- TLS~LEAAPPROVER
 - Either LEAUSER or LEAAPPROVER is the preferred role.

Only one role each from the interchange and snapshot IdM roles can be selected per user, or you will receive an error when trying to login to data pipeline. Please note the swapped letters in the prefixes of these IdM roles.

Section 3: Interchange Process

Creating A File



Follow these steps to create a TSDL interchange file in data pipeline:

1. Pull data files from your SIS extract
 - a. If you are manually creating your TSDL upload file, you can find a file layout on [the Teacher Student Data Link website](#).
 - b. Tips on file type: Excel (.xls or .xlsx) CSV (.csv), and text (.txt) files are all accepted. No blank spaces are allowed in the file name. Be sure your file is not open when attempting to upload to Data Pipeline.
2. Upload the your file into Data Pipeline.
3. Review batch maintenance to ensure the file was accepted.
4. Review errors in the Data Pipeline Error Report or CEDAR
5. Correct errors either in your data file or SIS/source system.
6. Repeat until error free

Section 4: Data Pipeline

Data File Upload

The data file upload screen is where a LEA uploads the files required to complete Teacher Student Data Link collection.

Upon completing the file upload steps listed below, a message will be displayed across the top of the screen indicating a batch number or that there was an error uploading the file. Data pipeline sends an email to data respondents once the file has processed. This email will indicate the number of records uploaded into data pipeline and the number of errors related to this file upload. If you receive an email indicating a file

upload error, double check the formatting of your file and try again. Alpha characters or symbols included in data fields that are numeric only is a common cause for file uploads to fail. This includes if an alpha character/symbol in a single data field for a single row of data.

Steps

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Data File Upload*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
 - a. Dataset: Teacher Student Data Link
 - b. File Type: TSDL Upload
 - c. School Year: Current School Year
 - d. Organization/LEA: Your district
 - e. File Name: Choose File
 - i. .csv, .xls, .xlsx (.xlsx is preferred)
 - ii. Spaces are not allowed in the file name
 - f. Upload Type = Append or Replace
 - i. Relace is recommended
5. Select *Submit*

Dec 11, 2024 | 03:18:40 PM

- File Upload
 - Format Checker
 - Data File Upload**
 - Validation Report
 - Batch Maintenance
- + Directory
- + Discipline
- + EDIS
- + Non Public Schools
- Prevent Harassment
- + Report Card March
- + RITS
- + Special Education
- + Staff Profile
- + Student Profile
- + Summer EBT
- + Teacher Student Data link
- + Dataset Administration
- + Pipeline Reports
- + Cognos Report

Data File Upload

Exception File

Dataset * Teacher Student Data Link

File Type * TSDL Upload

School Year * 2024-25

Organization/LEA * Select...

Locate File * Choose File No file chosen

Upload Type * Append Replace

Submit

Batch Maintenance

This screen can be used to verify that your file was successfully processed, see the total number of records that were counted, and see how many errors there are in your file.

Steps

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Batch Maintenance*
4. Complete the drop-down menus for data set, file type, school year, and district if it did not auto populate
 - a. Data Set: Teacher Student Data Link
 - b. File Type: TSDL Upload
 - c. School Year: current year
 - d. Organization/LEA: your district
5. Select *Submit*

Batch Maintenance

Dataset * Teacher Student Data Link File Type * TSDL Upload School Year * 2024-25

Organization/LEA * Submitted By Me

Submit

Excel

Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date	LEA
<input type="checkbox"/>	775562	_TSDL_EDIT - Copy.xlsx	82	0	Yes	hoffman_pg@cde.state.co.us	12/04/2024 12:55 PM	

Page 1 of 1 25 Per Page **Total No. of Records: 1**

Delete **Download**

Steps for if your file did not process

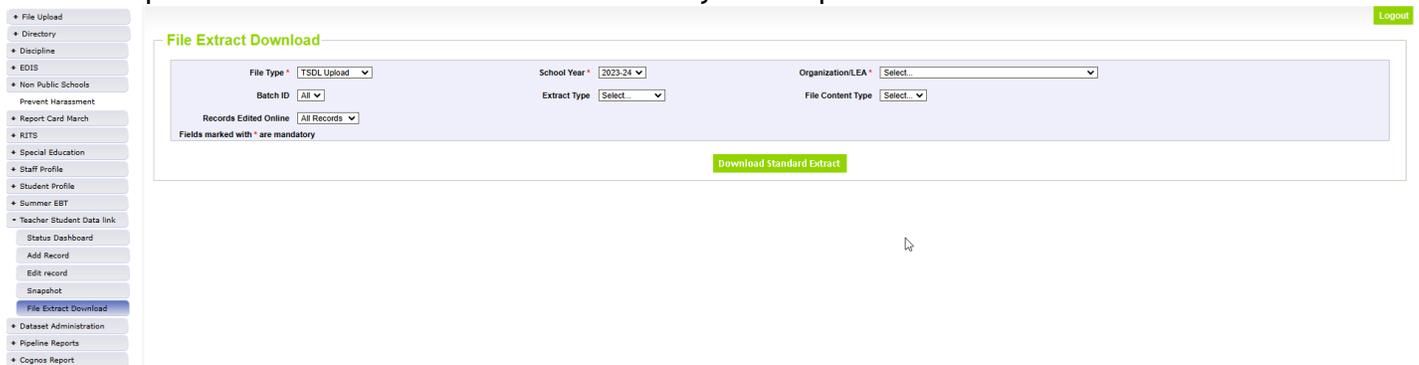
1. Ensure all codes and dates have their leading zeros
2. Reference the TSDL file layout and ensure all of your codes match what is in the file layout
3. Ensure that there are no comma's in your data (most typically seen in the Local Course Title field) that is causing data to shift.

