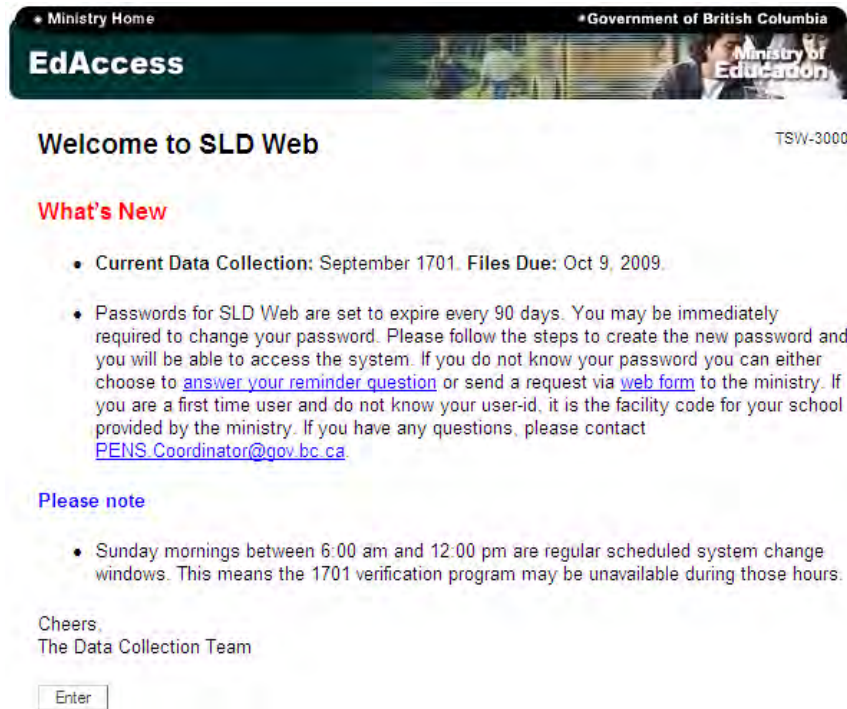


How to Use the Verification Web Application

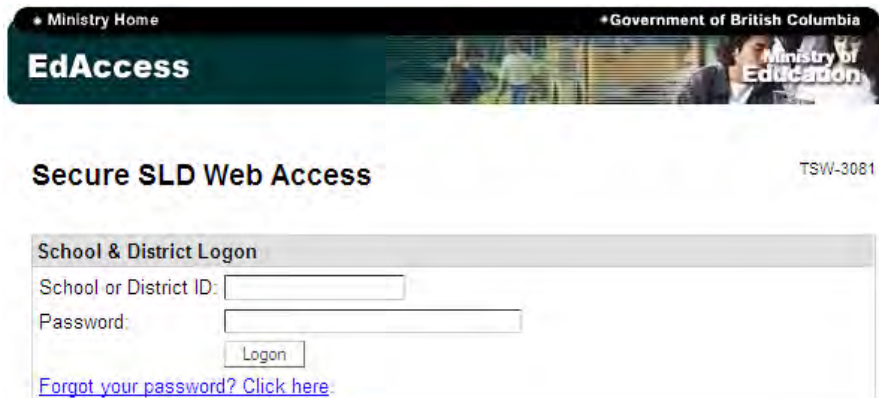
Step By Step Instructions for Independent Schools

1. Using your web browser (i.e. Internet Explorer), navigate to the SLD home page at www.bced.gov.bc.ca/datacollections Click on the "Verification and Secure File Upload Access" link in the left hand menu. If you are a Mac user you may need to use Firefox as your web browser when using the Verification Web Application. You can download this free software from: <http://www.firefox-2-0.com/ca/>
2. After you click on the Secure File Upload Access link you are brought to the SLD Team's message to the user about the web system and any changes, enhancements or alerts. We will change this message from time to time. Once you have read the message click on the 'Enter' button as indicated in the screenshot below.



