



School District 8  
Kootenay Lake

## SADE Guide

Date: February, 2017

## Contents

SADE Checklist .....	2
Purpose.....	4
1.0 SADE Data Collection:.....	4
2.0 Prepare Student Data .....	5
3.1 Missing PENs.....	5
3.2 Graduated Adults.....	5
3.3 No Courses Scheduled .....	5
3.0 Review Transcript Records .....	6
Reviewing “Orphaned” Transcript Records .....	6
Reviewing Incomplete Transcript Records .....	6
4.0 Run Calculate Credits Procedure .....	10
5.0 Prepare Grade Input for Course Dates .....	7
6.0 Entering Active Dates – DL Schools .....	8
7.0 Post Course Dates.....	8
October Submission.....	8
8.0 Mass Updating Course Dates.....	9
9.0 Dealing with Records from Other Schools.....	9
10.0 Run SADE Exception Report .....	11
Dealing with Duplicate Records.....	11
11.0 Run SADE Extracts & Submit to MOE DX2 Web Application .....	11
12.0 Follow up on MOE SADE Echo Reports.....	12

## SADE Checklist

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

Ministry of Education (MOE) website and resources:

<http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/data-collections/sade>

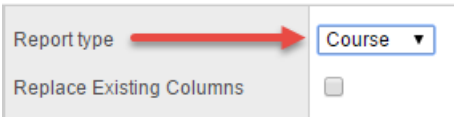
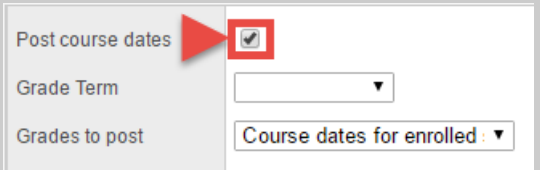
### Useful Resources:



[User Instructions - Submissions \(PDF\)](#)

[File specifications \(PDF\)](#)

[Questions and Answers \(PDF\)](#)

[Tips and Tricks \(PDF\)](#)

Task	Navigation	Comments
<b>Prepare student data</b>	<p><b>Student</b> top tab &gt; click <b>PEN</b> header to check for missing PENs.</p> <p><b>Student</b> top tab &gt; <b>GrSubLvl</b> column.</p> <p><b>Student</b> top tab &gt; set filter to <b>No Courses Scheduled</b></p>	<ul style="list-style-type: none"> <li>Ensure missing PENs are populated prior to running the SADE extract.</li> <li>Ensure graduated adults have a grade sub-level of GA.</li> <li>Review students with no courses scheduled. Schedule as appropriate</li> </ul>
<b>Prepare grade input for course dates</b>	<p><b>Grades</b> top tab &gt; <b>Grade Input</b> side tab &gt; <b>Options</b> &gt; <b>Prepare Grade Input</b> &gt; <b>All Sections</b></p>	 <ul style="list-style-type: none"> <li>Prepares course dates columns for all course sections.</li> </ul>
<b>Post course dates</b>	<p><b>Grades</b> top tab &gt; <b>Grade Input</b> side tab</p> <p><b>October:</b> select all sections that begin in Semester 1 &gt; <b>Options</b> &gt; <b>Show Selected</b> &gt; <b>Options</b> menu&gt; <b>Post Grades</b> &gt; check <b>Post course dates</b></p> <p><b>January, April &amp; July submissions:</b></p> <p>All Sections &gt; <b>Options</b> menu&gt; <b>Post Grades</b> &gt; check <b>Post course dates</b></p>	 <ul style="list-style-type: none"> <li>This process will ensure that all records have a course start and end date for the SADE extract.</li> </ul>

