

TRAX Process Checklist/Timeline

Preparing your Data

| ✓ | Task | Path | Resource | Timeline |
|---|---|---|----------------------|-------------|
| | 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, <ul style="list-style-type: none"> - 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 reference guide | Sep/Oct |
| | Run the Blended Marks to Transcript procedure - to populate transcript records with the manually entered exam and blended marks. | Student top tab > Options menu | TRAX reference guide | Feb/Apr/Jul |
| | Run the Calculate Credits procedure - to update the student credits for provincially examinable courses. | Grades top > Transcripts side tab > Options > Calculate Credits | TRAX reference guide | Feb/Apr/Jul |

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 |
| | Run the Course Exam Synchronize Procedure to: <ul style="list-style-type: none"> - Create exam requests for students with provincially examinable courses on their current schedule or in their Transcript side tab for the current year. - Remove exam requests from students who have had schedule changes in their current year timetable | Student top tab > Options > Course Exam Synchronize Procedure | TRAX reference guide | Oct (just prior to running each TRAX extract) |
| | Run the TRAX extracts | Student top tab > Options > Exports <ul style="list-style-type: none"> - BC TRAX Extract – Course File - BCTRAX Extract – Demographics File - BC TRAX Extract – Exam File | TRAX 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 |
| | Run the Course Exam Synchronize Procedure to: <ul style="list-style-type: none"> Create exam requests for students with provincially examinable courses on their current schedule or in their Transcript side tab for the current year. Remove exam requests from students who have had schedule changes in their current year timetable | Student top tab > Options > Course Exam Synchronize Procedure | TRAX reference guide | Feb/Apr/Jul (just prior to running each TRAX extract) |
| | Run the TRAX extracts | Student top tab > Options > Exports <ul style="list-style-type: none"> BC TRAX Extract – Course File BCTRAX Extract – Demographics File BC TRAX Extract – Exam File | TRAX reference guide | Feb/Apr/Jul |

Handling Exceptions

| ✓ | Task | Path | Resource | Timeline |
|---|--|---|--------------------------------------|-------------|
| | Missing assessment session dates - Review exam and blended marks uploaded from previous exam sessions. Manually update missing values as necessary. | Assessment top tab > Student Assessments side tab <ul style="list-style-type: none"> Set Assessment definition field at the top of the screen to Provincial Exam Sort or query for blank values. | TRAX reference guide | Feb/Apr/Jul |
| | Q codes - Ensure students who are not writing exams have the appropriate TRAX override value assigned in the provincially examinable course transcript record. | Student top tab > Transcript side tab | TRAX 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 | |