



Student Achievement Data Exchange

2019/20

User Instructions For Submitters

For technical assistance with this collection, please contact:

Data.Management@gov.bc.ca
[Data Management Unit Contact Page](#)

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1. Overview

The Student Achievement Data Exchange (SADE) represents a new concept and a new direction for data collections in the Ministry of Education. While the first phase of the collection focuses on grades 8-12, the intention of SADE is to eventually collect course level achievement data at all grade levels from all schools. Schools will report students where they learn, moving away from the concept of a “home” school for reporting purposes, and is based on a continuous cycle of learning not limited or driven by the traditional school year.

With SADE begins a number of new initiatives:

- 1) The use of a single sign-on (BCeID) to access Ministry applications
- 2) A single data collection which will serve many purposes, including:
 - a. future replacement of TRAX data collections
 - b. Summer Learning
 - c. replacement of the Distributed Learning Achievement data collection
- 3) The reduction of duplication across systems
- 4) The streamlining of the data collection processes, to reduce the burden on schools and districts
- 5) The introduction of a new Data Exchange platform, DX².

SADE is collected from Public schools and Districts under the School and Student Data Collection Order (M152/89). SADE is collected from Independent Schools under the Reports, Records and Data Collection Order (I1/91). Under these respective orders, school boards/authorities are legally responsible for collecting and submitting achievement information to the Ministry.

1.1. General Process

The submitter’s role in the collection of data through SADE generally follows five steps:

- 1) **Review:** Schools will use a local Verification Report or other local tools to review and verify the data to be extracted. This report may contain some or all of the same tests for errors and warnings as are found in the SADE File Specifications posted online: <http://www.bced.gov.bc.ca/datacollections/sade/>.
- 2) **Extract:** Schools will extract a copy of their data from their local student information system (like BCeSIS), to load into the SADE system. If a school doesn’t have a formal student information system, this file can be created using Excel (see file specifications for details).
- 3) **Submit:** Log into the SADE system, browse for the file, and submit the file for validation.

- 4) **Check:** Check the results to review any error or warning messages. Correct if necessary in your source system, and repeat steps 2 and 3.
- 5) **Release:** Contact your district SADE Releaser to let them know your data is ready to be released to the Ministry. The person responsible for releasing the data can have a final look, and then simply releases the data.

The data collection windows are generally open for 31 days four times per year, in January, April, July, and October. Actual dates may vary, depending on technical changes, holidays, weekends, etc. Collection dates will be posted on the Ministry's data collection website at: <http://www.bced.gov.bc.ca/datacollections/>.

1.2. Logging into DX² and SADE

From the link on the data collection website: (<http://www.bced.gov.bc.ca/datacollections/>), click on the Data Exchange (DX²) link, in the right hand column.

The screenshot shows the British Columbia Ministry of Education website. The header includes the logo and name of the ministry, a search icon, and a menu icon. The breadcrumb trail reads: Home > Education & Training > Kindergarten to Grade 12 > Administration > Program Management >. The main content area is titled 'Kindergarten-12 Data Collections' and features a 'What's New' section with a 'Current Collection: Summer Learning and Grade 8 and 9 cross enrolment Data Collection (Public schools only)'. Below this, it states 'Files Due: July 12, 2019' and includes a 'Please note' about the verification web application. A 'Note for MAC users' is also present. The 'Student Achievement Data Exchange (SADE)' section mentions the next collection for the 2018/2019 school year opens on Monday July 1, 2019. The 'Employment Data and Analysis System (EDAS)' section mentions the next collection for the 2018/2019 school year will open on Monday July 1, 2019. On the right side, there are three sidebars: 'Important Links' with links like 'Verification and Secure File Upload Access', 'DX2 Application', 'Personal Education Numbers', 'Update School Information', 'BCPSEA EDAS Validation Software', 'Course Registry', and 'BCeID'; 'Other Collections' with a link to 'Early Learning Data Collection Instructions (PDF)'; and 'Contact Information' with a link to 'Data Management Unit'.

The system will take you first to the BCeID logon page (below), where you will enter your Business BCeID and password.

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Log in to www.dx2.educ.gov.bc.ca

Log in with BCeID

User ID
Use a Business or Basic BCeID

Password

Continue

[Forgot your user ID or password?](#)

No account?
[Register for a BCeID](#)

Or log in with:

Log in with IDIR

Need help?
[Contact the BCeID Help Desk](#)

The next screen will be the Data Exchange (DX²) screen below, listing the applications to which you have access. You will only see this screen if you have access to more than one application: select “Student Achievement Data Exchange (SADE)” to continue:

The screenshot shows the top navigation bar with the British Columbia logo and search options. The breadcrumb trail reads: B.C. Home » Ministry of Education » K-12 Data Collection » DX2. The main heading is "Data Exchange (DX²) Platform:" followed by "(Gnech, Eva EDUC:EX)". Below this, two applications are listed: "Student Achievement Data Exchange (SADE)" and "Employee Data Analysis System (EDAS)". A "Logoff" link is visible in the left sidebar, and a "Top" button is in the bottom right. The footer contains links for COPYRIGHT, DISCLAIMER, PRIVACY, and ACCESSIBILITY.

