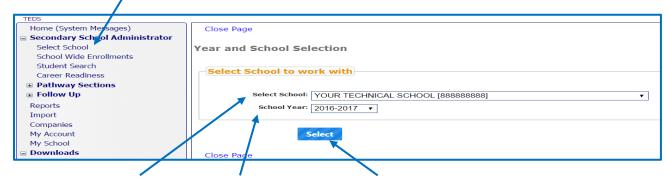
How to TEST a TEDS Data Import

READ EVERYTHING BEFORE YOU DO ANYTHING...

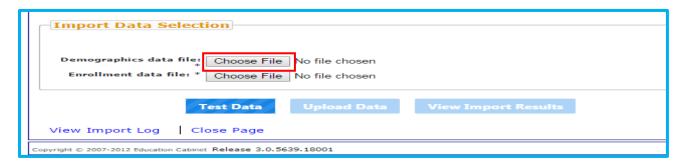
- An import can be TESTED at any time without completing a full import
- Infinite Campus MUST be used to enroll a new student or add a pathway for a student.
 - ➤ You must first create the necessary export files in Infinite Campus (See "How to Create an Export file in Infinite Campus" on the <u>TEDS Step-by-Step website</u>)
- 1. Login to TEDS at http://teds.ky.gov
- 2. Click on Select School



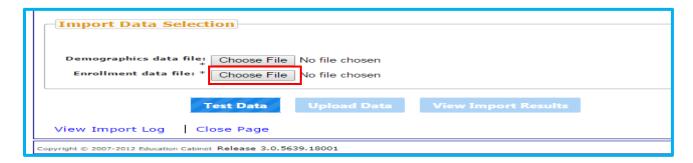
- 3. Select your "School" and "School Year". Click Select
- 4. Select "Import" from the left navigation bar under School Administration



5. Click "Choose File" (Browse) next to Demographics data file. Go to wherever the demographic file is located on your computer and double click on the name of the <u>demographic file</u>



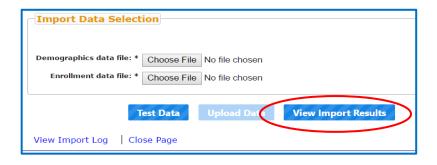
6. Click **"Choose File"** (Browse) next to Enrollment data file. Go to wherever the enrollment file is located on your computer and double click on the name of the **enrollment file**.



7. Click "Test Data". Once the test is completed, the test results will display at the top of the screen.



- 8. Check your results.
 - a. If the test shows any errors, click "View Import Results" to display the errors. Review the document How to Troubleshoot TEDS Import Errors to determine next steps.
 - b. If the test was successful, the Upload Data button should now be visible, and you may then choose to COMPLETE a full import.



Import Data Selection	
Demographics data file: * Choose File No file chosen Enrollment data file: * Choose File No file chosen	
Test Data Upload Data	View Import Results
View Import Log Close Page	