1. Log on to TEAL > TSDS > Utilities and Download the Validation Tool.
You may need a "Computer Technician" to install it for you as it may require Administrator Rights.)

2. Select File and then Validation Tool from the drop down menu.
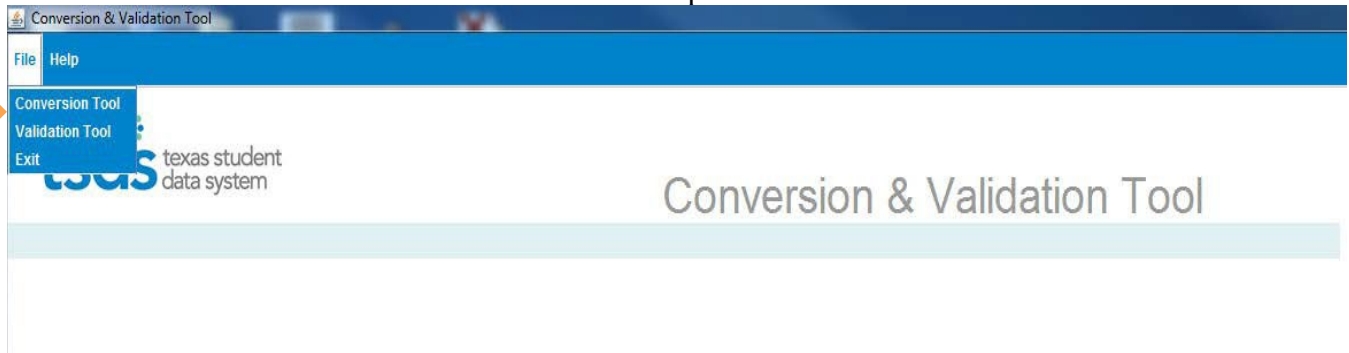
3. Select Current School Year and Collection
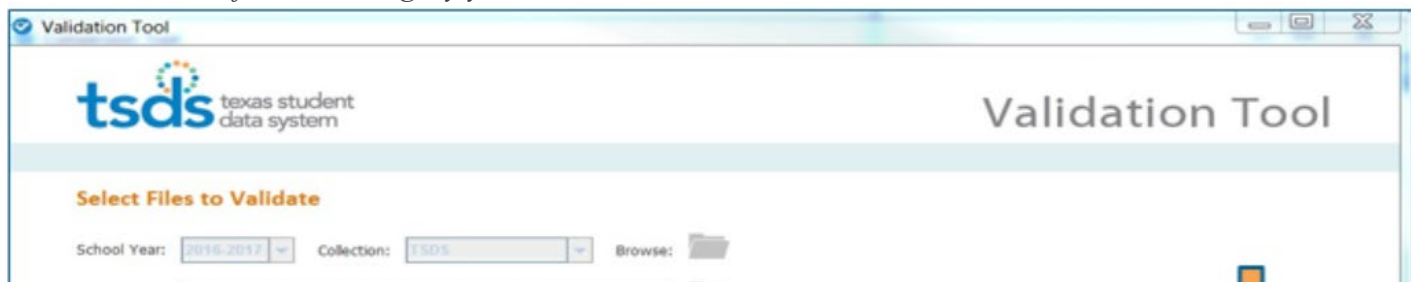   - Browse for the xml files and Highlight all files and Click Open.
   - Click **Validate** Files

Checks:
   - *Against xsd schemas and*
   - *TEDS code tables.*

Does not check referential integrity yet.

4. Make sure Status shows **Passed**. Click **Ok** on the pop-up message that appears.

5. If Status shows **Failed,** then highlight one file at a time and click on **Details**.

6. It will indicate the line number that has errors.
You can put your cursor over the error line for a description of the error OR you can download all the error messages at once by clicking on **Export All Errors.**

7. Open up the xml file with Notepad ++ or preferred xml editor so you can go to the line number that contains the error.

As a general rule, if it is a data issue, the correction needs to be made in the source (SIS or Assessment Vendor) and XML Interchange Files need to be resubmitted. If the layout is the issue, then the Vendor has to be notified so they can correct the xml layout.

```xml
<Assessment id="_BOYPKCIRCLEAssessmentSpanish_EmergentLiteracyWriting">
  <AssessmentTitle>BOY PK CIRCLE Assessment Spanish</AssessmentTitle>
  <AssessmentIdentificationCode IdentificationSystem="School">
    <ID>CIRCLE Spanish</ID>
  </AssessmentIdentificationCode>
  <AssessmentCategory>Other</AssessmentCategory>
  <AcademicSubject>Emergent Literacy Writing</AcademicSubject>
  <GradeLevelAssessed>Preschool/Prekindergarten</GradeLevelAssessed>
  <AssessmentPerformanceLevel>
    <PerformanceLevel ref="_bf4ed162-1c4c-4496-a195-a970f5d7281">
      <Description>ECDS</Description>
    </PerformanceLevel>
    <AssessmentReportingMethod>Raw score</AssessmentReportingMethod>
  </AssessmentPerformanceLevel>
  <ContentStandard>State Standard</ContentStandard>
```