

## Teacher Student Data Link (TSDL) Collection

CDOT recommends the following process to prepare your data for the TSDL Collection. General information regarding the TSDL Collection can be found on [page 2](#) of this document and on the [MSDS Website](#) > [Teacher Student Data Link](#) webpage.

1. **Run and Review the TSDL Course Worksheet** – [page 3](#)
2. **Identify missing PIC Numbers** on the worksheet, then **Update PIC Numbers** for employees in **Zangle Faculty Editor**

- [CEPI – Registry of Educational Personnel \(REP\)](#)
- [PIC Service User’s Guide](#) - Retrieve PIC #'s



3. **Complete the last four columns of the TSDL Course Worksheet** (Is Virtual (H) and Mentor Teacher (I) will be blank for most courses) – [page 4](#)

A	G	H	I	J	K
COURSECODE	PIC NUMBER	IS VIRTUAL	MENTOR TEACHER	NCES SUBJECTCODE	NCES COURSECODE

4. **Map your Zangle Subject Codes to the NCES Subject Codes** using the Zangle MSDS Data Map Utility – [page 5](#)
5. **Populate Course Level** (column E of the TSDL Course Worksheet) **with TSDL Codes** – numeric code only, please exclude text

01	Regular (TSDL)	05	Intl Baccalaureate (TSDL)
02	Honors (TSDL)	06	Not Applicable (TSDL)
03	Pre-Advanced (TSDL)	07	Dual Enroll/EarlyMid Coll (TSDL)
04	Advanced Placement (TSDL)	00	Other (TSDL)

6. **Review your TSDL Course Worksheet and upload** it to the [CDOT Documentation Site](#) - <https://cdot.calhounisd.org/>
  - e-mail [helpdesk@calhounisd.org](mailto:helpdesk@calhounisd.org) when you have uploaded your file
7. **Review the Process for creating New District Courses** with consideration to the updated TSDL fields – [pages 6-11](#)

## *TSDL General Information*

### **Purpose:**

The Teacher Student Data Link Collection (TSDL) in MSDS will report links between students and the teacher(s) who provide instruction to them. This information is necessary to meet the requirements of the American Recovery and Reinvestment Act (ARRA) and the America Competes Act as part of the State Fiscal Stabilization Fund.

This is a full-year collection. Reported data reflects the student's performance in classes taken throughout the current academic year and the status of his/her academic report at the end of the school year.

### **Components:**

- SubmittingEntity
- PersonalCore
- SchoolDemographics (like EntityDemographics, but using only first five characteristics)
- StudentCourse (new component)

### **Timeline:**

It is the CEPI's intent to open this collection in early May in order to enable district authorized users to begin early reporting, in case their districts will be closed for the summer. The collection will remain open through August 31, so summer course information can be included in the collection.

### **Requirements:**

- Each course must be assigned to one primary faculty member with a valid PIC number (team teachers should use the Alt Faculty in Zangle)
  - Exceptions are CTE and Early Middle College courses
- All active faculty must have a valid PIC number in Zangle (Faculty Editor → State Tab)
- All current courses must have Subject Area Code (from state list – use Data Map tool in Zangle Web)
- All current courses must have Course Identifier Code (optional for 2011, required for 2012 – from state list – User Code in District Courses in Zangle Front Office)
- All current courses must have a Course Type (from state list – Work Level in District Courses in Zangle Front Office)
- All students must show Completion Status for all courses (from state list – CDOT will setup)

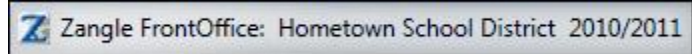
### **More Information:**

[http://www.michigan.gov/cepi/0,1607,7-113-986\\_50502\\_57560---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_50502_57560---,00.html)

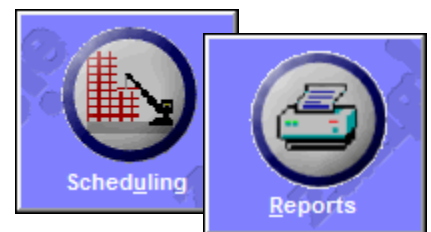
## TSDL Course Worksheet

The *TSDL Course Worksheet* will help you organize the areas within your data that are required for the TSDL collection. You can begin the process by using the worksheet to identify staff members with missing PIC numbers, enter those PIC numbers on the State tab in Faculty Editor, and match the NCES Subject and Course codes with your existing Courses and Subject Areas.

