



MyEducationBC

TRAX

March 2024 v3.3

Version History

Version	Date	Description
1.0	Sept 2014	Initial draft document
1.1	Oct 2014	Minor updates
1.2	Nov 2014	Insert of new section 2.0 and revision to 3.0
1.3	Jan 2015	Changed image in 7.0, renumbered pages, changed order of sections 11 and 12.
1.4	Feb 2015	New section 2.0, revisions throughout
1.5	Mar 2015	Renaming of “BC Synchronize Transcript Blended and Exam Marks” procedure to “Blended Marks to Transcripts” procedure Other minor edits. Revision of section 6.0
1.6	Aug 2015	Added section 12, revised section 2.0
1.7	Sep 2015	Added section 13, revised section 1.0 and 2.0
2.0	Oct 2015	Revised whole document to reflect current processes. Added TRAX process summary and detail.
2.1	Jan 2016	Clarified section 2.0 regarding students who took an examinable course in a previous year. Clarified Grade Input course dates instructions in the process summary. Clarified Manually Add an Historical Transcript Record.
2.2	Jan 2016	Added Posting Course Dates to section 1.2 procedures, updated 1.3 key points rewrite section, revised 4.2 adding historical transcript records, clarified 4.1 deleting orphaned records, added 4.9 Posting Course Dates.
2.3	Sep 2016	Revised 4.2 adding historical transcript records, 4.6 added reference for changing examinable course marks, revised 4.3 Course Exam Synchronize Process, Section 4.8 AEG added
2.4	Oct 2016	Added Entry of IDS related course code to section 4
2.5	Jan 2017	5.6 update screenshots
2.6	Oct 2017	Added instructions for the administration of Numeracy Assessments for Grad 2018. Clarified usage of sessions and added emphasis to primary program of study
2.7	May 2019	Added hyperlinks to Table of Contents
2.8	Jul 2019	Section 4.10 changed to reflect the Arts Education and Applied Design, Skills and Technology requirement
2.9	May 2020	Troubleshooting common TRAX errors, Appendix A added
3.0	Dec 2020	Identify transcripts that have invalid IDS Related courses, Summer addition, TRAX Exam File section
3.1	Jan 2022	Updated/removed any irrelevant Provincial Exam portions; moved pertinent government exam info to Appendix, Course Exam Synchronize Procedure (no longer needed) Added Transcript Visibility in Portal “Note” in Section 4.2
3.2	Apr 2023	Updated with new screenshot in Section 4.2 , Moved FAS Diploma Category to CRS file in Section 9.0

3.3	Dec 2023	Remove references to Provincial Exams section 4.6 section 2.4 PBI 42617 made reference to TRAX session date addition to Assessment documentation Remove references to the procedures- 'Blended Marks to Transcript' & 'Course Exam Synchronize Procedure.' Section 6 & 9
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1.0 Overview

The transfer of demographic and course data between schools and the Ministry is necessary for the administration of provincial exams and graduation assessments. The Ministry uses this information to produce transcripts of grades and school completion certificates on behalf of schools.

This reference guide will provide users with the knowledge required to successfully perform these functions using MyEducation BC.

1.1 Objectives

Topics covered will include:

- TRAX process and timeline
- How to create Graduation Assessments
- How to produce a TRAX extract in MyEducation BC
- Description of the three types of files created by a TRAX Extract: CRS, DEM and XAM Files.
- Scenarios that schools will encounter for reporting TRAX and how to ensure information is entered correctly for each. These scenarios include:
 - Deferrals
 - Adult
 - Challenge
 - Rewrites
- How to review Student Exam Results

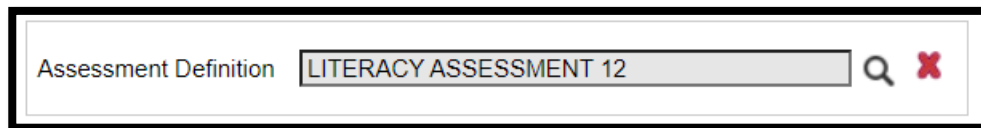
1.2 Procedures

There are two procedures related to TRAX:

- **Posting Course Dates** procedure: creates a transcript record, sets start and end dates for courses submitted to TRAX.
Calculate Credits procedure: assigns credits for all completed courses including examinable courses that have a passing mark / blended mark

1.3 Key Points

- Assessment records create graduation assessment requests and store the results
- Assessment records are where the results are uploaded when they are received from the Ministry of Education.
- All courses need End Dates. Non-examinable courses need end dates for the CRS file. If a student transcript record exists, the course End Date is taken from that record. If no transcript record exists, End Dates are taken from the school's course structure values.
- Students who completed a course in a previous year and are writing the exam in the current year, need an Assessment record with a current year exam session date. If the student has not written the exam previously, edit the session date and location information for Session 1. If the Student is rewriting the exam, enter the session date, location and mark information in Session 2 fields.
- **Always select the appropriate definition** in the Assessment Definition area to see all the fields and filters for any graduation assessment.

A screenshot of a search field in a software interface. The field is labeled "Assessment Definition" and contains the text "LITERACY ASSESSMENT 12". To the right of the text is a magnifying glass icon and a red "X" icon. The entire search field is enclosed in a black rectangular border.

- Assessment records will always be associated with the school the student is taking the course in. The Location may need to be changed for where the exam is going to be written.