When a SADE specific message has been posted by the Ministry SADE administrator, it will take you to the Memo screen to view the posting. Click “Continue” to move to the next screen.

This screenshot shows the same navigation and breadcrumb trail as the previous screen. The heading is "Data Exchange (DX²) Platform: SADE" with "(Gnech, Eva EDUC:EX)" below it. A red heading reads "Welcome to Student Achievement Data Exchange (SADE)". A bullet point states: "SADE will be open for schools to submit and release data from April 1, 2009 to May 1, 2009". A "Continue" button is located below the message. The "Logoff" link and "Top" button are also present. The footer contains links for COPYRIGHT, DISCLAIMER, PRIVACY, and ACCESSIBILITY.

If you only have access to one application, and no memos have been posted for SADE, you will automatically go to the SADE Home screen where files can be submitted and errors/warnings reviewed:

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B.C. Home » Ministry of Education » K-12 Data Collection » DX2

Data Exchange (DX²) Platform: SADE

SADE Submission Status (Fernie Test)

Select Reporting Period
 Reporting Period:

Submission Status View

SD # ▲	School District	School	School #	Status	Sub Type	# of Records	# of Errors	# of Warnings	Message File	Date Submitted	Submitted By	Date Released
005	Southeast Kootenay	Fernie Secondary	00505034	-	-	-	-	-	-	-	-	-

Download .csv

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2. Submitting a File

2.1. General Process

For users with the role of “Submitter”, the Home screen will display the submission status for your school or schools, for the reporting period specified.

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B.C. Home » Ministry of Education » K-12 Data Collection » DX2

Data Exchange (DX²) Platform: SADE

SADE Submission Status (Fernie Test)

Select Reporting Period
 Reporting Period:

Submission Status View

SD # ▲	School District	School	School #	Status	Sub Type	# of Records	# of Errors	# of Warnings	Message File	Date Submitted	Submitted By	Date Released	Released By
005	Southeast Kootenay	Grasmere Elementary	00501008	-	-	-	-	-	-	-	-	-	-
005	Southeast Kootenay	Frank J Mitchell Elementary	00501010	-	-	-	-	-	-	-	-	-	-
005	Southeast Kootenay	Fernie Secondary	00505034	V	S	49	0	0	View	Jan 08, 2009	Fernie Test	-	-

Download .csv

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This screen allows you to view submission status from previous reporting periods by selecting the arrow to the right of the current reporting period and choosing a different reporting period from the dropdown list.

By selecting Data Submission in the left hand column, you can begin your new submission. The following Submission screen will appear.

The screenshot shows the 'Data Submission (Ferne Test)' interface. On the left is a navigation menu with 'Data Submission' selected. The main content area contains a form with the following fields:

- Submission Type:** SADE Validation Process (dropdown menu)
- Reporting Period:** Oct 2008 - Dec 2008 (dropdown menu)
- School/School District:** Frank J Mitchell Elementary (00501010) (dropdown menu)
- Source File:** C:\Documents and Settings\Eva\My Documents\Jacotech\System (text field with a 'Browse...' button)

Buttons at the bottom include 'Cancel' and 'Add Submission'. A 'Top' link is located in the bottom right corner.

All fields in this window are required fields (as indicated by the *).

The Submission Type will allow you to choose from SADE Standard (to submit a regular SADE File) or SADE Corrections (to submit a Correction file, containing corrections to previously submitted SADE records).

The Reporting Period will be pre-defined and not editable.

The School/School District drop down option will list the school or schools for which you are designated the Submitter. Select the school for which you want to submit data. If you may submit for only one school, then this field will be pre-defined for that school, and is not editable.

Notice the "Source File" field has a Browse button beside it. By clicking on this button, you can search your computer for the file you wish to submit. A "Choose File" window will appear, allowing you to navigate to where you have stored your file. Select the file, and click on the Insert or Open button at the bottom of the window.

Back on the Data Submission window, click the “Add Submission” button. Your file will be added to the “Submit Data for Validation” list as shown below.

The screenshot shows the SADE Data Submission interface. On the left is a navigation menu with links for Home, Data Submission, Data Release, Activity History, and Logoff. The main content area is titled "Data Exchange (DX²) Platform: SADE" and "Data Submission (Fernie Test)". A "File Added" message is displayed. Below it is a form for adding a submission with the following fields:

- Submission Type: SADE Validation Process
- Reporting Period: Oct 2008 - Dec 2008
- School/School District: - Select School/School District -
- Source File: [Browse...]

