How to get ready for Final (June) TRAX
If you have already uploaded TRAX, you will have to upload a fresh file after June 29, 2016.

Completion dates will be populated on June 29th 2016 through a script ran by Fujitsu for all secondary schools except Home Learners Link, SD61 Summer School and Continuing Education. After the script has been completed, check for any missing final marks before uploading to TRAX (more details in step 6).

1) As most of the schools choose to "Append" their TRAX files last April, it would be good to check with Ross Brain Ross Brain (Ross.Brain@gov.bc.ca) that you have the desired setting. We recommend that the "Overwrite" setting is only used if there is a high level of confidence in the MyEd BC student credit records.

2) For the DEM file, review the student records in the School view -> Student Top tab > Filter = All Active Students and field set = SD61 TRAX fields
   a) Query for those that are set to no home school in MyEd BC. If this is set to Y, the record will be excluded from the TRAX extracts.
   b) Review graduate students mailing address. The student needs a BC address in order to receive their diploma through Canada Post at their residence.
   c) Look at the grades and subgrades for adults and graduates.
   d) Look for missing PENs, Citizenship codes, addresses or any blanks.
   e) Review the graduation met date for SCCP *, for 2004 Program and for Adult Program records.
   f) Repeat for withdrawn student records. If your standard is to create a former school association, use Former filter to find all current year withdrawn students. If the student still has your school listed under School name, the record will be part of the TRAX extract file. So review the student records.

*SCCP; use the School view, Student Top Tab, Filter = Primary Active and Field Set = Pre-transition.

      a. Options menu -> Modify List
      b. To be Graduated ; enter a checkmark
      c. Withdraw: leave with the N
      d. Dip/SCCP date : enter a date
      e. Next Skl>Name : leave blank

3) Look for students with missing program of study and assign them the appropriate diploma type. Use the filter No Program of Study accessible on the Student top tab.
4) Run the Blended Marks to Transcript if it was missed after the April and May exam upload. Use the Options menu from the Student top tab.
5) Run the Calculate Credits
6) Review the transcript records of all your current year students. Use the Grades -> Transcripts -> Data Dictionary = All, Filter = current year and Field set = Active Dates.

Tip: Course TAG 00 has no mark but it may have a comment. These records can be omitted from your selection as we do not expect final marks. There may be more courses like DPA or support blocks.

a) Sort by Completion date and enter any missing dates with course end date.
b) Sort by Final Marks and enter any missing marks with appropriate value.
c) Review all MIDS transcript records: update the credit value and the related course.
d) Check the courses with the TRAX override code selected**.
e) Change the Filter to No Student Schedule Equivalent and review the records with a missing final mark. If a student course enrollment was dropped from the student's workspace, the final mark entry may have been missed. *Deletion of student course enrollment is strongly discouraged. Only in a case of an administrative error would a record deletion be warranted*. (We are working on an enhancement for this missing piece of the work flow.)

7) Run the Course Exam Synchronize procedure. Use the Options menu from the Student top tab.
8) Review the assessment records. Use the Assessment top tab -> Student Assessment.
   a) Select the Provincial Exam Assessment Definition
   b) Select the Filter = Missing Test Session Date
   c) Enter the appropriate session date in Date 1 field.

**TRAX Override codes

Type	Create Exam?	TRAX code	Q code
Adult Writing	Y		
Adult NOT Writing	N		Y
Equivalent Writing	Y	E	
Equivalent Not Writing	N	E	Y
Equivalent Non Exam	N	E	
Challenge	Y	C	
Challenge - Non Exam	N	C	

Run TRAX

1. From School view, -> Student top tab, use Option -> Exports -
   a. BC TRAX :extract Demographic file
   b. BC TRAX :extract Course file
   c. BC TRAX :extract Exam file.
2. Upload to SSW
3. Review the TRAX errors and non-grad report posted on the SSW
4. If corrections are made in MyEd BC, run the exam sync and extract the three files….
   For a detailed handbook prepared by the service provider, go to On-line resources
   {https://myed.sd61.bc.ca/resources-links/online-resources/}