- Students must have a **Primary Program of Study** assigned that will define graduation requirements for the student. The *Primary program study* checkbox must be checked in the Program of Study details. The TRAX extract, School Transcript and DVR reports will not run correctly without a Primary Program of Study attached to the student. See Enrolment Management and Student Demographics for details on assigning the program to the student details.

8 records

Name	Credit	Description
<input checked="" type="radio"/> 2004 - Graduation Program	80.0	2004 Graduation Program
<input type="radio"/> 2018 - Graduation Program	80.0	2018 - Graduation Program
<input type="radio"/> 2023 - Cornouiller Diploma	80.0	The 2023 Diplôme de fin d'études secondaires en Co...
<input type="radio"/> 2023 - Dogwood and Cornouiller Diploma	80.0	Students enrolled in Programme francophone on the ...
<input type="radio"/> 2023 - EN English Grad Program	80.0	The B.C. Certificate of Graduation or "Dogwoo...
<input type="radio"/> 2023 - FI French Immersion Grad Program	80.0	French Immersion students on the 2023 B.C. Graduat...
<input type="radio"/> Adult Graduation Program	20.0	The B.C. Adult Graduation Diploma program, also kn...
<input type="radio"/> School Completion Certificate Program	0.0	SCCP is only for students with Inclusive Education...

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List :: 11 - :: 2018 - Graduation Program

Options Reports Help

Save Cancel


Program Studies > Name: 2018 - Graduation Program

Program Studies > Total credit: 80.0

Program Studies > Diploma type: 2018 Graduation Program

Program Studies > Description: 2018 - Graduation Program

Programs of Study > Details

Is primary? 

Graduation Summary

Requirement Waivers

GraduationRequirement > Code	GraduationRequirement > Unit	GraduationRequirement > Type	GraduationRequirement > Description	CreditWaived	Reason
No matching records					

Save Cancel

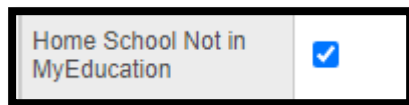
2.0 Who is Included in the TRAX Extract?

1. Students that are Primary to the school in grades 10-12 or with grade 10-12 courses.
2. When a student is withdrawn or deceased, TRAX extract will create the DEM record and any XAM records for the student (but NOT CRS records).
3. Multiple XAM and CRS records are created based on the students' courses and whether they are registered for any Graduation assessments.
All courses are to be reported only once per student, in the CRS record.

2.1 Home School Not in MyEducation – check box

The student's primary school is responsible for reporting achievement to TRAX. In order for the MyEducation BC system to exclude students from the TRAX extract all students whose home school is not in MyEducation BC, must have the "Home School Not in MyEducation" checkbox checked. This field is located at:

School view > Student top tab > Details side tab > Demographics sub-top tab



2.2 The DEM File

One demographic record will be created for students (including withdrawn students), who are:

- Enrolled in Grade 10, 11, 12, SU and GA, or
- Registered in the Adult Graduation Program, or
- Enrolled in a grade less than 10, but registered in a provincially examinable course in the current school year and scores (returned) are blank, or
- Enrolled in a grade less than 10, but registered in non-examinable grade 10, 11, 12 courses, or
- Registered in the School Completion Certificate Program ('SCCP').
- Does not have the Home School not in MyEducation checkbox checked

2.3 The CRS File

Course records will be created for non-examinable courses for students who are:

- Enrolled in Grade 10, 11, 12, SU and GA
- Registered in the Adult Graduation Program
- Registered in the SCCP Program (School Completion Certificate Program).
- Enrolled in Grade 08 or 09, but completed/enrolled non-examinable grade 10, 11, or 12 courses

For the above students, all completed and currently enrolled non-examinable courses that are at the grade level 10, 11, 12, SU or GA will be extracted.

2.4 The XAM File

Exam records will be created for students who are:

- Enrolled in Grade 08, 09, 10, 11, 12, SU and GA and have graduation assessment records in the current year.
refer to Graduation Assessments document on the [MyEducationBC.info](https://www.myeeducationbc.info) site for instruction on entering Provincial Assessments
- Registered in the Adult Graduation Program who have opted to write the graduation assessment and have assessment records in the current year.

3.0 TRAX Process Summary

3.1 First Submission

Tasks are displayed in the order normally associated with the TRAX process.

Timeline	Task	Path	Resource
Aug/Sep	Schedule students into courses – ensure all students are scheduled into their courses, including provincially examinable courses.	Student top tab > Schedule side tab	Student Scheduling
Sep/Oct	Remove current year “orphaned” transcript records, if applicable. This will happen when a student changes schools and the transcript record for a course has been created but does not have an equivalent scheduled course in the student schedule.	Grades top tab > Transcripts side tab > set dictionary icon to All > set filter to No Student Schedule Equivalent. In the pop-up, Set School Year field to the current school year. Set Search based on to Final Mark is Empty Review the records and if there is no final mark and it is appropriate, delete these “orphaned” records.	TRAX reference guide
Sep/Oct	Ensure all Students have a Primary Program of Study and Primary program study checkbox must be checked	Student top tab>Options>Program of study Creator – Primary School View>Student top tab>Transcript side tab>Programs of study side tab	Enrollment Demographics guide – Primary Program of Study
Sep/Oct	Ensure Home School Not in MyEducation” checkbox	The student’s primary school is responsible for reporting achievements to TRAX. In order for MyEdBC to exclude students from the TRAX extract, all students whose home school is not in MyEdBC, must have the “Home School Not in Myeducation” checkbox checked School View>Student TT>Details ST>Demographics Sub TT	TRAX reference guide
Sep/Oct	Ensure manually entered transcript records have an appropriate final mark, credit value and course end date.	Student top tab > Transcript side tab	TRAX reference guide - To Manually Add an Historical Transcript Record to a Student
Oct	Prepare Grade Input	Grades top tab > Grade Input side tab > Options > Prepare Grade Input > set Report Type to Course > Finish	Grade Management reference guide

