SADE

October 2022 v 2.5

Version History

Version	Date	Description
1.0	Oct 2014	Initial Document
1.1	Nov 2014	Minor revisions throughout
2.0	Oct 2015	Adjustments to overall document to reflect current process.
		Added reference to Distributed Learning and Continuing Ed Schools Setup and Processes document for preparation activities.
		Included MOE website information
2.1	Oct 2016	Removed note re: file format issue
2.2	Oct 2016	Corrected typo section 3.0 data mapping
2.3	Jan 2017	Replaced screenshots to reflect 5.6
2.4	Apr 2019	Added hyperlinks to Table of Contents
2.5	Oct 2022	Adjustment to Overview to reflect current process.

Confidentiality

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1.0 Overview

To streamline ministry data collections and reduce the administrative burden for schools, the ministry is introducing a modified SADE collection and will be working to decommission the SADE process by end of the 2022-23 school year.

The quarterly SADE collection has been modified to only include schools with Graduated Adult course completions. If you have Graduated Adult course completions to report to the ministry, please submit your SADE report.

If you do not have Graduated Adult course completions, you no longer need to submit a SADE file.

Questions can be directed to Data.Management@gov.bc.ca.

1.1 Audience

- District and/or school users responsible for submission of data to the Ministry of Education.
- L1 personnel and others who will support users in this process.

1.2 Objectives

The reference guide will assist districts in running the Verification Report in order to review and verify data to be extracted. The guide then provides instructions on how to run the extract.

1.3 Key Points

- Data will be extracted and submitted four times per year, at pre-determined reporting periods. The data collection windows are generally open for 31 days four times per year, in October, January, April, and July.

- Districts will control their own submission and release timing as there is no province-wide submission.

- A separate extract file must be submitted for each school.

- All students being taught courses at DL (Distributed Learning) and CE (Continuing Education) schools will appear in the extract, regardless of cross-enrolled status or grade as long as they have an Active Date and have not yet completed the course or the course was completed in the current window.

- DL schools will report marks for all students at their schools.

- Data must be corrected prior to submission to the Ministry's DX2 interface.

1.4 Terminology

SADE: Student Achievement Data Exchange

DX2: Data Exchange, Ministry data collection interface

Submission window: 31 days after the end of the reporting period.

Current Reporting period: the 3 month window being reported on.

Previous Reporting period: the 3 month window prior to the current reporting period.

2.0 Preparing for SADE

2.1 Standard Schools

- School setup is complete. (School Setup guide).
- Students are registered and have PEN numbers. (Enrollment and Demographics guide)
- Students have been scheduled into their courses. (Student Scheduling guide)
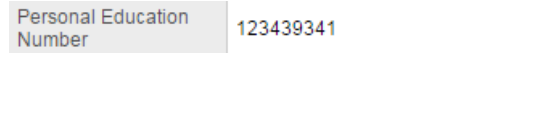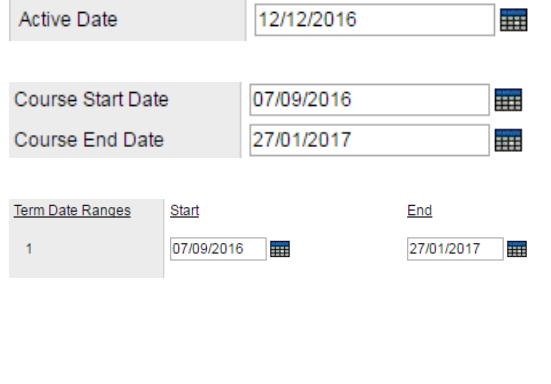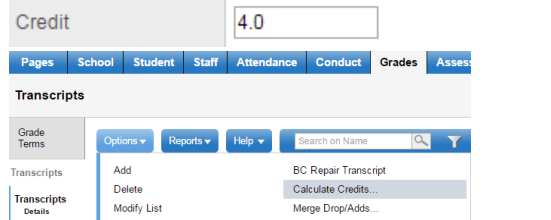
2.2 Distributed Learning and Continuing Education Schools

- School setup is complete. (School Setup guide).
- Students are registered and have PEN numbers. (Enrollment and Demographics guide)
- Students have been scheduled into their courses. (Student Scheduling guide)
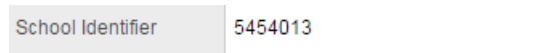- Grade input has been prepared for Course Dates (Distributed Learning & Continuing Ed Schools Setup and Processes guide)
- Course dates have been posted. (Distributed Learning & Continuing Ed Schools Setup and Processes guide)

The following table identifies the fields that the SADE extract file is looking for and where they are found in MyEducation BC.

3.0 SADE – Data Mapping to Fields in MyEducation BC

This document identifies all fields in the SADE extract file and the corresponding field in the School view in MyEducation BC.

