

E-sistance Software Services Ltd.

Introduction to TRAX

PREPARED BY: E-SISTANCE SOFTWARE SERVICES LTD.

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What is TRAX & what does it collect?

TRAX is the process used by schools to provide student information to the BC Ministry of Education for the purposes of:

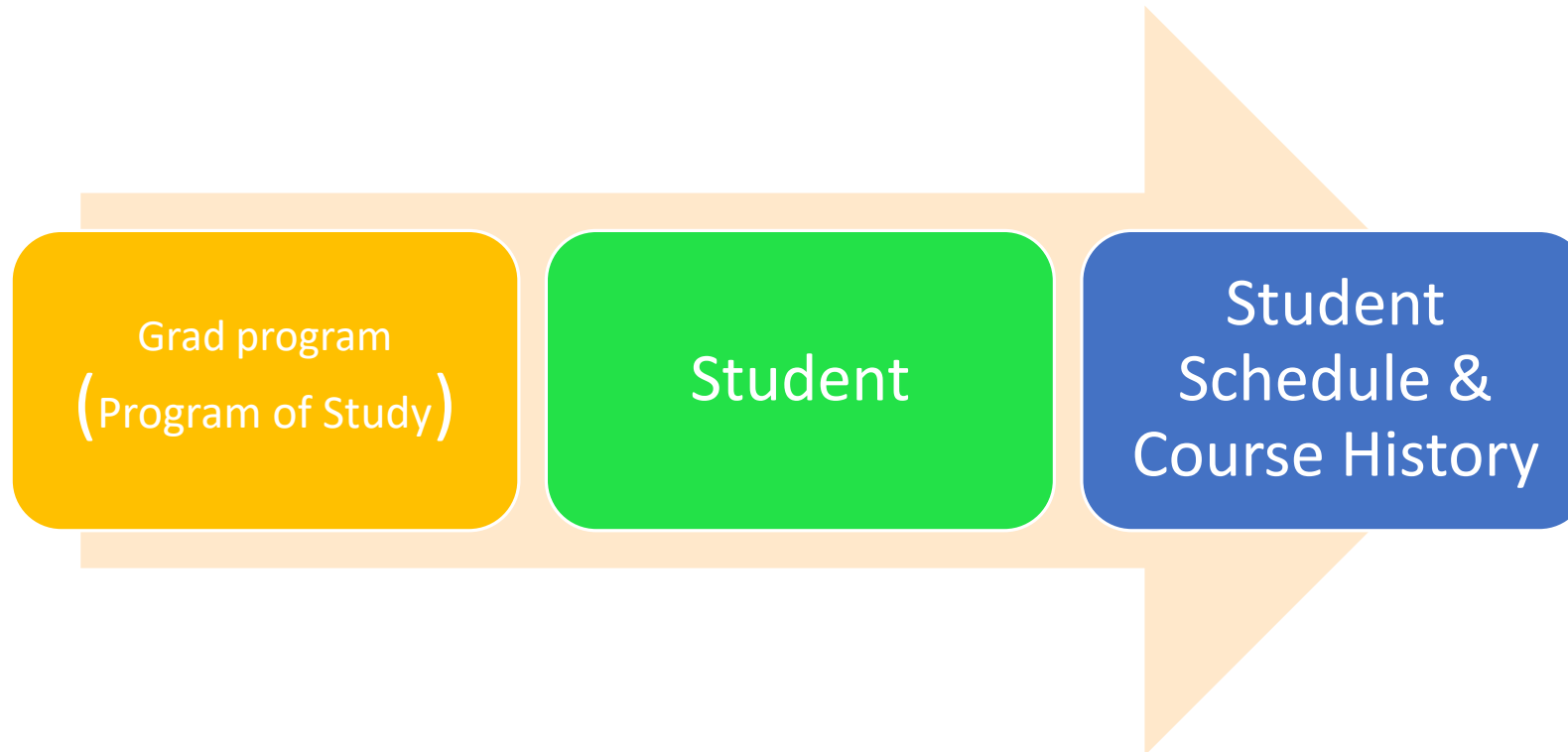
- tracking student progress towards graduation
- Administering and recording provincial exams and assessments
- Producing transcripts and graduation certificates

TRAX is run four times per year. Error reports are generated each submission so errors can be corrected before the next submission.

