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LAST UPDATE: January 2009

## Chapter 1. 1701 STUDENT INFORMATION

CIMS will allow schools/districts to maintain all necessary 1701 information online. Reports can be generated and sent to the Ministry. CIMS also produces the 1701 transmission file that can be downloaded to a PC diskette in a format acceptable to the ministry. The file can also be run through the Ministry PC Software available for error checking 1701 information.

CIMS III is 1701 and TRAX certified by the province of British Columbia.

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### Maintain Student 1701 Information

For BC Clients an additional screen appears on the basic student maintenance option STU.301 that allows users to maintain both 1701 and TRAX specific information. The additional file name is SMSBCFILES/PSTU381.

```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

8/18/01 FY 00 DEMONSTRATION SCHOOL DISTRICT 09:57:32 QPADEV0002
CANSMS Access to All Student Records Ref: STU.381 .11
Student No.: 11 BECKETT CHRISTOPHE
1701 Student Information
Legal Surname : Beckett-Myers
Legal Given,Middle: Christopher Andrew
SpecEd Category: M BEHAVIOR D SpecEd Desc1:
SpecEd Desc2:
School Funding Cod:
Aborig Ancestry? : Y Lng Spoken at Home: 943 ENGLISH
College Courses : 0 Other Courses : 0
Enrolled Grade Cod: 12 GRADE 12 No. of ESL Years :
ESL (17) Program : 17 FSL (08) Program :
EI (11) LI (14) : MAN (20) JAPN (23):
Cadre Prog (05) : Native Programs :
Career Prog Type : 41 COOPERATIV Native Programs :
Career Program Cde: ED FASHION DE Number of Courses : 800
Band Code : 0710 ALEXIS CRE
TRAX Student Information
TRAX Flag (Y,N): N
Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel
Mâ a MW 22/025
```

The Ministry allows for 8 program code fields. On implementation of CIMS, the district should use BCP.107 to designate program code fields to certain district specific items (eg: Program 1 = ESL Program, Program 2 = FSL Program) to assist in internal reporting and consistent use of each program field for schools.

Description and codes for each field are described in the ministry distributed 1701 documentation. CIMS checks for validity of all ministry developed codes according to values entered in SMSBCFILES/PSTU382. Refer to the Appendices of 1701 documentation for code listings.

The 1701 screen and all information within it (Special Ed codes, program codes, grade codes ...) carries forward with the student information from year to year.

At the start of each school year, there are several options that can be run to automate filling in of standard fields:

- 1) District office and/or the schools can run a program to automatically update the enrolled grade code (TRA.901). This option can also turn TRAX to 'Y' automatically for all students enrolled in Grade 12.
- 2) Schools can run TRA.902 to auto-fill number of courses. This will count the number of scheduled courses for each student in your school and potentially all schools (with the exception of DL). Manual adjustments are necessary to course count for students that take courses in more than one school. Number of courses is autofilled based on credit values. Make sure to have no credit value on courses that should not count (SCH.310) and adjust by dividing by 4 if you are utilizing 4 credit courses.
- 3) Use TRA.919 to auto-fill program codes based on course(s) that a student is enrolled in. Eg: In SCH.320 if you mark all FR9 course and sections \*FS/FS field, then TRA.919 can be used to auto-fill their basic french program code.

**CLEANUP PROGRAM:** On occasion a new student is added to the system and the DEMOG screen is answered 'N'. In this case, no Ministry screen is created so the student will not appear in error reports and will not be recognized. Use TRA.912 to ensure that a Ministry record exists for all enrolled students. Run this program early and late in September.

Schools and District office use STU.530 (Report Wtr format 170) to confirm/verify 1701 information. On the "Select options" indicate to include only missing PENS, & on another run select only Native Ancestry 'Y' ... If you run format 170 with selection blank all students will be included showing relevant 1701 fields.

STU.894 (district office) and STU.996/STU.992 (schools) are used to confirm enrollment numbers. Once the information looks reasonable, District Office or each school separately can create the transmission file and begin final verification and reporting of the information.

Due to new Ministry requirements (2007/2008 school year), balancing and confirming total number of courses is critical. Funding is largely impacted by counting the total number of courses. Report SCH.995 should be used to reconcile/qualify the number of courses entered on the 1701 screen.