Item	Description	Navigation	Screen Shot
School ID	Ministry Number	**School** top tab > **Details** side tab	School Identifier 5454013
PEN	The Personal Education (PEN) Number that is assigned by the ministry.	**Student** top tab > **Details** side tab	Personal Education Number 123439341
Course Code	Ministry 7 digit course code.	**Student** top tab > **Transcript** side tab Or **Schedule** top tab > **Courses** side tab	SchoolCourse > CrsNo MEN--12
Active Date	The date the student became active in the course.	<u>DL and CE Schools: Active Date</u> **Student** top tab > **Transcript** side tab >**Details** <u>Non-DL gr.8-12: Course Start Date</u> **Student** top tab > **Transcript** side tab (if dates have been posted / entered here) **OR** Course Start date **Schedule** top tab > **Structure** side tab > **Terms** sub-side tab	Active Date 12/12/2016 Course Start Date 07/09/2016 Course End Date 27/01/2017 Term Date Ranges Start End 1 07/09/2016 27/01/2017
Credits	Potential credits earned towards graduation. One course may be delivered as 1, 2, 3, or 4 credits	**Student** top tab > **Transcript** side tab Course credits may need to be recalculated (i.e., after blended marks are posted) **Grades** top tab > Transcript side tab > **Options** menu > **Calculate Credits**	Credit 4.0 Pages School Student Staff Attendance Conduct Grades Assess Transcripts Grade Terms Options▾ Reports▾ Help▾ Search on Name Transcripts Add BC Repair Transcript Delete Calculate Credits... Transcripts Details Modify List Merge Drop/Adds...

Item	Description	Navigation	Screen Shot
Mark Type	Letter Grade, %, or 3 or 4 point scale	Derived value: 1 = Letter Grade 2 = Percent 3 = Three Point Scale 4 = Four Point Scale	N/A – this is an enterprise setting.
School Mark	Final School mark (before exam mark applied)	**Student** top tab > **Transcript** side tab Or **Grades** top tab > **Transcript** side tab	Final Mark 92 🔍
Equivalency / Challenge	Course credit is allocated based on prior learning	**Student** top tab > **Transcript** side tab	TRAX Override Equivalent - Non-Exam Course ▼
Completion Date	The date that the student completes the courses.	<u>DL and CE schools:</u> **Student** top tab > **Transcript** side tab <u>Regular schools: Course End Date</u> **Student** top tab > **Transcript** side tab (if dates have been posted / entered here) or **Schedule** top tab > **Structure** side tab > **Terms** sub-side tab	Completion Date 12/12/2016 📅 Course Start Date 07/09/2016 📅 Course End Date 27/01/2017 📅 Term Date Ranges Start End 1 07/09/2016 📅 27/01/2017 📅

4.0   Creating a Student Achievement Data Exchange Extract

To run the SADE extract:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Export**.
3. Choose **Student Achievement Data Exchange (SADE)** from the fly-out options.
4. Make the appropriate selections in the extract parameter form.
5. Click **Run**.

4.1 The SADE Process

1. Run the two SADE reports to determine accuracy of data.
   a. **Student top tab > Reports > Ministry Reporting > Student Achievement Data Export**
   The SADE report is a more user friendly view of the extract. The report presents the same information that is included in the extract, as well as the pupil ID, the Student name, and the School course code.
   b. **Student top tab > Reports > Ministry Reporting > Student Achievement Data Export Exception**
   The Exceptions report will identify situations that could potentially cause the data load to the DX2 web application to fail. If even one error is encountered, DX2 will reject the entire file. There are two types of exceptions reported.
      i. Those identified with an **E** for Error will cause the file to be rejected by the DX2 web application.
      ii. Those identified with a **W** for Warning may require the data be corrected, but will not cause the file to be rejected by the DX2 web application.

2. Make corrections and then run the SADE extract.

To run the SADE extract:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Exports.**
3. Select **Student Achievement Data Exchange (SADE)** from the fly-out options.
   a. **School(s):** Select the school for the extract.
   b. **Include -** Choose to run the extract for the Current reporting period or the Current & Previous. If you are running the extract before the "submission window" you will receive a warning and the file name will be appended with the word "Draft".
   c. **Current Session**: Dates are populated by the enterprise level.
   d. **Previous Session**: Dates are populated by the enterprise level.

e. **Grades 8-12 (Non-DL):** Non-DL schools select **Grade 8-12 (Non-DL)** checkbox to display valid students for SADE. DL and CE schools can ignore this option as all active students with active dates will display regardless if this box is checked or not.

f. **Sort order:** Choose a sort option. Click **Run.**

Student Achievement Data Exchange (SADE)

School(s)	Smithers Secondary 🔍 ✖
Include	Current ▾
Current Session	
Start date	2016-07-01
End date	2016-09-30
Previous Session	
Start date	2016-04-01
End date	2016-06-30
Grades 8 -12 (Non-DL)	☑
Sort order	PEN ▾

⊙ Run   **✖ Cancel**

If exceptions are reported, errors will need to be corrected prior to submission to the DX2 interface. It may be necessary to edit the extract file to remove records if the corrections cannot be made in MyEducation BC.