Task	Navigation	Comments
<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>	Calculate Credits for all transcript records.
<b>Review Transcript Records</b>	<b>Grades</b> top tab > <b>Transcripts</b> side tab > set the  icon to <b>All</b> . Set the field set to <b>SD8: Course Dates</b>	<ul style="list-style-type: none"> <li>• Run <b>No Student Schedule Equivalent</b> filter to review and adjust transcript records for dropped courses or manual additions.</li> <li>• Run <b>SADE-Incomplete Data</b> filter and review records from previous terms with missing final marks, "I"s, or missing completion dates.</li> </ul>
<b>Run SADE Exception Report</b>	<b>Student</b> top tab > <b>Reports</b> > <b>Ministry Reporting</b> > <b>Student Achievement Data Exchange Exception</b> .	<ul style="list-style-type: none"> <li>• Run report and resolve errors prior to submission.</li> </ul>
<b>Run SADE extracts and submit to MOE DX2 web application</b>	<b>Student</b> top tab > <b>Options</b> menu > <b>Exports</b>	<ul style="list-style-type: none"> <li>• Student Achievement Data Exchange (SADE)</li> </ul>
<b>Follow-up on MOE SADE echo reports</b>	<a href="https://www.bced.gov.bc.ca/exams/trx_updates/">https://www.bced.gov.bc.ca/exams/trx_updates/</a>	

## Purpose

To collect course achievement for all active students and verify course completion for funding graduated adults.

### 1.0 SADE Data Collection:

SADE collects data from the following school types:

- **Distributed Learning (DL):** All grades
- **Summer Schools:** Grades 1-12
- **Standard Schools, Continuing Education and Alternate Education:** Grades 8-12.

The following information is collected:

- **School ID:** **School** top tab > **Setup** side tab > **Details**.
- **Student PEN:** **Student** top tab > select student > **Details** > **Personal Education Number** field.
- **Course Code** for all courses student is scheduled into: **Student** top tab > select student > **Schedule** side tab.
- **ClassID:** **Schedule** top tab > **Master** side tab > **Sections** sub-side tab. This field is not visible to the user but are reported from the system internally.
- **Active Date & Completion Date:** **Student** top tab > **Transcript** side tab > select record > **Details**.
- **Credits:** **Student** top tab > **Transcript** side tab > select record > **Details**.
- **Equivalency or Challenge:** **Student** top tab > **Transcript** side tab > select record > **Details** > **TRAX Override** field.
- **Mark Type & Mark Value:** These are not visible to the user, but are reported from the system internally.

## 2.0 Prepare Student Data

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



### 3.1 Missing PENs

Students missing PENs will be reported as an error and will prevent submission of the extract.

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


### 3.2 Graduated Adults

Students who are graduated adults attending the school should have a grade sub-level of GA.

1. In the **Student** top tab, check the box beside all students who are graduated adults.
2. In the **Options** menu, click **Show Selected**.
3. In the **Options** menu, click **Modify List**.
4. Click the  icon at the top of the **GrdSubLvl** column to open the column for editing.
5. Use the drop down menu to add a value of **GA** to graduated adult students.
6. Click the  icon to save the changes.

### 3.3 No Courses Scheduled



Students with no courses scheduled should be reviewed to ensure it is appropriate that no current year scheduled courses will be transmitted through the SADE process.

1. In the **School** view, click the **Student** top tab.
2. Use the  icon to select the **No Courses Scheduled** filter. A list of students with no courses will be displayed.
3. Schedule the student into courses, if appropriate.

### 3.0 Review Transcript Records



Throughout the year, transcript records will get created for courses and be “orphaned” when a student drops the course. This means that the transcript record is no longer connected to a course on their schedule. This can also happen when a student comes from another school part-way through the year, or did not complete a course in the previous year. These records need to be identified and resolved.

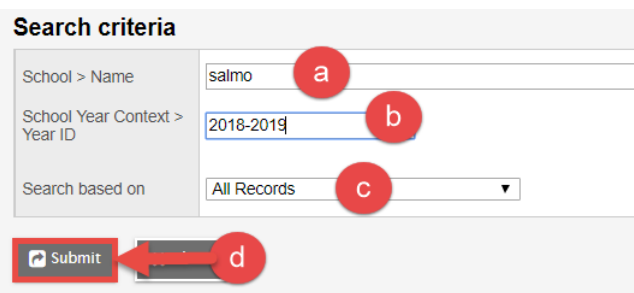
#### Reviewing “Orphaned” Transcript Records