The screenshot shows the 'EdAccess' header with 'Ministry Home' and 'Government of British Columbia' links. Below the header is the title 'Welcome to SLD Web' and the ID 'TSW-3000'. A 'What's New' section contains two bullet points: 'Current Data Collection: September 1701. Files Due: Oct 9, 2009.' and 'Passwords for SLD Web are set to expire every 90 days. You may be immediately required to change your password. Please follow the steps to create the new password and you will be able to access the system. If you do not know your password you can either choose to [answer your reminder question](#) or send a request via [web form](#) to the ministry. If you are a first time user and do not know your user-id, it is the facility code for your school provided by the ministry. If you have any questions, please contact PENS.Coordinator@gov.bc.ca'. A 'Please note' section contains one bullet point: 'Sunday mornings between 6:00 am and 12:00 pm are regular scheduled system change windows. This means the 1701 verification program may be unavailable during those hours.' The page concludes with 'Cheers, The Data Collection Team' and an 'Enter' button.

3. Now that you have selected the 'Enter' button you are directed to the Secure SLD Web Access page and prompted for your username and password as shown here. Your username and password are the same as for requesting PENS.



The screenshot shows the 'EdAccess' header with 'Ministry Home' and 'Government of British Columbia' links. Below the header is the title 'Secure SLD Web Access' and the ID 'TSW-3081'. A 'School & District Logon' form contains two input fields: 'School or District ID:' and 'Password:'. Below the password field is a 'Logon' button. A link '[Forgot your password? Click here](#)' is located below the form.

4. Once logged on the following 'Main Menu' will be displayed.



5. Begin by clicking the 1701 File Load and Verification Functions link which will present you with the following screen. The remainder of this document provides further instructions on each function shown here.



After clicking any of the links above you will see this "Quick Menu" at the top of each page. You can use this to continue navigating throughout the site.



Some of the above links will become unavailable during file verification – please check the status of your 1701 Load/Verification or Report Request under "[File Verification and District Report Request Status](#)" or the "[File Status](#)" link in the Quick Menu.

Please note: The following steps require that you have a current 1701 file saved on your local computer. If you are on BCeSIS it can generate a 1701 file for you containing up the minute information. (Refer to the BCeSIS documentation or support on how to do this.) If you are not on BCeSIS you should have saved an export of your 1701 file at the time of the last data collection. If you are not on BCeSIS and you do not have a 1701 file saved on your local computer you will need to enter each student manually. If the latter applies to you, skip ahead to page 4 of these instructions and begin from the sub-heading "[Enter/View/Update 1701 Information](#)".

Load 1701 File (file will be verified and reports generated)

Selecting this option will bring you to the following screen. (If you already have a 1701 file loaded for processing you will be prompted to confirm that you wish to overwrite it before proceeding.) Locate your 1701 file using the “Browse” button and click on the “Load to WEB” button to submit your file for verification.

Please note: The Load 1701 File function only loads the files to the web for verification. This does not submit the files to the ministry. Once files are verified and reviewed by school personnel you must follow the steps on page 9 to submit the files to the ministry.

Load 1701 File for Verification

Warning: DO NOT CLOSE YOUR BROWSER UNTIL THE FILE UPLOAD IS COMPLETE. Doing so will cause the Upload to terminate.

File

If you have Star Office or Open Office loaded on your local computer, please ensure you rename your file extension to “.ver” before loading them into the Verification Web.

After clicking the “Load to WEB” button you will be presented with the following screen and most of the navigation options in the Quick Menu will become unavailable.

Load 1701 File for Verification

Your file has been received and verification will complete in approx 5 minutes. This request has been assigned reference # 82223.

Please check the "File Status" link to monitor the progress of the verification job. Once the Verification is complete you can view your data and correct errors under the "Enter/Update" link.
[Back to menu](#)

To check the status of the verification process, click on the “[File Status](#)” link in the quick menu to display the following message:

File Verification Status

03696765 Wind and Tide Kindergarten

Submission # 45419

Date & Time 1701 File Submitted for Verification: 2007-06-27 02:38 PM

Estimated Date & Time to Completion: 2007-06-27 02:41 PM

Give the verification process sufficient time to complete and click the “Refresh” button, or the “[File Status](#)” link, until you see the following message confirming completion of the job:

File Verification Status

03696765 Wind and Tide Kindergarten

Submission # 45419

Date & Time 1701 File Submitted for Verification: 2007-06-27 02:38 PM

Date & Time 1701 File Verification Completed: 2007-06-27 02:38 PM

View School Reports

Choosing this option should present you with the following screen. Reports will not be available until your 1701 data file has been loaded and verified.