---

### ***Update Program Fields Automatically based on student (TRA.919, TRA.221)***

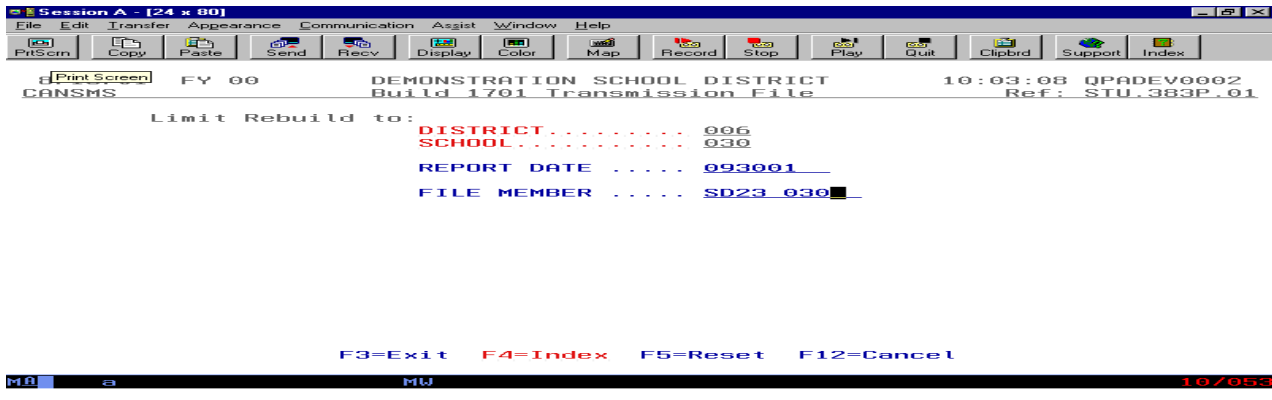
For some of the program fields there is nothing already in CIMS that would allow you to automate marking them in the 1701 screen so you have to go by student to update the information. However, for some programs (eg: core french, french immersion) you can use sch.320 master schedule and TRA.919 to autofill kids based on course information. You can also consider marking students with a tag and then using TRA.221 to update the 1701 record.

---

## Build 1701 Transmission File

As the final step to reconciling/submitting 1701 information, this option prepares the data for PC download and provides for detailed reporting from the transmission file contents. This operation should be requested after ALL appropriate data has been updated within the STU.301 program. If additional errors are found from the transmission process, make the changes to STU.301 and re-build the transmission file.

NOTE: The transmission file is overwritten each time this option is chosen (SMSBCFILES/PSTU383 XXXXXLOC). Each school creates (and overwrites with each new transmission request) their own member. (EG: Kelowna Secondary = SD23\_005, Vernon Secondary SD22\_001, Salmon Arm Secondary = SD83\_001)



```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index
Print Screen FY 00 DEMONSTRATION SCHOOL DISTRICT 10:03:08 QPADEV0002
CANSMS Build 1701 Transmission File Ref: STU.383P.01

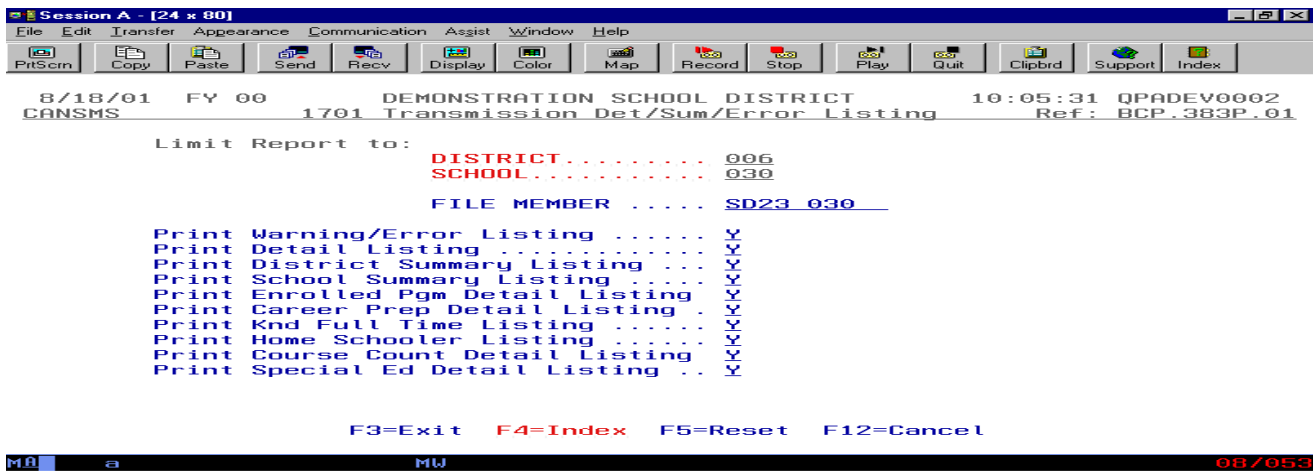
Limit Rebuild to:
DISTRICT..... 006
SCHOOL..... 030
REPORT DATE ..... 093001
FILE MEMBER ..... SD23_030

F3=Exit F4=Index F5=Reset F12=Cancel
MA a MW 10/053
```

---

## 1701 Transmission Det/Sum/Error Listing

BCP.383 reports are used to list the 1701 transmission information in multiple ways and indicate errors with the information. Print all reports. Verify information. Make adjustments if necessary THEN REBUILD the transmission file using the same member name each time.



```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index
8/18/01 FY 00 DEMONSTRATION SCHOOL DISTRICT 10:05:31 QPADEV0002
CANSMS 1701 Transmission Det/Sum/Error Listing Ref: BCP.383P.01

Limit Report to:
DISTRICT..... 006
SCHOOL..... 030
FILE MEMBER ..... SD23_030

Print Warning/Error Listing ..... Y
Print Detail Listing ..... Y
Print District Summary Listing ... Y
Print School Summary Listing ..... Y
Print Enrolled Pgm Detail Listing . Y
Print Career Prep Detail Listing . Y
Print Knd Full Time Listing ..... Y
Print Home Schooler Listing ..... Y
Print Course Count Detail Listing . Y
Print Special Ed Detail Listing .. Y

F3=Exit F4=Index F5=Reset F12=Cancel
MA a MW 08/053
```

Once each school is satisfied with the contents of the transmission file, Client Access File transfer may be used to download this information "SMSBCFILES/PSTU383(XXXXXLOC)" to your PC for import into the 1701 verification software.