1. In the **School** view, click the **Grades** top tab.
2. Click the **Transcripts** side tab. Be patient, this can take a few minutes.
3. Click the  icon and select **All**. This will display all records, regardless of their transcript definition.
4. Use the  icon to select **No Student Schedule Equivalent**.
  - a. **School year:** enter the end of the current school year (ex. 2019 for the 2018-2019 year).
  - b. **Search based on: Current Year**

This search returns transcript records where the student no longer has the course on their schedule. Ensure that these records have a final mark (W, if not completed) and a completion date for SADE. If the record has no mark data, it can be deleted. *Do not delete records from other schools. Contact the other school to ask if the record is still in progress.*

#### Reviewing Incomplete Transcript Records

1. In the **School** view, click the **Grades** top tab.
2. Click the **Transcripts** side tab. Be patient, this can take a few minutes.
3. Click the  icon and select **All**. This will display all records, regardless of their transcript definition.
4. Use the  icon to select **SADE – Incomplete Records**.
  - a. **School > Name:** enter a portion of this school name.
  - b. **School Year Context > Year ID:** enter the hyphenated value for this school year. (Ex. 2018-2019)
  - c. **Search based on:** set to **All Records**.
  - d. Click **Submit**.



Search criteria	
School > Name	salmo
School Year Context > Year ID	2018-2019
Search based on	All Records
<input type="button" value="Submit"/>	

This will return all transcript records from the specified year that are missing a final mark, course start or end date or course completion date. Continue to step 5.

- Click the **Master Schedule > Course** column header to sort the records by schedule term. Review and modify records for terms that are over, ensuring the transcript records have final marks, course start dates, course end dates, and course completion dates.

## 4.0 Prepare Grade Input for Course Dates

The process of preparing grade input for course dates creates the columns for course start and end dates, course active dates and course completion dates to be populated.

- In the **School** view, click the **Grades** top tab.
- Click the **Grade Input** side tab. A list of all sections in the school that have students scheduled into them, will appear.
- In the **Options** menu, select **Prepare Grade Input . . .**

The screenshot shows the software interface with the following elements:

- Pages:** School, Student, Staff, Attendance, Conduct, **Grades** (1), Assessment, S
- Classes** section:
- Grade Terms** (left sidebar)
- Transcripts** (left sidebar)
- Transcript Column Attributes** (left sidebar)
- Credit Adjustments** (left sidebar)
- Grade Input** (2) (left sidebar)
- Options** (3) (top menu)
- Reports** (top menu)
- Help** (top menu)
- Search on Course** (top search bar)
- Options Menu:**
  - Query...
  - Show Selected
  - Omit Selected
  - Post Grades...
  - Prepare Grade Input...** (4)
  - Prepare Reporting Standards Grading...
  - Prepopulate Rubric Scores
- Table of Sections:**

<input type="checkbox"/>	MADER09---RB1-01	01
<input type="checkbox"/>	MADFS08----01	01
<input type="checkbox"/>	MADFS08----02	02
<input type="checkbox"/>	MADFS08----03	03

In the *Prepare Grade Input* wizard:

- Step 1: Prepare Grade Input: Select Sections**
  - Prepare for:** Select the radio button for **Current selection**.
  - Click **Next**.
- Step 2: Prepare Grade Input: Select Columns**
  - Report Type:** Use the drop-down menu to select **Course**.
  - Replace Existing Columns:** DO NOT CHECK THIS BOX! EVER! Check with Level 1 support before you check this box when preparing grade input to ensure it is the appropriate action.
  - Click **Finish**.

The screenshot shows the 'Prepare Grade Input: Select Columns' wizard with the following elements:

- Report type:** Course (i)
- Replace Existing Columns:**  (ii)
- Buttons:** Finish (iii), Cancel



## 5.0 Entering Active Dates – DL Schools

DL schools must enter active dates to show when a student actually became active in a course and is eligible for funding. These dates should be entered into the grade input grid for the class and posted.

1. In the **Grades** top tab, click the **Grade Input** side tab.
2. Select the class(es) the student requires active dates for.
3. Click the **Input Grid** leaf for the class to open the grade columns.

