

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 [TEDS Step-by-Step website](#))

1. Login to TEDS at <http://teds.ky.gov>

2. Click on **Select School**

The screenshot shows the TEDS Secondary School Administrator interface. On the left, a navigation menu includes 'Home (System Messages)', 'Secondary School Administrator' (expanded), 'Select School', 'School Wide Enrollments', 'Student Search', 'Career Readiness', 'Pathway Sections', 'Follow Up', 'Reports', 'Import', 'Companies', 'My Account', 'My School', and 'Downloads'. The 'Select School' option is highlighted. The main content area is titled 'Year and School Selection' and contains a 'Select School to work with' section. This section has two dropdown menus: 'Select School' (showing 'YOUR TECHNICAL SCHOOL [888888888]') and 'School Year' (showing '2016-2017'). A blue 'Select' button is located below these dropdowns. Arrows from the text instructions point to the 'Select School' menu item in the navigation bar, the 'Select School' dropdown, the 'School Year' dropdown, and the 'Select' button.

3. Select your “**School**” and “**School Year**”. Click **Select**

4. Select “**Import**” from the left navigation bar under School Administration

This screenshot is similar to the previous one, showing the TEDS Secondary School Administrator interface. The 'Import' option in the left navigation bar is now highlighted. The 'Year and School Selection' section remains visible in the main content area, showing the same school and year selections.

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 demographic file

The screenshot shows the 'Import Data Selection' form. It has two rows for file selection: 'Demographics data file:' and 'Enrollment data file:'. Each row has a 'Choose File' button (highlighted with a red box) and the text 'No file chosen'. Below these are three buttons: 'Test Data', 'Upload Data', and 'View Import Results'. At the bottom of the form are links for 'View Import Log' and 'Close Page'. The footer of the page reads 'Copyright © 2007-2012 Education Cabinet Release 3.0.5639.18001'.

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.

Import Data Selection

Demographics data file: * No file chosen

Enrollment data file: * No file chosen

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

TEDS

Home (System Messages)

System Administration

- Users
- System Messages
- Downloads Management
- Schools
- Pathways
- Programs
- Program Areas
- Career Clusters

[View Import Log](#) | [Close Page](#)

Import Process

Import Data Tested Successfully!
New Enrollments 0
Update Enrollments 0
Errors 0

Instructions

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.

Import Data Selection

Demographics data file: * No file chosen

Enrollment data file: * No file chosen

[View Import Log](#) | [Close Page](#)

- 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: * No file chosen

Enrollment data file: * No file chosen

[View Import Log](#) | [Close Page](#)