Timeline	Task	Path	Resource
Oct	Post course dates for Semester 1 courses	Grades top tab > Grade Input side tab > Options > Post Grades > Check Course dates box.	Grade Management reference guide
Oct	Create graduation assessment records for students that will be writing the assessment in the Jan session.	Assessment top tab > Student Assessment > Assessment Entry side tab Select Graduation Assessment definition	Graduation Assessment reference guide
Oct	Check for missing assessment session dates. Manually populate session dates if necessary.	Assessment top tab > Student Assessments side tab Set the Assessment Definition field at the top of the screen. Set filter to Missing Test Session Dates. Does the Date 1 column have blanks?	TRAX reference guide
Oct	Run the TRAX extracts	Student top tab > Options > Exports BC TRAX Extract – Course File BCTRAX Extract – Demographics File BC TRAX Extract – Exam File	TRAX reference guide

3.2 Subsequent Submissions

Tasks are displayed in the order normally associated with the TRAX process. See detail in this document for additional information, if required.

Timeline	Task	Path	Resource
Feb/Apr/Jul	Schedule students into courses – ensure all students are scheduled into their courses.	Student top tab > Schedule side tab	Student Scheduling
Feb/Apr/Jul	Remove current year “orphaned” transcript records for your own school, if applicable. This will happen when a student changes schools and the transcript record for a course has been created but does not have an equivalent scheduled course in the student schedule.	Grades top tab > Transcripts side tab > set dictionary icon to All > set filter to No Student Schedule Equivalent. In the pop-up, Set School Year field to the current school year Set Search based on to Final Mark is Empty Check the school’s name for your own records Review the records and if appropriate, delete these “orphaned” records.	
Feb/Apr/Jul	Ensure manually entered transcript records have an appropriate course end date and credit value.	Student top tab > Transcript side tab	
April	Post course dates for Semester 2 courses	Grades top tab > Grade Input side tab > Options > Post Grades > Check Course dates box.	TRAX reference guide
Feb	Create graduation assessment records for students that will be writing the assessment in the June session.	Assessment top tab > Student Assessment > Assessment Entry side tab Select Graduation Assessment definition	Graduation Assessment reference guide
Feb/Apr/Jul	Create graduation assessment records for students that will be writing the assessment in the June session.	Assessment top tab > Student Assessment > Assessment Entry side tab Select Graduation Assessment definition	Graduation Assessment reference guide
Feb/Apr/Jul	Review graduation assessment results uploaded from previous sessions. Manually update missing values as necessary.	Assessment top tab > Student Assessments side tab Select appropriate Assessment definition field at the top of the screen Sort or query for blank values.	TRAX reference guide

Timeline	Task	Path	Resource
Feb/Apr/Jul	Run the TRAX extracts	Student top tab > Options > Exports BC TRAX Extract – Course File BCTRAX Extract – Demographics File BC TRAX Extract – Exam File	TRAX reference guide

3.3 Summer Submission



For most students, the courses that are completed in the summer school will be included in the TRAX extract when the primary schools submit the extract in October. The summer schools can manually submit their TRAX data using TRAX Change Form available on the School Secure Website (SSW) for students who are only active in the summer schools.

4.0 TRAX Processes – Detail

4.1 Deleting “Orphaned” Transcript Records

As students move between schools before completing courses, transcript records may be created as term grades or course dates are posted for the student’s courses. If the student changes schools before completing the course, an empty, (orphaned) transcript record occurs on the student’s course history.

To remove these records:




1. In the **School** view, click the **Grades** top tab.
2. Click the **Transcripts** side tab. Set the  icon to **All**.
3. Set the  to **No Student Schedule Equivalent**.
4. In the pop-up window, set the **School year** field to the current year and set the **Search based on** field to **Final Mark is Empty**.
5. Review the records and determine if it is appropriate to delete them. If they were created at this school and will not be continued or given a final mark at this school, it may be appropriate to delete the record. Only delete records from this school, contact other schools before deleting their records.
6. Select the records for deletion by checking the box beside them.
7. In the **Options** menu, select **Delete**.

4.2 Manually Add an Historical Transcript Record to a Student

Historical transcript records may need to be manually added for students who enroll in the school from out of province/country, or for students who come from a school that has not been using MyEducation BC.

Adding historical course records for a student will require that the converted historical course catalogues have transcript definitions applied to the courses. Refer to the section in this guide titled “To Add Transcript Definitions to Historical Course Catalogues”.

To add an historical transcript record to a student:

1. In the **School** view, select the **Student** top tab.
2. Click on the **Transcript** side tab.
3. In the **Options** menu, select **Add**. A blank transcript screen will appear.
4. Click on the  in the **Year ID** field. Select the year in which the student completed this course.
5. Click on the  in the **School > Name** field and select the school of record for the course.
6. Click on the  in the **Number** field and select the course from the pick list.
7. Populate the **Final Mark**, **Blended mark** and **Provincial Exam Mark** fields as appropriate.
8. Populate the **Credit** field with the appropriate credit value.