1. Login to the *District Track*



2. Click on *Scheduling > Reports > Query Writer*



3. Double-Click on the *TSDL Course Worksheet* – this will open the Microsoft Excel Spreadsheet



4. The columns of the *TSDL Course Worksheet* are shown below:

A	B	C	D	E	F	G	H	I	J	K
COURSECODE	COURSENAME	SECTION	SUBJECT AREA	COURSE LEVEL	TEACHER	PIC NUMBER	IS VIRTUAL	MENTOR TEACHER	NCES_SUBJECTCODE	NCES_COURSECODE

5. *Important Links:*

- [Teacher Student Data Link \(TSDL\)](#) – MSDS TSDL Website
- [NCES School Codes for the Exchange of Data \(SCED\)](#) – Secondary Courses
- [NCES Prior-to-Secondary SCED](#) – Elementary Courses (includes K-8)

### TSDL fields in District Courses

TSDL Course Worksheet										
COURSECODE	COURSENAME	SECTION	SUBJECTAREA	COURSELEVEL	TEACHER	PICNUMBER	ISVIRTUAL	MENTORTEACHER	NCES_SUBJECTCODE	NCES_COURSECODE
①	②	Master Schedule	③	④	Zangle Faculty Editor		⑤	⑥	* 2 Digit Code MSDS Data Map Tool	3 Digit Code ⑦

The **NCES\_SUBJECTCODE** is the *first 2 digits of the NCES code* – this code will eventually be mapped from the **MSDS Data Map Tool** in **Zangle Connect > MI State Reporting**. **Until the mapping is complete, this code must be hand entered into the TSDL Course Worksheet.**

**03097** **Biology—Independent Study**

The **NCES\_COURSECODE** is the *final 3 digits of the NCES code* – this code will come from the **User Code** field in District Courses once CDOT imports them from your TSDL Course Worksheet. **In order for CDOT to import these codes, they must be hand entered into the TSDL Course Worksheet.**

District Courses - John Adams High School  
 File Help Date: 03/04/2011  
 Course Code: FF3  
 Description: Entomology  
 General Credits / Codes GPA / Categories  
 Subject: Science  
 Department: Science  
 Status: Active  
 # of Terms: 4 # of Periods: 1 Eff. Date: 08/23/2010  
 Sect Size: 15 TA Sect Size: 0 Standards:   
 End List

District Courses - John Adams High School  
 File Help Date: 03/04/2011  
 Course Code: FF3 Description: Entomology  
 General Credits / Codes GPA / Categories State Language  
 Grad Credits: 1.0000 GPA Credits: 1.0000 Credit Type: Academic Variable Credit  
 GPA Lvl: 0 Mark Set: Letter Marks For HS Alternate  
 Virtual Course  PreHS Credit  
 Mentor Teacher  Crshist User Flag 2  
 Speede Express Code: FF3 Work Lvl: Regular (TSDL)  
 CIP Code: <Unset> User Code: 097  
 End List Edit Add Save Quit

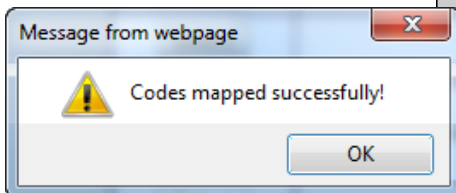
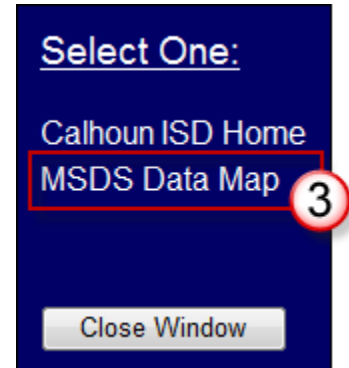
*Example: Completed TSDL Course Worksheet for Entomology (FF3)*

