



MyEducationBC

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# TRAX

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Jul 2019 v2.8

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## Version History

Version	Date	Description
1.0	Sept 11, 2014	Initial draft document
1.1	Oct 8, 2014	Minor updates
1.2	Nov 13, 2014	Insert of new section 2.0 and revision to 3.0
1.3	Jan 20, 2015	Changed image in 7.0, renumbered pages, changed order of sections 11 and 12.
1.4	Feb 18, 2015	New section 2.0, revisions throughout
1.5	Mar 26, 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 24, 2015	Added section 12, revised section 2.0
1.7	Sep 09, 2015	Added section 13, revised section 1.0 and 2.0
2.0	Oct 19, 2015	Revised whole document to reflect current processes. Added TRAX process summary and detail.
2.1	Jan 15, 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 19, 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 8, 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 21, 2016	Added Entry of IDS related course code to section 4
2.5	Jan 13, 2017	5.6 update screenshots
2.6	Oct 19, 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 22, 2019	Added hyperlinks to Table of Contents
2.8	Jul 10, 2019	Section 4.10 changed to reflect the Arts Education and Applied Design, Skills and Technology requirement

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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 Provincial Exams
- 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

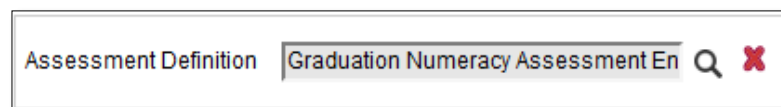
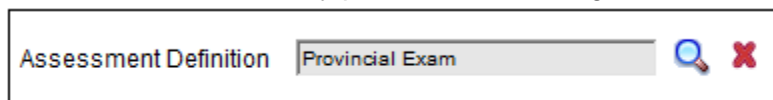
There are four procedures related to TRAX:

- **Posting Course Dates** procedure: creates a transcript record, sets start and end dates for courses submitted to TRAX.
- \* **Course Exam Synchronize** procedure: adds/deletes exam records for students with examinable courses.
- \* **Blended Marks to Transcripts** procedure: updates the transcript record with the blended/exam marks found on the assessment table
- **Calculate Credits...** procedure: assigns credits for all completed courses including examinable courses that have a passing mark / blended mark

*\*these procedures only apply to the provincial exams and are not required for the graduation assessments.*

### 1.3 Key Points

- Assessment records create provincial exam requests and store the Blended and Exam marks.
- 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.
- Provincial exam records should only ever be created through the Course Exam Synchronize Procedure. This creates the correct link between the course and exam records for the subsequent mark uploads and Blended Marks to Transcript procedure.
- The Course Exam Synchronize Procedure will look at the students' schedules and transcript screens and create the appropriate Provincial Exam assessment records (exam requests). It will also delete Provincial Exam assessment records where a student has dropped a course or the course has been removed from the student transcript records.
- All courses need End Dates. Non-examinable courses need end dates for the CRS file. Examinable courses need end dates to determine the Exam Session Date on the Assessment record. 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 provincial exam or graduation assessment.



- 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 which 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.

## 2.0 Who is Included in the TRAX Extract?

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

Home School Not in MyEducation

1. 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).
2. Multiple XAM and CRS records are created based on the students' courses and whether or not a course has an assessment associated to it.
3. All courses are be reported only once per student, either in the XAM or CRS record.
4. If a student is enrolled in an examinable course more than once within a school year, the system will create records for all occurrences when the course exam synchronization procedure is run.

### 2.1 The DEM File:

One demographic record will be created 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

### 2.2 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.

## 2.3 The XAM File

Exam records will be created for students who are:

- Enrolled in Grade 10, 11, 12, SU and GA with assessment records for provincially examinable courses in the current year.
- Enrolled in Grade 10, 11, 12, SU and GA with graduation assessment records for the current year.
- Registered in the Adult Graduation Program who have opted to write the exam and have assessment records for provincially examinable courses in the current year.
- Enrolled in Grade 08 or 09, but completed/enrolled examinable grade12 courses and have assessment records for provincially examinable courses 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 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
Sep/Oct	Ensure students who are <b>not</b> writing exams have the appropriate TRAX override value assigned in the provincially examinable course transcript record.	Student top tab > Transcript side tab	TRAX reference guide – TRAX Override
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
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 (just prior to running TRAX extracts)	Run the Course Exam Synchronize Procedure to: Create exam requests for students with provincially examinable courses on their current schedule or in their Transcript side tab for the current year. Remove exam requests from students who have had schedule changes in their current year timetable	Student top tab > Options > Course Exam Synchronize Procedure	TRAX reference guide



