

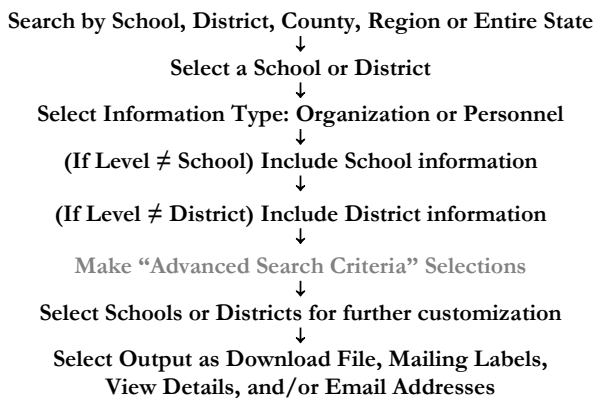
AskTED Quick Reference

AskTED is the online Texas Education Directory. Access AskTED through the School Directory link in the upper-right corner of most TEA Web pages. TEA employees, school districts, and the general public use AskTED to find contact information and create mailing labels for Texas public schools, districts and education service centers.

Overview

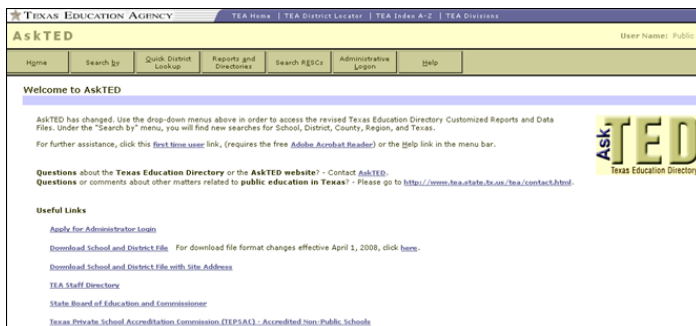
Most AskTED users need contact information for schools and districts. Use the **Districts and Schools > Reports** option to generate these reports. A report listing all schools and districts in Texas can be downloaded by choosing **Reports and Directories > Download School and District Data File** option.

For a customized report, use the selections shown below. Selections shown in gray do not have to be specified:



Getting Started

The AskTED home page appears:



Summary of Menu Options

The top menu shows the following options:



Home: Returns to the Home page for AskTED.

Search by: Allows users to search by School, District, County, and Region or for the entire State.

Quick District Lookup: Allows users to search for a district name or number.

Reports and Directories: Offers the following report options:

- **Reports** – Options include generating reports based on schools (including charter schools), districts, RESC, and Special Education.

- **Download School and District Data** – Generates a list of all schools and districts.
- **Download School, District and ESC Personnel Data File** – Options include listing principals, superintendents, district staff and ESC staff.
- **Texas School Directories** - Annual report in PDF format with options for selecting the entire document or specific sections.

Search RESCs: Contact information for Regional Educational Service Center staff.

Administrative Logon: This option is only for use by people who update information provided in AskTED.

Help: Opens the online help system in a new browser window.

Navigation and Option Selection

“Short cut keys” allow a user a quicker option for making selections on a screen. An underlined letter in a menu option indicates that pressing **Ctrl** and **Shift** at the same time, plus that letter, has the same effect as clicking the menu item with the mouse.

Another way to select an option on a screen is to use the **Tab** key. Press **Tab** until a faint dotted line appears around the option, and then press **Enter**. The examples below show the difference in the appearance of each control in its selected and unselected state.

Unselected Hyperlink: [TEA Staff Directory](#)

Selected Hyperlink: [TEA Staff Directory](#)

Unselected Button:

Selected Button:

Unselected Option Button: Personnel

Selected Option Button: **Personnel**

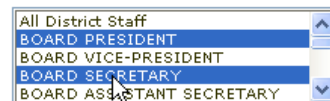
Unselected Checkbox:

Selected Checkbox:

To check or uncheck a checkbox using the keyboard, select the box and then press the spacebar.

Additional keyboard shortcut commands may be made available by your browser, such as **Select All** (Ctrl+A) and **Copy** (Ctrl+C). (Using the **Download File** option will produce more desirable results than the copy/paste method.)

Option lists that do not drop down allow selection of multiple options using **Ctrl+Click** or **Shift+Click**.



Press **Ctrl** or **Shift** while clicking additional options

Advanced Search Options

School Types

For searches other than by School, the Advanced Search includes an option to restrict your search by School Type. You can select any combination of Public (Excluding Charters), Open Enrollment Charters and Campus Charters.

TEA does not maintain contact information for private schools. Go to <http://www.tepsac.org> school information.

Instruction Types

The Instruction Type option is available for every search type but the School search. Options include Regular, Alternative, JJAEP and DAEP.

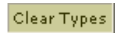
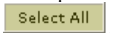
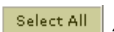
District Types

For searches other than by School or District, you can restrict your search by any combination of District Type: Independent and Common, Open Enrollment Charter, Texas Youth Commission, and TSD / TSBVI.

Grades vs. Grade Levels

You can restrict your search by either grade or grade level, but not both.

