

*E-sistance Software Services Ltd.*



School District 8  
Kootenay Lake

## TRAX Guide

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## TRAX Checklist

**If needed, detailed instructions for these tasks are provided in the pages following the checklist.**


Ministry of Education (MOE) website and resources:

TRAX Data Collections base: [https://www.bced.gov.bc.ca/exams/trx\\_updates/](https://www.bced.gov.bc.ca/exams/trx_updates/)

Handbook of Procedures for Graduation Program: <https://www.bced.gov.bc.ca/exams/handbook/>

Course Information: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate>

Task	Navigation	Comments
<b>Prepare student data</b>	<b>Student</b> top tab	See <b>section 3</b> of this guide <ul style="list-style-type: none"> <li>• Check for missing PENs</li> <li>• Check programs of study and course history for new students</li> <li>• Check students with no courses</li> </ul>
<b>Review graduation program of study assignments</b>	<b>Student</b> top tab	See <b>section 4</b> of this guide <ul style="list-style-type: none"> <li>• Validate various programs of study</li> </ul>
<b>Review incomplete transcript records</b>	<b>Grades</b> top tab > <b>Transcripts</b> side tab	See <b>section 5</b> of this guide <ul style="list-style-type: none"> <li>• Review incomplete and orphaned transcript records</li> <li>• Populate missing data as necessary.</li> </ul>
<b>Review “orphaned” transcript records</b>	<b>Grades</b> top tab > <b>Transcripts</b> side tab	See <b>section 5</b> of this guide <ul style="list-style-type: none"> <li>• Populate missing information or delete, as appropriate.</li> <li>• Do <b>NOT</b> delete records from other schools!</li> </ul>
<b>Review MIDS transcript records</b>	<b>Grades</b> top tab > <b>Transcripts</b> side tab	See <b>section 5</b> of this guide <ul style="list-style-type: none"> <li>• Ensure the IDS Related Course field is populated with a valid Ministry code.</li> </ul>
<b>Review provincial exam data</b>	<b>Assessments</b> top tab > <b>Student Assessments</b> side tab > <ul style="list-style-type: none"> <li>• <b>October submission: All records filter</b></li> <li>• <b>Subsequent submissions: Current Year filter</b></li> </ul>	See <b>section 6</b> of this guide. <ul style="list-style-type: none"> <li>• Ensure all necessary information is populated for historical records (session dates, results populated)</li> <li>• Ensure all necessary information is populated for current year submission (session dates, school name)</li> </ul>

<b>Run Blended Marks to Transcript procedure</b>	<b>Student</b> top tab > <b>Options</b> menu > <b>Blended Marks to Transcript</b>	<ul style="list-style-type: none"> <li>See <b>section 7</b> of this guide</li> </ul>
<b>Run Calculate Credits procedure</b>	<b>Grades</b> top tab > <b>Transcripts</b> side tab > set the  icon to <b>All</b> > <b>Options</b> menu > <b>Calculate Credits</b>	<ul style="list-style-type: none"> <li>See <b>section 7</b> of this guide</li> </ul>
<b>Prepare grade input for course dates</b>	<b>Grades</b> top tab > <b>Grade Input</b> side tab	<ul style="list-style-type: none"> <li>See <b>section 8</b> of this guide</li> </ul>
<b>Post course dates for current term</b>	<b>Grades</b> top tab > <b>Grade Input</b> side tab > <b>Options</b> > <b>Post Grades</b>	<ul style="list-style-type: none"> <li>See <b>section 8</b> of this guide</li> </ul> <p><b><u>October submission:</u></b> select all courses that began in the first semester &gt; <b>Options</b> &gt; <b>Show Selected</b></p> <p><b><u>February, April &amp; June submissions:</u></b></p> <ul style="list-style-type: none"> <li>Post for all courses.</li> </ul>
<b>Run Course Exam Synchronize procedure &amp; assign Graduation Numeracy Assessments</b>	<b>Student</b> top tab > <b>Course Exam Synchronize Procedure</b> > <b>Run Assessments</b> top tab > <b>Assessments History</b> side tab > <b>Assessment Entry</b> sub-side tab	<p>See <b>section 9</b> of this guide</p> <ul style="list-style-type: none"> <li>Course exam synchronize procedure assigns LA 12 exams.</li> <li>Assign graduation numeracy assessments</li> </ul>
<b>Run TRAX extracts and submit to MOE web application</b>	<b>Student</b> top tab > <b>Options</b> menu > <b>Exports</b>	<ul style="list-style-type: none"> <li>BC TRAX Extract – Course File</li> <li>BC TRAX Extract – Demographic File</li> <li>BC TRAX Extract – Exam File</li> </ul>
<b>Follow-up on MOE TRAX echo reports</b>	<p><a href="https://www.bced.gov.bc.ca/exams/trx_updates/">https://www.bced.gov.bc.ca/exams/trx_updates/</a></p> <ul style="list-style-type: none"> <li>See Appendix B of this document – Troubleshooting Student Graduation Data</li> <li>See document called TRAX Error Legend and MyEd BC Fixes.</li> </ul>	<ul style="list-style-type: none"> <li>Subscribe to TRAX Updates email distribution list</li> <li>Log into the School Secure Web</li> <li>Check TRAX error echo reports</li> <li>Check On-line exam registers</li> <li>Check non-grad lists</li> <li>TRAX Error Legend is useful for explaining errors on the echo reports</li> </ul>

## 1.0 Ministry of Education Graduation Programs

Individuals who are responsible for ensuring the accuracy of student information for the purposes of graduation should familiarize themselves with the Handbook of Procedures for the Graduation Program on the MOE website. This document is updated every year with new rules and guidelines for graduating students and provides detailed information on the various requirements to ensure students have met graduation requirements.