TSDL Course Worksheet										
COURSECODE	COURSENAME	SECTION	SUBJECTAREA	COURSELEVEL	TEACHER	PICNUMBER	ISVIRTUAL	MENTORTEACHER	NCES_SUBJECTCODE	NCES_COURSECODE
FF3	Entomology	1	Science	Regular (TSDL)	Izzo	8675309	-	-	03	097

## MI State Reporting Data Map Utility

### Mapping Zangle Subject Area Codes to NCES Subject Codes

1. Login to Zangle Connect
2. Click *MI State Reporting*
3. Click *MSDS Data Map*
4. Select *NCES Subj Area* from the top pull-down menu
5. Select the *Zangle Subject Code* from the *From Code (Zangle)* pull-down menu
  - You can also select the Zangle Code from the *All Code Values* table (scroll through the pages to find the code, click the *Select* button)
6. Select the *NCES Subject Code* from the *To Code (State)* pull-down menu
7. Click *Submit*



**Note:** You can map multiple Zangle Subject Codes to a single NCES Subject Code

**Note:** If new Zangle Subject Codes are created, the new code(s) must be mapped to NCES Subject Code(s)

#### Removing a Mapping

8. Select the Mapping, click *Delete*

### Michigan State Reporting Data Map

Show Values for Field:  
 NCES Subj Area 4

From Code (Zangle)      To Code (State)

SCI-Science 5      03 6

Submit 7      Delete 8      Cancel

All Code Values:

	Zangle_Code	State_Code
Select	LF-Life Management	
Select	PHIL-Philosophy / Religion	
Select	SCI-Science	03
Select	SOC-Social Studies	