Buttons for "Cancel" and "Add Submission" are present. Below the form is a section titled "Submit Data for Validation" containing a table of submissions:

<input type="checkbox"/>	Reporting Period ▲	Sub Type	School/School District	ID Number	File Upload	Uploaded By
<input type="checkbox"/>	Jul 2008 - Sep 2008	S	Fernie Secondary	00505034	SADE_Good_S_00505034.csv	Fernie Test
<input type="checkbox"/>	Oct 2008 - Dec 2008	S	Frank J Mitchell Elementary	00501010	SADE_Error_S_00501010.csv	Fernie Test

Below the table, it shows "1 - 2" items and buttons for "Delete Submission", "Cancel", and "Submit".

If you are authorized to submit files on behalf of multiple schools, you can repeat the Browse function to select the additional extracts you wish to submit.

Important Note: if you have previously submitted a file for a school which validated without any errors, a warning will pop up to ask you to confirm that you want to overwrite the previously submitted file. If you press OK, it will add the file to the bottom section, ready to be submitted.

Once you are ready to submit your file(s), check the box to the left of the file(s) in this bottom section, and click the Submit button. The files will then be submitted for validation. You will be returned to the Home screen, where the new submission status will be displayed next to the corresponding school. Depending on the size and number of files submitted, SADE may take a few minutes or up to an hour to finish the validation process. You may wish to Refresh the home screen occasionally to see whether the validation has completed, by either pressing F5 or selecting View / Refresh.

Checking Your Data in DX²

2.2. Reviewing Error Reports

Once the validation process is complete, the Home screen will show your submission and a Status. The table below shows the list of possible values for status, and what they mean:

Status Code	Meaning
S	Submitted, Validation not complete
SF	Submission failed
V	Validation completed without errors (but may still contain warnings)
VF	Validation complete, but file contains errors
U	(Uploaded) File has been added to the 'Submit for Validation List' but has not yet been Submitted
R	File has been successfully validated and released

If the validation process finds errors in the submission files, these will be identified in the Errors column on the Submission Status screen:

The screenshot shows the 'SADE Submission Status (Fernie Test)' page. It includes a search bar at the top, a navigation menu on the left, and a 'Select Reporting Period' dropdown set to 'Oct 2008 - Dec 2008'. Below this is a 'Submission Status View' table with the following data:

SD #	School District	School	School #	Status	Sub Type	# of Records	# of Errors	# of Warnings	Message File	Date Submitted	Submitted By	Date Released	Released By
005	Southeast Kootenay	Grasmere Elementary	00501008	-	-	-	-	-	-	-	-	-	-
005	Southeast Kootenay	Frank J Mitchell Elementary	00501010	VF	S	49	1	4	View	Jan 08, 2009	Fernie Test	-	-
005	Southeast Kootenay	Fernie Secondary	00505034	V	S	49	0	0	View	Jan 08, 2009	Fernie Test	-	-

Below the table, there is a 'Download .csv' link and a page indicator '1 - 3'. At the bottom of the page, there are links for 'COPYRIGHT', 'DISCLAIMER', 'PRIVACY', and 'ACCESSIBILITY'.

Similarly, any warnings will be identified in the Warnings column. This error and warning report can be opened using Excel for review, sorting, saving and printing.

Note: Warnings will not stop a file from being accepted and released, but they are meant to highlight unusual data found to be outside normal limits. By clicking on “View” in the Message File column, you will be presented with a display of the errors and warnings found.

	A	B	C	D	E	F	G
1	Name of File Submitted	SADE_Content11-14_06715002.csv					
2	School District Number	67					
3	School District	Okanagan Skaha					
4	School	Penticton Secondary					
5	School Number	6715002					
6	Reporting Period	Jul 2008 - Dec 2008					
7	File Submitter	Gnech, Eva EDUC:EX					
8	Date Submitted	12/11/2008					
9	Time Submitted	12:25:33					
10	# of Records	49					
11	# of Errors	5					
12	# of Warnings	0					
13							
14							
15	RECORD#	SCHOOL ID/FILE NAME	PEN	COURSE CODE	ACTIVE DATE	Severity	Message
16	1		123456782	A3DP-12	20080903	ERROR	11: School id (MINCODE) must be included.
17	2	6715002		ACSF 11	20080828	ERROR	13: PEN must be included.
18	3	6715002	100000133	AF 12	20080828	ERROR	14: The PEN provided is not a valid PEN, it does not pass the Checkdigit Validation.
19	4	ABC	116263849	ACHE-12	20080903	ERROR	30: The school id (MINCODE) must be alphanumeric to a maximum of 8 digits.
20	5	SADE_Content11-14_06715002.csv				ERROR	2: The submission contains records for a school other than the one you selected and/or are autl
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

2.3. Corrections to SADE files not yet released

Any records with Errors need to be corrected before they can be accepted by SADE for release to the Ministry. These errors should be fixed in the local student information system, and a new extract created. This new extract can then be submitted again, as described in section 2.

