



# **Teacher Student Data Link (TSDL) Guide**

**Michigan Student Data System (MSDS)**

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## Introduction

This document is designed to use in preparation for reporting the Teacher Student Data Link (TSDL) collection data to MSDS. It is a general guide to verify that the key pieces are in place to report accurate information and may also be used for troubleshooting.

- Verify that all students reported have a UIC and an accurate Entry-Withdrawal enrollment record.
- Review the Skyward [MSDS TSDL Data Elements](#) document Student Course Component for details on how data is extracted. This is found in SkyDocs under Web Student Management > State/Federal Reporting > MI State Reporting > MSDS.
- Questions on how a record should be reported (i.e. what course code or value is expected) should be addressed to CEPI. Questions on why a record is or is not being extracted a certain way from Skyward should be addressed with a service call.
- Please note, data is now collected in two separate TSDL Collections:
  - Migrant TSDL Collection
    - Ongoing (year-long reporting window) collection
    - Migrant students only
    - Data must be submitted within 10 days of enrolling or exiting a migrant student
  - General TSDL Collection
    - Single-certify collection (like the General Collections)
    - Only non-migrant students reported

## Grading Setup

The following areas should be reviewed in the Grading module prior to extracting any TSDL files. Entities using the Retain flag to determine Completion Status for all students can ignore the Grade Marks and GPA Calculation Method sections below and skip to the next section, Current Scheduling Setup.

## Grade Marks

- In the Student Management system, in the individual entity to be updated, navigate to Office > Grading > Setup > Configuration > Grading Setup > Grade Marks tab. (The Grade Marks tab is also accessible from the GPA Setup area.)
- Verify the following fields on each Grade Mark are correct, as they are used to calculate the Completion Status:
  - Use in Earned
  - Use in Failed
  - Use as Incomplete
- Set the MSDS Completion Status field. If left blank, Completion Status will calculate based on the above listed Grade Mark settings, in combination with factors such as whether the class was dropped, if Audit/Variable Credits were used, or if the student is reported as Grade 14 (Transitions).
- Calculated Completion Status values include AU, OE, CP, CF, CS, WE, and I. Please see the [MSDS TSDL Data Elements](#) document for details on how they are calculated.
- If grade marks of TO, WP, or WF should ever be reported, a grade mark may be set up to do so and assigned those values, as they are not calculated.
- Repeat the steps above for every Entity.

## GPA Calculation Method

- In the Student Management system, in the individual entity to be updated, navigate to Office > Grading > Setup > Configuration > GPA Setup > Calculation Method tab.
- Select a Grade Set, then select the Edit button.
- Enter "100" (percent) into the Earned Credit row under the column representing the marking period where earned grades determine if credit is earned for that Grade Set. This defines the grade period(s) used to calculate Completion Status in TSDL.
- Repeat this process for each Grade Set, in each entity.

## Current Scheduling Setup

The following areas should be reviewed in the Current Scheduling Module prior to extracting any TSDL files.

## Course Lengths and Class Control Sets

- In the Student Management system, in the individual entity to be updated, navigate to Office > Grading > Setup > Configuration > Grading Setup > Course Length tab, expand a Course Length, expand Class Control Sets.
- Select the Edit link next to each Control Set.
  - Start and End dates must be correct for all Course Lengths and all Class Control Sets within.
  - If a student may possibly be scheduled to take a portion of a class due to Adds and Drops, that Class Control Set Subset should have the "Allow Student to Take Subset" option selected.
  - If a student is never allowed to take a portion of a course that is graded, that Class Control Set Subset should have the "Allow Student to Take Subset" option deselected.
- Terms must be defined within the date range of the Course Length as Subsets, in order for TSDL to determine Course Completion status and to report a course in that Course Length. It is not required for the Terms to be set to Allow Student to Take This Subset. For example, if only Semester grades are used, Terms must still be configured, but can just be set to not Allow Student to Take Subset (checkbox not selected).
- Verify dates. See GPA Calculation Method, below. Any Earned Credit portion of a course must have been completed (End Date passed), in order to extract.
- If students who drop within the first days of the class are not desired to be reported by the district in TSDL, then a date should be entered in the "Drops after this date should be sent to MSDS" field. The date should reflect the last date that a student could have dropped from the class and not be reported. If the field is left blank, all students who have been enrolled in a class with that Control Set will be reported.
- The above steps should be repeated for all Course Lengths in all Entities to be reported.