[http://www.bced.gov.bc.ca/exams/handbook/handbook\\_of\\_procedures.pdf](http://www.bced.gov.bc.ca/exams/handbook/handbook_of_procedures.pdf)

The graduation program a student is participating in is called a *Program of Study* in MyEd BC. There are currently 3 valid programs of study (graduation programs):

- **2018 Graduation Program:** the majority of students in grades 10-12 have this program of study assigned. These students must meet all requirements defined for the 2018 graduation program in the Handbook of Procedures for the Graduation Program
- **Adult – Graduation Program:** students who meet the MOE definition of an adult grad may have this program of study assigned and have a grade sub-level of AD or AN, as appropriate. These students must meet all the requirements defined for the Adult Graduation program in the Handbook of Procedures for the Graduation Program.
  - AD: assigned when the student is on the Adult – Graduation Program and is expected to meet graduation requirements of that program in the current year.
  - AN: assigned when the student is on the Adult – Graduation Program and is not expected to meet graduation requirements of that program in the current year.
- **School Completion Cert Program:** this program of study is assigned to students with special needs (on IEPs), who have met the goals of their education programs, but do not receive a graduation diploma. These students receive an Evergreen Certification, but this is not a graduation credential.

## 2.0 TRAX Data Collection:

Three files are created with the TRAX extract:

- **DEM** file (Demographics): relevant demographic information for students enrolled in valid graduation programs (programs of study).
- **CRS** file (Course): all non-exam courses for students who meet the DEM file requirements noted above. The CRS file will include courses that would normally be examinable, but for which the transcript record indicates the exam will not be written.
- **XAM** file (Exam): all exam records for students with provincial exam records for the current year.

### 3.0 Prepare Student Data

The first step in the TRAX process is to ensure key student demographic data related to TRAX is correct:

#### 3.1 No PENs

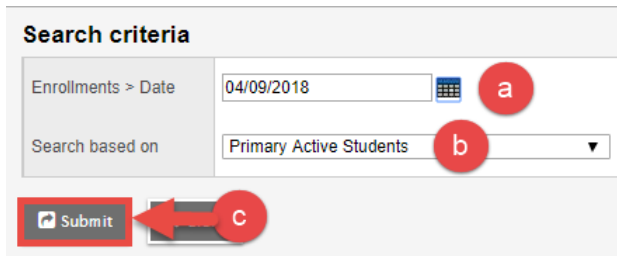
Students missing PENs will be reported as an error in the MOE echo report.

1. In the **Student** top tab, click the **PEN** column header. Blank PEN values will sort to the top.
2. Contact the Ministry of Education PEN department re missing PENs if not populated within 48 hours of student registration.

#### 3.2 Identify new students

New students enrolled in the school since the last TRAX extract should be reviewed specifically to ensure that they have the appropriate graduation program assigned, have courses scheduled and historical course data entered as necessary.

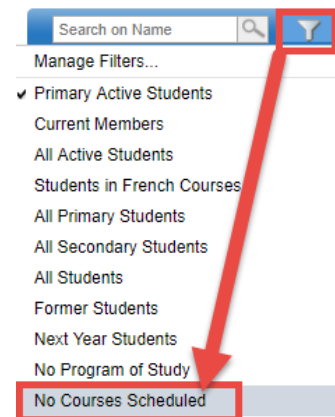
1. In the **Student** top tab, use the filter icon to select the **Enrolled on or after = ?** filter.
2. In the pop-up window:
  - a. **Enrollments > Date:** enter a date that is after the last TRAX submission.
  - b. **Search based on:** Primary Active Students.
  - c. Click **Submit**.



The screenshot shows a 'Search criteria' form. The first field is 'Enrollments > Date' with the value '04/09/2018' and a calendar icon; a red circle 'a' is next to it. The second field is 'Search based on' with a dropdown menu showing 'Primary Active Students'; a red circle 'b' is next to it. At the bottom, there is a 'Submit' button with a red box around it and a red arrow pointing to it from a red circle 'c'.

#### 3.3 Finding Students with No Courses

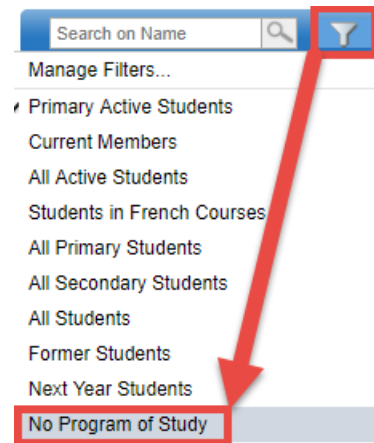
1. Click the **Student** top tab.
2. Use the filter icon to select the **No Courses Scheduled** filter. (It may be further down the list than the screenshot indicates).
3. Ensure that any students without courses are properly scheduled with appropriate course loads.



## 4.0 Validating Programs of Study

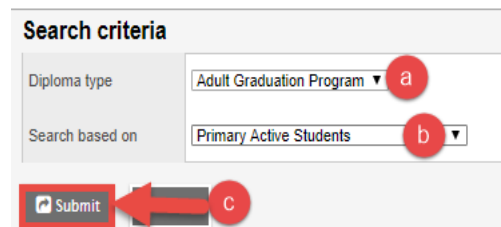
### 4.1 Finding Students with No Program of Study

1. Click the **Student** top tab.
2. Use the filter icon to select the **No Program of Study** filter. (It may be further down the list than the screenshot indicates).
3. Assign a program of study to any students in the list that are in grades 10-12. The **Program of Study Creator – Primary** function can be used to assign the same program of study to multiple students (See the *Appendix A* of this document for instructions, if needed).