School Reports

03696765 Wind and Tide Kindergarten

Date 1701 File Last Verified: 2007-06-27 01:59 PM

Date 1701 Data Last Modified:

Date School Reports Created: 2007-06-27 01:59 PM

Report #	Description	File Type
9000	All School Reports	ZIP

Clicking the “All School Reports” link will present you with an option to open or download a zip file. Save the file to a location on your computer (such as your desktop) and open it (Mac users will need a zip extraction utility such as Stuffit Expander). Inside this zip file you will find a series of PDF reports related to the 1701 data collection along with an extract of all your student data in Excel (XLS) format. The Excel formatted report allows you to sort your data by selecting certain criteria not readily available in the individual reports (i.e. you would like to view all your grade 5 students who are taking Core French).

Please refer to the School Echo Instructions online for details on interpreting the different reports:

<http://www.bced.gov.bc.ca/datacollections/september/>

Enter/View/Update 1701 Information

Choosing this option will take you to the “Enter/Update Student Level 1701 Information” screen shown on the next page. This is where you will be able to manipulate your 1701 data before submitting your file to the ministry. There will be a note telling you when the file was last verified or modified and below that you will see a link to add a new student to the file. The search feature includes a check box to display only those records with errors* as well as a button to find all student records again after a search has been performed. Next to each student record you will see options to edit or delete that student’s information.

**When you are done updating your data and have re-verified your file you can use the “Show Errors Only” function to ensure no new errors have been introduced.*

Student Search

Legal Surname Local ID Show Errors Only
 Legal Given Name PEN
 Usual Surname Grade

Enter/Update Student Level 1701 Information

Please note that your 1701 data has been changed since last verification.

Date 1701 File Last Verified: 2007-06-28 01:39 PM

Date 1701 Data Last Modified: 2008-01-24 02:42 PM

00896749 CHEK-ABC

[Add New Student](#)

133 items found, displaying items 1 to 20:

[First/Prev] [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [Next/Last]

	Err	Local ID	PEN	Legal Surname	Legal Given Name	Legal Middle Name	Usual Surname	Usual Given Name	Usual Middle Name	Grade	Special Ed Category
Edit Delete	0	123	123456789	ABBOTT	JANE	DOE				05	
Edit Delete	0	345	345678912	ABBOTT	JOHN	DOE				02	
Edit Delete	0	234	234567891	ABBOTT	JOHN	DOE				01	

- Add New Student** - This will bring up the blank student data entry screen shown below. Begin by entering data in the Local Student ID field and then tab through the rest of the fields filling in the appropriate information. Ensure that you enter the Enrolled Program Codes starting with the first box; otherwise an error message will be generated.

Below you will see a table indicating the proper program codes for you to use when adding student data. Band and Language codes can be found in the "Instructions for Form 1701" online: http://www.bced.gov.bc.ca/datacollections/september/independent_school/i1701.pdf

Once you finish entering all the appropriate demographic data, click the "Save" button to save changes then click the "Return" button to return to the main menu where you can enter another new student if need be.