## Curriculum Master

- The Curriculum Master link can be made available from the Curriculum & Assessments, Current Scheduling, or Future Scheduling areas. If one or more of these areas is utilized and the Curriculum Master link should be available to the user, access may be set up in that user’s Security Group to the most ideal placement or to all appropriate areas.
- In the Student Management system, navigate to Office > Curriculum & Assessment > Curriculum > Curriculum Master OR to Office > Current (or Future) Scheduling > Build Course Master > Curriculum Master.
- Select a Curriculum Master Record and Edit it.
- Expand the Michigan State Specific section and set the **State Course Code**. Skyward provides all known available NCES SCED codes to be assigned. Select the State Course Code link to see the full list or begin typing a code.

Version 6 SCED Resources provided by CEPI:

- [SCED Version 6 Resources](#)
- For the 2019-2020 school year, districts can choose whether to report using SCED Version 1 or SCED Version 6 codes. Starting with the 2020-2021 school year, all courses must be reported with a valid Version 6 SCED code.

**Tip:** For a quick way to verify that Curriculum Master records have a State Course Code assigned, set the browse View (upper-left) to Curriculum Details. The State Course Code column may then be found by scrolling all the way to the right. Filters may also be used on that field to quickly find records with blank or specific values.

## Course Master

### Edit Course

- A Curriculum Master record must be assigned for the course to be reported in TSDL.
  - From the initial browse view of the Course Master, with the View set to Course Details, the “Curriculum” column displays the key code of any Curriculum Master record assigned.
  - Upon editing a course, the Curriculum field at the upper-right of the screen may be populated by typing in a known Curriculum key or the Curriculum field label link may be selected to open the Curriculum Master to select the appropriate record.
  - If a course is assigned to a Curriculum Master record, but that record is not assigned a State Course Code (see Curriculum Master Setup, above) the course will not be extracted in TSDL.
- Verify the Course Length Set is correct, at the upper left of the screen.
- A course must have the option to Grade Course selected. It does not need to be set to Keep Attendance to be extracted.
- Verify Earned Credits

- The Earned Credits field is at the upper-right of the screen.
- The value should be set to the number of credits that a student receives by completing the entire Course Length.
- Students scheduled into partial subsets will have their earned credits calculated accordingly. For example, if the Earned Credits for a Year-Long course is set to 1.00, GPA Calculation Method is set to use Semester Grades for Earned Credit, and a student is enrolled in only a Semester 1 subset of the full course, the student will be reported as earning 0.50 Earned Credits, on completion, provided they earned a passing grade.
- Verify the Course Type field
  - Expand the Michigan State Specific area at the bottom of the screen.
  - It is recommended that an appropriate Course Type value be entered for all courses.
  - If the Course Type field is blank, then a value of '01' (Regular) will extract, by default.
  - If the Course Type is '07', also verify that the College Credits field is correctly populated. This represents the number of credits a college course awarded the student at the college itself, while the Earned Credits should report the credits the school is awarding the student, upon completion. Is this course eligible for 64b funding? If so, the Eligible 64b Course checkbox should be selected.

### Section

Expand the Course, then Section Details to see all Sections of the course. Edit the Section. Updating sections of a course is also possible from the Section Master.

- If this class is taught virtually, the Virtual Delivery value to be reported is set up in the Michigan State Specific area, at the bottom.
- If the Virtual Delivery field is set to Not Virtual, Mentor Teachers set up in the Meeting Pattern will not be reported.

### Meet Pattern

Expand Course, then Section Details, then the section to see all Meet Patterns for that section, set up in a boxed area. Edit the Meet Pattern. Updating Meet Patterns in the Section of a course is also possible from the Section Master. Expand a section from there to see the Meet Details section. Expand and Edit the appropriate Meet.

- Verify the Class Meet Type is set to Instructional. Only Instructional Class Types are extracted.

### Teachers/PICs

- The Teacher assigned on the Meet is reported.
- The Teacher PIC for that Teacher is assigned on their Staff record.
- At least one Teacher of Record's PIC is required to be reported for all submitted classes unless it is reported with a value of '07' (Dual Enrollment) as the Course Type. This includes teachers contracted by the district who are employed by other

districts and who are presenting instruction virtually. The other district should provide the PICs of those teachers, as needed.

- Up to three PICs may be submitted for any class. Each must be set up with their own Meet Pattern.