### 4.2 Validating Adult Grad Students

1. Click the **Student** top tab.
2. Use the filter icon to select the **Program of Study = ?** filter. (It may be further down the list than the screenshot indicates). In the pop-up window:
  - a. **Diploma type:** use the drop-down menu to select **Adult Graduation Program**.
  - b. **Search based on:** set to **Primary Active Students**.
  - c. Click **Submit**.
    - Ensure all students on the Adult Graduation Program have a grade level of **12** and a grade sub-level of **AD** or **AN**, as appropriate.
      - **AD:** Student is on adult program and will graduate this year.
      - **AN:** Student is on adult program and will not graduation this year.
    - Students who are not 18 or are not in Grade 12 should not have an Adult Graduation Program.



### 4.3 Validating 2004 Graduation Program Students

There should be no students on the 2004 Graduation Program.

1. Click the **Student** top tab.
2. Use the filter icon to select the **Program of Study = ?** filter. (It may be further down the list than the screenshot indicates). In the pop=up window:
  - a. **Diploma type:** use the drop-down menu to select **2004 Graduation Program**.
  - b. **Search based on:** set to **Primary Active Students**.
  - c. Click **Submit**.

Search criteria

Diploma type: 2004 Graduation Program (a)

Search based on: Primary Active Students (b)

Submit (c)

### 4.4 Validating School Completion Certificate Students

1. Click the **Student** top tab.
2. Use the filter icon to select the **Program of Study = ?** filter. (It may be further down the list than the screenshot indicates). In the pop=up window:
  - a. **Diploma type:** use the search icon to select **SCCP**.
  - b. **Search based on:** set to **Primary Active Students**.
  - c. Click **Submit**.
  - d. Consult school administrator or counsellor to ensure this list of students is correct.

Search criteria

Diploma type: SCCP (a)

Search based on: Primary Active Students (b)

Submit (c)

### 4.5 Validating 2018 Graduation Program Students

1. Click the **Student** top tab.
2. Use the filter icon to select the **Program of Study = ?** filter. (It may be further down the list than the screenshot indicates). In the pop=up window:
  - a. **Diploma type:** use the drop-down menu to select **2018 Graduation Program**
  - b. **Search based on:** set to **Primary Active Students**.
  - c. Click **Submit**.

Search criteria

Diploma type: 2018 Graduation Program (a)

Search based on: Primary Active Students (b)

Submit (c)



## 5.0 What is a “Finalized” Transcript Record for TRAX?


Several fields must be populated for TRAX to pick up a transcript record for a grade 10-12 student. This is a review of the fields that must be populated for a record to be picked up by the TRAX extract in MyEd BC.

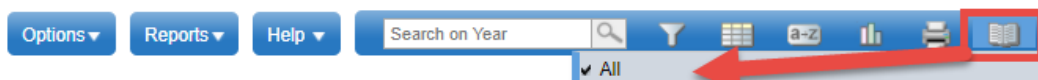
1. **Final:** TRAX needs a valid final mark to consider a course complete – value cannot be blank or “I”.
2. **Prov Exam:** If the course is examinable, there must be a provincial exam mark.
3. **Blended:** If the course is examinable, there must be a blended mark. This represents the “true” final mark for the course, - the result of the school final % and the provincial exam %.
4. **Credit:** Course must have a valid credit value for TRAX to consider the course complete.
5. **TRAX:** This is the TRAX Override field, which is only populated if the course is an examinable course but the student came from out of jurisdiction and will not be writing it.
6. **Crs StartDate** and **CourseEndDate:** Populate a course start date and end date that is consistent with the year in which the student took the course.
7. **Completion Date:** TRAX requires a completion date consistent with the year in which the student took the course. *If the completion date is blank, the course will not get credit!*
8. **IDS Related Course:** Independent directed study course that start with an **MIDS**, ***must*** have a course code selected in the **IDS Related Course** field.
  - a. **Note:** This field cannot be displayed in the field set so it is necessary to click into the detail of each MIDS class and ensure that the IDS Related Course field is populated with a valid Ministry course code.

## 5.1 Checking for Incomplete Transcript Records

### Option 1: All TRAX Records

All courses that have finished on or before the current term must be complete.

1. In the **Grades** top tab, click the **Transcripts** side tab.
2. Set the  icon to **TRAX Quick Check**.
3. Set the dictionary menu icon to **All**



4. Set the 📄 icon to **TRAX – Incomplete Records**.  
This will retrieve all grade 10, 11 and 12 records that are missing a final mark, have an “I” for a final mark or are missing a completion date.

This filter will prompt the entry of a school year ID. Entering 2018-2019 will return records from the 2018-2019 school year. It is recommended to check the last 3 years for incomplete records as this would cover the years in which most students Entered Grade 10 and became “TRAX-able”.

**Note 1: When current year records are retrieved, there may be some that are not expected to contain final marks or completion dates because they are not finished. Click the Master Schedule > Term column header to sort by schedule term and look for courses missing data that are already finished (S1, Q1, Q2, etc.)**

Search criteria

School Year Context > Year ID: 2018-2019 (a)

Search based on: All Records (b)

Submit (c)


**Note 2: For current year records with missing data in previous terms, the data must be populated in the grade input screen (Grades top tab > Grade Input side tab > select class) and re-posted to update the current year transcript record.**

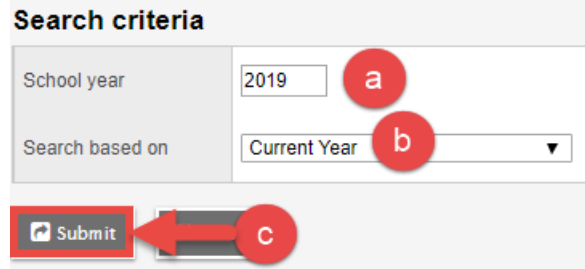
5. Sort by the **Final** column to filter records with blank final marks to the top. Use Options > Modify List to enter an appropriate final mark. For current year records, enter the mark in the grade input screen for the courses and re-post.
6. Sort by the **Completion Date** column to filter records with blank completion dates to the top. Use Options > Modify List to populate the completion date as appropriate. For current year records, go to the Grade Input side tab and post course dates to see if it corrects these records. (See Section 8 of this guide if additional instructions for posting course dates are required).

