

Operations and Standards Committee (OSC) Bulletin – October 2015

The purpose of this series of bulletins is to provide information to L1 support personnel about current MyEducation BC business process items of interest and note. The information in this bulletin should be distributed to appropriate school and district personnel. Contact Ian Larsson (ian.larsson@gov.bc.ca) or Judy Smith (Judy.L.Smith@gov.bc.ca) if you have ideas or questions about the contents of the bulletin.

This bulletin will focus on TRAX. Some fixes will be applied by Fujitsu. Others must be done by School Districts.

TRAX – Known Issues and Fixes

XAM file is blank or incomplete

- During conversion, examinable courses which should have had exams and session dates attached to them did not connect to the correct Enterprise level course. This prevents the Course Exam Synchronize Procedure from running correctly.
- FIX: Fujitsu will be putting in an emergency fix to connect the district level course to the appropriate Enterprise course as soon as it is ready.

Missing or invalid session date error

- This error is caused by the TRAX extract looking at the incorrect completion date. It was an unexpected result of a fix put in for DL schools and only affects regular schools.
- FIX: Fujitsu will be putting in an emergency fix to the TRAX code as soon as it is ready.

Missing Historical Course records

- If a converted student course record does not have a corresponding entry for the course in the MyEd BC district and school course catalogues, for the year that the student took the course, the course will not appear in the student transcript record (the record exists but is not visible).
- FIX: This is a known conversion issue that is fixed after each conversion. The script is already developed and will be applied as soon as possible. This will fix most, but not all of the courses. **After Fujitsu runs the script the school and district will have to fix any remaining missing course records. Ensure that you have the corresponding course entered in your district and school course catalogues with an appropriate transcript definition for the YEAR the course should appear. You should use the zz-Conversion transcript definition appropriate to the school type that the student was in at the time (usually zz-Conversion Quarterly for most high schools).**

Historical courses which are not displaying correct credit values.

- **If a converted student course record does not have the correct credit value it can easily be updated with the correct value. Schools can mass update or modify list in the credit field. Go to the Grades TT – Transcript sidetab and query for groups of student course records that may have incorrect credit values. You will need to ensure you go back far enough to capture any students who would have taken a grade 10 course. It is recommended that you break the task down in to as small of group as practical. For example:**

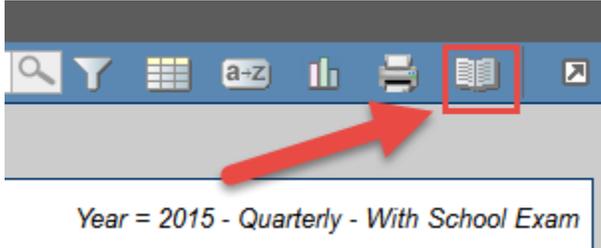
Manage Filters...

- ✓ Current Year
- Current Students
- All Records
- Aboriginal Active
- Aboriginal Active Current Year
- All Students Active Current Year
- Course # Contains?
- Course Grade Level = ?
- Final Mark is empty
- Grade Level = ?
- No Student Schedule Equivalent
- No Student Schedule Equivalent
- Student Grade = ?
- Year = ?

Search criteria

School year	<input type="text" value="2013"/>
Search based on	<input type="text" value="Current Students"/>

Use your queries and filters to choose a year then a grade and then select the appropriate transcript definition (usually a Quarterly one)