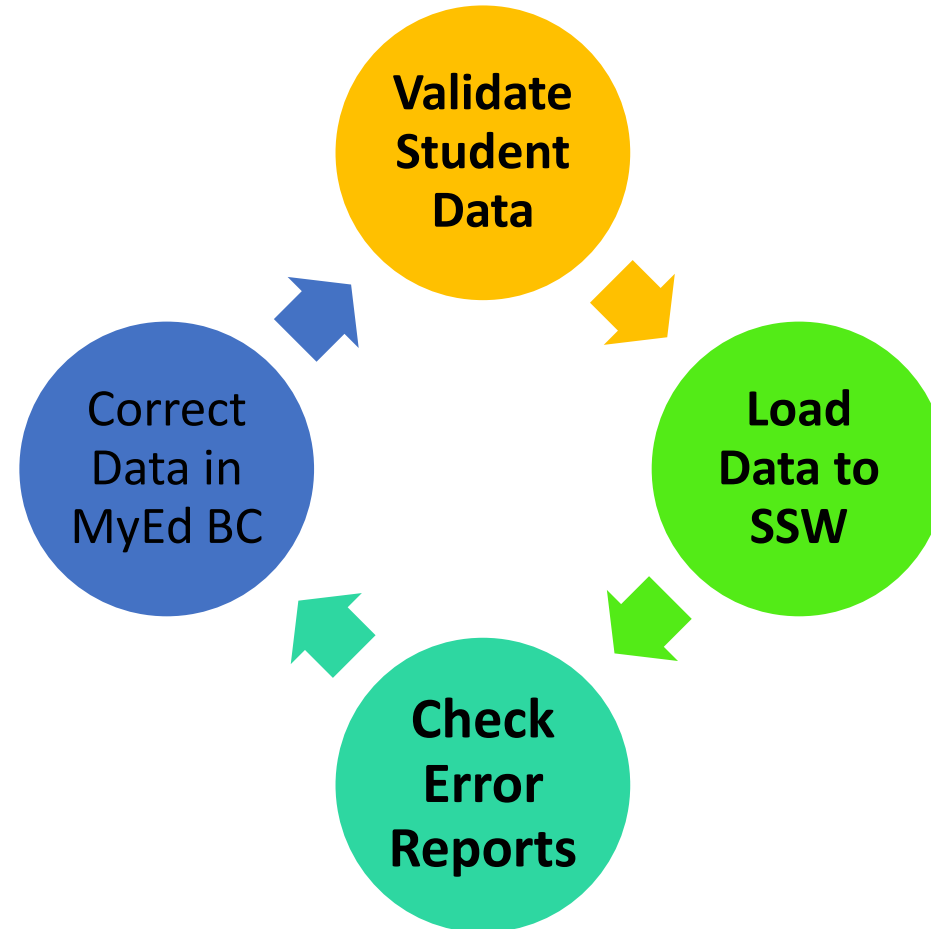
TRAX collects the following data:

- School ID
- Student name, PEN #, birthdate, gender, Dip/SCCP Date, grade level, grade sub-level, if applicable, and address (physical)
- Student career program enrollment (grade 11 and 12 students only)
- Student graduation program of study
- Courses codes for completed and in-progress courses for all students, including the credit value of each course and any grades entered as a %
- Exam/assessment requests for courses on the current student timetable