### Option 2: TRAX Records by Student

1. In the **Student** top tab, check the box beside the student that needs checking.
2. Click the **Transcript** side tab.
3. Set the dictionary menu icon 📖 to **All**.
4. Set the 📄 icon to **TRAX Courses**.
5. Set the 📊 icon to **TRAX Quick Check**.
6. Check for missing final marks, invalid final marks (“I”s), missing completion dates, missing exam/blended marks (where applicable).
7. Click into the detail of any MIDS courses for missing related course codes.

## 5.2 Checking for “Orphaned” Transcript Records


1. In the **Grades** top tab, click the **Transcripts** side tab.
2. Set the dictionary icon  to **All**.
3. Set the filter to **No Student Schedule Equivalent**.
  - a. **School year**: enter the end of the current school year (ex. 2019)
  - b. **Search based on**: set to **Current Year**.
  - c. Click **Submit**.



The screenshot shows a 'Search criteria' form. It has two input fields: 'School year' with the value '2019' and 'Search based on' with a dropdown menu set to 'Current Year'. Below these fields is a 'Submit' button. Red circles with letters 'a', 'b', and 'c' are placed over the '2019' text, the 'Current Year' dropdown, and the 'Submit' button respectively. A red arrow points from circle 'c' to the 'Submit' button.

Review the resulting records. Populate missing data for records belonging to this school, or delete them if there is no data. Provincial standards dictate that no modification is made to records that belong to other schools. Contact those schools to determine the status of the record.

## 5.3 Checking for IDS Related Course Codes



1. In the **Grades** top tab, click the **Transcripts** side tab.
2. Set the dictionary icon  to **All**.
3. Use the field set icon to select **Default Fields**.
4. Use the filter icon to select **MIDS Courses**.
5. Click the blue hyperlink to enter the detail of each record and ensure that each record has the **IDS Related Course** code field populated. (The Course description field is not enough!)




## 6.0 Reviewing Provincial Assessment Data

Conducting a review of provincial exam and graduation numeracy data will prevent errors on the MOE TRAX echo reports.



### Validating Provincial Exam Records

Traditional LA12 provincial exams will continue to be provincial literacy assessment for Grade 12 students until 2020/2021.

1. In the **Assessment** top tab, select the **Student Assessments** side tab.
2. In the **Assessment Definition** field, use the  icon to generate the *Assessment Definition* pick list and select **Provincial Exam**. Click **OK**.
  - a. Use the  icon to select **Exam/Blended Empty for Session Date**. In the pop-up window:
    - i. Enter a past session date to retrieve any records from that session that have a blank exam and/or blended mark.

- ii. Check the MOE School Secure Web exam information to determine if the students wrote these exams.
  - iii. Use the **Options > Modify List** function to populate the values from the MOE site. Remember to click the  icon at the top of the column to save entries **before moving to the next page!**
- b. Use the  icon to select the **Missing Test Session Date** filter. This will generate a list of records that are missing session write date.
- i. Use the **Options > Modify List** function to populate the missing session date. Remember to click the  icon at the top of the column to save entries **before moving to the next page!**

### Validating Graduation Numeracy Records

1. In the **Assessment Definition** field, use the  icon to generate the *Assessment Definition* pick list and select **Graduation Numeracy Assessment English** (or **French**, for French Immersion students). Click **OK**.
  - a. Set the  icon to **Results Empty for Date = ?** In the pop-up window, enter the date that students were registered to write for a previous session.
  - b. Check Ministry records for results and populate manually, if the student completed the assessment.
2. Repeat this process for **Graduation Literacy Assessment English, Graduation Literacy Assessment French and Graduation Literacy Assessment French**, as they apply to this school.

*Note: Literacy assessments are being introduced for Grade 10 students in the 2019-2020 school year and for Grade 12 students in the 2020-2021 school year.*

## 7.0 Updating Blended, Exam and Credit Values on Transcripts

### 7.1 Run Blended Marks to Transcript Procedure



This procedure takes the exam and blended marks from the assessment record and populates the corresponding student transcript record with that information. The student transcript record is where the TRAX extract ultimately goes for the final course information.

Before this procedure is run, the Assessment records should be checked to ensure the exam and blended marks are in the assessment record to be pulled over.

1. In the **Student** top tab, click the **Options** menu, then **Blended Marks to Transcript**.
2. Click **Run**. When the process is complete, a **Messages** window will appear, indicating records that have been updated. This information can be cut and pasted to a word document for retention, if desired.

## 7.2 Run Calculate Credits Procedure

The Calculate Credits procedure looks at the student transcript record and applies the rules of the BC credit procedure. This procedure determines if a student receives credit based on those rules. For example:

- Credit is given for a valid credit non-exam course where the student has received a final mark over 49%.
  - Credit is given for a provincially examinable course where the transcript record shows a school final mark, an exam mark, and a blended final of more than 49%.
  - Credit values assigned are determined by the credit values assigned to the course code in the school course catalogue.
1. In the **Grades** top tab, click the **Transcripts** side tab. Be patient – it can take a few minutes to generate the data.
  2. Use the  icon to set the transcript definitions to **All**. Be patient again.
  3. Use the  icon to select the **TRAX Courses** filter. Patience. . .
  4. In the **Options** menu, select **Calculate Credits**. Calculate for:
    - a. **Current selection**
    - b. Click **OK**.
  5. When the process has finished running, click the “Credit” header so any records with a “0” credit value filter to the top. Review these records and determine if they should receive credit value. Check for other missing information that prevented the record from receiving credits through the *Calculate Credits* procedure.