If a school doesn't have a student information system, these corrections can be made in Excel, or in whatever software was used to create the extract. These schools should ensure that any associated records held within the school are also updated, so the same errors are not produced in future extracts.

If needed, a file for a school can be resubmitted as many times as necessary. Each resubmission will over-write the old version, so only the current copy is kept in DX².

Once the file is released to the Ministry by your board, no further changes can be made to the file.

3. Releasing Files to the Ministry

The release function in SADE is an authorization step that indicates to the system that you are confident the data submitted is complete and accurate, and that you are releasing this data to the Ministry. For public schools, this authorization should be completed by the Superintendent or delegate. Submitters need to contact their district releaser when the files are ready for release to the Ministry. For independent schools, this is typically done by the school principal.

4. SADE Correction type files

Most corrections to student course records will be collected through the normal SADE process, by collecting both the current and previous quarter's data in each submission. If a change is required outside of the normal collections, you should submit a file through the SADE Corrections. Any changes to records closed more than 6 months before the current reporting period can be made using this tool.

A Corrections file should also contain any records that should be deleted from previous submissions, such as a record where the wrong course code was submitted for a student, or a duplicate record exists in the Education Data Warehouse you would like to have removed.

A SADE Corrections file is a separate submission type. The SADE Corrections file is similar to the regular SADE submission but includes one additional column identifying whether the record is an Update or a Deletion. When you are creating the Corrections file be sure to name the file so you can easily identify it as a Correction file when you are browsing to upload. See the file specifications on the data collections web site for details on the file format.

4.1. Submitting a Correction File

For users with the role of "Submitter", the Home screen will display the submission status for your school or schools, for the reporting period specified.

By selecting Data Submission in the left hand column, you can begin your new submission.

The screenshot shows the 'Data Submission (Fernie Test)' window. The 'Submission Type' dropdown menu is highlighted with a red circle and a red arrow pointing to a text box that says 'Select SADE Corrections from drop down menu'. The other fields are: Reporting Period: Oct 2008 - Dec 2008; School/School District: Frank J Mitchell Elementary (00501010); Source File: C:\Documents and Settings\Eva\My Documents\Jacotech\System\Browse...; Buttons: Cancel, Add Submission; Top link.

The Submission Type drop down list will allow you to choose the submission type. In this case you would choose SADE Corrections (to submit a Correction file, containing corrections to previously released SADE records). Please note: You must have the correct authorization to submit a “C” correction type file.

The School/School District drop down option will list the school or schools for which you are designated the Submitter of a Corrections file. Select the school for which you want to submit data. If you may submit for only one school, then this field will be pre-defined for that school, and is not editable.

The upload function is the same for Corrections as it is for Standard SADE files. Click the Browse button and a “Choose File” window will appear, allowing you to navigate to where you have stored your file. Select the file, and click on the Insert or Open button at the bottom of the window.

** Remember Standard files and Correction files have slightly different file layouts. You must choose the correct option and the correct file so your submission does not fail.

Back on the Data Submission window, click the “Add Submission” button. Your file will be added to the “Submit Data for Validation” list. If you are authorized to submit files on behalf of multiple schools, you can repeat the Browse function to select the additional extracts you wish to submit.

Important Note: if you have previously submitted a Corrections file for a school which validated without any errors, a warning will pop up to ask you to confirm that you want to over-write the previously submitted file. If you press OK, it will add the file to the bottom section, ready to be submitted.

Once you are ready to submit your Corrections file(s), check the box to the left of the file(s) in this bottom section, and click the Submit button. The files will then be submitted for validation. You will be returned to the Home screen, where the new submission status will be displayed next to the corresponding school.

Once the validation process is complete, the Home screen will show your submission and a Status.

If the validation process finds errors in the submitted files, these will be identified in the Errors column on the Submission Status screen. Similarly, any warnings will be identified in the Warnings column. This error and warning report can be opened using Excel for review, sorting, saving and printing.

4.2. Corrections to SADE Correction files not yet released

Any records with Errors need to be corrected before they can be accepted by SADE for release to the Ministry. These errors should be fixed in the .csv file. The corrected file can then be submitted again, as described in section 4.1.

If needed, a Correction file for a school can be resubmitted as many times as necessary. Each resubmission will over-write the old version, so only the current copy is kept in DX².

Once the Corrections file is error free it may be released to the Ministry—this release needs to be done in addition to the release of the Standard files. Once the file is released to the Ministry by your board, no further changes can be made to the file.