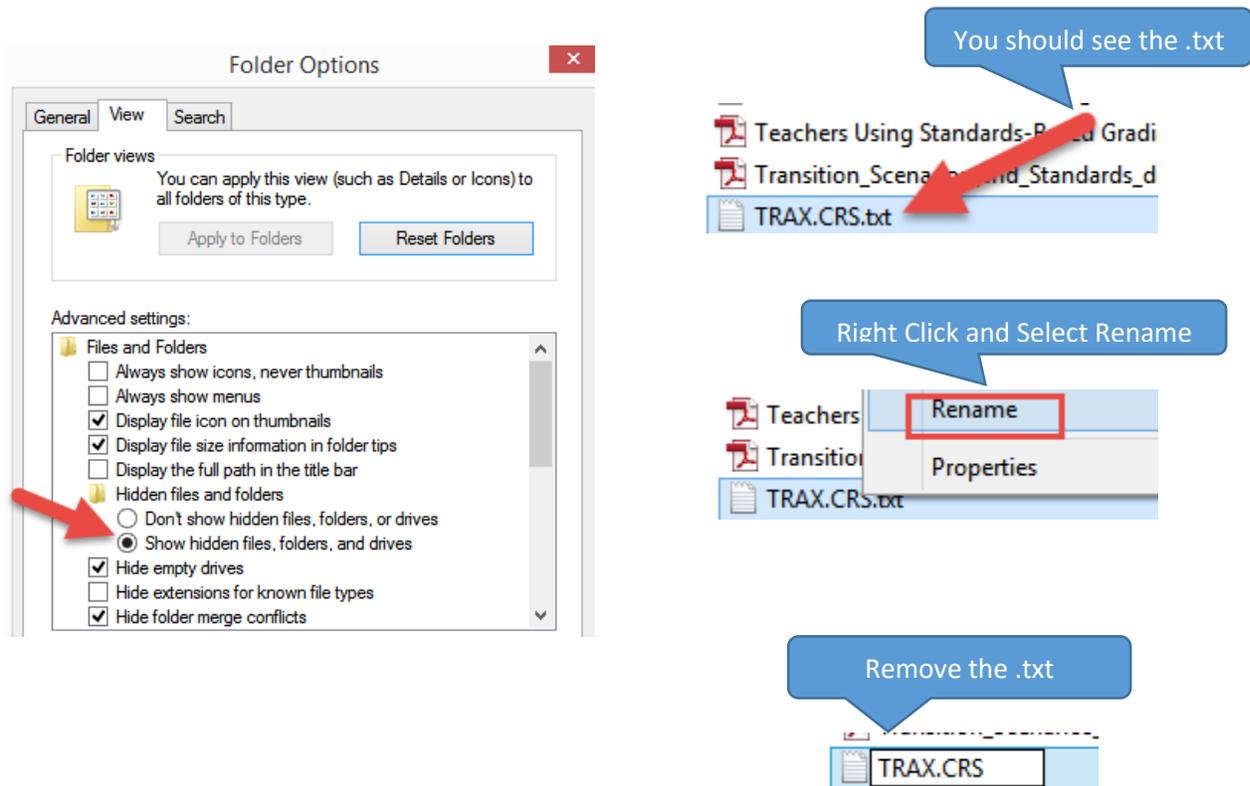


Year = 2015 - Quarterly - With School Exam

- All
- Comment Only Courses - Trimesters
- Comment Only Courses - Quarterly
- Elementary - Kindergarten/Primary
- Trimester - Calculated Final
- ✓ Quarterly - With School Exam
- Quarterly - No School Exam
- Trimester - Cumulative Final
- Elementary - Interm. with Final
- Quarterly - No Calculated Final
- Trimester - Calculated Final (Sch Exam)
- Summer Elementary (Rubrics)
- Summer Middle / Secondary
- Summer Intermediate Grade Scale Final
- Summer Intermediate Perf Scale Final
- 2 Semester-%-Weighted Avg-Final Exam
- 2 Semester-LG-Weighted Avg-No Exam
- 3 Term % only - Weighted Average - Exam
- 3 Term % only - Weighted Average - No Exam
- 3 Term LG only - Weighted Average - No Exam
- 4 Term - FY - % Only - Weighted Avg - Final Exam
- 4 Term - FY - LG - Weighted Average - No Exam
- ZZ Conversion - Elementary
- ZZ Conversion - Trimester
- ZZ Conversion - Quarterly

In order to ensure that the funny little characters are not put into the file (you cannot see them in Notepad) you need to save the file and rename it. In order to rename it you need to unhide the extension so you can see it. Open Folder Options by opening Control Panel, clicking Appearance and Personalization, and then clicking Folder Options.

Click the View tab, then look under “Advanced settings”. To show file name extensions, in Windows 7, clear the “Hide extensions for known file types” check box, and then click OK or in Window 8 click the radio button as below. Now run the TRAX extract and open the file location. You should see TRAX.CRS.txt, remove the .txt as shown below and submit the file.



TRAX - Adding a Program of Study

Presently when a student is admitted into MyEd BC a Program of Study needs to be assigned in order to verify graduation requirements in MyEd and for TRAX.

From the Student Top tab select the No Program of Study filter. This will give you a list of all student with a blank Program of Study.