## 8.0 Course Dates

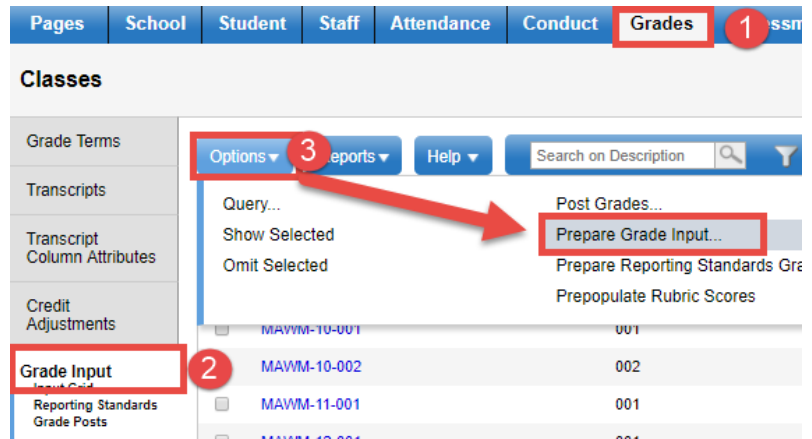
### 8.1 Prepare Grade Input for Course Dates

Preparing grade input for course dates is simply to create the course date fields and populate the student transcript record with a course start and end date, and a completion date when the final mark is entered and posted.

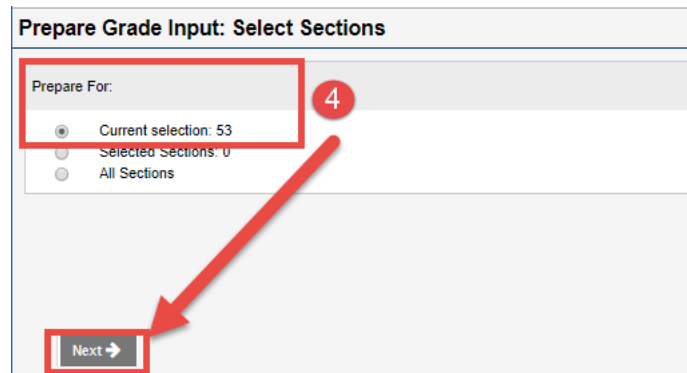
***This process should be run every reporting period and every time the TRAX checklist is done.***

***This must be done before teachers enter final marks, or the completion date will not populate automatically and will have to be fixed manually.***

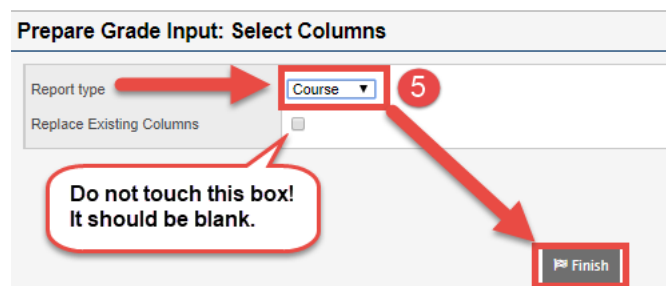
1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab.
3. In the **Options** menu, select **Prepare Grade Input . . .**



4. In the pop-up window for *Prepare Grade Input: Select Sections*, choose **Current Selection**. Click **Next**.



5. In the window for *Prepare Grade Input: Select Columns*, set the **Report type** to **Course**. Click **Finish**.



## 8.2 Posting Course Dates

Posting course dates causes the course start, end and completion dates to be populated on the student transcript records.

***This process should be done every reporting period and every TRAX submission for in-progress sections to ensure course dates are populated on transcript records for all in-progress sections.***

1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab.

3. Click the **Schedule Term = ?** filter

- Schedule term:** type in the first schedule term that represents classes in-progress. Ex.: FY
- Search based on:** leave set to **All Records**.
- Click **Submit**. Confirm the classes now showing all have a **Term** value that matches the selection.

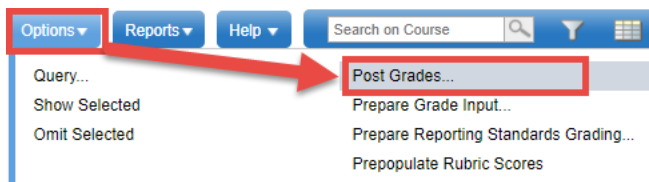
**Search criteria**

Schedule term: FY (a)

Search based on: All Records (b)

Submit (c)

4. In the **Options** menu, select **Post Grades**.



5. In the pop-up window for *Post Grades*:

- Post course dates:** check the box.
- Post for.....:** leave at **Current Selection**.
- Click **OK**.
  - When asked if posting for multiple sections, click **Yes**.
  - When asked if posting for withdrawn students, **click No**.

**Post Grades**

Post course dates:  (a)

Grade Term: [ ]

Grades to post: Course dates for enrolled

Post For...

Current selection: 204 (b)

All Classes

OK (c)

6. Repeat steps 3, 4, and 5 for other schedule terms that began in the current semester.

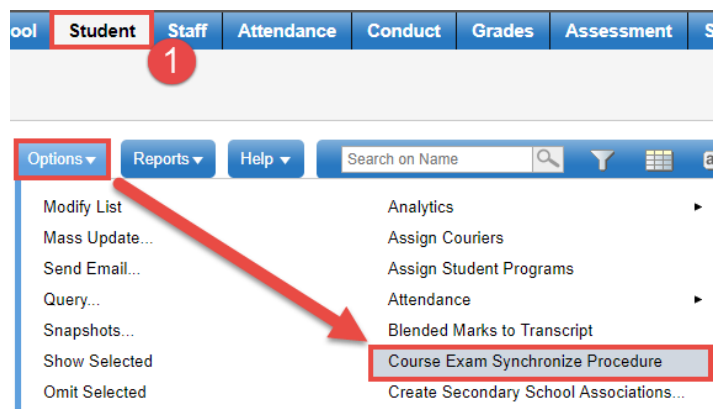
## 9.0 Creating Provincial Assessment Records

### 9.1 Run Course Exam Synchronize Procedure

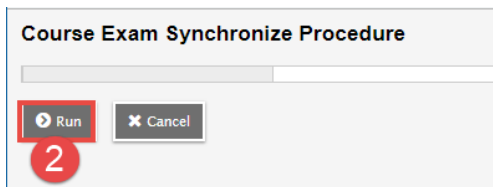
This procedure looks at student schedules and student transcript records and creates an exam record for any current year provincially examinable course that appears. This procedure also removes exam records for any current year examinable courses that have been dropped from the student schedule.

