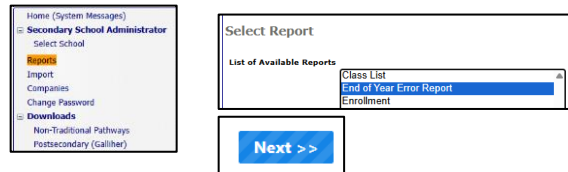


Validate Student Credits and Objective Connection

Student objective and current credits inform both accountability and funding. It is important to ensure the accuracy of your data multiple times a year (initial enrollment, end of each semester/trimester and end of year). These steps will help to validate your data.

1. Log in to TEDS

- a. Select **Reports**, then select **End of Year Report**
- b. Click **NEXT**

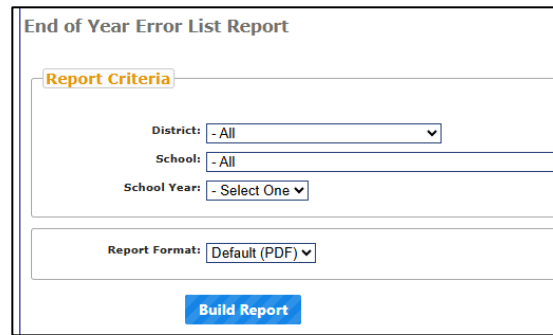


2. Select your school (DO NOT ATTEMPT TO DO COMPLETE DISTRICT)

3. Select current School Year

4. Choose **CSV** format (PDF is for printing only)

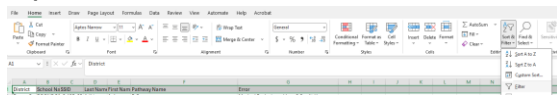
5. Click **Build Report**



REMEMBER

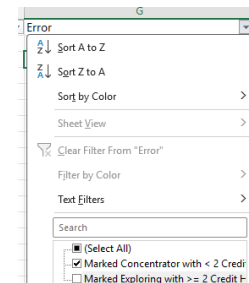
1. If a course counts for any valid pathway (listed in the POS or added through modification) it may be counted in TEDS.
2. A course may **only be counted once** for **ATTEND HOURS** in TEDS, regardless of how many pathways the student is enrolled in that include that specific course.
3. If a course is valid for multiple pathways in which the student is enrolled, the **CREDIT EARNED may be counted once for each pathway**.
4. If the first course taken for a pathway is also a required course (e.g., all students must take 080719), it may not be used as the basis for enrolling a student in the pathway. However, once the student enrolls in a second course for the pathway, the CREDIT HOURS (excluding ATTEND HOURS) earned from the required course may then be counted.

6. Open Excel document, select entire row 1 and click filter



7. Filter Error column to **“Marked Concentrator with < 2 Credit Hours”**

8. Review each transcript record for correct credit hours

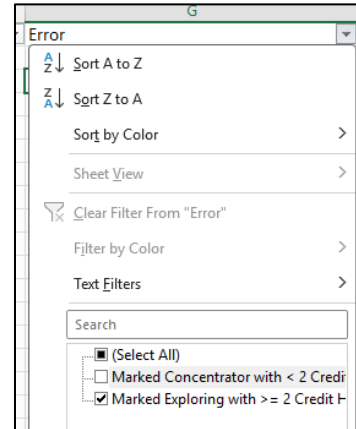


- a. If there are indeed fewer than 2 (two) credit hours on the transcript that count for the pathway, change objective to EXPLORING on the TEDS tab in IC
- b. If there are 2 (two) credit hours or more on the transcript that count for the pathway, update the credit hours on the TEDS tab in IC

9. Filter Error column to “**Marked Exploring with \geq 2 Credit Hours**”

10. Review each transcript record for correct credit hours

- a. If it is not the final update to transcript and there are more than 2 hours, that is OK
- b. If it is the FINAL UPDATE to transcript **and** there are less than 2 hours on the transcript for the pathway, that is OK
- c. If it is the FINAL UPDATE to transcript **and** there are more than 2 hours on the transcript for the pathway, update the objective to CONCENTRATOR on the TEDS tab in IC.



11. Click the Save Button.

12. Complete a new export/imprt process to move changes to TEDS.