Student Detail Entry Form

Local Student ID:	<input type="text"/>	Native Ancestry (Y/N):	<input type="text"/>
PEN:	<input type="text"/>	Band Code:	<input type="text"/>
* Legal Surname:	<input type="text"/>	School Funding Code:	<input type="text"/>
* Legal Given Name:	<input type="text"/>	Enrolled Grade Code:	<input type="text"/>
* Legal Middle Name:	<input type="text"/>	Number of Courses:	<input type="text"/>
Usual Surname :	<input type="text"/>	Other Courses:	<input type="text"/>
Usual Given Name:	<input type="text"/>	Special Ed Category:	<input type="text"/>
Usual Middle Name:	<input type="text"/>	Career Program Code:	<input type="text"/>
* Birth Date (YYYYMMDD):	<input type="text"/>		<input type="text" value="00"/> <input type="text" value="00"/>
* Gender (M/F):	<input type="text"/>	Enrolled Program Code:	<input type="text" value="00"/> <input type="text" value="00"/>
Home Language Spoken Code:	<input type="text"/>		<input type="text" value="00"/> <input type="text" value="00"/>
* Postal Code:	<input type="text"/>		<input type="text" value="00"/> <input type="text" value="00"/>
Number of Support Blocks:	<input type="text"/>	*indicates required value	

<p><u>Enrolled Program Codes</u></p> <p>05 PROGRAMME FRANCOPHONE 08 CORE FRENCH 11 EARLY FRENCH IMMERSION 14 LATE FRENCH IMMERSION 17 ENGLISH LANGUAGE LEARNING 29 ABORIGINAL LANGUAGE AND CULTURE 33 ABORIGINAL SUPPORT SERVICES 36 OTHER APPROVED ABORIGINAL PROGRAM 40 CAREER PREPARATION 41 CO-OP 42 APPRENTICESHIP 43 CAREER TECHNICAL or ACE - IT</p>	<p><u>Career Program Codes</u></p> <p>XA BUSINESS & APPLIED BUSINESS XB FINE ARTS, DESIGN & MEDIA XC FITNESS & RECREATION XD HEALTH & HUMAN SERVICES XE LIBERAL ARTS & HUMANITIES XF SCIENCE & APPLIED SCIENCE XG TOURISM, HOSPITALITY & FOODS XH TRADES & TECHNOLOGY</p>	<p><u>Special Needs Categories</u></p> <p>A PHYSICALLY DEPENDENT B DEAFBLIND C MOD TO PROFOUND INTELLECTUAL DISABILITY D PHYS DISABILITY OR CHRONIC HEALTH IMPAIRMENT E VISUAL IMPAIRMENT F DEAF OR HARD OF HEARING G AUTISM SPECTRUM DISORDER H INTEN BEHAV INTER/SERIOUS MENTAL ILLNESS K MILD INTELLECTUAL DISABILITY P GIFTED Q LEARNING DISABILITY R MODERATE BEHAVIOUR SUPPORT/MENTAL ILLNESS</p>
<p><u>Enrolled Grade Codes</u></p> <p>HS Home Schooled Student KH Kindergarten Half Day KF Kindergarten Full Day</p> <p>EU Elementary Ungraded SU Secondary Ungraded GA Graduated Adult</p>	<p><u>Funding Codes</u></p> <p>14 Out of Province/International Student 20 Status Indian Living on Reserve</p>	

- **Edit a Student Record** - When you select the Edit function a split window will open displaying all the information for the selected student. The upper half of the window will provide entry fields for all student data and the lower area will be a scrollable list of errors for the selected student. If there are any errors for your student they will only show up after the file has been re-verified. See screen sample below.

Note: To exit the student Detail Entry Form always use the “Return” button otherwise the student record will be locked for 5 minutes in a read only state.

Student Detail Entry Form

The screenshot shows the 'Student Detail Entry Form' with the following fields and values:

- Local Student ID: 123456
- PEN: 123456789
- * Legal Surname: AARONSON
- * Legal Given Name: JANE
- * Legal Middle Name: DOE
- Usual Surname: (empty)
- Usual Given Name: (empty)
- Usual Middle Name: (empty)
- * Birth Date (YYYYMMDD): 20000101
- * Gender (M/F): F
- Home Language Spoken Code: (empty)
- * Postal Code: V8V3S3
- Number of Support Blocks: 0
- Native Ancestry (Y/N): (empty)
- Band Code: (empty)
- School Funding Code: (empty)
- Enrolled Grade Code: 04
- Number of Courses: 00.00
- Other Courses: 0
- Special Ed Category: (empty)
- Career Program Code: (empty)
- Enrolled Program Code: (empty)

At the bottom, the error list is visible:

- 33** Code for prim. lang. spoken in home is invalid or blank.
FTE Consequence: None
Default Value: Set to 943 (English).
- 67** Personal Education Number is invalid.
FTE Consequence: None
Default Value: Original PEN reassigned or new PEN assigned.