- Set the **FAS** Override flag, if necessary. This is optional and need only be set as necessary for the diploma program the student is associated with. (Refer to Section 9- Extract Contents **CRS File** for FAS Override flag details)

Year ID *	2020-2021	Final Mark	88
School > Name	Abbotsford Senior Secondary	Blended Mark	
Grade level	10 <input type="checkbox"/> Override	Provincial Exam Mark	
Number *	YHRA-0CD34SPO	Credit	4.0
Description	SPORT ACADEMY FITNESS & CONDITIONING 10	TRAX Override	
Teacher	Maroofi, Kavren	FAS Override	
Teacher	Maroofi, Kavren	Hide on report card	<input type="checkbox"/>
Section number	01	Hide on transcript	<input type="checkbox"/>

- Populate the **Completion Date** field as appropriate for the year of the course. **Start Date** and **End Date** may also be entered at this time.

Completion Date	27/01/2017
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Note: Manually entered transcript records not tied to a section (course code only), will be visible in the Student top tab > Transcript side tab only.

They will not be visible in the School View > Student top tab > Academics side tab or in the Family/Student Portal under the Academics top tab.

4.3 Enter a Related Course Code for Independent Directed Studies

The related course code for MIDS courses can be added directly to the student transcript once a transcript record has been created. The related course must meet the criteria outlined in the Handbook of Procedures.

1. In the **School** view, select the **Student** top tab.
2. Click the **Transcript** side tab.
3. Create or select the MIDS course requiring a related course code.
4. Check the **User Description** checkbox and the **IDS Related Course** field becomes editable.
5. Select the related grade 10-12 Ministry or BAA course code from the Picklist.
6. Save the record.

Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Extracurriculars

Student List :: 10 - Arraquez, Inkajosefine :: INDEPENDENT DIRECTED STUDIES 10A - SPORTS SCHOOL

Options Reports Help

Save Cancel

Update Grades: Update GPA: Update Rank: Update Credits:

Year ID * 2021-2022

School > Name Smithers Secondary

Grade level 10 Override

Number * MIDS-0ASPS

Description INDEPENDENT DIRECTED STUDIES 10A - SPORTS SCHOOL

Teacher Saggesebrito, Aldyn

Teacher Saggesebrito, Aldyn

Section number 01

User description

Course description

IDS Related Course MMUTH10

4.4 How to Setup MIDS Courses

- MIDS course and related school course code must have matching transcript definitions.
- MIDS course and related school course code must have curricular competency rubric.

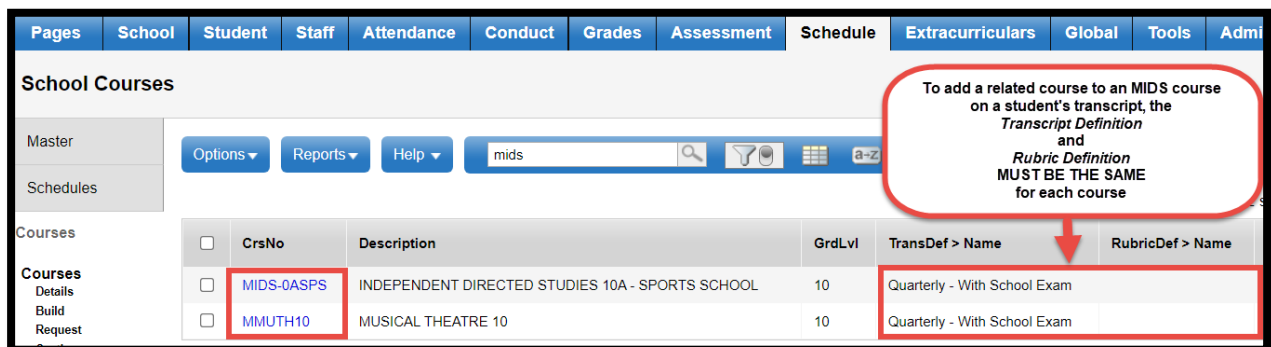
If you are using multiple transcript definitions and rubric definitions for your grade 10-12 courses, make sure your MIDS courses are assigned the same transcript and rubric definitions as the course entered in the related course code field **BEFORE** you attach the related course in the student transcript.

Setup an MIDS course for each related course code used, and enter the transcript definition and rubric definition from the related course into the MIDS course. The school will only have to set this up once and it will carry forward each year after setup.

NOTE: If the transcript definitions and/or rubric are different, assigning the related course code will change the original MIDS information in the transcript record.

Example: MIDS 10 using the related course code MMUTH10:

Ensure the transcript definition and rubric for MIDS 10 matches what the school has set up for MMUTH10.



The screenshot shows the 'School Courses' interface. A table lists courses with columns for 'CrNo', 'Description', 'GrdLvl', 'TransDef > Name', and 'RubricDef > Name'. Two courses are highlighted with red boxes: 'MIDS-0ASPS' and 'MMUTH10'. A callout box with a red border and arrow points to the 'TransDef > Name' and 'RubricDef > Name' columns, containing the text: 'To add a related course to an MIDS course on a student's transcript, the Transcript Definition and Rubric Definition MUST BE THE SAME for each course'.