**Special Note: FTE Calculations in BCP.383**

One of the reports produced in BCP.383 (OBCP383F) calculates FTE. The Enrolled Grade code on the 1701 PLUS the number of courses also found on the 1701 plus birthdate are used to confirm FTE values, namely:

- If enrolled grade code is K-9 THEN FTE calc →  $.5 + .125 * \text{number of courses}$
- If enrolled grade code is 10-12, SU, SE THEN FTE calc →  $.125 * \text{number of courses}$
- If enrolled grade code is AD,AN (>18 not graduated) THEN FTE calc →  $.125 * \text{number of courses}$
- If enrolled grade code is SG (<19 and Graduated ) Then FTE Calc →  $.125 * \text{number of courses}$
- If enrolled grade code is NF (Not funded) THEN FTE Calc → 0
- If enrolled grade code is GR (Adults graduated) THEN FTE Calc → 0

---

### **Upload Ministry PEN IDs (TRA.103)**

When a BC student arrives at your school, the PEN# should already have been established at the school the student came from. Review the file or contact the school to attain the number ASAP and add this number to CIMS in the PEN# field. If a student is new to the province, ie: this is the first school in BC that the student has attended, then contact the Ministry by email/phone and they will create a PEN# for you to add to the student. If the student is brand new (kindergarten, out of province) you can leave the pen# blank and upon receiving the 1701 file - the ministry will assign a number.

Based on information provided to the Ministry during 1701 transmission, (ie: Student Number, PEN Number) the Ministry sends an updated diskette (or EMAIL file) containing new PEN numbers for students who do not already have one registered with the province. The key field the ministry uses is the CIMS student number provided during 1701 transmission.

In order to upload PEN#'s automatically from Ministry file to CIMS:

- 1) View the file in Windows Wordpad to ensure that the file resembles:

Min Schl	Min Stud	Student	Surname of student
Jnk Code	Local#	MinistryID	

YYY12123345	98009871011987678	GRABOWESKI	
-------------	-------------------	------------	--

(3)	(8)	(12)	(10)	(25)
-----	-----	------	------	------

- 1) Use Client Access file transfer to copy the file from diskette to the AS/400 (to file SMSBCFILES/PTRA103(XXXXXXYY where X is clientID and YY is the school year). NOTE: In order to transfer successfully, file transfer requires that a PTRA103.FDF exists. Use Windows File Find option to confirm that PTRA103.FDF exists and your client access details points to the appropriate directory.
- 2) Run program TRA.103 to load the information to CIMS. A report is produced indicating numbers uploaded and what errors were found.

---

### **Download Ministry PEN IDs**

Student names and IDs can be downloaded on to diskette to request PEN IDs from the Ministry.

NOTE: The download file is overwritten each time this option is chosen (SMSBCFILES/PSTU383 XXXXXLOC - same as 1701 file).

The download can be run for a variety of students:

- (a) ALL students (Y - N), or
- (b) ALL students without PENS (N - Y), or
- (c) ALL students without PENS (N - Y) omitting eg: KN (Kindergarten)

Client Access/400 is used to download the file to an ASCII readable file to forward to the Ministry.

---

## ***September reporting of teacher enrollment (BCP.902)***

The Ministry may request teacher schedule and enrollment information at the end of September. Each school can create their own transmission file. District Office should confirm the activity has been completed for each school and produce a single file or diskette for the Ministry.

All information collects into SMSBCFILES/PBCP902(XXXX) - the user is requested to give the file member a name. Each school should name their download their school number. If a download is requested more than once with the same member name, previous information will be overwritten.

This option is created from the master schedule SCH.320. Before producing the file for download, ensure that:

- a) grade field has been filled in for all courses indicating the grade level of the course (eg: EN 11 = Grade 11 english)
- b) teacher ID is associated with all appropriate courses
- c) terms and slot fields are inputted and accurate
- d) run SCH.611 (make sure no-one is in master schedule) to reconfirm student enrollment totals in SCH.320 are accurate

A file is produced AND a report is automatically generated. The school should file the report and inform district office that their enrollment download is complete.

## Chapter 2. 1704 STUDENT INFORMATION

CIMS allows schools/districts to maintain all information necessary to produce the 1704 Permanent Record Form or PR strips (for grades) online. Reports may be generated and sent to the ministry.

