

Downloading, Extracting and Setting Up the 2023-2024 TDTIMS Workbook & Processor

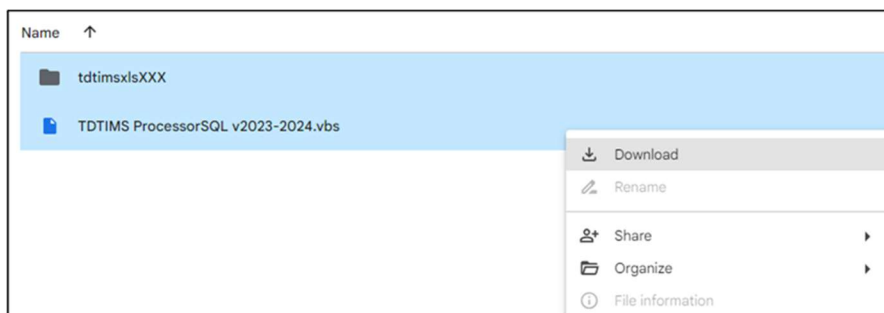
Please contact TIMS Support Staff at NCSU-ITRE or UNC Charlotte if you have questions or hiccups with completing any of the steps throughout the entire TDTIMS Submission process.

Due to county-level restrictions accessing some LEA TIMS Servers, each LEA will need to download the TDTIMS Workbook and TDTIMS Processor for the 2023-2024 School Year. TIMS Support Staff emailed the Primary TIMS Coordinator from each LEA and provided a link to a Google Drive containing the files needed for Submitting TDTIMS. If you did not receive the email or link, please contact your TIMS Support Staff at NCSU-ITRE or UNC Charlotte.

Below are the steps and instructions for the files inside the 2023-2024 TDTIMS Google Drive.

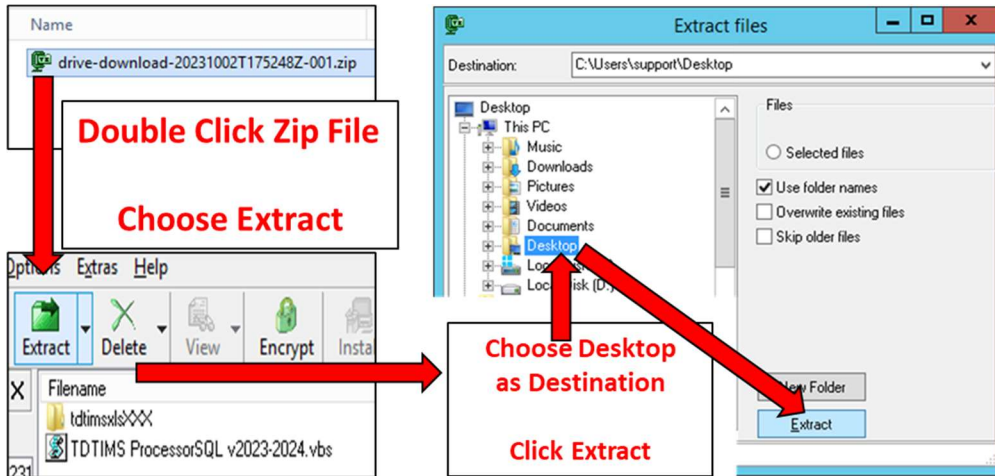
1) Download Files from the Google Drive

- On the TIMS Server, log in to your School System Email and Follow the link provided by TIMS Support Staff to open the 2023-2024 TDTIMS folder.
- Highlight both the tdtimxlsXXX folder and the TDTIMS Processor
- Right Click and Choose Download



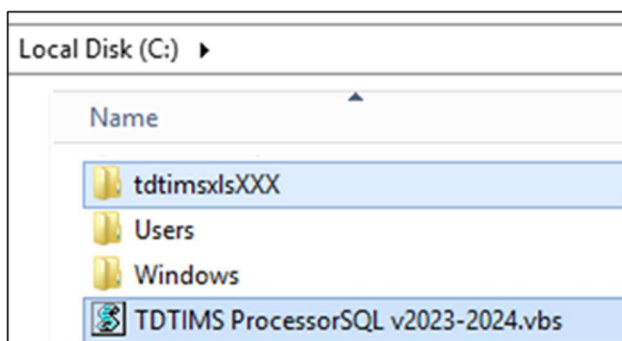
2) Extract\Unzip the Files to the TIMS DM Account Desktop

- After the download completes, go to the Downloads Folder and extract both items to your DM Account Desktop.
- Double Click the .Zip File, Choose Extract, Identify the DM Desktop folder location and hit Extract.



3) Move the Files to the Root of the C:Drive

- The next steps are to cut\copy\paste both items from the DM Desktop to the root of the C:\ drive of the TIMS Server.
- Depending on local county-level restrictions, some DM Accounts may not have the proper permissions\credentials to move items to C:\
- When completed, both the tdtimxlsXXX folder and the TDTIMS Processor will be at the root of C:\



If you have trouble downloading the files, extracting them to the desktop or copying them to the root of the C:Drive, please contact TIMS Support Staff for assistance in getting everything in place before you begin the 2023-2024 TDTIMS Submission.