Tools		Admin		
Number	Grade	GrSubLvl	DOB	Ad
C	11		31/01/1999	
	10		15/06/1999	
N	11		07/03/1999	
	10		09/03/1999	
M	12		12/09/1999	
M	10		13/11/1999	
	10		17/01/1999	
	12		29/01/1999	
K	09		26/04/2000	
C	11		21/08/1999	
K	09		16/06/2000	
mbie, K	09		25/08/2000	
M	12		08/11/1999	
, R	12		01/04/1999	
rs, J	09		31/05/2000	
	12		05/02/1999	
n, D	12		04/12/1999	
	10		01/01/1999	
	11		15/04/2000	

Manage Filters...

- All Active Students
- Primary Active Students
- All Primary Students
- All Secondary Students
- All Students
- Current Members
- Former Students
- Next Year Students
- Aboriginal
- Aboriginal Ancestry
- Active Ab + AB Support
- Active Aboriginal
- Active w/Designation
- All Designations
- Bus Group = ?
- Course Section = ?
- Designation = ?
- French Immersion Students
- French Immersion Students (All)
- Future cross-enrollments
- Grade Level = ?
- Group = ?
- Homeroom = ?
- Journals - Follow Up
- Legal Last Name = ?
- No Program of Study Assigned
- Not in Course = ?
- PreReg Students
- Primary Active Students Only
- Program = ?
- Program of Study = ?

From the Student Top Tab – Transcript Side Tab select Programs of Study then Options – Add

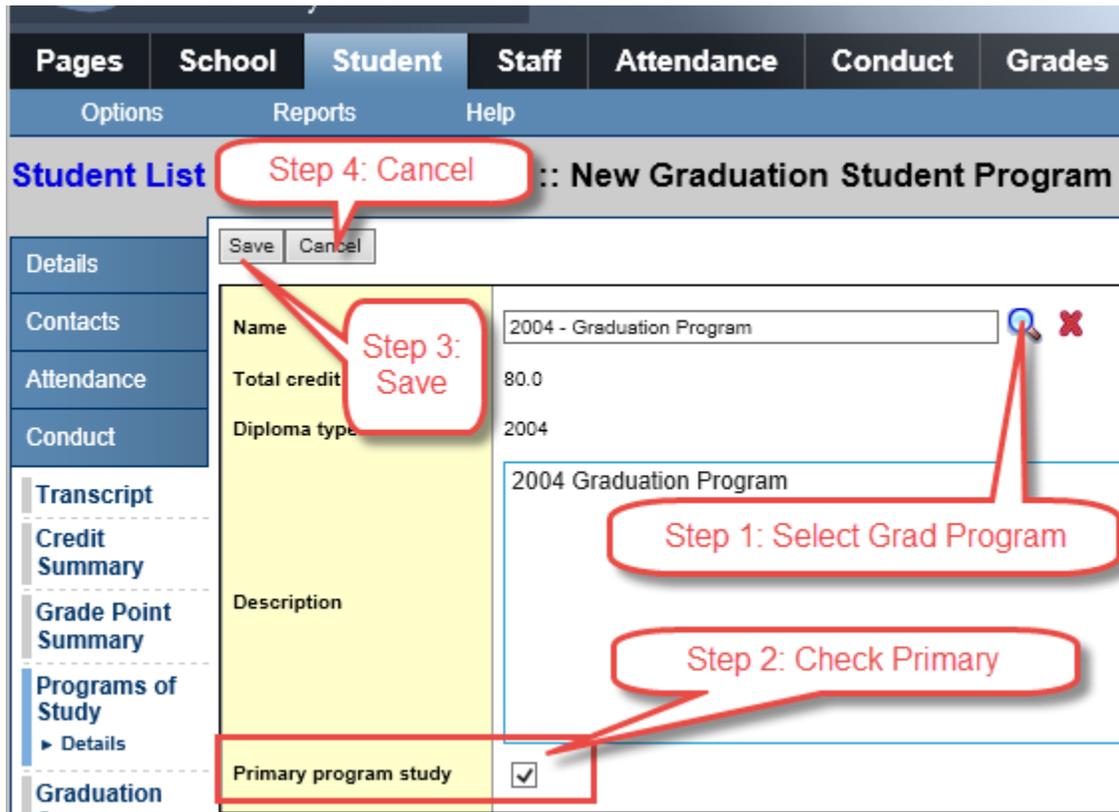
The screenshot shows the MyEducationBC interface with the 'Student' tab selected. The 'Transcript' side tab is active, and the 'Programs of Study' sub-tab is selected. The 'Options' menu is open, and the 'Add' option is highlighted. The main area shows a table with columns for Name, Credit, and DiplomaType, and a message 'No matching records'.