**It is critical that course dates have been posted before this procedure is run!**

1. In the **Student** top tab, click the **Options** menu and select **Course Exam Synchronize Procedure**.




2. In the pop-up window, click **Run**.

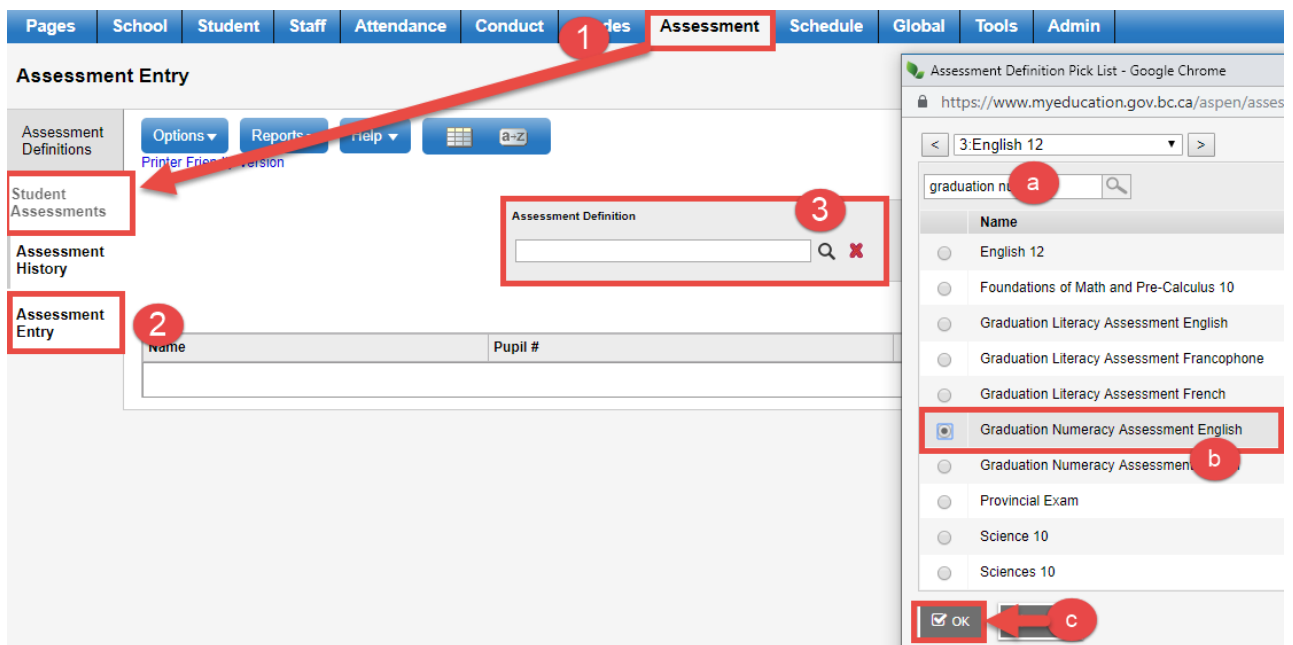


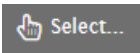
3. When the process completes, a **Messages** window appears with the records that have been created and deleted. This can be cut and pasted into a word document for retention, if desired.
4. It is recommended that these records are checked in **Assessments > Student Assessments > filter set to Current Year** to confirm that course end dates and session dates are populated, prior to running the TRAX XAM extract.



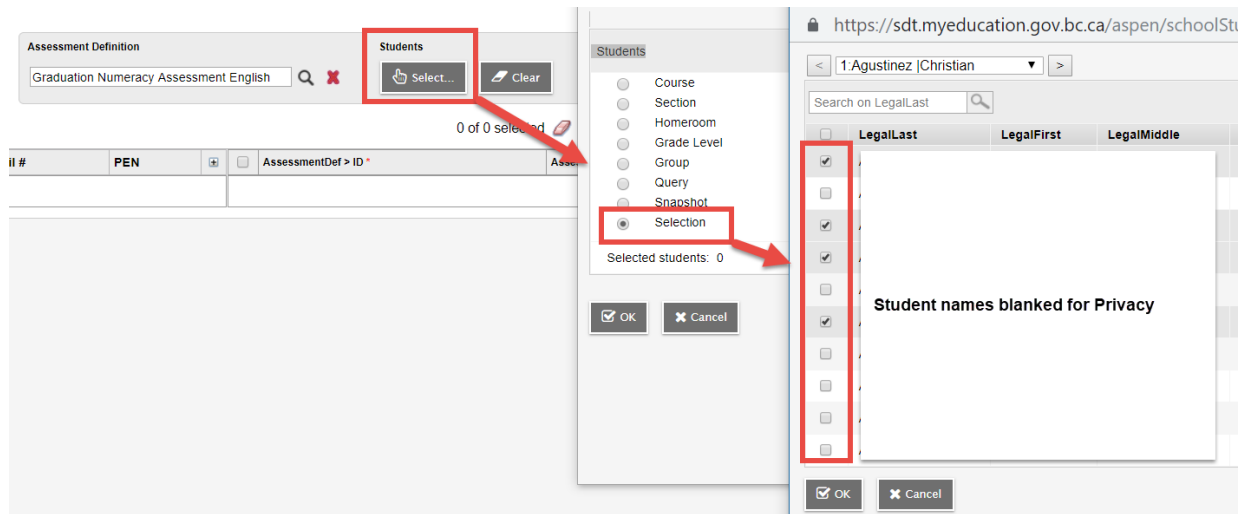
## 9.2 Creating Graduation Numeracy Assessments

1. In the **Assessment** top tab, click the **Student Assessments** side tab.
2. Click the **Assessment Entry** sub-side tab.
3. In the **Assessment Definition** field, use the  to generate the Assessment Definition Pick List window.
  - a. In the search field, type **graduation**.
  - b. In the pop-up pick list, select **Graduation Numeracy Assessment English** for English program students, or **Graduation Numeracy Assessment French** for French Immersion students.
  - c. Click **OK**.