The PSR is similar to our CIMS student transcript but contains much more than just mark information. Current CIMS information like attendance and registration are loaded to the PSR, ie: The PSR is a separate database. Everything for the PSR is dependent on the user initiating a 1704 record with an 'A'dd when registering students. If the file is not initiated, then information will not update to the PSR history record when requested. **IF YOU DO NOT TAKE THIS EXTRA STEP, attendance, achievement, withdrawal information WILL NOT be automatically updated.**

The 1704 or PSR consists of the following information:

- Student Demographics and Legal Information
  - Student History of Registration (where/when student was at which schools)
  - Student Inclusions (additional anecdotal information like discipline)
  - Student Achievement (lower grade levels K-3)
  - Student Attendance (annual summary of daily absences)
  - Student History of Marks (4-12)
- 
- Student **Demographic** information - accumulated from CIMS (eg: Student Name, Legal Name, Address info, Guardian Info, Medical and Legal Alerts). As new students are added to CIMS it is imperative that the 1704 record is 'A'dded at the time of registration. If a user 'E'nds from the 1704 screen without 'A'dding first NO 1704 information will accumulate with the student.
  - Student **Inclusions** - Other information that you may maintain regarding other types of information like IESP on File. Use STU.384 to edit/add this information Inclusion information is NOT accumulated from any other CIMS data BUT at each yearend, Special Ed category students are marked into inclusions.
  - Student **Schooling** History - The system will at each year start auto-update all existing student's enrollment lines if you run program BLD.174S. When a student is added new to CIMS, a registration line is automatically added as you 'A'dd the 1704 record for that student. When a student withdraws using STU.301T the 1704 schooling record is updated with an exit date and reason (completed on registration screen). Use STU.384 to edit this information for a particular student.
  - Student **Attendance Absence Summary** - At each yearend each school must run BLD.17A in order to build a 1704 annual record that holds an accumulation of AM/PM periods missed. If this is completed before teacher's enter achievement using TCH.301E, then they will see the values as they add their records. If a student comes to your school mid-year, there is a field to collect those absences in addition to the one's CIMS will collect for the same year.
  - Student **Achievement** - Achievement information is not course specific and deals with narrative content rather than mark input. In CIMS you can use STU.384 to edit this information for a specific student. For teacher entry, use TCH.301E. You can create comment codes to assist teacher's in their entry (GRD.253).
  - Student **Course Marks History** - At higher grade levels (Grades 4-6), the 1704 must contain valid Course Marks. In CIMS, this information is held in the student transcript (GRD.450). For ease of entry,

TCH.301E can be used by the teachers to record marks or specific achievement levels such as (Exceeds, Meets, Fails to meet expectations).

For any student, the contents of a 1704 or PR can be reviewed, edited and printed using program STU.384. For existing students, you may access the PR card from either STU.301 or STU.384. Note that some of the PR card information (eg: enrollment, attendance summary(s)) do not update until yearend OR when a student transfers.

When a student is withdrawn from CIMS (STU.301T), attendance, grade, and enrollment information is automatically updated in the PSR record and the PSR is printed. Once a student has withdrawn, the only way to edit/print PSR information is through program STU.483 directly. As long as the student has registration history at your location, you are privy to print and edit PSR information for that student.

1704 information is separate from your day-to-day CIMS records. If a student is leaving and you wish to produce a 1704 for that student, then the process is as follows and must be completed in sequence:

- a) Complete achievement record(s) for student (K-3) if applicable
- b) Complete student withdrawal (STU.301T). This step automatically transcribes student's appropriate grades if there are any, builds attendance summary, and updates registration history. Providing a PSR exists for a student the PSR will automatically be printed at withdrawal.

The PSR record is available to the school for any student that has ever been in that location. That means that if information is requested for a student that has withdrawn year(s) ago, use the PSR STU.384 to retrieve and print information.

## Maintaining 1704 Information - STU.384

Session A - [24 x 80]

File Edit View Communication Actions Window Help

3/29/05 FY 05 TAKE TWO INC. 12:49:36 QPADEV000B

CANSMS 1704 Student Information Maintenance Ref: STU.384 .01

Y Attend/K-3 Achvmnt Y Inclusion Y Schooling Y 4-12 Marks Y Passport

Student No. \_\_\_\_\_

Index: 2

1 = ALL Schls Name (L/F) \_\_\_\_\_

2 = Curr Schl Name (L/F) \_\_\_\_\_

DIS 441 SCH 001 Name \_\_\_\_\_

1704 PSR INFORMATION

MA a 07/006

Connected to remote server/host 192.168.0.69 using port 23

- To access alternate pieces of 1704 information put 'Y' on appropriate sections
- If the system "beeps" that 1704 is "NOT ON FILE" this implies that a 1704 has never been initiated for this student ... use 'A' to add the 1704.
- You can produce 1704 Cards for students .... Use 'P'rint. The profile contains all facets of information, ie: demographics (from STU.301), summary attendance (from Build), schooling, achievement, and grades (from transcript GRD.450).