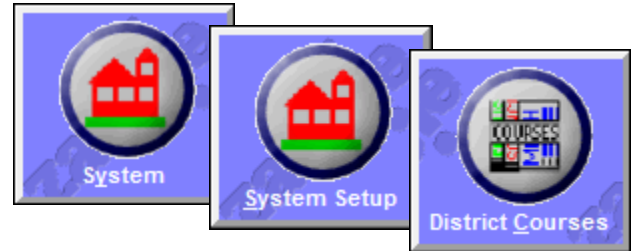
1 2 3 4 5 6 7 8

## District Course Creation

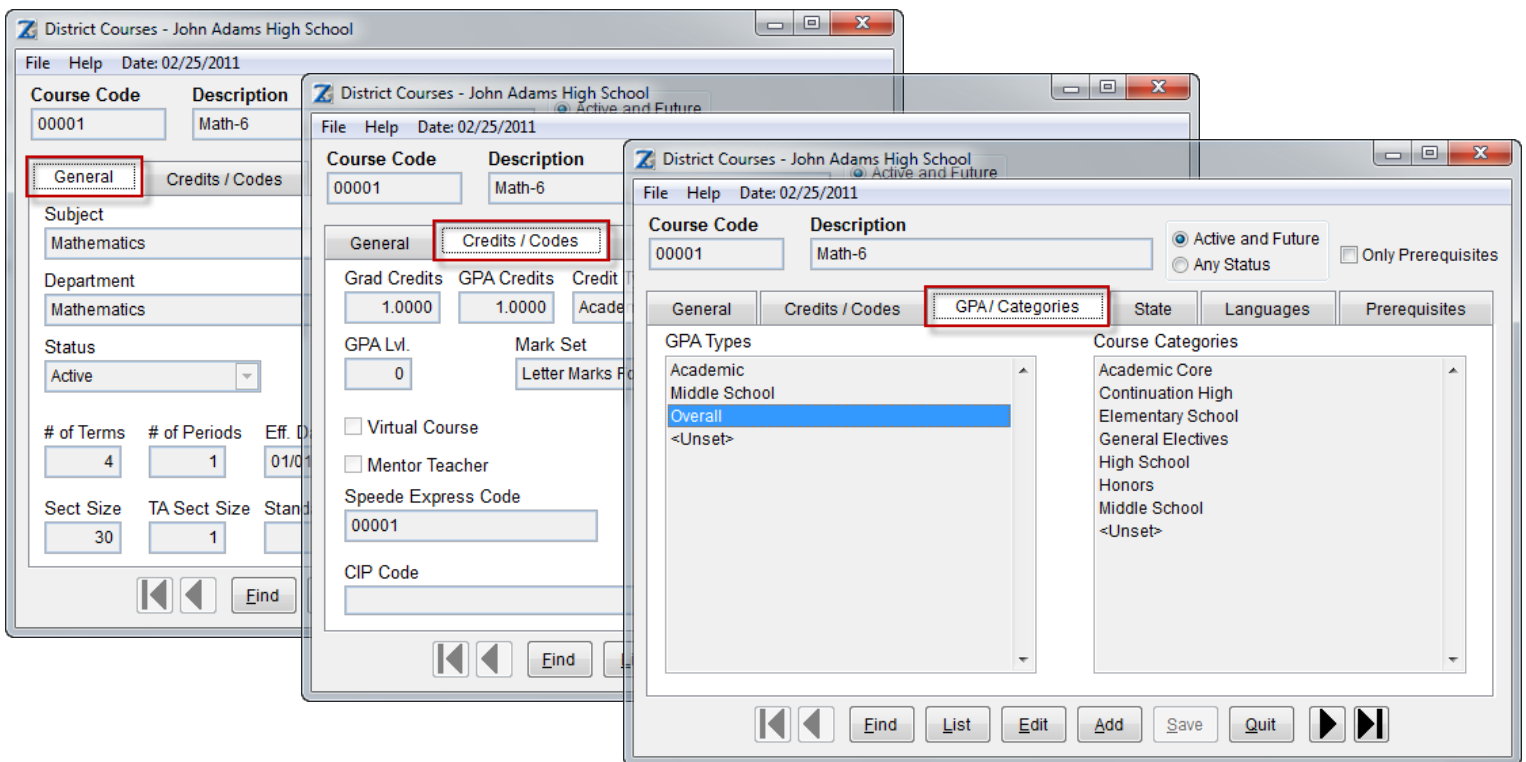
When creating a new Course, the best place to start is identifying an existing course that has the same *term length, mark definition, and GPA level. Preferably this is a course that has been in use in the Master Schedule for several years, and one that you know distributes credit correctly.* Use this course as your 'template' and build your new course with the same settings.

### Identify Your Template Course

1. Login to Zangle Front Office
2. Click **System > System Setup > District Courses**
3. Once you have identified the course you will use as your template, **take screen shots of the first 3 tabs: General, Credits/Codes, and GPA/Categories**



- Need to learn how to take screen shots? Here is a website with good directions on how to take screen shots from several different devices... <http://take-a-screenshot.org/>

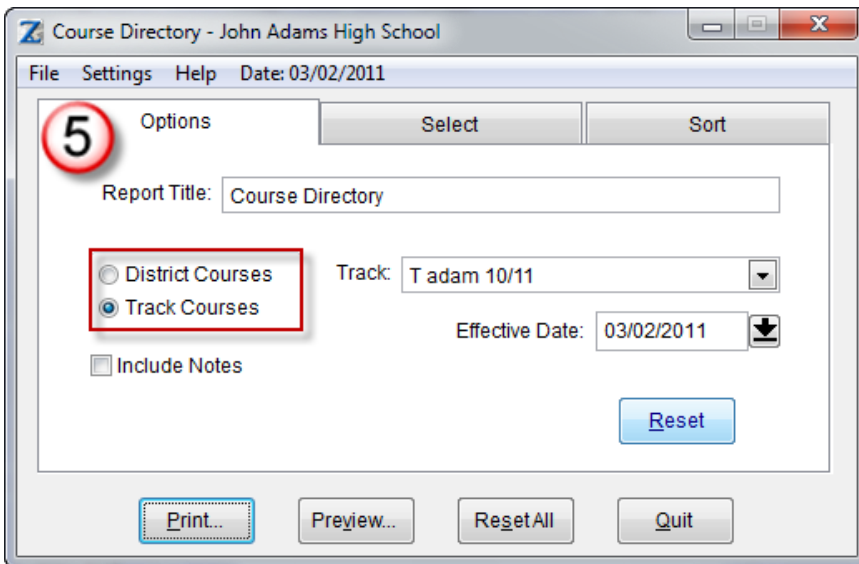
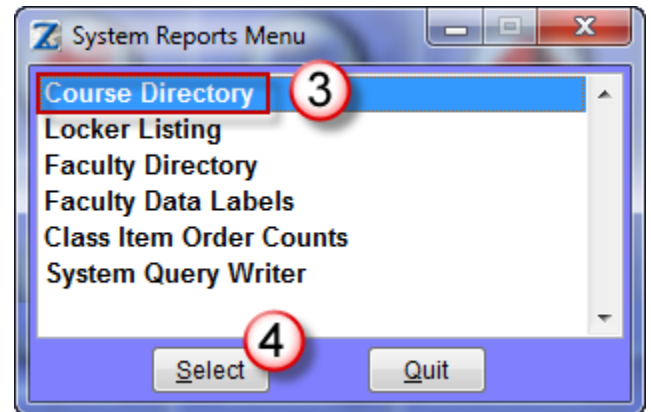