Timeline	Task	Path	Resource
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, including provincially examinable 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 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	

Timeline	Task	Path	Resource
Feb/Apr/Jul	Ensure students who are not writing exams have the appropriate TRAX override value assigned in the provincially examinable course transcript record.	Student top tab > Transcripts side tab	TRAX reference guide
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/Apr/Jul	Run the Course Exam Synchronize Procedure to: Create exam requests for students with provincially examinable courses on their current schedule or in their Transcript side tab for the current year. Remove exam requests from students who have had schedule changes in their current year timetable	Student top tab > Options > Course Exam Synchronize Procedure	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 exam and blended marks or 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
Feb/Apr/Jul	Run the Blended Marks to Transcript procedure to populate transcript records with the manually entered exam and blended marks.	Student top tab > Options menu	TRAX reference guide
Feb/Apr/Jul	Run the Calculate Credits procedure to update the student credits for provincially examinable courses.	Grades top > Transcripts side tab > Options > Calculate Credits	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

## 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.
9. 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.


Year ID *	2016-2017 	Final Mark	92 
School > Name	Smithers Secondary  	Blended Mark	0.0
Grade level	12 <input type="checkbox"/> Override	Provincial Exam Mark	0.0
Number *	MEN-12 	Credit	0.0
Description	ENGLISH 12	TRAX Override	Equivalent Not Writing (Q) 
Teacher		FAS Override	
Teacher	Shi, Mehta  	Hide on report card	<input type="checkbox"/> A
Section number	03	Hide on transcript	<input type="checkbox"/> B
			<input type="checkbox"/> F

10. 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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11. If the course is provincially examinable:
  - a. If the student is not writing the exam, use the **TRAX Override** field to select the appropriate reason. Click **Save**. No assessment record is required for the course. This will force the course into the CRS file for the TRAX extract.

TRAX Override	Equivalent Not Writing (Q) 
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- b. If the student has written the exam:
  - i. Leave the **TRAX Override** field blank and ensure there is a **Course End Date** then click **Save**.
  - ii. In the **Transcript** side tab > **Options** menu, run the **Course Exam Synchronize Procedure** to create an associated assessment record.
  - iii. Go to the **Assessments** side tab and click the  to choose Provincial Exam from the list of assessments. Manually enter the exam and blended mark into the assessment record for the course and save the record.

## 4.3 Course Exam Synchronize Procedure

The Course Exam Synchronize Procedure creates assessment records for government examinable courses that are correctly linked to the course and transcript record. Assessment records are required for government exam courses to transmit correctly to TRAX and graduation reports.

**If a transcript record does not exist for the course** (when run from the Student top tab): The Course Exam Synchronize Procedure uses the course schedule end date and assigns a session date to the assessment record.

**If a transcript record exists for the course:** The Course Exam Synchronize Procedure looks to the course end date in the transcript record and assigns a session date to the assessment record. Prior to running the procedure it is important to post course dates to the transcript record. (see Posting Course Dates section) A blank course end date in the transcript record will result in a blank session date in the assessment record.

Additionally, where there is an assessment record but no corresponding Transcript record or course schedule record, the Provincial Exam assessment record will be deleted as a cleanup operation of this procedure, where that exam record has no value(s) populated for the Exam Mark and/or Blended Mark.

### 4.3.1 To Create Provincial exam Records for All students:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Course Exam Synchronize Procedure**.
3. In the pop-up window, select **Run**. This will create assessment records for all students who have a current-year, provincially examinable course on their schedule, or in their transcript side tab.

### 4.3.2 To Create Provincial exam Records for an Individual Student:

#### **Scenario 1:**

A student may arrive at the school after the course exam synchronize procedure has been run for the school. Yet they will have examinable courses scheduled on their timetable, so the procedure can be run for an individual student.