4. Click the  under *Students* to generate the *Assessment Entry Multi-Add* window.
  - a. Click the radio button beside the method by which students will be selected.

- To select individual students, click **Selection** and a *Student Pick List* window will appear. This allows the user to select random students to create an assessment.



b. Click **OK** to create records for the selected students. A list of records will be displayed.

- In the **Date** field for the records, use the calendar icon to select the date the students will be writing the assessment. Dates can be cut and pasted into each field, or click into the field and click **Ctrl D** to copy the same date to all records on that screen.

**Note: Ctrl D to copy down is not recommended** if there are students in the list with an existing record and result. Using the Ctrl D process will overwrite the current data which should not be overwritten!

0 of 82 selected

Section MAWM-11-03, MAWM-10-03, MAWM-10-01

Name	Grade	Pupil #	PEN	AssessmentDef > ID *	AssessmentDef > Name *	Date *	
Student names blanked for privacy.	10	532735	127083525	NME	Graduation Numeracy Assessment English	1/26/2014	6
	10	651304	126897784	NME	Graduation Numeracy Assessment English		Charles Hays Sec-Prince Rupert
	11	406407	123542409	NME	Graduation Numeracy Assessment English		Charles Hays Sec-Prince Rupert
	10	519190	126884808	NME	Graduation Numeracy Assessment English		Charles Hays Sec-Prince Rupert

Ctrl D will populate this date to all records on the screen.

- Click the page forward arrow to move to the next page of records.

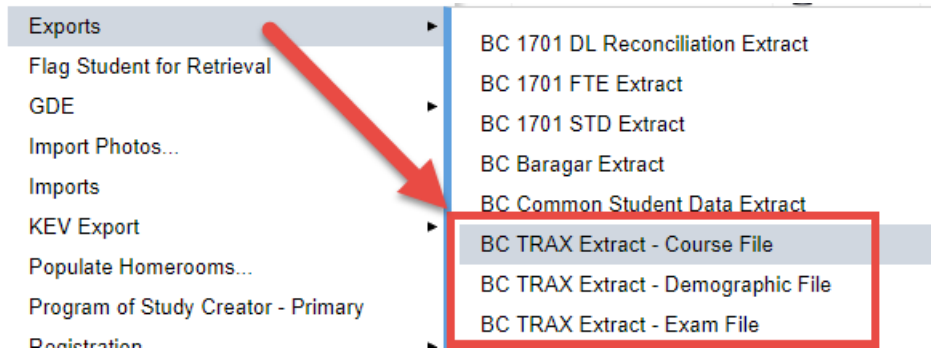


- Repeat step 6 for each page until all records have a date and school name.
- The **Clear** button beside the Assessment Definition can be used to clear the screen and create records for a new group of students. This function does not delete the records just created.

Click the **Assessment History** side tab and set the **Assessment Definition** field at the top to **Graduation Numeracy**. All records created should be displayed here and will be picked up by the BC TRAX Extract – Exam File.

### 9.3 Run the TRAX Extracts

1. In the **Student** top tab, click **Options > Exports**
2. Run the 3 TRAX Extracts, one at a time.
  - a. BC TRAX Extract – Course File
  - b. BC TRAX Extract – Demographic File
  - c. BC TRAX Extract – Exam File

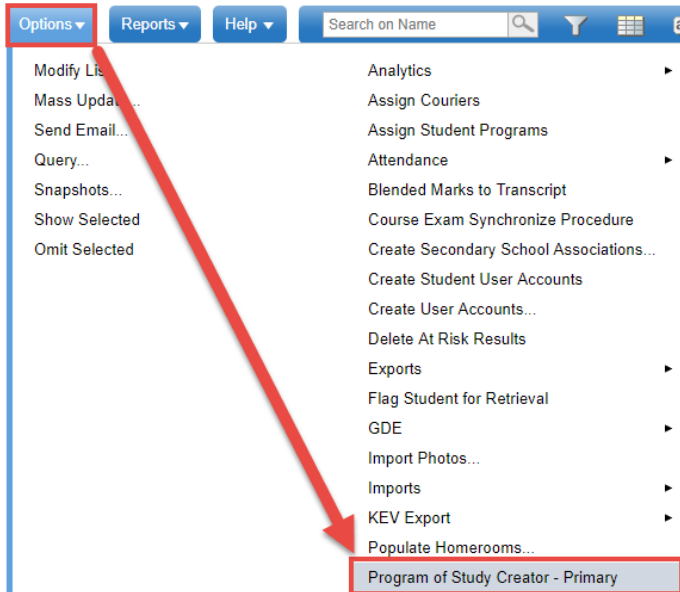


3. Once complete, submit the 3 files to the Ministry School Secure Website for processing.
4. Review the Ministry Reports generated by the TRAX process.
  - a. TRAX Data ERROR Report
  - b. TRAX Data Transfer NON-GRAD Report,
  - c. TVRs for Non-Graduating Students
  - d. TVRs for Graduating Students
5. Correct data and re-submit, if necessary.

## Appendix A: Using the Program of Study Creator – Primary

This function can be used to assign the same program of study to multiple students. **This process will not overwrite existing primary programs of study.** It will only assign the selected program of study to students that do not have one.