#### Mentor Teachers/Mentor PICs

- To optionally report any additional Mentor Teacher(s), a Meet Pattern should be set up with that staff member assigned as Teacher and with the Mentor Teacher checkbox selected.
- Up to three Mentor PICs may be submitted for any class. Each would need to be set up with their own Meet Pattern, with the Mentor Teacher checkbox selected.
- Mentor PICs will not report, if the class (course section) is set to Not Virtual.
- If a staff member is assigned as Teacher on a class Meet Pattern, but their PIC should not be reported at all for that class, the option to "Do not send teacher to TSDL" may be selected on that Meet Pattern. The class will still report, if there is another Meet, but this teacher's record is ignored and not reported.

## ***Other Settings***

### **State Reporting Configuration**

Some additional options that affect TSDL reporting are available in the Product Setup system, under Skyward Contact Access > District Setup > Configuration > State Reporting Configuration.

#### Carnegie Credit Conversion

This option is available for districts that award more than 1.0 credit for a full year. For example, a district may use Trimesters and award 0.5 Earned Credits per Trimester. This option could then be set to specify that 1.5 Credits = 1.0 Carnegie Credits.

#### Entities using the Student Retained flag to determine Completion Status

This option is available if the district has any Entities that do not post grades or that use only the Standards Gradebook without calculating a Term grade.

- With an entity selected here, the TSDL extract will report a default value of CP (Completed/Passed) for all reported courses taken in that entity.
- If running the TSDL before the Year End process, the Retained flag on the student's General—Profile tab (WS\ST\TB\GE\TB\PR\PR) is checked. If set to Yes and the NY Grad Year is set to the next higher year, that student then has all their reported courses for the current school year extracted with a Completion Status of CF (Completed-Failed), overriding the default CP value.
- If running the TSDL after the Year End process, the Retained flag on withdrawal portion of the student's Entry-Withdrawal tab (WS\ST\TB\EW\EW) for that entity is

checked. If set to Yes, that student then has all their reported courses for the prior school year extracted with a Completion Status of CF (Completed-Failed), overriding the default CP value.

## ***Additional Information***

### **Add/Drop/Delete Scheduled Classes**

- Deleted courses with no grades will not be extracted.
- If a student was scheduled into a class, but never attended before that class was replaced on their schedule, it is always best to Delete that class entirely from the student's schedule, as opposed to dropping it.
- Dropping a class is ideal when the student did attend for a time, then they withdrew or had their schedule changed.
- If the student's schedule is changed, it is very important to Add a class as of the first day the student is expected to attend, and to Drop a class as of the last date that the student was expected to attend.
- The Option button available on student Scheduling screens can be set, by user, to Prompt for the Effective Date of an Add or Drop and is recommended to be set to Yes (unless mass-scheduling or mass-dropping/deleting, where the date is assigned in the utility).
- The option to Prompt for Effective Date when Current Scheduling can be defaulted to Yes for all users by navigating to Office > Current Scheduling > Setup > Configuration > Scheduling Configuration Options. The Default Current Year value for "Prompt for Effective Date" option is at the bottom of the screen. Once defaulted to Yes, a user can still set it to No for themselves, as needed.
- A student must have been enrolled in a class within the specified Enrollment Date range of the TSDL extract template, in order to have that class reported.

### **Scheduling Transactions**

- If Future Scheduling Transactions are not tracked (recommended), then once the school year is rolled and current schedules have been finalized/distributed, it is strongly advised that the utility be run to Mass Create Initial Add Scheduling Transactions (Office > Current Scheduling > Student Schedule Generation > Setup > Utilities). Simply enter the first day of classes in the current school year as the "Effective Date" and Run. This provides the system with a starting transaction record for all scheduled classes for the school year.
- Scheduling Transactions are automatically tracked for the Current School Year.
- Transactions may be viewed for accuracy, edited to correct dates, or even deleted by selecting the "View Trans" button at the lower-right of a student's current Schedule screen. Records in this area are used to calculate enrollment for the student in TSDL. A permanent record of all transactions is maintained in the Audit button in the View Trans area, even if a record is deleted completely, but the transaction is not used in TSDL, unless it is listed in the View Trans main screen.



- If there is no Transaction record in the View Trans area for a class, the Class Control Set dates for the Terms in which the student is enrolled in the class are assumed to determine enrollment.