## District Course Creation (cont)

### Course Directory Report

Another handy reference is the **Course Directory Report** in **System > Reports**. This report is a listing of all courses, complete with the detailed course setup information. You can use this report to identify available course code numbers, and create new courses that are consistent with course naming conventions, subject areas, etc.

1. Login to Zangle Front Office
2. Click **System > Reports**
3. Click **Course Directory**
4. Click **Select**
5. Setup and run the report as shown
  - Select the **Track Courses** radio button to see only the courses in the Track you are logged into
  - Select the **District Courses** radio button to see all District Courses



### Sample Report

Course Directory					
John Adams High School : T adam 10/11					
Course code	Course Description	Department			
		Grad credit	GPA credit	Credit type	
07852	Manuf Tech-TCC	Vocational Studies			
	Vocational Education	1.50	1.50	Academic	
08040	Psychology-AE	Social Studies			
	Social Studies	.500	.500	Academic	
FF1	Intro to Fly Fishing	Physical Education			
	General Electives	1.00	1.00	Quarter Ho	
FF2	Advanced Fly Fishing	Physical Education			
	General Electives	1.00	1.00	Quarter Ho	

## District Course Creation (cont)

### Creating a New Course – General Tab



1. Login to Zangle Front Office
2. Click **System > System Setup > District Courses**
3. Click **Add**
4. Give the new course a **Course Code** and **Description** (Zangle will not allow duplicate course codes)
5. **Select the appropriate Settings** for the new course based on your template course
  - Reference the **Managing District Courses Workbook** for detailed descriptions of all fields and drop-down menus
6. **Set the effective date at least two weeks prior to the first day of school**

## District Course Creation (cont)

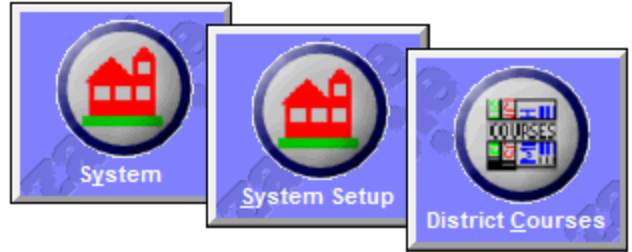
### Creating a New Course – Credits/Codes Tab



7. Click the *Credits/Codes* Tab
8. **Select the appropriate Settings** for the new course based on your template course
  - Reference the *Managing District Courses Workbook* for detailed descriptions of all fields and drop-down menus
9. The **Speede Express Code** must match the **Course Code** in order for the Course to appear on transcripts