## 1. Student Achievement and Absence History

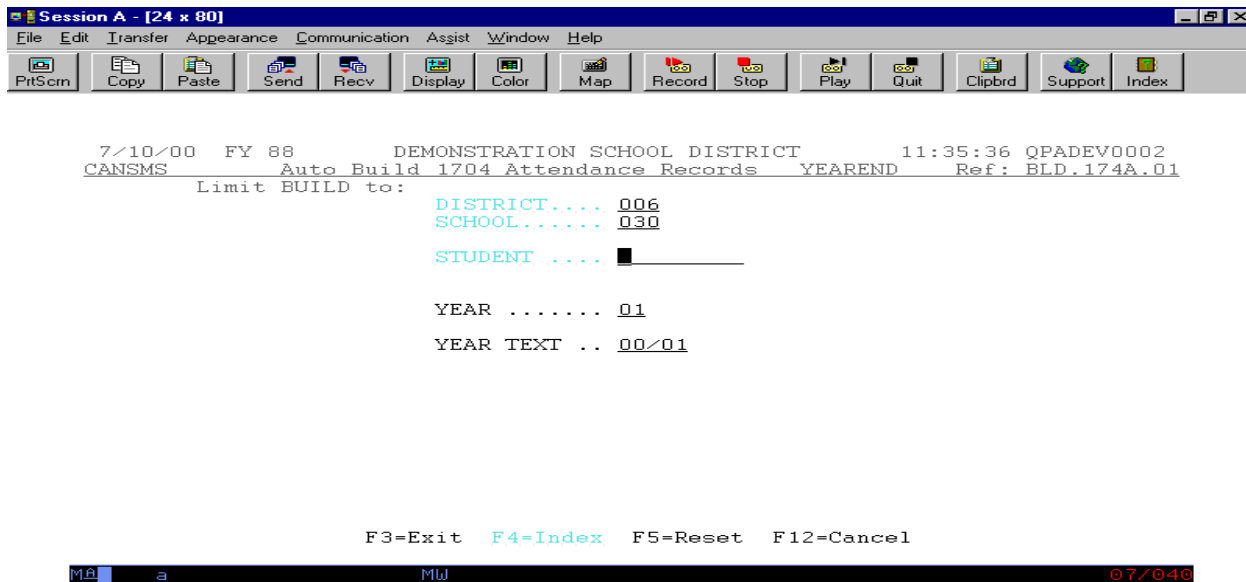
Although the screen indicates K-3, achievement entries can be entered for any grade level student. The achievement area holds 2 types of items:

- Comments about student's achievements
- Accumulation of absences

### Mass Build Attendance Summaries

Accumulation of absence information can be done automatically if you are utilizing CIMS to take attendance. At yearend, in order to update the absence totals:

- Ensure that your attendance options are completed appropriately ATT.101
- Ensure that 1704 records exist for all students
- Use BLD.174A to update attendance figures for all students



- Complete this option **BEFORE you leave for the summer**. Once the students are rolled forward it is TOO late!
- The Year shows what school year (01 indicates school year 2000/2001) the attendance will be drawn from
- In Year Text indicate the appropriate school year designations YY/YY, ie: 00/01. Input in exactly this format!

## Maintain Attendance Manually

```

Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

7/10/00 FY 88 DEMONSTRATION SCHOOL DISTRICT 11:42:51 QPADEV0002
CANSMS 1704 Student Information Maintenance Ref: STU.385X.02
Position to:
"X" DATE ABSENCES GRADE
- 77/78 001 KI Christopher did extremely well in all areas of the
- 78/79 005 01 Within widely held expectations
- 79/80 014 02
- 80/81 020 03
- 81/82 005 05
- 82/83 007 07
* --E

```

- \* Year of entry
- \* Summary of Absences
- \* grade level of student that year
- \* Absences accumulated at other district
- \* Beginning portion of achievement information

Within the 1704 attendance option, the system previews in summary the annual absence values. You may 'A'dd your own lines BUT be careful NOT to duplicate lines that already exist, ie: if there already is a 77/78 entry (ie: school year 1977/1978) then use 'C'hange to update the entry. There should NEVER been two entries for the same year.

```

Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

7/10/00 FY 88 DEMONSTRATION SCHOOL DISTRICT 11:47:16 QPADEV0002
CANSMS 1704 Student Information Maintenance Ref: STU.385 .11
Student No.: 11 CHRISTOPHER BECKETT
DEMO SCHOOL Class: 9K Year: 88
Date (YY/YY): 77/78
Absences : 1 Absences Outside Div:
Grade : KI
Achievement Notes KN To Grade 3
Christopher did extremely well in all areas of the curriculum
Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

```

A 'C'hange beside a line will allow you to edit or add necessary information.

- Annual days absent as automatically updated from BLD.174A. You may adjust this value
- Additional Days absent for student if came mid-year .. enter total absences other district
- grade level of student for that school year
- Achievement Information

## Maintaining Achievement

Achievement may be entered directly into the 1704 record for each student. You can prepare worksheets for the teachers with STU.998G. A CIMS option exists to "Auto Build Achievement Records" (BLD.174E) by class. You can add a narrative comment (eg: Within widely held expectations) to a complete grade level ... then use STU.384 to manually adjust those students that are different.

For single students, achievement can be maintained in STU.384 or STU.301. For yearend operations or situations where teacher's/admin are entering achievement by homeroom use TCH.301E.

NOTE: Achievement values MUST be completed before yearend rollover (July 15th of each year).

NOTE: It is impossible to report for school growth how many students Exceed/Meet/Fail to Meet if achievement is used. In addition to comments, if you wish to achieve measurement, then start utilizing grade symbols and marks. (look below).