CrNo	Description	GrdLvl	TransDef > Name	RubricDef > Name
MIDS-0ASPS	INDEPENDENT DIRECTED STUDIES 10A - SPORTS SCHOOL	10	Quarterly - With School Exam	
MMUTH10	MUSICAL THEATRE 10	10	Quarterly - With School Exam	

4.5 TRAX Override

TRAX requires a course to have either an "E" or "C" in the "CRSE_TYPE" field in the school's CRS record file. E indicates the result of a particular course was achieved through the Equivalency process, and C indicates challenge for course credit. See page 22 of the TRAX Specifications Document here:

https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/exams/trax_data_transfer_specifications_july_1_2023.pdf

1. In the **School** view, select the **Student** top tab.
2. Click the **Transcript** side tab.
3. Create or select the course requiring a TRAX override setting.
4. Select the appropriate **TRAX Override** value.

4.6 Aegrotat Standing for Provincial Exams

Aegrotat Standing is an exemption from writing a provincial exam or graduation assessment that is granted by the Ministry of Education. Application must be made to the Ministry of Education per the Handbook of Procedures (see section 12 below).

Submit these student course records, as you do any other student, through the .xam file (meaning the assessment record must be created).

If the student was approved for Aegrotat Standing by the Ministry of Education, the Ministry upload of exam marks will return AEG as the exam mark and the school final mark as the blended mark for provincial exams. A result of AEG will be returned for a graduation assessment.

Occasionally, schools may need to update the assessment record manually. For example, if the Ministry approval does not come back in time for the exam marks to be included in the Ministry exam mark upload. Entering AEG into the transcript record exam mark field will indicate the course was granted AEG status.

When correctly entered, the DVR and School Transcript report both display AEG as the assessment mark.

4.7 Arts Education and Applied Design, Skills and Technologies

As indicated in the Handbook of Procedures for the Graduation Program, students have several options for satisfying the 4.7 Arts Education and Applied Design, Skills and Technologies graduation requirement that schools must report to the Ministry.

Some courses that meet the Arts Education and Applied Design, Skills and Technology requirement may be designated as 2.0 or 4.0 credit courses at the District level. If schools require both a 2.0 and 4.0 credit version of the course to schedule students into, a version of each will need to be created at the district level to be brought into the school. Refer to the School Setup document for these instructions.

If an individual student transcript records requires a specific Arts Education and Applied Design, Skills and Technologies designation on a course and a specific credit value, this can be achieved by setting the **FAS Override** flag and adjusting the credit value directly on the student transcript record.

4.7.1 Grade 11 Board/Authority Authorized (BAA) Courses

As indicated in the Handbook of Procedures for the Graduation Program, Grade 11 Board/Authority Authorized (BAA) or First Nations Authorized (FNA) courses that align with the Arts Education 11 and/or Applied Design, Skills, and Technologies 11 provincial curriculum can meet the Arts Education and/or Applied Design, Skills, and Technologies graduation requirement.

For each Grade 11 Board/Authority Authorized (BAA) course, Districts must indicate whether the course meets the requirement or not by setting the **Applied Skills & Technology Credit Override** value on the **District View > Schedule** top tab > **Courses** side tab > **Details** sub side tab. Selecting 'A', 'F', or 'B' will result in 'B' for Both in the TRAX CRS extract. It is important to note that all Grade 11 BAA courses will indicate a 'B' for Both in the TRAX CRS extract if this value is left blank.

Selecting "N" in the FAS Override dropdown for a grade 11 BAA course will direct TRAX to assign the course as meeting ONLY the NDC (Elective) requirement (not the AST or Applied Skills & Technology requirement).

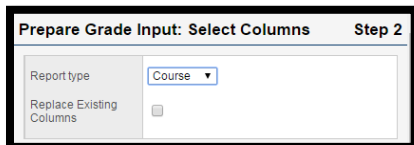
This can be set on the course at the District level or on the Student Transcript at the School level. The Student transcript will override a District setting.

4.8 Posting Course Dates

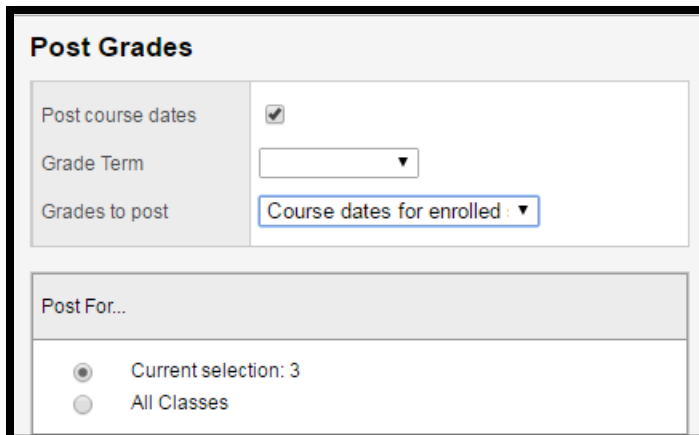
Posting Course Dates creates a start and end date in the transcript record for the course and allows a completion date to populate when the final mark is posted. In standard schools this process should be done after the bulk of September student course changes and just prior to the first TRAX submission in October. Posting Course Dates is a part of the Prepare Grade Input process but it is not required for teacher gradebook functions in regular school. Detailed instructions on the complete Prepare Grade Input and Posting Course Dates process can be found in the Grade Management document.