Clearing Your Selections


Whenever you see a pair of buttons close to each other, such as  and , the left button clears (unchecks) all the checkboxes in the group immediately below the button pair and the right button checks them all. A fast way to select all but a few buttons is to click  and then uncheck the few options that you do not want.

Sorting Search Results

Search results are usually sorted by the leftmost column. The current sort column is indicated by a small triangle (▲) and a message above the headings. To sort the data differently or turn off sorting on a column, click a column heading.

Sorted by Ascending Number 

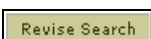
Sorted by Descending Number 


Not sorted by this column (no triangle) 

Going “Back”

The AskTED screens require you to use menus and buttons for navigation. Clicking the **Back** button in your browser’s toolbar will either not work, or will have unexpected effects.

Modifying/Revising a Search

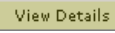
To change search options: 

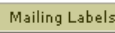
To return to the main screen: 

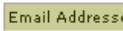
Choosing the Output Type

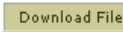
When the initial results of your search are displayed, three buttons appear above the column headings. Each button provides an on-

screen preview of more detailed information and a file download option becomes available.

 Provides a complete set of information on the selected organization.

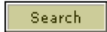

 Provides a preview of what mailing labels will look like if you download the data file and use it with the mail merge function of your word processor.

 Displays email addresses for the organization(s).

 Opens a dialog box with the option of saving or opening the file.

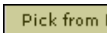
Example Search 1

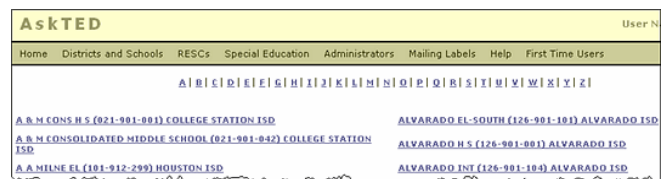
This example walks you through a search for Schools whose names contain the word “Austin.” District information is excluded.

1. Select **Search by > School**.
2. In the School Name field, type *austin*.
3. Under Information Type, click *Organization*.
4. Click . A list of school names beginning with “Austin” appears.
5. For every desired school, click the checkbox to its left.
6. Click . Contact information for the selected school appears.

Example Search 2

This example is a Search by School, for Organization information, with District information, by browsing School names starting with ‘M’, using Advanced Search. The goal is to view directory information for Memorial High School in Houston without knowing the School ID, and then download a file containing the information.

1. Select **Search by > School**.
2. Click . A list of schools is displayed.



3. Click the M link at the top of the screen. Scroll down the list and find Memorial High School. The County-District-School number and the District name are provided to help you select the desired school.



Note that in this example, the desired school is actually in Spring Branch ISD, not Houston ISD. If you know that Spring Branch is in the Houston area, or that the identifying number for all Harris County schools and school districts start with ‘101’, your search will be successful.

- Select [MEMORIAL H S \(101-920-001\) SPRING BRANCH ISD](#). The system returns to the first screen, with the School Name and School Number filled in:

- Click the Organization button and then click in the checkbox next to **Include Districts**:

- Click [Search](#). The selected school is displayed, along with basic identifying information:

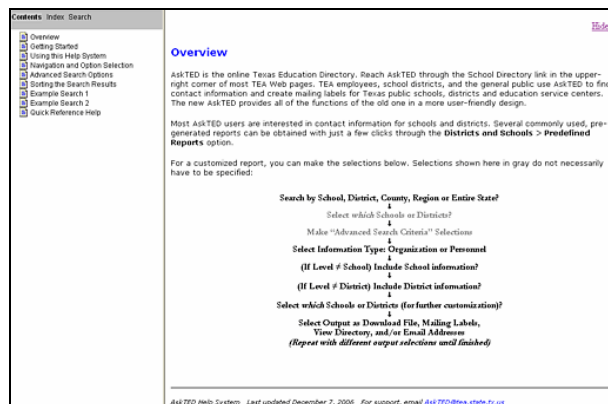
- Click the checkboxes to the left of the desired organizations. In this case, you want the district as well as the school, so select both checkboxes, and then click [View Details](#). All the contact information appears:

- The [View Details](#) button is no longer active, since detail information is what you are currently viewing.

- Click [Download File](#) to open the File Download dialog. Choose the folder location where you would like to save the file, and then follow the prompts as they appear. The prompts can vary slightly depending on your browser and operating system.

Accessing Help

To open the help system, click [Help](#) in the top menu. The help system opens in a new browser window, with a Contents/Index/Search pane on the left and the help content on the right:



Finding Help Using the Table of Contents

Click the desired Contents entry to display it in the right pane.

Finding Help Using the Index or Search Feature

- Click the Index or Search link at the top of the left pane.
- Click the first letter of the desired term.
- Scroll down to the desired term.
- Click the term (in the Index) or a number next to it (in the Search pane). The numbers correspond to the ordinal position of the term in the help system.

Contact the TEA AskTED Administrator

You can send an email to the TEA AskTED administrator at:

askTED@tea.state.tx.us