## Setup/Pre-requisites to using TCH.301E

a) Teacher authorization codes have been completed STU.240

b) If you want to allow for achievement codes, use GRD.253 to setup achievement comment codes

```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

7/10/00 FY 88 DEMONSTRATION SCHOOL DISTRICT 11:55:23 QPADEV0002
SMS Teachers Ref: STU.240 .11

District: 006
School: 030
Teacher: DJONES
Short Name: DAVIE JONES
Teacher Connect Authorization: D0G1
EMS Employee#:
Teacher No.: 016

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel
MB a MW 12/032
```



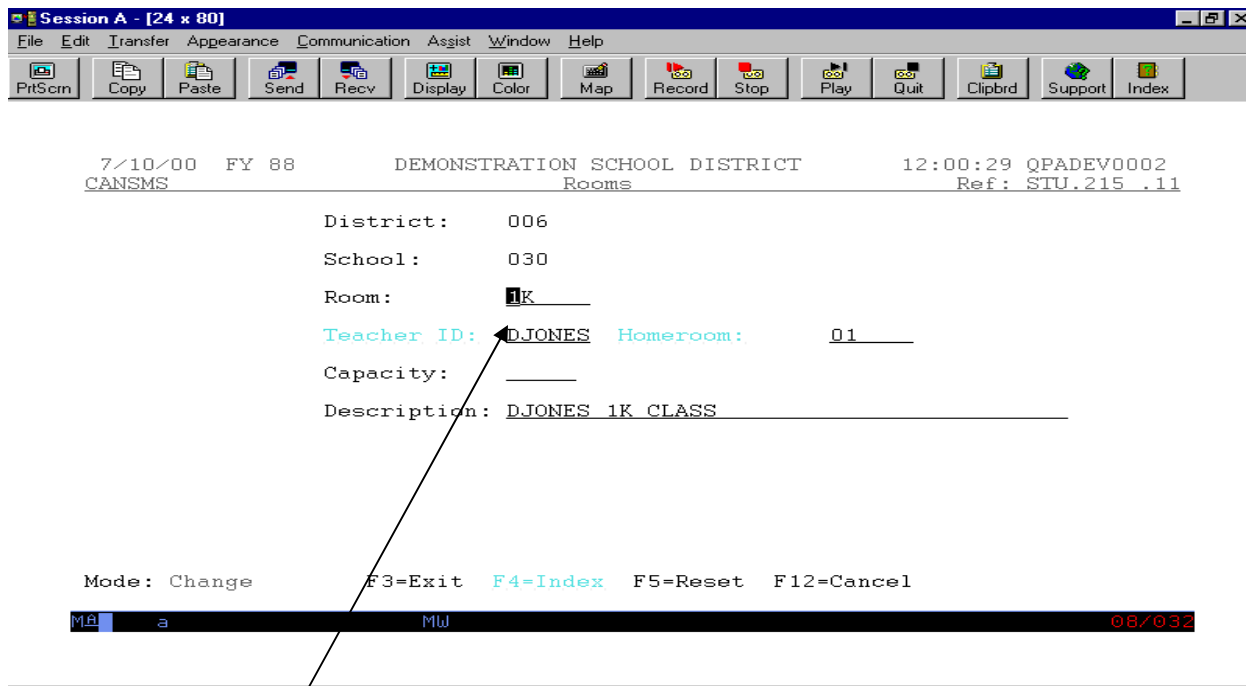
```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

7/10/00 FY 88 DEMONSTRATION SCHOOL DISTRICT 11:57:24 QPADEV0002
SGS Comment Codes Ref: GRD.253 .11

District 006 School 030 DEMO SCHOOL
Code: 01
Description: WITHIN WIDELY HELD EXPECTATIONS

Mode: Change F3=Exit F12=Cancel
MB a MW 09/059
```

- c) Teacher Class/Homeroom Definition has been created (STU.215), and FIX.STU has been completed to ensure that students are updated with an appropriate homeroom and homeroom teacher designation. If you do not utilize class logic (ie: 1A, 1B, ) then you must update each student's homeroom and homeroom teacher information to allow TCH.301E to work



- In this example, class 1K belongs to DJONES in Room 01

## Using TCH.301E to enter achievement information

1. Enter your Teacher ID and authorization code (ENTER). Select #5 to input achievement for all of your own students

```

7/10/00  FY 88      DEMONSTRATION SCHOOL DISTRICT      12:05:00 QPADEV0002
CANSMS      Change Student Achievement by Homeroom      Ref: STU.385L.02
Position to: 006 030
STUDENT      GRADE ABSENT ROOM CLASS YEAR      F12=CANCEL
HIKOCK, JAMES B.  01          01    1K   87/88
01
Additional second achievement comment about James
HUXTABLE, THEODORE M  01          01    1K   87/88
Theodore has completed requirements above average in Grade 1
HUXTABLE, VANESSA M.  01          01    1K   87/88
--END--
ML a MLJ 09/067
  
```

All students in the class will appear. If the absence build has been completed, you will see accumulated absences

- You can enter up to two achievement comments per student.
- You may enter either a comment code (create in GRD.253) OR narrative. Never enter both a code and a comment on the same line!

Press ENTER to save your work.