If you attempt to run the extract at any time other than during the 31-day submission window, the file that is created will be appended with the word draft, to clearly define it as a file created outside the submission window.

4.2 Errors

If the same record appears multiple times in the same reporting period it will be considered a duplicate. Records are matched on School ID, PEN, Course code, Active Date and Section (class identifier). If duplicate records are reported, the user is responsible for removing the duplicate record from the extract file. DX2 will reject the file if duplicate records are encountered.

Sample SADE Report

PEN	Pupil No	Student Name	Course Code	School Course Code	Active Date	Class Identifier	Potential Credits	School Mark Type	School Mark Value	Equivalency / Challange	Completion Date
006326620	793669	Pilot, Drew	ACHE-12	ACHE-12	26-Aug-13	J00000FY32	4				30-Jun-14
009172478	871954	Hertz, Saara	ACHE-12	ACHE-12	26-Aug-13	J00000FY32	4				17-Jun-14
028042210	727501	Alberti, Suzanne	MAF--11	MAF--11	03-Feb-14	J00000FY21	4				
044635067	767584	Fletcher, Elissa	MAC--11	MAC--11	26-Aug-13	J00000FY21	4				
080414480	795986	Tobias, Rudi	ACHE-12	ACHE-12	26-Aug-13	J00000FY32	4				
104442631	1260278	Scales, Ryan	ACHE-12	ACHE-12	26-Aug-13	J00000FY32	4				

Sample SADE Exceptions Report

Exceptions

PEN	Pupil No	Student Name	Course Code	School Course Code	Description	Active Date	Class Identifier	Completion Date	Message Type	Message
006326620	793669	Pilot, Drew	ACHE-12	ACHE-12	ADV. PLACEMENT CHEMISTRY 12	26-Aug-13	J00000FY32	30-Jun-14	E	Invalid school mark type; must be either: 1, 2, 3 or 4
006326620	793669	Pilot, Drew	ACHE-12	ACHE-12	ADV. PLACEMENT CHEMISTRY 12	26-Aug-13	J00000FY32	30-Jun-14	E	Mark Type, Mark Value and Completion date must all be entered, or must all be blank
009172478	871954	Hertz, Saara	ACHE-12	ACHE-12	ADV. PLACEMENT CHEMISTRY 12	26-Aug-13	J00000FY32	17-Jun-14	E	Invalid school mark type; must be either: 1, 2, 3 or 4
009172478	871954	Hertz, Saara	ACHE-12	ACHE-12	ADV. PLACEMENT CHEMISTRY 12	26-Aug-13	J00000FY32	17-Jun-14	E	Mark Type, Mark Value and Completion date must all be entered, or must all be blank
028042210	727501	Alberti, Suzanne	MAF--11	MAF--11	VISUAL ART FOUNDATIONS 11	03-Feb-14	J00000FY21		E	Invalid school mark type; must be either: 1, 2, 3 or 4
044635067	767584	Fletcher, Elissa	MAC--11	MAC--11	ACCOUNTING 11	26-Aug-13	J00000FY21		E	Invalid school mark type; must be either: 1, 2, 3 or 4

Duplicate Records

School Number, PEN, BCeSIS Course Code, Active Date and Class identifier combination must be unique.

PEN	Pupil No	Student Name	Course Code	School Course Code	Description	Active Date	Class Identifier	Potential Credits	Mark Value	Equivalency / Challenge	Completion Date

Invalid Dates

PEN	Pupil No	Student Name	Course Code	School Course Code	Description	Active Date	Message
021060074	725748	Alex, Louise	MEN--10	MEN--10	ENGLISH 10		Active date must be included
028042210	727501	Alberti, Suzanne	MEN--12	MEN--12	ENGLISH 12 WORLD LITERATURE		Active date must be included
114737030	771850	Story, Bala	AELC-12	AELC-12	ADV. PLACEMENT ENGLISH LITERATURE 12		Active date must be included
434581916	792541	Alex, Sunjeet	MSC--10	MSC--10	SCIENCE 10		Active date must be included

Summary

	Number of Students	Total Number of Records
Error-based Exceptions	32	42
Warning-based	0	0
Duplicates	0	0
Invalid Dates	7	11

5.0 Ministry of Education Web Application

See the Ministry data collections website for instructions on how to load the file to the DX2 web application and interpret errors and warnings reported back after the file has been loaded.

This site also provides instruction on making manual adjustments to the extract and retaining the correct format for loading to the DX2 web application.

Visit the website at http://www.bced.gov.bc.ca/datacollections/sade/ for the following instructions:

- User Instructions – Submissions
- File Specifications
- Questions and Answers
- Tips and Tricks