

January 2016 TEDS Notes

Happy New Year! I hope all enjoyed their break and are back, rested and ready for all kinds of “new”. Over the break, we began work on some much-needed changes. Some are simply functional and others you may have noticed...

Here are your “new” notes for January...

I've Got News for You (David Sanborn)...

The window to get students properly identified in TEDS as preparatory is **January 15**. This is a **critical deadline** for KOSSA registration. **THERE ARE NO EXTENSIONS**. Only those students identified as preparatory in TEDS by the January 15 deadline will be eligible to test. You should use the KOSSA Test Ticket Report in TEDS to review and confirm that all your students are listed and show with the correct KOSSA.

If there are questions or concerns with your KOSSA Test Tickets, contact Mr. Kiley Whitaker at kiley.whitaker@education.ky.gov or Claude Christian at claudio.christian@education.ky.gov.

Remember that updates (imports) to TEDS take place overnight. ***This means you should get your information in early.*** January 15 is a Friday. If you wait until the last minute to update your information, you will not see any potential errors until it is too late. **THERE IS NO EXTENSION TO THIS DEADLINE.**

Brand New Day (Sting & the Police)...

Things are changing at CTE and in TEDS. Since I can't always get to everybody at the same time, make sure you check the [Frequently Asked Questions](#) on the [TEDS website](#). Additionally, other basic questions are addressed in the [new User Guide](#) and [step-by-step instructions](#).

Don't get discouraged when my response is a link to the help guides on the website. This helps me to make sure our message is consistent. It reduces the chance of you catching me in mid “brain cramp”... You can also see an archive of [monthly notes](#) so you won't have to search through emails trying to find that thing you thought you heard a couple of months ago. So remember to watch out for updates and news.

Something New (The Clark Sisters)...

We have our new programmer and some much-needed updates are under way. Here are the first few that require your immediate attention.

1. FORGOT PASSWORD

The “Forgot Password” link is now working. You no longer have to contact Claude to reset your password. Unless...

2. LOCKOUT SCRIPT

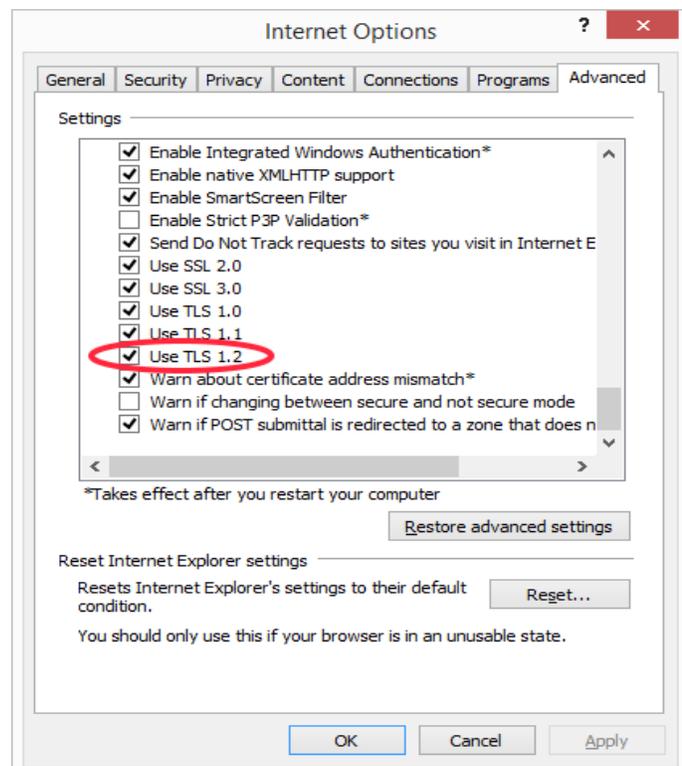
If it has been 120 days or more since your last foray into TEDS, you are now locked out. Data security, especially around our TEDS student data, is extremely important. This new process will provide more effective monitoring of access to our student data.

3. INTERNET EXPLORER SECURITY

Once we updated the TEDS server, there was a switch in the security setting for Internet Explorer. If you are getting a *‘page cannot be displayed’* message, then you will need to enable **TLS 1.2**. *Enable the What!?!*

No worries. It is easy.

- a. Go to Tools>Internet Options>Advanced
- b. Scroll down to Security
- c. Click the checkbox labeled “Use TLS 1.2” (pictured below).
- d. IF YOU DO NOT HAVE PERMISSIONS ON YOUR SCHOOL COMPUTER TO DO THIS, you may need to contact your helpdesk
- e. Alternatively, Google Chrome and Firefox should work without changes.



A Whole New World (from Disney's Aladdin)...

2015-2016 has been designated a "data cleanup year". Is Your Data Clean? Are you sure? Now is a great time to run a few reports to see if you are as clean as you think. We have made some changes over the last couple of years to get cleaner data. Most of these changes are not retroactive. Remember: trash in = trash out. Let's not play in the trash! ☺

A good starting point is to run a **Duplicate Federal Indicator Report (#5)** in the [Recommended Reports for Data Validation](#). If all goes well with this report, you will have a blank report. If it's not blank, don't worry. There's an app, I mean, instructions for that!

Everything Old is New Again (Peter Allen)...

As we prepare for the snow and the cold and KOSSA and Industry Certification assessments, etc., etc., etc., we need to have people who can ensure that students are getting proper credit and recognition for their efforts. That means we have to have properly trained TEDS users.

In 2014, we began the requirement that all TEDS users be trained and that training must occur every two years. If you have attended a training since this started, your two years is almost up. As your access end date draws near, you will get reminders from TEDS. Heed those notices. If you had access but never attended a training, your access is already blocked. Once you are locked out, you cannot get back in until you attend a training session.

With our planned revisions, there will definitely be a need to update your knowledge about what TEDS can do for you. Training sessions will begin roughly mid-spring. Make sure you sign up in time.

Well, not everything... These dates are the same as always...

January 15, 2016	Deadline for Students to be marked Preparatory for KOSSA
February 28, 2016	2014-15 Completers Follow up Data completed in TEDS

Have a great month!!