Data Preparation



TRAX Submission Process



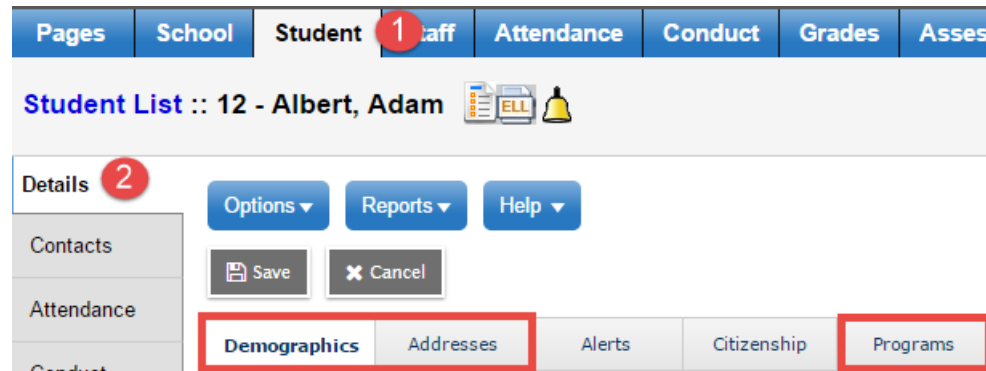
Where are the fields?

Student top tab > **Details** side tab. The sub-top tabs in the screen shot below indicate where the demographic information is found.

Demographics: PEN #, Legal last name, Legal first name, Legal middle name, Date of birth, Gender, Grade level (and Grade sub-level, if applicable), Enrollment status (must be Active)

Addresses: Physical address

Career Program codes: view only. Any changes need to be made in the **Membership** side tab > **Programs** sub-side tab.



Where are the fields?

- Student top tab > **Schedule** side tab: current year scheduled courses.

Attendance	<input type="checkbox"/> Course	Description	GrdLvl	Term
Conduct	<input type="checkbox"/> MEN--11-04	ENGLISH 11	11	S1
Transcript	<input type="checkbox"/> MAF--12-01	ART FOUNDATIONS 12	12	S2
Assessments	<input type="checkbox"/> MEN--12-02	ENGLISH 12	12	S2
Academics	<input type="checkbox"/> MSADP12-02	STUDIO ARTS 12: DRAWING AND PAINTING	12	S1
Schedule	<input type="checkbox"/> MPE--12-01	PHYSICAL EDUCATION 12	12	S2
Schedule Details	<input type="checkbox"/> YPSYC2A-01	PSYCHOLOGY 12A	12	S1
	<input type="checkbox"/> XDPA-12-01	DAILY PHYSICAL ACTIVITY 12	12	FY

- Student top tab > **Transcripts** side tab: all courses with a grade level of 10, 11 or 12 are pulled for the extract, including historical courses from previous years.
- These records must be complete! **“Complete”** means: valid final mark, valid credit value, course start date, course end date and completion date. For examinable courses, transcript records must also contain a provincial exam and blended mark, or a TRAX override indicating the student will not be writing the exam.

<input type="checkbox"/>	Year	Grade ▲	School > Name	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc	Final	Prov Exam	Blended	Credit
<input type="checkbox"/>	2015	10	J Lloyd Crowe Secondary	MAWM-10	MAWM-10-01	01	APPRENTICESHIP AND WORKPLACE MATH 10	62	46	59	4.0
<input type="checkbox"/>	2015	10	J Lloyd Crowe Secondary	MEN--10	MEN--10-03	03	ENGLISH 10	58	60	58	4.0
<input type="checkbox"/>	2015	10	J Lloyd Crowe Secondary	MSC--10	MSC--10-04	04	SCIENCE 10	58	67	60	4.0
<input type="checkbox"/>	2016	11	J Lloyd Crowe Secondary	MEN--11	MEN--11-01	01	ENGLISH 11	43			0.0
<input type="checkbox"/>	2016	11	J Lloyd Crowe Secondary	MPE--11OED	MPE--11OED-01	01	PHYSICAL EDUCATION 11-OUTDOOR ED	81			4.0
<input type="checkbox"/>	2017	12	J Lloyd Crowe Secondary	MAF--12	MAF--12-01	01	ART FOUNDATIONS 12				0.0
<input type="checkbox"/>	2017	12	J Lloyd Crowe Secondary	MEN--11	MEN--11-04	04	ENGLISH 11				0.0

Where are the fields?