Course dates should only be posted for current courses. For example, in October, it is best NOT to post dates for second semester courses. If dates are posted for second semester courses, students who drop a course will have a student transcript record already created for that class which may need to be deleted.

1. **School** view > **Grades** top tab and click the **Grade Input** side tab
2. Here you may narrow the scope if you wish and select the courses you would like to create transcript records for then go to **Options** and **Show Selected**. A filter entitled **“Schedule Term = ?”** has been created to help users to only post date columns for current courses.
3. Go to **Options** and choose **Prepare Grade Input**
4. In the pop up choose **current selection** and click **next**
5. In this screen select **Course** for the Report Type and click **finish**



6. On the Grades top tab > Grade Input side tab, select the Options menu > Post Grades. A pop up window for Posting Grades will display. Check the Post course dates box and click OK.



5.0 Viewing Exam Results

After exam session dates have passed and exam and blended marks have been uploaded at MyEducation BC, the results can be viewed in the following locations:


- **School** view > **Student** top tab > **Assessments** side tab > **Details** > Or
- **School** view > **Assessments** top tab > **Student** Assessments side tab > **Assessment History** sub-side tab > **Details** leaf >.

Remember to set the Assessment Definition field at the top of the screen when viewing assessment records in either location.

6.0 Calculate Credits Procedure

Credits can be adjusted using the Calculate Credits procedure in the Grades top tab. When this procedure is run, credits will be adjusted for all courses with posted final marks (non-examinable) and those with Blended marks (examinable). This procedure can be run at any time..

To run the Calculate Credits procedure:

1. In the **School** view, select the **Grades** top tab.
2. Click the **Transcripts** side tab.
3. Set the  icon to **All**.
4. In the **Options** menu, select **Calculate Credits**.
5. Confirm the **Calculate For** window indicates an appropriate number of records in **Current Selection**.
6. Click **OK**.

7.0 Running the TRAX Extracts

The TRAX extracts are run as three separate files in MyEducation BC.

Users need to have their computer configured to show file extensions so the files can be identified after download.

For Windows:

Control Panel > Folder Options > View top tab > **unchecked** Hide extensions for known file types

For MAC

Finder > Preferences > Advanced

Check the box that says "show all filename extensions".

To run the TRAX extracts:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Exports**. From the fly-out menu, select **BC TRAX Extract – Course File**.
3. Confirm the school name is correct. Click **Run**. Close the window.
4. In the **Options** menu, select **Exports**. From the fly-out menu, select **BC TRAX Extract – Demographic File**. Click **Run**. Close the window.
5. In the **Options** menu, select **Exports**. From the fly-out menu, select **BC TRAX Extract – Exam File**. Click **Run**. Close the window.
6. In the **Reports** menu, select **My Job Queue**. When the job is complete, click the blue hyperlink **Finished (click to view)**.
7. Save the file as schoolnumber.DEM, CRS, or XAM, as appropriate. (Ex. 02323044.XAM)

8.0 Extract Contents

The following three tables show all the information contained in the files created by running a TRAX Extract:

DEM File – the actual file is produced as a .txt and does not have the column headings as in the example below. This is provided for reference.

Internal TRAX ID	Ministry School Number	Pupil Number	PEN	Legal Last Name	Legal First Name	Legal Middle Name	Address	City	Prov.	Country	Postal Code
E02M	4343114	247843	188525877	O'Hara	Parker	Marvin	741-7732 Lewis St	Port Coquitlam	BC	CN	V1Y4J5
E02M	4343114	247844	439401223	Constanine	Marlo	Kathryne	193-2970 Alma Ave	Smithers	BC	CN	V7N6C2
E02M	4343114	247760	369029197	Wriglesworth	Jessie	Hadrian	2420 Anderson Dr	Coquitlam	BC	CN	V2D4E7
E02M	4343114	247845	746399084	Hemingway	Ernest	Giles	4635 Log Cabin Dr	Vancouver	BC	CN	V6D7V7

Birth Date	Gender	Citizenship	Grade	Program	Program Cadre N OR Y Default is N	Student Status A=Active D=Deceased T=Terminated	Grad Program	SCCP Completion Date YYYYMMDD
YYYYMMDD	M	C	11		N	A	2004	
YYYYMMDD	F	C	11		N	A	SCCP	20170630
YYYYMMDD	M	O	10		N	T	2018	
YYYYMMDD	M	C	12		N	A	1996	

XAM File – the actual file is produced as a .txt and does not have the column headings as in the example below. This is provided for reference.

Internal TRAX ID	Ministry School Number	Pupil Number	PEN	Course Code	Course Grade Level	Course Year	Month of Exam	Interim School Percent	School Final Percent
E06M	4343114	247836	599269743	NME		2018	01		
E06M	4343114	247843	188525877	COM	12	2017	06	65	60
E06M	4343114	247844	439401223	FRAL	12	2018	01		
E06M	4343114	247845	746399084	EN	12	2018	01		

XAM File (cont'd)

Exam ID	Course Status A=Active W=Withdrawn	Legal Last Name	Number of Credits	Course Type E=Equivalency C=Challenge	
1763	A	Thesen	4		"
1966	A	O'Hara	4	E	
1967	A	Constanine	4		
1835	A	Hemingway	4	C	

CRS File – the actual file is produced as a .txt and does not have the column headings as in the example below. This is provided for reference.