- a. **Grade Columns:** set to **Post Columns – Course**.

- b. Enter the date the student became active in the course in the **Active Date** column.

Name	YOG	StartDate	ActiveDate
Student names blanked for privacy	2022	9/4/2018	3/6/2019
	2022	9/4/2018	

## 6.0 Post Course Dates

Posting course dates populates the course start and end dates and updates active dates and completion dates as they are entered into the columns in the grade input screen.

### October Submission


1. In the **School** view, click the **Grades** top tab.
2. Click the **Grade Input** side tab. A list of all sections in the school that have students scheduled into them, will appear.
3. Click the **Schedule Term > Code** header to sort courses by their schedule term. Check the box beside all schedule terms that started in the first semester.
4. In the **Options** menu, click **Show Selected**.
5. In the **Options** menu, select **Post Grades**.
  - a. **Post course dates:** box should be checked.
  - b. **Grade Term:** field should be empty with no drop-down menu options.
  - c. **Grades to post:** field should be set to **Course dates for enrolled students**
  - d. **Post for:** set to **Current Selection**.
  - e. Click **OK**.

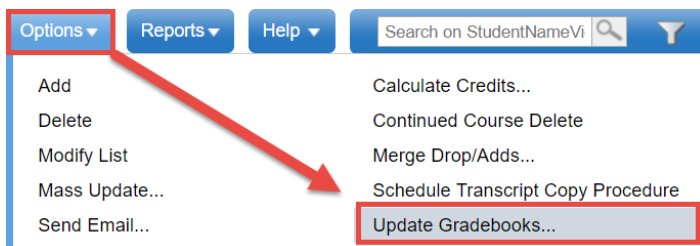
**Note:** *If asked to post for withdrawn students, say NO.*


For subsequent submissions, run for all classes. Skip steps 3 and 4.

## 7.0 Mass Updating Course Dates

Missing course start, end, and completion dates can have a significant impact on SADE and TRAX processes. The following process instructs how to mass update course dates and “push” them from the **Grades** top tab > **Transcripts** side tab, to the grade input screen to prevent the dates from being wiped out in future course date postings.

1. In the **Grades** top tab, click the **Transcripts** side tab.
2. Use the  icon to select **SD8: Course Dates** field set.
3. Check the box beside the classes that need dates added, removed or modified.
  - a. Use **Options** > **Show Selected** to isolate these classes.
  - b. Use **Options** > **Modify List** or **Options** > **Mass Update** to add, remove or modify dates as necessary.
  - c. Note the transcript definitions on the classes. The next step for updating gradebooks must be done for each type of transcript definition on the classes.
4. In the **Options** menu, select **Update Gradebooks**.





5. In the pop-up window:
  - a. **Column:** Use the  to select the transcript date column that is being updated. Click **OK**.
  - b. **Update for:** set to **Current selection** to update all the records selected in step 3.
  - c. Click **OK**.
  - d. Repeat steps “a” to “c” for each course date column that was modified for each transcript definition on the selected records.

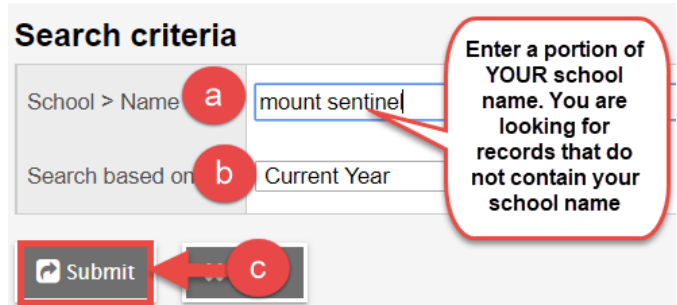
## 8.0 Dealing with Records from Other Schools

Students who have moved between schools during the year or are cross-enrolled to other schools will create unique challenges with SADE. Sometimes a transcript record has been created by the previous school that needs to be completed.

