



MyEducationBC

TRAX

September 8th, 2014

Version History

Version	Date	Description
V1.0	Sept 11 th , 2014	Initial draft document

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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 for the Ministry 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:

- How to create Provincial Exams
- 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

2.0 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.
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 records.
3. Credits are only adjusted when the "Standard Credit Update" procedure is run through the School view > Student top 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 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. If there is NO blended mark and NO exam mark on the Standardized Test 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.
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.

3.0 Creating Exam Requests

School view > Student top tab > Options > Exports > Course Exam Synchronize Procedure

Once all courses have been assigned, the Course Exam Synchronize Procedure can be run. Every time the procedure is run, any exam request without an exam mark will be deleted and recreated. Students who are not writing for a given exam date will not receive a mark and will therefore continue to appear in the Synchronize Procedure until such time as they do take the exam. Examinable courses without a blended mark or a Q code will not be assigned credit for the course for graduation.

4.0 Students not Writing Exams

Adult students or students who have been granted equivalency can choose to not write the associated exam. Once a transcript record has been created for the course (either through teachers / schools posting marks or through manually adding a transcript record), a user can select a TRAX override for the selected record of:

- Adult Not Writing (Q)
- Equivalency Not Writing (Q)

Year ID	2013-2014
Grade level	10 <input type="checkbox"/> Override
Number *	MEN-10
Description	ENGLISH 10
Teacher	Abercrombie, K.
Teacher	<input type="text"/>
Section number	
Final Mark	66
Credit	4.0
TRAX Override	<div style="border: 1px solid red; padding: 2px;"> <ul style="list-style-type: none"> Adult Not Writing (Q) Adult Writing Challenge Challenge - Non-Exam Course Equivalent - Non-Exam Course Equivalent Not Writing (Q) Equivalent Writing </div>
User description	
Course description	
Equivalent Course	

5.0 Who is Counted?

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:

Home School Not in MyEducation

School view > Student top tab > Student Details > Demographics tab

1. When student is withdrawn or deceased, TRAX extract will create the DEM record and any XAM records for the student but NOT CRS records. If the student is terminated include all examinable courses completed or incomplete when they withdrew
2. The TRAX extract process creates a single DEM record for each student meets the extract criteria. Multiple XAM and CRS records are created based on the students' courses and whether or not a course has an external test associated to it. (See extract criteria for each file layout for more information.)
3. All courses are be reported only once per student, either in the XAM or CRS record. (See extract criteria for each file layout for more information.)
4. If a student is enrolled in a course more than once within a school year, the system will create records for all occurrences only if each occurrence has a unique course exam session month and year.

5.1 The DEM File

One demographic record will be created for the following students, including withdrawn, if the student

- Is in Grade 10, 11, 12, SU and GA or
- Is Registered in the Adult Graduation Program or
- Grade less than 10, but registered in a provincially examinable course in the current school year and scores (returned) are blank, or
- Grade less than 10, but registered in non-examinable grade 10, 11, 12 courses or
- Is Registered in the School Completion Certificate Program ('SCCP')

5.2 The CRS File

Course record will be created for non-examinable courses for students

- 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. The completion date might be outside the current school year.

6.0 Viewing Exam Results

School view > Student top tab > Assessments side tab > Details

or

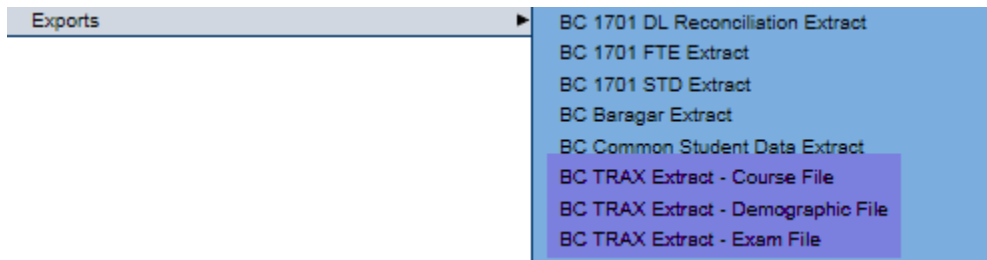
School view > Assessments top tab > Assessment History side tab > Details

Date *	19/06/2014
Grade level	10
Assessment Definition > Name *	Provincial Exam
Subtest	English 10
Course Code	MEN-10
Print on Transcript	<input checked="" type="checkbox"/>
Print on Report Card	<input checked="" type="checkbox"/>


Accepted Blended Mark	<input type="text"/>
Accepted Exam Mark	<input type="text"/>
Blended Mark 1	068
Blended Mark 2	<input type="text"/>
Exam Code	English 10
Course End Date	<input type="text"/>
Exam Session Date 1	201406
Exam Session Date 2	<input type="text"/>
Exam Mark 1	077
Exam Mark 2	<input type="text"/>
Location 1	7070001 Alberni District Secondary
Location 2	<input type="text"/>

7.0 Creating TRAX Exports

School view > Student top tab > Options > Exports



BC TRAX Extract - Exam File

Select school(s)	Alberni District Secondary 
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8.0 The Extracts

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	
YYYYMMDD	M	O	10		N	T	2004	20140630
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.