1. In the **School** view, select the **Student** top tab.
2. Click the **Workspace** side tab and schedule the student as necessary.
3. In the **Options** menu, select **Course Exam Synchronize Procedure**.
4. Click **Run**. Necessary assessment records will be created for the student.

The exam session date will populate based on the end date of the course (see table below). If the student chooses to not write the exam until a later test session, then a later date can be entered on the Student Assessment test date field when that date is known. The date format is YYYYMM.



Course Completion date	Default Session Month
January	January
February	January
March	April if exam is offered, or next available session for that exam (May or June)
April	April if exam is offered, or next available session for that exam (May or June)
May	May if exam is offered, otherwise June
June	June
July	June
August	August if exam is offered, or next available session for that exam (Nov or Jan)
September	November if exam is offered, otherwise January in the next year
October	November if exam is offered, otherwise January in the next year
November	November if exam is offered, otherwise January in the next year
December	January in the next year

Examinable courses without a blended mark or a Q code will not be assigned credit for the course for graduation.

## 4.4 Manually Creating Assessment Records for Provincial Exams



As it is critical that there is a valid link between the course transcript record and the assessment record, it would be a very rare occasion that an assessment record would be manually created. One of these scenarios could be for a student who has completed a course in a previous year, but is writing the exam in the current year and no exam record exists for the previous year's course. In this scenario, an exam may have been requested from the Ministry of Education manually and the assessment record in MyEducation BC could be entered manually. It is important to note that if this is done, the Ministry upload of exam marks will not populate the record and any exam and blended mark would need to be manually populated in the assessment record and the student course transcript record when the exam has been written.

### 4.4.1 To manually create an assessment record for a provincial exam:

1. In the **School** view, select the **Student** top tab.
2. Check the box beside the student requiring an assessment record.
3. Click the **Assessments** side tab.
4. In the **Assessment Definition** field at the top of the screen, use the  to select **Provincial Exam** from the list. This will present the correct field set for the record.
5. In the **Options** menu, select **Add**.
6. Populate the **Date** field with the date the record is being added.
7. Populate the **Grade** field with the grade the student is in when writing the exam.
8. Populate the **Exam Code** with the *Ministry* course code for that exam.
9. Populate the **Course End Date** with the date the student completed the course.
10. Populate the **Exam Session Date 1** with the session date the student will be writing the exam (format is YYYYMM).
11. Use the  to select the school name where the exam will be written.
12. Click **Save**.
13. When the exam has been written and results have been posted to the Ministry web site:
  - a. Return to this record and populate the **Exam Mark 1** and **Blended Mark 1** with the appropriate values.
  - b. Go to the student's **Transcript** side tab, click into the details of the associated course and populate the **Blended Mark** and **Provincial Exam Mark** fields to match the assessment record. Click **Save**.

## 4.5 Identify Missing Session Dates on Assessment Records for provincial exams


As noted above, the Course Exam Synchronize procedure can create assessment records with blank session dates. The following steps can be taken to identify and correct these records:

1. In the **School** view, select the **Assessments** top tab.
2. Click the **Student Assessments** side tab.
3. In the **Assessment Definition** field at the top of the screen, use the  to select **Provincial Exam** from the list. This will present the correct field set for the records.
4. Set the  to **Missing Test Session Dates**. If records appear, the **Date1** field will be empty. Click into the detail of the record and populate these fields with the appropriate session date based on the **Course End Date** field.

## 4.6 Manually Update Blended / Exam Marks

In the event that exam results have not populated for a student when the Ministry upload of exam marks has been completed, the marks can be manually entered into MyEducation BC.

Note: Prior to changing marks in a Government Examinable course ensure you have reviewed the Handbook of Procedures policies on changing Examinable course marks.