## 2. Student Inclusions

Student inclusions are optional. There is no mass add/build options associated with inclusions. Use STU.384 or STU.301 to maintain this information

```
7/10/00 FY 88 DEMONSTRATION SCHOOL DISTRICT 12:12:20 QPADEV0002
CANSMS 1704 Student Information Maintenance Ref: STU.386 .11
Student No.: 11 CHRISTOPHER BECKETT
DEMO SCHOOL Class: 9K Year: 88
Date : 1/01/00
Description:
NEW BIRTH CERTIFICATE REQUIRED
_____
_____
_____
_____

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel
MA a MW 09/015
```

- Input the school Year in MMDDYY format
- Input the inclusion

There can be only inclusion per year .. but there are 5 lines to the inclusion record. This should be adequate to append information with several inclusion comments.

### 3. Student Schooling

History for student schooling is maintained within CIMS automatically, ie:

- For Single Students added to CIMS: When a new registration is added in CIMS (STU.301), a schooling record is appended
- For existing Students: Each Yearstart run program BLD.174S. This option looks at all currently registered students and creates a schooling record
- For students Withdrawing: When you use STU.301T to withdraw a student, the schooling record is automatically updated with an exit date and reason based on the information you enter on the withdrawal line of the registration screen.

Use STU.384 to review schooling information and/or to edit information with previous schooling NOT associated with CIMS.