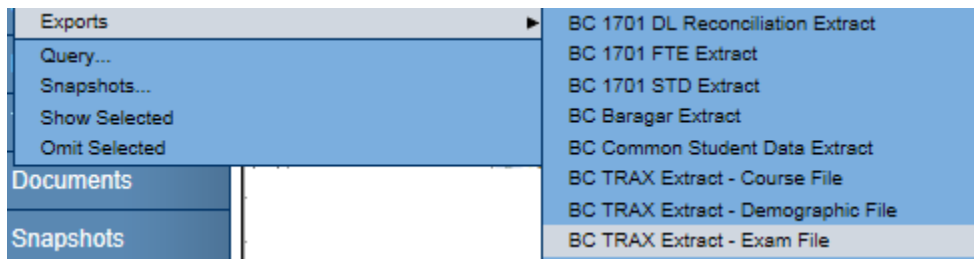
Internal TRAX ID	Ministry School Number	Pupil Number	PEN	Course Code	Course Grade Level	Course Year	Month of Exam	Interim Letter Grade	Interim School Percent	School Final Percent
E06M	4343114	247836	599269743	SS	11	2014				
E06M	4343114	247843	188525877	SS	11	2014				
E06M	4343114	247844	439401223	SS	11	2014				
E06M	4343114	247845	746399084	MA	12	2014				
E06M	4343114	247845	746399084	EN	12	2014				
E06M	4343114	247845	746399084	BI	12	2014				

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 Fine Arts Req't only (must be at least 2 credits)
1966	A	O'Hara	4	E	
1967	A	Constanine	4		
1835	A	Hemingway	4	C	"A" - meets Applied Skills Req't only (must be at least 2 credits) "B" - meets Fine Arts and Applied Skills Req't (must be at least 4 credits)

9.0 TRAX Exports

The TRAX Exports are found under School view > Student top tab > Options > Exports



The TRAX system has 3 file formats for communication with school administrative computer systems:

DEM Demographic data

XAM Any transaction dealing with a course taken by a student for which a provincial exam is intended to be written.

This transaction format is used by the schools for initial registration for a provincial exam, for providing interim and final school percent for the course, and for providing interim letter grades for the course.

CRS Any transaction dealing with non- examinable courses taken by a student. This includes initial registration, interim and final letter grades, and interim and final letter grades.

10.0 Credit Calculation Procedure

Credits are only adjusted when the “Standard Credit Update” procedure is run through the School view > Student top 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).

11.0 Transcripts

School view > Student top tab > Reports > Grad Reports > School Transcript

Once Blended marks are returned from the Ministry and the Credit Calculation Procedure is run, School Transcript records are ready to be run for your graduating students:

SCHOOL TRANSCRIPT OF GRADES

PERSONAL EDUCATION NUMBER	BIRTH DATE	ISSUE DATE
7070001		11-Sep-2014
NAME		
Alberni District Secondary		
STREET ADDRESS OR P.O. BOX NO.		
4000 Roger Street		
CITY		POSTAL CODE
Port Alberni, BC		V9Y 0B1

COURSE NAME	COURSE CODE	REQ	EQU	SESSION DATE	GR 12 SCHOOL %	GR 12 EXAM %	FINAL %	FINAL LETTER GRADE	CREDITS
BA Learning Strategies 11A	YIPS 11D	12		2014/01			65	C	4
Social Studies 10	SS 10	04		2014/01			50	C-	4
Apprenticeship & Workplace Math 10	AWM 10	06		2014/06					4
BA Learning Strategies 11A	YIPS 11D	12		2014/06			88	A	4
ENGLISH 10 CORE	EN 10	01		2014/06					4
Science 10 Core	SC 10	08		2014/06					4
PHYSICAL EDUCATION 10	PE 10	11		2014/07			65	C	4
PLANNING 10	PLAN 10	10		2014/07			95	A	4
SOCIAL STUDIES 11*	SS 11	05							
AUTOMOTIVE TECHNOLOGY 11*	AT 11	12							
APPRENTICESHIP AND WORKPLACE	AWM 11	07							
BA INTERPERSONAL SKILLS 11E*	YIPS 11E	12							
SCIENCE & TECHNOLOGY 11*	SCT 11	09							
COMMUNICATIONS 11*	COM 11	02							

*Course is in progress or scheduled to be taken.