1. In the **Options** menu, click **Program of Study Creator – Primary**.



2. In the pop-up window:
  - a. **Program of Study:** use the magnifying glass to select the program of study to be assigned to the students.
  - b. **Students to include:** Set to **All**.
  - c. **Active students only:** box should be checked.
  - d. **Start Grade:** set to **10**.
  - e. **End Grade:** set to **12**.
3. Click **Run**.

## Appendix B: Manually Adding Historical Transcript Records

When a student has come from another jurisdiction where MyEd BC is not used, historical courses will need to be manually added so the TRAX process can determine their graduation status.








1. In the **Student** top tab, click the **Transcript** side tab
2. Set the  icon to the transcript definition currently being used as the school default in the School top tab > Setup side tab > Details screen.
3. In the **Options** menu, click **Add**.
4. In the new transcript screen:
  - a. **Year ID:** use the  icon to select the year in which the student would have taken this course.
  - b. **School > Name:** Use the  icon to select this school from the pick list.
  - c. **Number:** Use the  to select the course code being added to the student. This may cause the following message to appear. Click **OK**.

sdt.myeducation.gov.bc.ca says

The course you selected uses a different transcript definition.

Do you want to convert this transcript to the new definition? (The change will not take effect until you save the detail page)



- d. **Final Mark:** enter the final mark for the student.
- e. **Blended Mark:** if this is a provincially examinable course *and the student wrote the exam*, check the School Secure Web (SSW) for the blended result and enter it here.
- f. **Exam Mark:** if this is a provincially examinable course *and the student wrote the exam*, check the School Secure Web (SSW) for the exam result and enter it here.
- g. **Credit:** enter the credits earned for this course.
- h. **TRAX Override:** if this is a provincially examinable course *and the student did not and will not write the exam*, set the TRAX Override as appropriate. Most common are:
  - Adult Not Writing (Q): Student is on Adult Graduation Program and is not required to write the exam.
  - Equivalent Not Writing (Q): Student is on the 2018 Graduation program but came from another jurisdiction and is not required to write the exam.
- i. **Course Start Date:** Enter the estimated start date for the course in the year it was taken.
- j. **Course End Date:** Enter the estimated end date for the course in the year it was taken.
- k. **Completion Date:** Enter the completion date for the course in the year it was taken.
- l. **IDS Related Course:** If the course being added to the student's history is a MIDS code (Independent Directed Studies), check the **User Description** box above the **Course Start Date** field to activate the **IDS Related Course** field. Select a valid Ministry course code that is appropriate for the curriculum outcomes of the independent directed studies completed by the student.
- m. Click **Save**. See the next page for a screenshot of a completed transcript record.

Year ID *	<input type="text" value="2017-2018"/>  <b>a</b>	Final Mark	<input type="text" value="98"/>  <b>d</b>
School > Name	<input type="text" value="F.H. Collins Secondary"/>  <b>b</b>	Blended Mark	<input type="text"/> <b>e</b>
Grade level		Provincial Exam Mark	<input type="text"/> <b>f</b>
Number *	<input type="text" value="MEN-11"/>  <b>c</b>	Credit	<input type="text" value="4.0"/> <b>g</b>
Description	ENGLISH 11	TRAX Override	<input type="text"/>  <b>h</b>
Teacher		FAS Override	<input type="text"/> 
Teacher	<input type="text"/> 	Hide on report card	<input type="checkbox"/>
Section number		Hide on transcript	<input type="checkbox"/>
User description	<input type="checkbox"/>	<div style="border: 2px solid red; border-radius: 15px; padding: 5px; display: inline-block;"> <p><b>If the course code being added is an MIDS, then the User description box must be checked and a IDS Related Course Code must be selected.</b></p> </div>	
Course description	<input type="text"/>		
IDS Related Course	<input type="text"/> <b>l</b>		

**Grades and Comments**

Course Start Date	<input type="text" value="04/09/2017"/>  <b>i</b>
Course End Date	<input type="text" value="30/06/2018"/>  <b>j</b>
Actual Start Date	<input type="text"/> 
Active Date	<input type="text"/> 
Completion Date	<input type="text" value="30/06/2018"/>  <b>k</b>

## Appendix C: Managing Grade 12 Student Data for End-of-Year-Rollover (EOYR)

1. In the **Student** top tab > set the  icon to **Grade Level = ?**
  - a. **Grade level:** Select **12**.
  - b. **Search based on:** set to **Primary Active Students**.
2. Set the  icon to the **PSS Pre-Transition** field set.

Next Year Student Scenarios:	Diploma Granted Date	Retained checkbox	To be graduated	Withdraw checkbox	Next School
Grade 12 student who is graduating.	ENTER DATE	N	Y	N	BLANK
Grade 12 student who is graduating but returning to this school for additional courses next year.	ENTER DATE	Y	N	N	Set to this school
Grade 12 student is NOT graduating and is returning to the same school next year.	BLANK	Y	N	N	Set to this school
Grade 12 student is NOT graduating but is attending Grade 12 in a different district next year.	BLANK	Y	N	N	Set to next year school
Grade 12 student is NOT graduating and is discontinuing schooling.	BLANK	Y	N	Y	BLANK
Grade 12 student is on the SCCP graduation program and IS completing the program this year.	ENTER DATE	N	Y	N	BLANK
Grade 12 student is on the SCCP graduation program and is NOT completing the program this year.	BLANK	Y	N	N	Set to this school
Grade 12 student is on the Adult Grad program and IS completing the program this year. • Set Grade Sub-level to AD	ENTER DATE	N	Y	N	BLANK
Grade 12 student is on the Adult Grad program and is NOT completing the program this year. • Set Grade Sub-level to AN	BLANK	Y	N	N	Set to this school
Grade 12 student withdrawing from their primary school, but continuing a secondary school association with another school. Note: This will create a status of Active – No Primary	BLANK	N	N	Y – Primary School	BLANK