Internal TRAX ID	School Facility Code	Pupil Number	PEN	Q-Code	Course Code	Course Grade Level	Year of Completion	Month of Completion	Interim Percent	Final School Percent	Final Letter Grade
E08M	4343114	247836	599269743	Q	EN	12	2018	1			
E08M	4343114	247836	599269743		YCAIS	11	2018	1	59	59	C-
E08M	4343114	247836	599269743		MMA	12	2018	6			
E08M	4343114	247843	188525877		SS	11	2018	6			

CRS File (cont'd)

Course Status A=Active W=Withdrawn	Legal Last Name	Number of Credits	Related Course (Only used for IDS)	Related Level (Only used for IDS)	Course Description	Course Type E=Equivalency C=Challenge	Course Grad Requirement F=Arts Education A=Applied Design, Skills and Technology B=Both	FAS Diploma Category
A	Thesen	4			ENGLISH 12	E		"F" - meets Arts Education Req't only (must be at least 2 credits) "A" - meets Applied Design, Skills and Technology Req't only (must be at least 2 credits) "B" - meets Arts Education and Applied Design, Skills and Technology Req't (must be at least 4 credits) "N" – Course Grad Requirement is blank
A	Thesen	4			COMPUTER ANIMATION		B	
A	Thesen	4			MATH 12			
A	O'Hara	4			SOCIAL STUDIES 11			

9.0 TRAX Logic

The following information outlines the basic standard MyEducation BC TRAX Logic.

1. Credits are only adjusted when the “Calculate Credits...” procedure is run through the School view > Grade top tab > Transcript side tab > Options menu. When this procedure is run, credits will be adjusted for all courses with posted final marks (non-examinable) and those with Blended marks (examinable).

TRAX Extracts can be created from the Options menu > Exports of the Student top tab of MyEducation BC:

1. DEM File – This file contains demographic information.
2. XAM File – This file contains information on provincially examinable courses and graduation assessments.

If there is NO blended mark and NO exam mark on the Student Assessment Record:


- The School Mark will be extracted and populated in this file, and
- The Ministry will use the highest School Mark it has on record to create a blended mark.

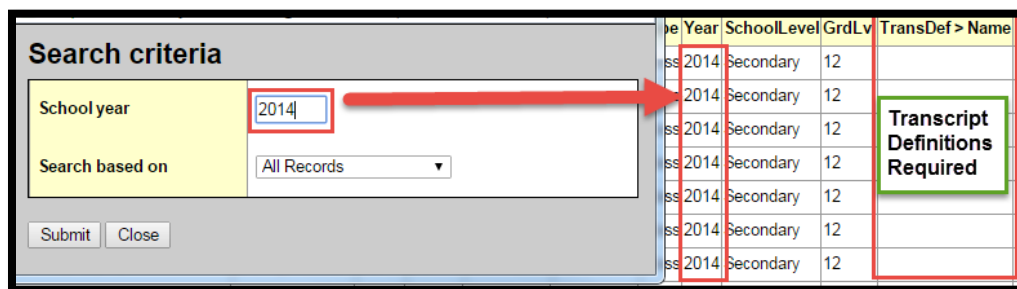
If there are NO results on the Student Assessment record for the Graduation assessment record:

- The Numeracy assessment code and session date will be extracted.
3. CRS File – This file contains information on non-examinable courses. Each time a TRAX extract is run the School Mark is extracted and repopulates the value at the Ministry. The Ministry does not retain information on non-examinable courses; they rely on each TRAX extract to re-populate these values. This extract includes initial registration, interim and final letter grades, and interim and final letter grades.

10.0 Adding Transcript Definitions to Historical Course Catalogues

Transcript definitions must be added to historical course catalogues in order for the course list to appear for the appropriate year when manually entering historical course records to a student's transcript side tab.

1. In the **School** view, select the **Schedule** top tab.
2. Click the **Courses** side tab.
3. Use the  icon to select the **Year = ?** filter. In the pop-up window:
 - a. Set the **School year** field to the year of the school course catalogue that needs transcript definitions. For example, to search for the 2014-2015 course catalogue, enter 2015, for the 2013-2014 course catalogue, enter 2014, etc.
 - b. Set the **Search based on** field to **All Records**.
 - c. Click **Submit**. The course list will now display all courses in the course catalogue for the year selected.



Year	SchoolLevel	GrdLv	TransDef > Name
ss 2014	Secondary	12	
ss 2014	Secondary	12	
ss 2014	Secondary	12	
ss 2014	Secondary	12	
ss 2014	Secondary	12	
ss 2014	Secondary	12	
ss 2014	Secondary	12	

4. If the **TransDef > Name** field is blank, assign transcript definitions to the courses. This can be done using the mass update or modify list functions.

11.0 Ministry of Education Resources

The Ministry of Education website at <http://www.bced.gov.bc.ca/exams/> has several resources related to Graduation Assessment write dates, requirements and graduation requirements. Of particular note is the Handbook of Procedures, which outlines all of the requirements for student graduation. This resource should be referred to and understood by all users who are responsible for TRAX and who are tasked with ensuring students meet graduation requirements.