## TSDL Extract Template

- Courses must have been completed as of the High date in the Enrollment Date range. If the course was still active as of that date and the student is not Grade 14, that course will not extract for the student.
- When running the TSDL collection, the Enrollment Date range should always span at least the entire School Year of July 1 through June 30. This ensures that all classes offered within the school year are included in the extract. If reporting summer classes, the date range may possibly need to be extended even further to appropriately include the classes.
- A student must have at least one scheduled class to be included in the TSDL extract.

## Course Completion Status – No grade earned

- If a course is completed, but no grade is entered for a student's class, it will be extracted with a default Completion Status of 'CP' ('WE' for dropped Courses, 'OE' for Grade 14 students) and blank Course Grade/Credits Granted. This will allow users to be aware of which courses are missing grades.

## Resources

CEPI provides the following document as a guide for TSDL:

- [Helpful Hints to TSDL Reporting](#)

MDE provides the following resources regarding Virtual/Online Instruction:

- [Requirements for Teacher of Record for Online or Computer-Based Instruction](#)
- [Adherence and Decision Tree for Virtual and Online Learning](#)
- [Michigan Department of Education and Michigan Virtual Online Decision Tool](#)

## Common TSDL Issues/FAQs

### Receiving error “PIC is Required. Verify Staff/PICS for each meeting pattern” and PIC number is correctly assigned

Verify whether, if only one meet pattern is assigned to the section, the meet pattern has the “Mentor Teacher” option flagged. You will receive this error – even if a PIC number is assigned to the staff member – if only one meet pattern exists for the section and it is flagged as being for a Mentor Teacher. The State of Michigan requires a Teacher of Record to be reported for all courses, including virtual learning, unless the Course Type is '07'. Therefore, there must be at least one meet pattern attached to a course with a Primary Teacher assigned who is not a Mentor Teacher. For more information on Teacher of Record

and Mentor PIC reporting in TSDL, please see [CEPI's Helpful Hints of TSDL Reporting document](#) with specific reference to Section 11.

### Importance of Scheduling Transaction Effective Dates as they relate to TSDL reporting

Scheduling transaction dates are extremely important regarding courses extracting properly for TSDL. The system uses the scheduling transaction effective date to determine when the course was taken, and these are a common cause for a course not extracting for the TSDL submission. Effective dates can be verified by navigating to Students > Student Profile > Scheduling Tab > Current, and then clicking on the View Trans button on the lower, right-hand side. Here you can see all effective dates associated with scheduling, and it is important that the effective dates of the courses fall within the dates specified within your Class Control Sets.

Note: It is also especially important to make sure these effective dates are correct if you plan on extracting your TSDL data after your Student Year End process has completed, since changing these dates after year-end has been completed is difficult.

### Class Control Sets MUST have Term subsets for TSDL courses to extract

ID	Short Description	Long Description	Grade Set
QTR	Quarter	Quarter	QTR - Quarter
SM	Semester	Semester	SM - Semester

  

Dsp Lit	Description	Type	Terms	Take Subset	Start and End Dates	T1	T2	T3	T4
S1	Semester 1	Normal	01-03		09/04/17-01/18/18	Add Subset	2	2	2
T1	TERM 1	Subset	01-01	No	09/04/17-10/19/17		2		
T2	TERM 2	Subset	02-02	No	10/22/17-11/30/17		2		
T3	TERM 3	Subset	03-03	No	12/03/17-01/18/18			2	
S2	Semester 2	Normal	04-06		01/21/18-06/06/18	Add Subset			3
T4	TERM 4	Subset	04-04	No	01/21/18-03/01/18				3
T5	TERM 5	Subset	05-05	No	03/04/18-04/19/18				
T6	TERM 6	Subset	06-06	No	04/22/18-06/07/18				

Class Control Sets assigned to courses must have term subsets created for TSDL courses to extract. If only Semester subsets are created, and no Term subsets exist, courses attached to that Class Control Set will not extract into TSDL. Term subsets can be verified by navigating to Office > Grading > Setup > Configuration > Grading Setup, clicking on the Course Length tab on the left, and then expanding the appropriate Course Length Set.

### Where do I mark a course as Dual Enrolled for TSDL?

Dual enrollment courses are set up by editing the course within the Course Master, expanding the Michigan State Specific area, then setting a value of '07' for the Course Type code. Any College Credit earned can then also be added, immediately below. These courses would also need to be included on the student's schedule for them to extract properly into TSDL.

If you have additional questions or concerns regarding TSDL or other MSDS reporting, please create a service call with Skyward and we will be happy to assist.



## ***Revision History***

<b>Date</b>	<b>Update(s)</b>
6/29/2020	Format updated.