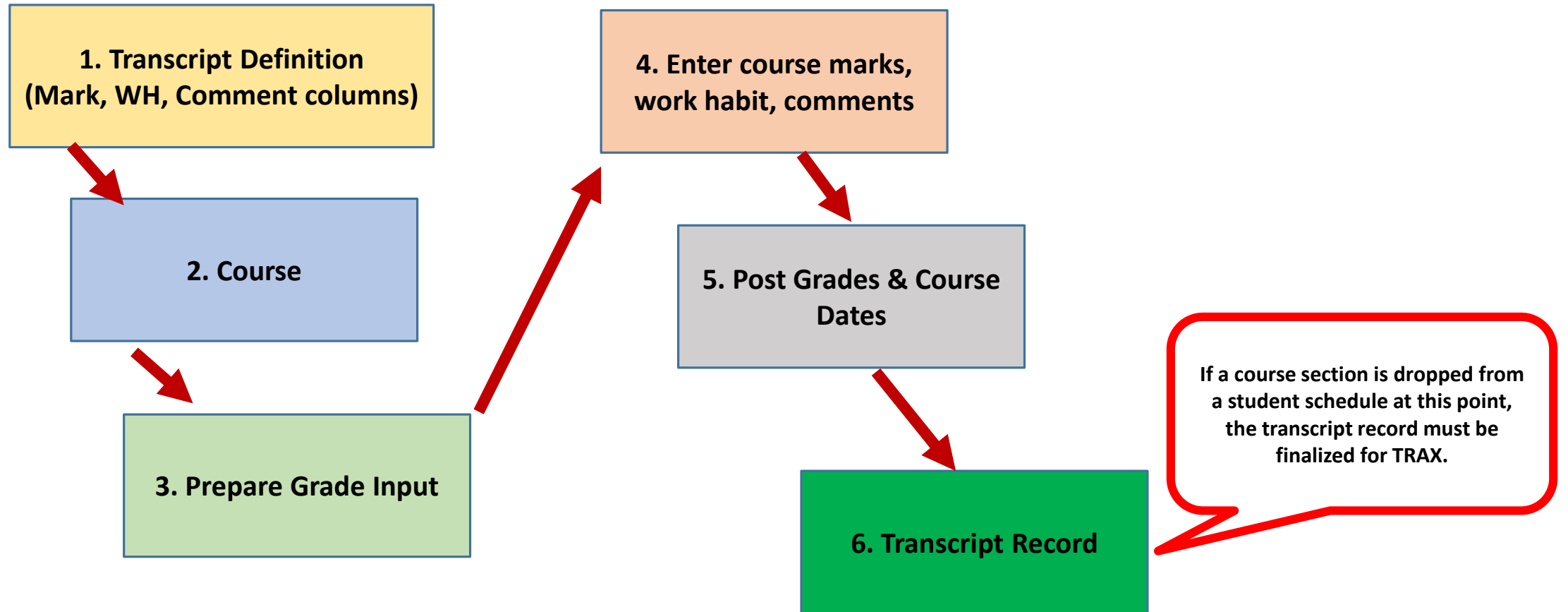
- Student top tab > Assessments side tab: records for provincial assessments.