12.0 Troubleshooting

12.1 Common TRAX Data Errors

TRAX SSW Error Message	Troubleshooting in MyEdBC Student Record
[07A] Invalid or Blank Grad Reqt Year Code - must be 2018, 2004, 1950 (Adult), 1996 or 1986	Ensure the student has a Program of Study with the Primary flag checked <i>School View>Student Top Tab>Transcript Side Tab>Program of Study>Options - Add</i>
[07B] Mismatch on grad year/ grade	Students with the Adult – Graduation Program of study must have a Subgrade of AD or AN in student details <i>School View>Student Top>Details Side Tab>Grade Sub Level</i>
[021] Invalid grade - must be 08,09,10,11,12,AD,AN,OT or HS	Accepted Grade Levels are 08, 09, 10, 11 or 12 if applicable the subgrade AD, AN or HS Note: TRAX does not use the subgrades SU, GA or GR <i>School View>Student Top>Details Side Tab> Grade Level</i>

12.1.1 Invalid Grade: Accepted Graduation Program and Grade Level Combinations

Below are the Grade levels accepted by TRAX for each of the Graduation Programs (Primary Program of Study) in MyEducation BC. The commonly used grade levels are in **bold**.

Graduation Program	Student Grade Levels	Student Sub Grade Levels
2018 – Graduation Program	8,9, 10,11,12	HS
2004 – Graduation Program	8,9, 10,11,12	HS
School Completion Certificate Program	8,9, 10,11,12	HS
Adult – Graduation Program <i>Note: requires a Subgrade</i>	8,9,10, 11,12	AD, AN, HS

Adult – Graduation Program Subgrades:

- **AD – Adult Graduating:** Has the Primary Program of Study = Adult Graduation Program and is expected to graduate in the current school year.

- **AN – Adult Not Graduating:** Has the Primary Program of Study = Adult Graduation Program and is not expected to graduate in the current school year.

Note: Students that have already met Graduation Requirements on a given diploma will remain on that diploma. E.g., a student that met the 1995 Graduation Program Requirements will not be assigned the Adult Graduation Program when upgrading courses in a current year.

12.1.2 Assessment Scores and Graduation Reports

	MyED (Transcript ST)+ DVR + School Transcript Report	Student Transcript Services (SSW) and Student Transcripts Service (STs) Individual Graduation Assessment/Examinations Report	Student Transcript (SSW) (STS)
Literacy 10	Proficiency Score	Proficiency Score	RM
Numeracy 10	Proficiency Score	Proficiency Score	Proficiency Score
Literacy 12	Proficiency Score	Proficiency Score	Proficiency Score
Literacy 10 Exemption	E	XMT	XMT

12.2 Troubleshooting Resources

L1s have access to the Heat System for Self Services Resources. You can access Knowledge Base Articles (KBAs). KBAs are living documents and updated regularly. The information below is from KBA 10606, to see the most up to date information on any topic review the current KBA Troubleshooting Articles.

12.2.1 No Primary Program of Study

Student > Filter = No Program of Study

- Identify the Grade 10-12 students in the list Options > Show Selected
- Assign the students a Primary Program of Study using Options > Primary Program of Study Creator or through the Transcript > Program of Study side tab Options > Add

12.2.2 Primary Program of Study missing data

Global > Favorite > Graduation Student Program > List

- Filter to Active Students or Grade Level = (10, 11 or 12)
- Sort on Diploma Type column to identify any records with a blank Diploma Type
- Return to Student > Transcript > Program of Study – delete the existing program record and create a new one.
- Sort on PrimProgram column to identify and records with PrimProgram set to = N
- Click into the blue hyperlink student name and check the Primary program study checkbox and Save
- Or, Options > Mass Update > Field: Primary program study > Value: check the checkbox

12.2.3 Adult Program of Study Missing Sub Grade

Student > Details

- Students with the Adult Diploma should have the **AN** (not expected to attain grad requirements this school year) or **AD** (expected to graduate this school year) subgrade entered to avoid a Grad year, grade level mismatch error from TRAX.

12.2.4 Transcript Record Errors

Creating a field set with the following fields can assist in identifying errors originating from Student Transcript Records:

- **Table:** School; **Field:** Name
- **Table:** Equivalent School Course; **Field:** Number
- **Table:** Equivalent School Course; **Field:** Description
- **Table:** School Course; **Field:** Number
- **Table:** Master Schedule; **Field:** Course

Details on how to identify and correct the errors are below.

Note: If the Transcript Record belongs to another school, contact the school before making any changes to the Transcript Record.

12.2.5 MIDS Courses With Ineligible Related Course Codes

- See the Handbook of Procedures for current eligible courses.
- School > Grades > Transcripts
- o Create and use a Field Set that includes:
 - o **Table:** Equivalent School Course, **Field:** Number
 - o **Table:** Equivalent School Course, **Field:** Description
- Set Dictionary to **All** and Filter to **Current Students**
- Sort on the **CrsNo** column to bring the records with an equivalent course code to the top
- Scan the list of records and identify any records with an ineligible course code. Eligible courses include courses leading to graduation (Grade 10-12); XSIEP and XSPBK are not eligible. See the handbook of procedures for details.
- Correct the IDS Related Course in the Student Transcript Record from this screen or from Student > Transcript

12.2.6 Transcript Records Missing a School Course Code

- School course codes are required for the TRAX extract to run.
- School > Grades > Transcripts

- Create and use a Field Set that includes:
 - **Table:** School Course; **Field:** Number
 - **Table:** Master Schedule; **Field:** Course
- Set Dictionary to **All** and Filter to **Current Students**
- Sort on the **School Course > CrsNo** column to bring the records without a school course code to the top
- Select the correct school course code for the record from the Transcript details here or in *Student > Transcript*.