From the pick list select the appropriate Program of Study

The screenshot shows the MyEducationBC interface with the 'Student' tab selected. The 'Programs of Study' sub-tab is active. The 'Programs of Study' pick list is open, showing a list of programs with columns for Name, Credit, and Description. The '2004 - Graduation Program' is selected. The main area shows a form for 'Requirement Waivers' with fields for Name, Total credit, Diploma type, and Description.

Name	Credit	Description
<input checked="" type="radio"/> 2004 - Graduation Program	80.0	2004 Graduation Program
<input type="radio"/> Adult - Graduation Program	20.0	Adult Graduation Program
<input type="radio"/> School Completion Cert Program	0.0	School Completion Certificate Program
<input type="radio"/> ZZZ - 1995 - Graduation Program	52.0	1995 Graduation Program
<input type="radio"/> ZZZ - Do Not Use	80.0	ZZZ - Do Not Use
<input type="radio"/> ZZZ - School Completion Cert	0.0	ZZZ - School Completion Certificate - C

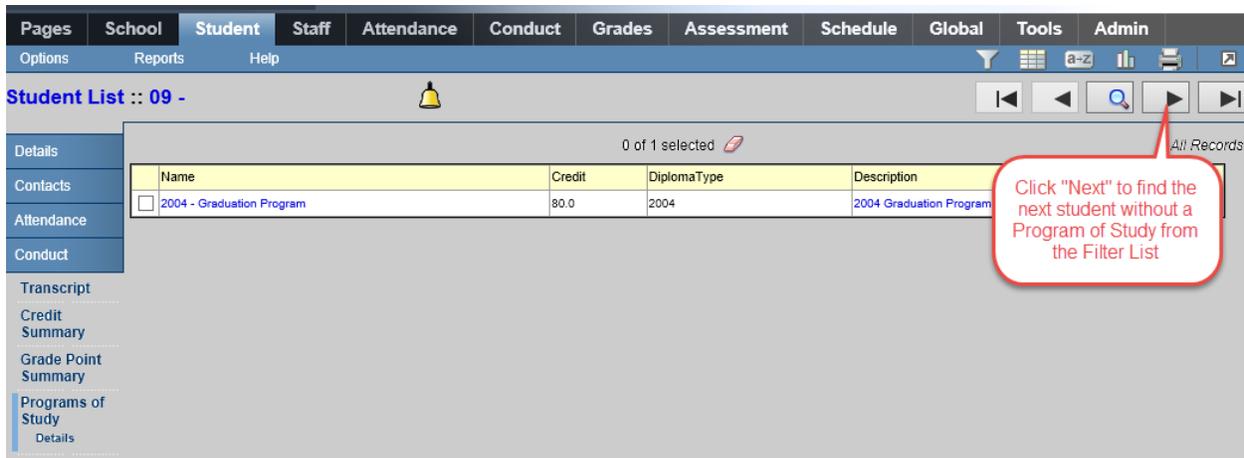
Ensure the correct Grad Program is selected then check the Primary program study box, click save, then click cancel to move to the previous screen where you can select the next student on the list. Note that there is no way to Mass Update at this time. This must be done one student at a time.



The screenshot shows the 'Student List' form for a 'New Graduation Student Program'. The form has a left sidebar with sections like 'Details', 'Contacts', 'Attendance', 'Conduct', 'Transcript', 'Credit Summary', 'Grade Point Summary', 'Programs of Study', and 'Graduation'. The main area contains fields for 'Name', 'Total credit', 'Diploma type', and 'Description'. A 'Primary program study' checkbox is checked. A 'Save' button and a 'Cancel' button are at the top left of the form. Red callout boxes indicate the following steps:

- Step 1: Select Grad Program**: Points to a dropdown menu showing '2004 - Graduation Program'.
- Step 2: Check Primary**: Points to the checked 'Primary program study' checkbox.
- Step 3: Save**: Points to the 'Save' button.
- Step 4: Cancel**: Points to the 'Cancel' button.

Finally Click "Next" to move to the next student on the filtered list



The screenshot shows the 'Student List' table with one record selected. The table has columns for 'Name', 'Credit', 'DiplomaType', and 'Description'. The record is '2004 - Graduation Program' with 80.0 credit and diploma type 2004. The table shows '0 of 1 selected'. A red callout box points to the 'Next' button in the table navigation controls, with the text: 'Click "Next" to find the next student without a Program of Study from the Filter List'.

Name	Credit	DiplomaType	Description
<input type="checkbox"/> 2004 - Graduation Program	80.0	2004	2004 Graduation Program