1. In the **School** view, select the **Student** top tab.
2. Check the box beside the student requiring the entry.
3. Click the **Assessments** side tab.
4. In the **Assessment Definition** field at the top of the screen, use the  to select **Provincial Exam** from the list. This will present the correct field set for the assessment records.
5. Click the blue hyperlink of the student record with the exam code to be updated.
6. Populate the **Exam Mark 1** and **Blended Mark 1** fields with the appropriate values.
7. If the assessment record was created through the course exam synchronization procedure, go to the **Options** menu and select **Blended Marks to Transcript**.
  - a. Leave the **Days to include (blank for all)** field blank.
  - b. Click **Run**. This will populate the **Blended Mark** and **Provincial Exam Mark** fields on the corresponding student's course transcript record.
8. If the assessment record was created manually, update the **Exam Mark 1** and **Blended Mark 1** with the appropriate values. Then go to the student's **Transcript** side tab, click into the details of the associated course and populate the **Blended Mark** and **Provincial Exam Mark** fields to match the assessment record. Click **Save**.



## 4.7 Enter a Related Course Code for Independent Directed Studies

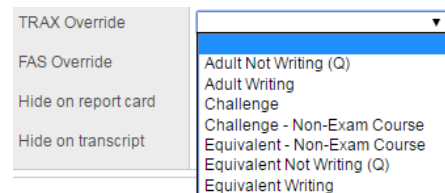
The related course code for MIDS courses can be added directly to the student transcript once a transcript record has been created.

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.

## 4.8 TRAX Override

Adult students or students who have been granted equivalency can choose to not write the associated exam. Alternatively, an Adult student or student who has been granted equivalency may choose to write the exam. The **TRAX Override** field should be set as appropriate to address these scenarios. This ensures that the record is put into the appropriate CRS or XAM extract for the student.

7. In the **School** view, select the **Student** top tab.
8. Click the **Transcript** side tab.
9. Create or select the course requiring a TRAX override setting.
10. Select the appropriate **TRAX Override** value.



11. The table below indicates the expected behaviour regarding the provincial exam assessment record and TRAX codes submitted:

Type	Create Exam	TRAX Code	Q Code
Adult Writing	Y		
Adult Not Writing (Q)	N		Y
Equivalent Writing	Y	E	
Equivalent Not Writing (Q)	N	E	Y
Equivalent - Non-Exam Course	N	E	
Challenge	Y	C	
Challenge - Non-Exam Course	N	C	
Blank			

## 4.9 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.

## 4.10 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 4.10 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.

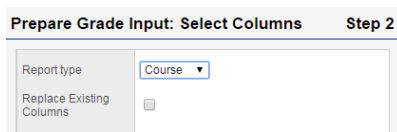
If an individual student transcript records requires a specific Arts Education and Applied Design, Skills and Technologies designation on a course and a specific credit value, this can be achieved by setting the **FAS Override** flag and adjusting the credit value directly on the student transcript record.

## 4.11 Posting Course Dates

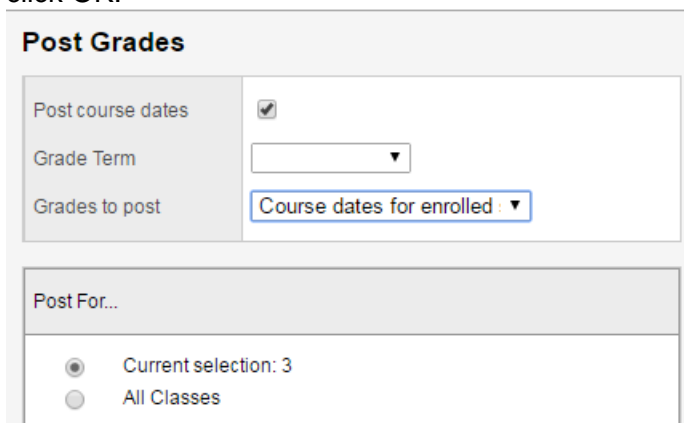
Posting Course Dates creates a start and end date in the transcript record for the course, and allows a completion date to populate when the final mark is posted. In standard schools this process should be done after the bulk of September student course changes and just prior to the first TRAX submission 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 Blended Marks to Transcript Procedure

This procedure is run automatically for all districts when exam and blended marks are loaded from the Ministry. Schools may need to run it if they have manually modified exam and/or blended marks on the Assessments screens.