Verify 1701s and Generate Reports

This will allow you to re-verify your currently loaded 1701 file before sending it to the ministry as well as re-generate the reports you accessed above under "**View School Reports**".

File Verification Request

03696765 Wind and Tide Kindergarten

To have your currently loaded 1701 Student data verified, select the "Submit for Verification button" below.

This process takes 3 minutes to complete, you can check the status of your job under the "File Verification Status" link and once completed view new reports and errors under the "View Reports" and "Enter/Update Student Data" links.

Clicking the "Submit 1701 data for Verification button" will display the following message and most of the navigation options in the Quick Menu will become unavailable.

File Verification Request

03696765 Wind and Tide Kindergarten

Your request has been received and assigned submission # 45416

Date & Time 1701 File Submitted for Verification: 2007-06-27 02:18 PM

Estimated Date & Time to Completion: 2007-06-27 02:21 PM

Please note that during peak periods the completion time may be later than listed above

Give the verification process sufficient time to complete and click the "File Status" link until you see the following message confirming completion of the job:

File Verification Status

03696765 Wind and Tide Kindergarten

Submission # 45416

Date & Time 1701 File Submitted for Verification: 2007-06-27 02:18 PM

Date & Time 1701 File Verification Completed: 2007-06-27 02:19 PM

Export Verified 1701

Clicking on this option will take you to the following screen where you will be able to export your verified 1701 file to your local computer so you can save a copy of the file you submit to us.

Export 1701 File

03696765 Wind and Tide Kindergarten

To have your current 1701 Student data extracted and downloaded to your computer in the 1701 file format select the "Export 1701 File" button below.

Please ensure you save this data in a secure location.

Clicking on the "Export 1701 File" button will present you with an option to open or download your 1701 data file. Save the file to a location on your local hard drive for future reference.

Note: This is an important step for those independent schools using the Verification Web Application to create their 1701 file. You need to export and retain your own copy of the 1701 file as the data on the web is deleted prior to each new data collection and is not archived by the ministry.

File Verification Status

With this option you will be able to check the status of your 1701 file verification and/or load request. It will be the only link available in the Verification Web Main Menu while a 1701 file is being verified. This page will display the date and time of the last 1701 File verification submission and the estimated time to completion as shown here:

File Verification Status

03696765 Wind and Tide Kindergarten

Refresh

Submission # 45419

Date & Time 1701 File Submitted for Verification: 2007-06-27 02:38 PM

Estimated Date & Time to Completion: 2007-06-27 02:41 PM

Give the verification process sufficient time to complete and click the "Refresh" button, or the "[File Status](#)" link, until you see the following message confirming completion of the job:

File Verification Status

03696765 Wind and Tide Kindergarten

Refresh

Submission # 45419

Date & Time 1701 File Submitted for Verification: 2007-06-27 02:38 PM

Date & Time 1701 File Verification Completed: 2007-06-27 02:38 PM

If no files have recently been submitted for verification the above message will be displayed showing the time the last request was completed.

Submit Verified 1701 File to Ministry

This will take you to the following screen so you can submit your verified 1701 data to the ministry.

Submit Verified 1701 File to Ministry

03696765 Wind and Tide Kindergarten

Submit Current 1701 Data to Ministry

After clicking the “Submit Current 1701 Data to Ministry” button you should see a success message and submission number similar to that shown here. (If you have already submitted your data you will be prompted to confirm that you wish to re-submit it before proceeding.)

Submit Verified 1701 File to Ministry

03696765 Wind and Tide Kindergarten

Thank You, your file has been received, and assigned submission # 45420

SLD Web Home

Clicking on this link will bring you back to the main menu where you first logged in.

Logoff

Clicking on this link will log you out of the Verification Web Application and end your session.