TRAX/Grad Process Checklist/Timeline

Preparing your Data

✓	Task	Path	Resource	Timeline
	Student Demographics – ensure Grade Level, Subgrade and Primary Program of Study are accurate for the student	Student top tab > Details and Transcript > Program of study - Ensure student **Primary Program of Study** is accurate - Ensure **Subgrades** are correct for Primary Program of Study	Enrolment and Demographics TRAX/Grad reference guide	Aug/Sep
	Schedule students– ensure all students are scheduled into their courses, including provincially examinable courses.	Student top tab > Schedule side tab	Student Scheduling	Aug/Sep
	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. Deleting course records that belong to other schools is not advised as it may impact the originating schools reporting and funding.	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 Review the records and if there is no final mark and it is appropriate, delete these "orphaned" records.	TRAX/Grad reference guide	Sep/Oct
	Post Final Marks – Course sections with final marks entered should have marks posted. Posting final grades populates the completion date column.	Grades top > Grade Input side > select the course sections > Options > Post Grades	Grade Management reference guide	At the end of each grade term with a final mark column
	Post Course Dates – AFTER final marks are posted in a course section, the completion date is populated. This date needs to be posted to the transcript record.	Grades top > Grade Input side > select the course sections > Options > Post Grades > check Post Course Dates checkbox	Grade Management reference guide	At the end of each grade term with a final mark column (after final grades are posted)

Initial Submission

✓	Task	Path	Resource	Timeline
	Prepare Grade Input for Course Dates	Grades top tab > Grade Input side tab > Options > Prepare Grade Input > Report Type = Course > Finish	Grade Management reference guide	Oct
	Post Course Dates for Semester 1 courses (or full year depending on school preference)	Grades top tab > Grade Input side tab (filter to semester) > 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
	Run the TRAX extracts	Student top tab > Options > Exports - BC TRAX Extract – Course File - BCTRAX Extract – Demographics File - BC TRAX Extract – Exam File	TRAX/Grad reference guide	Oct

Subsequent Submissions

✔	Task	Path	Resource	Timeline
	Post Course Dates for Semester 2 courses (if it was not done in the fall for all courses)	Grades top tab > Grade Input side tab (filter to semester) > Options > Post Grades > Check Course dates box.	Grade Management reference guide	April
	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 (for students writing in June)
	Run the TRAX extracts	Student top tab > Options > Exports - BC TRAX Extract – Course File - BCTRAX Extract – Demographics File - BC TRAX Extract – Exam File	TRAX/Grad reference guide	Feb/Apr/Jul

Handling Exceptions

✔	Task	Path	Resource	Timeline
	Missing assessment session dates - Review exam and marks uploaded from previous exam sessions. Manually update missing values as necessary.	Assessment top tab > Student Assessments side tab - Set Assessment definition field at the top of the screen to appropriate Graduation Assessment - Sort or query for blank values.	TRAXGrad reference guide	Feb/Apr/Jul
	Equivalency or Challenge - TRAX requires a course to have either an "E" or "C" in the "CRSE_TYPE" field in the school's CRS record file.	Student top tab > Transcript side tab	TRAX/Grad reference guide – TRAX Override	Sep/Oct
	AEG – A Ministry assigned government exam mark for a student unable to write due to medical or other reasons.	On approval from the Ministry the exam and blended mark will load into the student record during the next marks upload. (Depending on the timing of the approval, schools may need to manually update the exam and blended mark to match the Ministry records. Student top tab > Transcript side tab)	Handbook of Procedures	