**Best practice:** Do not delete or modify records from other schools.

1. In the **Grades** top tab, select the **Transcripts** side tab.

2. Set the  icon to **All**.
3. Set the  icon to **School Name Does Not Contain ?** In the pop-up window:
  - a. **School > Name:** Enter a portion of your school name to find records that do not contain your school name.
  - b. **Search based on:** leave at **Current Year**.
  - c. Click **Submit**. The resulting records will be records from other schools. Determine if action is needed on these records as per the options below.



**Search criteria**

School > Name **a** mount sentinel

Search based on **b** Current Year

**Submit** **c**


Enter a portion of YOUR school name. You are looking for records that do not contain your school name

**Remember! Do not adjust or delete a record from another school – especially if that school is a DL school.**

- Student has moved from one school to the other and there is no cross-enrollment:
  - Contact the school and ask what should be done with the record. If the student is no longer attending the school and will not be completing the course there, request that the previous school either delete the record, or finalize it by entering a final mark of W, a course start date, course end date, and a completion date.
- Student is showing as cross-enrolled to another school and has a transcript record from a previous year with no final mark or completion date.
  - Check the student's schedule (**Student** top tab > **Schedule** side tab) to determine if they are scheduled into the course with the cross-enrolled school in the current year.
  - Contact the cross-enrolled school and request that they take appropriate action on the transcript record from the previous year. In most cases, a new transcript record will be created for the current year and the old one will be deleted, but data will need to be moved from one to the other prior to deletion and the cross-enrolled school must complete that task.

## 9.0 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.

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. In the **Options** menu, select **Calculate Credits**. Calculate for:
  - a. **All Transcript Records**
  - b. Click **OK**.

## 10.0 Run SADE Exception Report

The SADE exception report will identify errors and warnings before the data is extracted for load to the ministry DX2 web application.

1. Click the **Student** top tab.
2. In the **Reports** menu and select **Ministry Reporting**, then **Student Achievement Data Extract Exception**.
  - a. **Include**: set to current to pull the data included in the current SADE window.
  - b. **Grades 8-12 (Non-DL)**: DL schools will uncheck this box. All other schools will leave it checked.
  - c. **Sort order**: set to **Student** to more easily identify the students with errors to resolve. If there are a large number of errors for the same course, it may be useful to run it by again by course or class ID.
  - d. Click **Run**.
3. Records on the report with an **E** require resolution before the extract can be run and submitted to the ministry web application. Records with a **W** are warnings and should be corrected, but can be submitted without correction.

Pupil No	Student Name	Course Code	School Course Code	Description	Active	Class	Completion Date	Message Type	Message
2146970	Derry, Roy	EN 12	MEN--12--	ENGLISH				E	PEN must be included
2146970	Derry, Roy	DD 12	MDD--12	DRAFTING & DESIGN 12	06-Sep-16	J00000S121		E	PEN must be included

Student is missing a PEN. This must be resolved before

## Dealing with Duplicate Records

When the exception report shows duplicate records for a student it may indicate the following:

1. Student is scheduled into a course where the course code is the same, within the same school year. This is not permitted. One of the sections with matching course codes must be dropped.
2. Student has two transcript records for the same course code. This can happen if a student has dropped a course and enrolled in a different section, or is repeating the course. Ensure that the first record is finalized: final mark, course start date, course end date, and course completion date.

## 11.0 Run SADE Extracts & Submit to MOE DX2 Web Application

Three extracts are run and loaded to the MOE School Secure Web for TRAX verification. The extracts must be run separately and saved with the correct extension to load to the School Secure Web.

1. Create a folder in a secure location to put the TRAX extracts in so they are easily found for loading to the MOE web application.
2. In the **Student** top tab, click the **Options** menu.
3. Click **Exports**, then **Student Achievement Data Exchange (SADE)**.

4. Click **Run**.
5. When the file completes, a notebook icon prompt will display. ***Do not click the icon to open the file.***
6. Go to the **Downloads** folder on your computer.
  - a. Copy and paste the extracted file to the SADE folder created in step 1.

## **12.0 Follow up on MOE SADE Echo Reports**

Once the files have been loaded, look beside the school name for the error column. If there are any errors, click the **View** link to see the errors. Correct the errors in MyEd BC, then re-run and re-submit the extract until there are no errors.