## District Course Creation (cont)

### Creating a New Course – GPA/Categories Tab

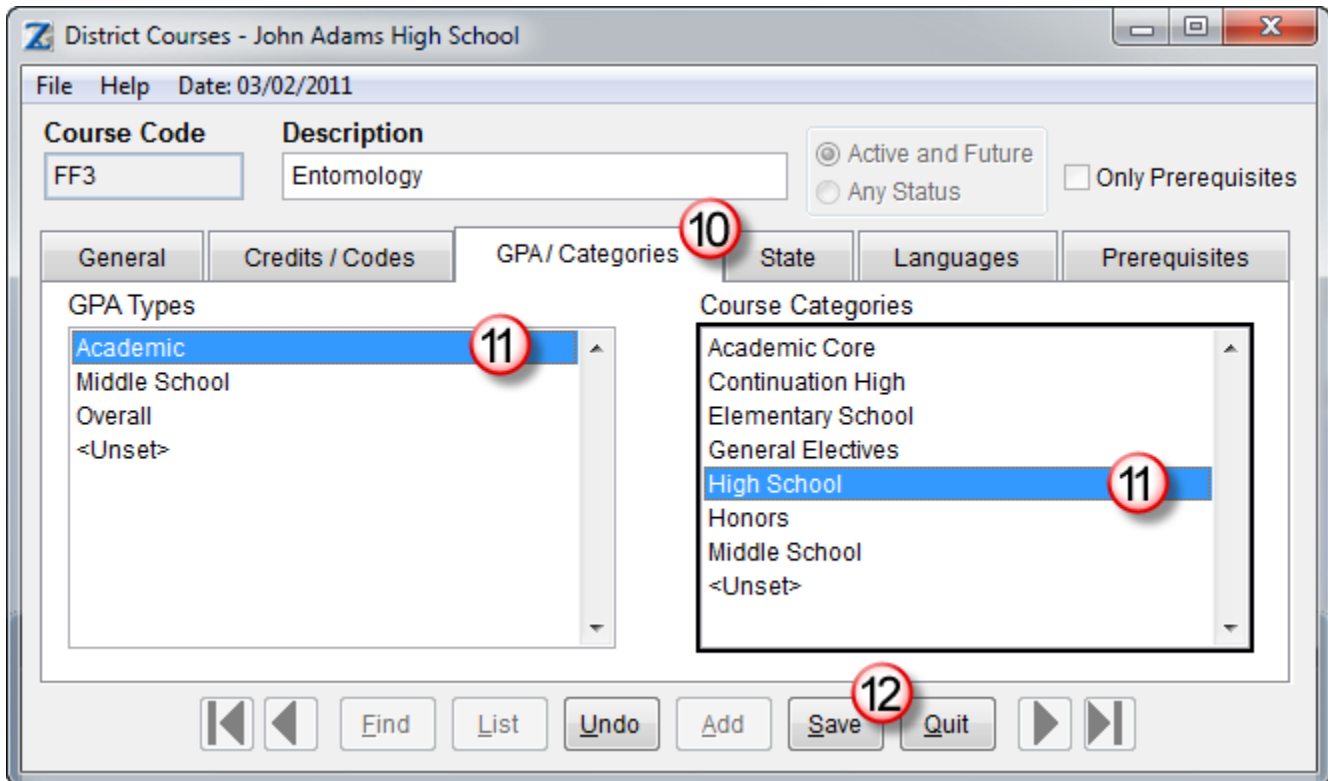


10. Click the *GPA/Categories* Tab

11. **Select the appropriate Settings** for the new course based on your template course

- Reference the *Managing District Courses Workbook* for detailed descriptions of all fields and drop-down menus

12. Click *Save*



## District Course Creation (*cont*)

### *Editing Courses*

There are a few things to consider when making changes to courses. Whenever possible, you want to make any and all changes before you have scheduled any students in the course. Once students are scheduled, and the school year has started, changing settings can have devastating effects on your data integrity. Changes to courses currently in use in the Master Schedule are best done during natural breaks in the schedule; preferably between school years, but can also be done at a Semester or Trimester break. Below are a few tips and clarifications to consider when editing a course.

1. Login to Zangle Front Office
2. Click **System > System Setup > District Courses**
3. Click **Edit**
4. **Make the necessary changes** – contact the helpdesk ([helpdesk@calhounisd.org](mailto:helpdesk@calhounisd.org)) if you are unsure how to proceed
5. Click **Save**
6. If the course **has never been in use in the Master Schedule**, select the **Update Existing Record** radio button and click **OK**
7. If the course **has been in use in the Master Schedule**, select the **Create New Record** radio button, **set the Effective Date as far back as possible**, then click **OK**

