
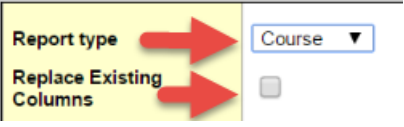
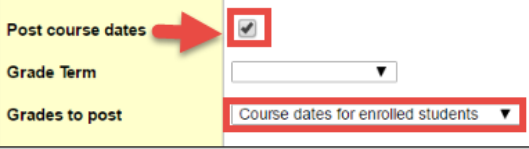






<input type="checkbox"/> Enter historical or manual course data for students  <i>Page 19</i>	<b>Student</b> top tab > <b>Transcript</b> side tab > set  icon to <b>Quarterly No Calculated Final (or whatever your default transcript definition is for your school)</b> > <b>Options</b> > <b>Add</b>	<ul style="list-style-type: none"> <li>Assess student report cards and information from other jurisdictions.</li> <li>Add historical records as required for BC graduation.</li> <li>Add external credentials (IDS, U courses).</li> </ul>
<input type="checkbox"/> Prepare grade input for course dates  <i>Page 20</i>	<b>Grades</b> top tab > <b>Grade Input</b> side tab > <b>Options</b> > <b>Prepare Grade Input</b> > <b>All Sections</b>	 <ul style="list-style-type: none"> <li>Prepare course dates columns for student transcript records.</li> </ul>
<input type="checkbox"/> Post course dates  <i>Page 21</i>	<b>Grades</b> top tab > <b>Grade Input</b> side tab  <u>October &amp; January submissions:</u> set filter to <b>SD52: FY &amp; Sem 1 Classes</b> > <b>Options</b> menu > <b>Post Grades</b>  <u>April &amp; June submissions:</u> set filter to <b>SD52: FY &amp; Sem 2 Classes</b> > <b>Options</b> menu > <b>Post Grades</b>	 <ul style="list-style-type: none"> <li>This process will ensure that all records have a course start and end date prior to creating new exam records for the TRAX extract.</li> </ul>
<input type="checkbox"/> Run Course Exam Synchronize procedure  <i>Page 22</i>	<b>Student</b> top tab > <b>Options</b> menu > <b>Course Exam Synchronize Procedure</b> > <b>Run</b>	This procedure will: <ul style="list-style-type: none"> <li>Create necessary exams based on the student's current year scheduled courses or current year transcript records.</li> <li>Deletes exam requests for courses that have been dropped due to schedule changes.</li> </ul>
<input type="checkbox"/> Update missing final marks and I's  <i>Page 22</i>	<b>Grades</b> top tab > <b>Transcripts</b> side tab <ul style="list-style-type: none"> <li>Set field set to <b>TRAX Course Analysis</b></li> <li>Set dictionary icon to <b>All</b></li> <li>Set filter to <b>Final mark is empty</b></li> <li>Set filter to <b>TRAX: Final Mark = I</b></li> </ul>	This procedure will: <ul style="list-style-type: none"> <li>Create necessary exams based on the student's current year scheduled courses or current year transcript records.</li> <li>Deletes exam requests for courses that have been dropped due to schedule changes.</li> </ul>

<input type="checkbox"/> <b>Review transcript records from other schools</b>  <i>Page 23</i>	<b>Grades top tab &gt; Transcripts side tab</b> <ul style="list-style-type: none"> <li>• Set field set to <b>TRAX Course Analysis</b></li> <li>• Set dictionary icon to <b>All</b></li> <li>• Set filter to <b>TRAX: Incomplete Records from Other Schools</b></li> </ul>	<ul style="list-style-type: none"> <li>• If these records are incomplete (missing final marks, course end dates, course completion dates), contact the school associated to the record to determine appropriate action.</li> <li>• Refer to the table in the Dealing with Records from Other Schools section in this guide on page 22 for further explanation.</li> </ul>
<input type="checkbox"/> <b>Review TRAX Course Analysis Data</b>  <i>Page 24</i>	<b>Grades top tab &gt; Transcripts side tab</b> <ul style="list-style-type: none"> <li>• Set field set to <b>TRAX Course Analysis</b></li> <li>• Set dictionary icon to <b>All</b></li> <li>• Sit filter to <b>TRAX Transcript Records</b></li> </ul>	<ul style="list-style-type: none"> <li>• See Appendix A of this document for instructions.</li> <li>• The screen will take some time to generate for each selection that is made. When it has finished, all grade 10-12 transcript records for all grade 10-12 students will be displayed.</li> <li>• Use the printer icon in the upper right corner of the screen to export the data to a CSV file. Open the file and save as an Excel workbook.</li> <li>• Look for: <ul style="list-style-type: none"> <li>➢ Missing course start and end dates</li> <li>➢ Missing completion dates for courses with final marks</li> <li>➢ Missing final marks for courses that have ended</li> <li>➢ Examinable course records that should have an exam and blended mark, or a TRAX override because the student is not writing the exam</li> </ul> </li> <li>• Correct data as necessary before the final extracts are run and submitted.</li> </ul>
<input type="checkbox"/> <b>Create graduation assessment records</b>  <i>Page 24</i>	<b>Assessment top tab &gt; Student Assessments side tab &gt; Assessment Entry sub-side tab</b> <ul style="list-style-type: none"> <li>• Select Graduation Assessment definition</li> </ul>	<ul style="list-style-type: none"> <li>• Select the students to enroll</li> <li>• Enter the session date for writing the assessment. Use CTRL D to copy date down. Copying down will overwrite an existing date for the assessment.</li> <li>• School name will automatically populate with the students primary school when date is entered. Name can be changed to where student is writing if it is within District.</li> </ul>

<input type="checkbox"/> Check for missing assessment session dates.  Manually populate session dates if necessary.  <i>Page 26</i>	<b>Assessment</b> top tab > <b>Student Assessments</b> side tab > <b>Assessment History</b> sub-side tab	<ul style="list-style-type: none"> <li>• Set Assessment Definition field at top of screen</li> <li>• Set filter to Missing Test Session Dates.</li> </ul>
<input type="checkbox"/> Run TRAX extracts and submit to MOE web application  <i>Page 27</i>	<b>Student</b> top tab > <b>Options</b> menu > <b>Exports</b>	<ul style="list-style-type: none"> <li>• BC TRAX Extract – Course File</li> <li>• BC TRAX Extract – Demographic File</li> <li>• BC TRAX Extract – Exam File</li> </ul>
<input type="checkbox"/> Follow-up on MOE TRAX echo reports  <i>Page 27</i>	<a href="https://www.bced.gov.bc.ca/exams/trx_updates/">https://www.bced.gov.bc.ca/exams/trx_updates/</a>	<ul style="list-style-type: none"> <li>• Subscribe to TRAX Updates email distribution list</li> <li>• Log into the School Secure Web</li> <li>• Check TRAX error echo reports</li> <li>• Check On-line exam registers</li> <li>• Check non-grad lists</li> <li>• TRAX Error Legend is useful for explaining errors on the echo reports</li> </ul>