<input type="checkbox"/>	Code ▲	Date 1	Exam Mark 1	Blended Mark 1	Location 1
<input type="checkbox"/>	AWM10	201506	046	059	J Lloyd Crowe Secondary
<input type="checkbox"/>	EN10	201501	060	058	J Lloyd Crowe Secondary
<input type="checkbox"/>	EN12	201706			J Lloyd Crowe Secondary
<input type="checkbox"/>	SC10	201501	067	060	J Lloyd Crowe Secondary
<input type="checkbox"/>	SS11	201606	055	064	J Lloyd Crowe Secondary

- Student top tab > Transcript side tab > Programs of Study sub-side tab.

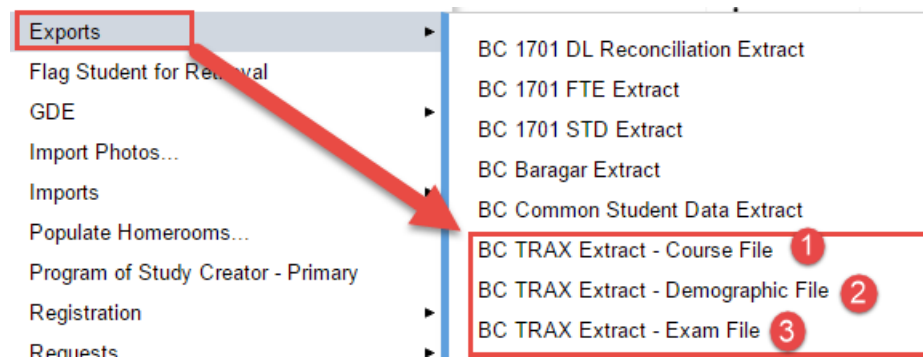
The screenshot shows the 'Student List' interface. At the top, there are navigation tabs: Pages, School, Student (with a red '1' badge), Staff, Attendance, Conduct, Grades, Assessment, and School. Below the tabs, the text 'Student List :: 12' is displayed. A search bar with 'Search on Name' and a magnifying glass icon is present. On the left, a sidebar contains menu items: Details, Contacts, Attendance, Conduct, Transcript (with a red '2' badge), Transcript, Credit Summary, Grade Point Summary, and Programs of Study (with a red '3' badge). The 'Programs of Study' sub-tab is active, showing a table with one entry: '2004 - Graduation Program', which is highlighted with a red box.

Transcript Record Data Flow



What is the process?

1. Determine the people in the school that can help confirm data accuracy. These people will include: the school administrator, school counsellors, and clerical staff responsible for updating data.
2. Review the data fields in Aspen and update as necessary, as per the instructions in the TRAX guide.
3. Use the various TRAX reports and processes in the TRAX guide to validate the data.
4. Extract the data. There are 3 extracts to run in the **Options** menu:



5. Load the data to the Ministry of Education School Secure web.
6. Review the error reports from the school secure web. If there are problems or errors, correct these before the next TRAX submission.

Where are the resources?

- The TRAX Guide and TRAX Error Log with MyEd BC Fixes
- Graduating Students guide
- Ministry of Education TRAX Information Updates site.
- https://www.bced.gov.bc.ca/exams/trx_updates/

School Secure Web

- [Adjudication](#)
- [e-Exams](#)
- [Exam Marking Materials](#)
- [Exam Rewrites, Re-Marks and Reviews](#)
- [Exam Schedule](#)
- [Exam Specifications](#)
- [Exam/Transcript Updates](#)
- [Frequently Asked Questions](#)
- [Information for Markers](#)
- [Item Level Responses](#)

TRAX Information Updates alert school administrators and other staff to important information related to exam session processes and data exchanges.

- [Online Exam Register Instructions](#) (PDF, 25KB)
- [PSI Selections Form Instructions](#) (PDF, 261KB)
- [TRAX Error Legend](#) (PDF, 97KB)
- [Subscribe](#) to the Trax Updates e-mail distribution list

Other related Links:

Course Information	Electronic Transfer Procedures	Graduation Programs	Handbook of Procedures
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Ministry Links

- [Course Information](#)
- [Course Registry](#)
- [Handbook of Procedures](#)
- [Related Links](#)