### To run the Blended Marks to Transcripts Procedure for an Individual Student:

1. In the **School** view, select the **Student** top tab.
2. Click the **Transcript** side tab. Set the  icon to **All** to view transcript records.
3. In the **Options** menu, select **Blended Marks to Transcript**.
4. Leave the **Days to include (blank for all)** field set to blank.
5. Click **Run**.
6. Review the transcript records to ensure the marks populated the **Prov Exam** and **Blended** fields on the examinable course records.


### To run the Blended Marks to Transcripts Procedure for all students:

1. In the **School** view, select the **Student** top tab.
2. In the **Options** menu, select **Blended Marks to Transcript**.
3. Leave the **Days to include (blank for all)** field set to blank.
4. Click **Run**.
5. Review the transcript records for a few students to ensure the marks populated the **Prov Exam** and **Blended** fields on the examinable course records.

## 7.0 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 but is also typically done after exam/blended marks are loaded from the Ministry of Education. This should be run after the Blended Marks to Transcript procedure has populated the student transcript records with the provincial exam and blended marks.

### 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**.

## 8.0 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)

## 9.0 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	FAS Diploma Category
1763	A	Thesen	4		"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)
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
A	Thesen	4			ENGLISH 12	E	
A	Thesen	4			COMPUTER ANIMATION		B
A	Thesen	4			MATH 12		
A	O'Hara	4			SOCIAL STUDIES 11		



## 10.0 TRAX Logic

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

1. When a Provincially examinable course is added to a Student's Course Selections or manually added to a student's transcript, a Provincial Exam Record is not immediately created. A procedure called the Course Exam Synchronize Procedure must be run. This Procedure looks at the end date in Student Transcript Records first and then the scheduled course end date. For DL and CE schools it will look to the Course Completion date first if there is one. If there is no Course Completion Date it will look to the course end date.

If there is no Transcript Record yet, the Course Exam Synchronize Procedure will look at the Course Schedule's end date to identify the test session date.

2. When a Provincially examinable course is dropped from a Student's Course Selections the corresponding Provincial Exam Record is not dropped automatically. Again, the Course Exam Synchronize Procedure must be run to update student assessment records.
3. 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 is NO results on the Student Assessment record for the Graduation assessment record:

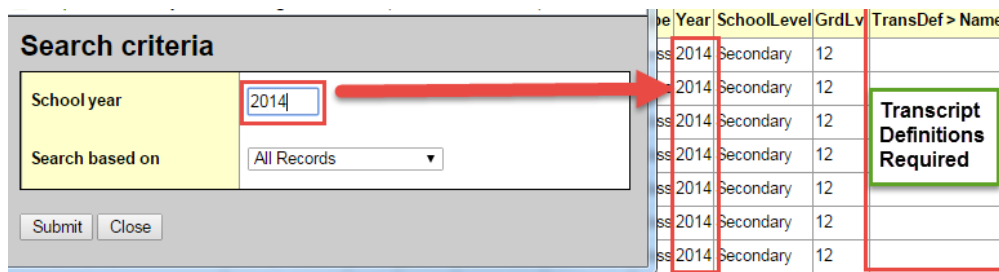
the Numeracy assessment code and session date will be extracted

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.

## 11.0 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
2014	Secondary	12	Transcript Definitions Required
2014	Secondary	12	
2014	Secondary	12	
2014	Secondary	12	
2014	Secondary	12	
2014	Secondary	12	
2014	Secondary	12	
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

## 12.0 Ministry of Education Resources

The Ministry of Education website at <http://www.bced.gov.bc.ca/exams/> has several resources related to exam 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.

**Popular Topics**

- ➔ [June 2017 Provincial Exam Bulletin](#) (PDF 43KB)
- ➔ [Exam Schedule](#)
- ➔ [Exam Specifications](#)
- ➔ [Grade 12 e-Exams](#)
- ➔ [Handbook of Procedures](#)
- ➔ Oral Component of French Language Exams Administration Dates
  - ➔ [FRAL language exams](#)
  - ➔ [FRALP language exams](#)
- ➔ [Calculator Policy](#)
- ➔ [Grade 12 Marking Information and Application](#)