File Extract Download

A copy of the current Teacher Student Data Link file can be extracted from data pipeline for future reference.

Steps

1. Login to Data Pipeline
2. Select *Teacher Student Data Link*
3. Select *File Extract Download*
4. Complete the drop-down menus
 - a. File Type: TSDL Upload
 - b. School Year: current year
 - c. Organization/LEA: your district
 - d. Batch ID: All (or desired date/time of a file upload)
 - e. Extract Type: desired value
 - f. File Content Type: CSV, TEXT, or Excel
 - i. Excel format recommended
 - g. Records Edited Online: All Records
5. Select *Download Standard Extract*
6. Open the downloaded file and/or save it to your computer.

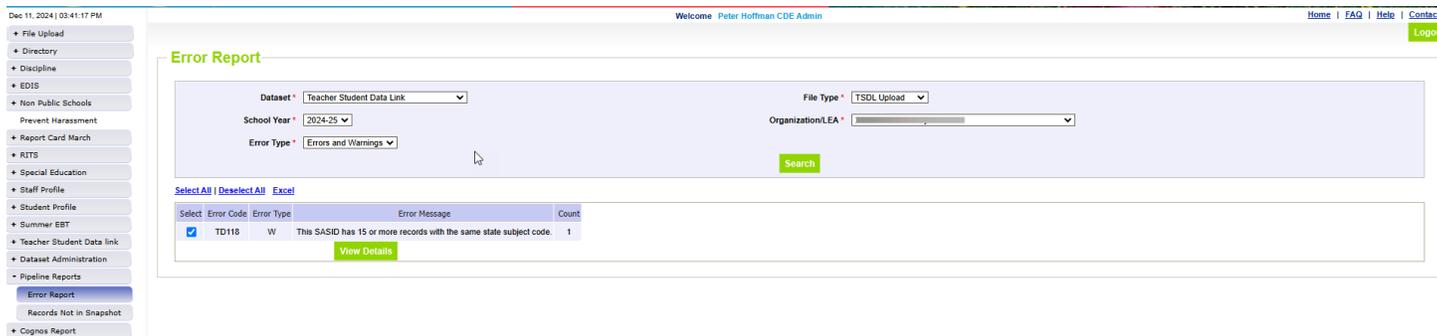


Pipeline Reports

The data pipeline error report is one the methods for reviewing errors and warnings for the Teacher Student Data Link collection. Using the pipeline error report LEAs can review a summary of all errors and warnings. Use the 'View Details' button at the bottom of the pipeline error report summary screen to view the detailed list of each error or warning and their corresponding business rules. Both the summary screen and the detail error screens can be extracted as an excel document. Note: The data pipeline error report can only show error details on up to 1000 records. To try and view more records than 1000, CEDAR error reports must be used.

Steps

1. Login to [Data Pipeline](#)
2. Select *Pipeline Reports*
3. Select *Error Report*
4. Complete the drop-down menus
 - a. Dataset: Teacher Student Data Link
 - b. File Type: TSDL Upload
 - c. School Year: current year
 - d. Organization/LEA: your district
 - e. Error Type: Desired type of business rules (Errors and Warnings recommended)
5. Select *Search*
6. Select the checkbox for the error or warning you want to view details on and select view details.



Section 5: Cognos Reports

Overview

The Colorado Education Data Analysis and Reporting system (CEDAR) is a private, secure system which provides student level data to authorized users. Access to student-level data is limited to educators who have need for such data.

Often CEDAR is referred to as COGNOS since COGNOS is the software currently powering the Colorado Education Data Analysis and Reporting system (CEDAR).

Reports in CEDAR/COGNOS have multiple purposes. Some are used as operational reports to assist data respondents in looking up specific information on students, file/snapshot errors, and students missing from a snapshot due to profile errors. Other reports are used to validate data when finalizing a data collection. Many reports also provide districts with a preview of data that will be published based upon specific data collections. (i.e., graduation statistics)

Accessing and Navigating CEDAR

Google Chrome is the preferred browser when working with CEDAR reports. If CEDAR is not loading properly in Chrome, clear the browser history/cookies/cache and try logging in again.

Access via Identity Management (IdM) webpage

1. [Go to the IdM webpage](#)
2. Select the CEDAR application link.
 - a. A new window will open
3. Select the 'Log in to CEDAR' button

Access via link in Data Pipeline

1. Login to [Data Pipeline](#)
2. Select the COGNOS Report button on the bottom of the navigation menu on the left.

Navigating CEDAR

Use the navigation bar on the left to open the pipeline reports folder and view specific categories of reports. Reports are organized based upon a user's access permissions in IdM. Each category file of reports represents reports connected to a specific data collection/IdM user role. Within each category of reports is a list of all available reports. Select the desired report from the list to view the report. Most reports will have an introductory screen with dropdown menus to further refine the data in the report.



Types of CEDAR Reports

Error Reports

Teacher Student Data Link data respondents have access to two types of errors reports in CEDAR that mirror the error reports found in data pipeline. These are titled: TSDL Error Detail Report and TSDL Error Summary Report. These mirror the data pipeline error report, but allow for more than 1000 records to be viewed.

Migrant Student List

This CEDAR report shows a list of migrant students that were in your district as of the Student Interchange October count.