The screenshot shows a DOS-style window titled "Session A - [24 x 80]". The menu bar includes File, Edit, Transfer, Appearance, Communication, Assist, Window, and Help. The toolbar contains icons for PrintScreen, Copy, Paste, Send, Recv, Display, Color, Map, Record, Stop, Play, Quit, Clipbrd, Support, and Index. The main display area shows the following information:

```
9/11/01  FY 00      DEMONSTRATION SCHOOL DISTRICT      17:16:48  QPADEV0002
CANSMS      1704 Student Information Maintenance      Ref: STU.387 .11
Student No.: 11 CHRISTOPHER BECKETT
DEMO SCHOOL  Class: AK  Year: 00

Entry Date : 9/08/88

District ID: 022      VERNON
School      : 02222022  KALAMALKA SECONDARY
Local ID    : 000000011
Home Schl   : N

Exit Date   : 9/13/88

Exit Reason:
TRANSFERRED

Grade      : 09
Exit Grade  : 11

Mode: Change      F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

At the bottom of the window, there is a status bar showing "MΩ a" on the left and "08/025" on the right.

- Input/Edit the District Number (F4 to list valid district ID codes)
- Input/edit the Ministry School Number (or F4 for listing of valid schools within district)
- Input/Edit the student number
- If the student is a homeschooler, indicate 'Y'
  
- Input/edit the date the student left that school and potentially a reason
- Input/edit the student grade level at the time he was at that school
- Input/edit the student grade level at the time he left your school

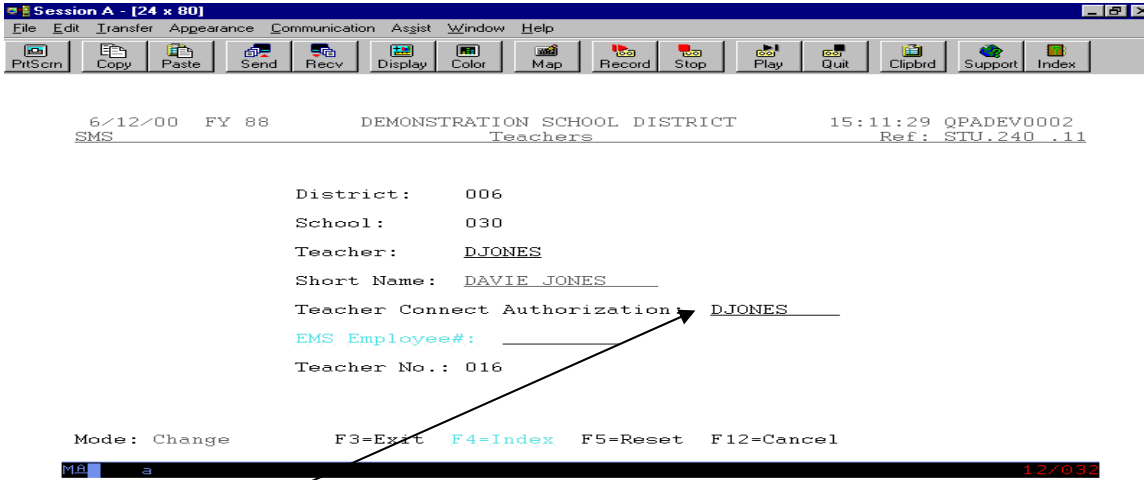
\* Use F4 for a list of possible Ministry Numbers for District and/or schools within a district

#### 4. Student Mark Entry

For single students, use STU.384 or STU.390 or (worst case) GRD.450 to edit/maintain marks.

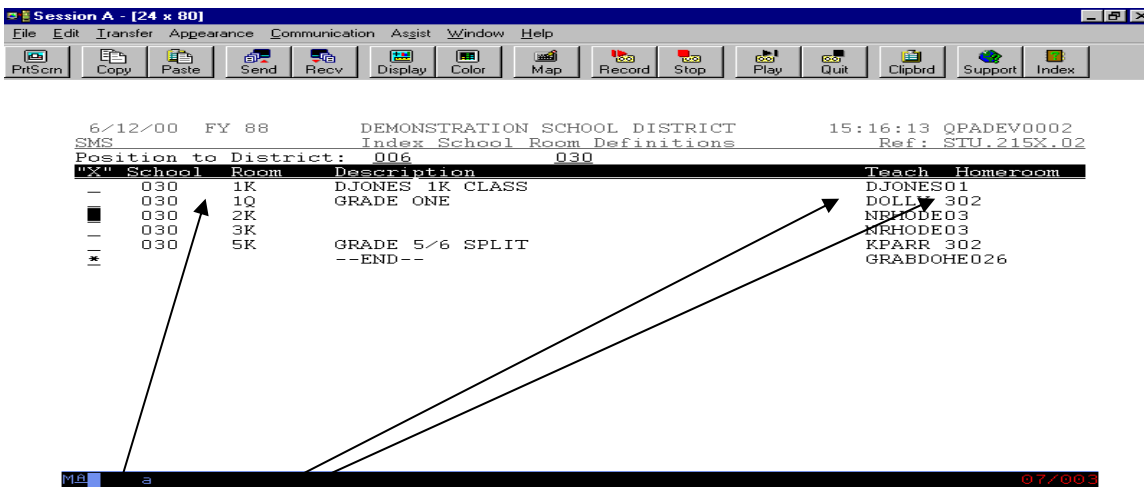
Teacher's Helper can be used in situations where marks have to be recorded for history purposes. Elementary Schools have no reason to setup course, master scheduling options.

1. Use **STU.240** to provide authorization codes for your teaching staff. They will require this code to be able to maintain only their own marks. If clerical staff will be doing all the input, use the same authorization code for all teachers.



Input a teacher authorization code in space provided.

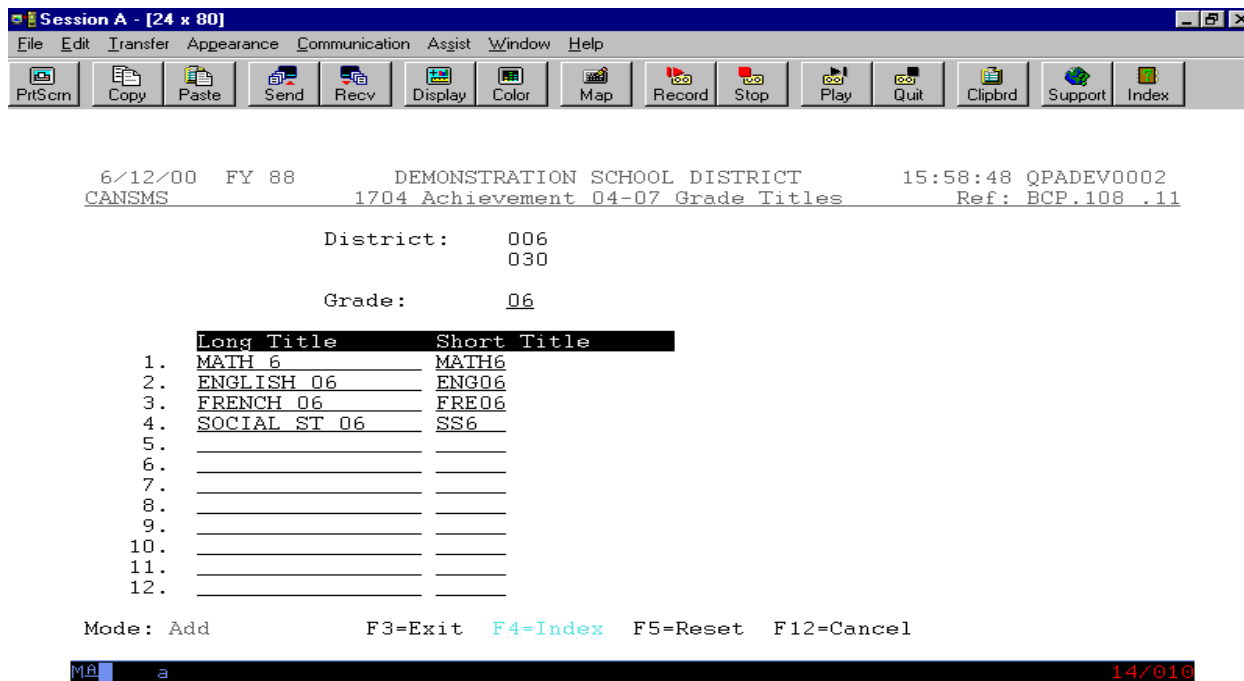
2. Ensure that teachers are assigned to appropriate classes (**STU.215**) and that **FIX.STU** has been run to ensure students are assigned to appropriate teachers. If your classes are set to grade level then ensure that STU.215 describes your homerooms and **FIX.HRM** has been run.



\*\* Each class MUST have a valid Teacher Code and Room Assigned. In this example class 1K is assigned to DJONES in room 01

**(Use BCP.108)**

- Use this option for each grade level (or class) to indicate the course names to appear on the transcript/1704:



- Special Note: When you complete mark entry for students, a 1704 record must have been initiated or the student will NOT appear on the class list for mark entry. If you have run FIX.STU or FIX.HRM and the student still does not appear in the list, use STU.384 to add a 1704 record for the student.

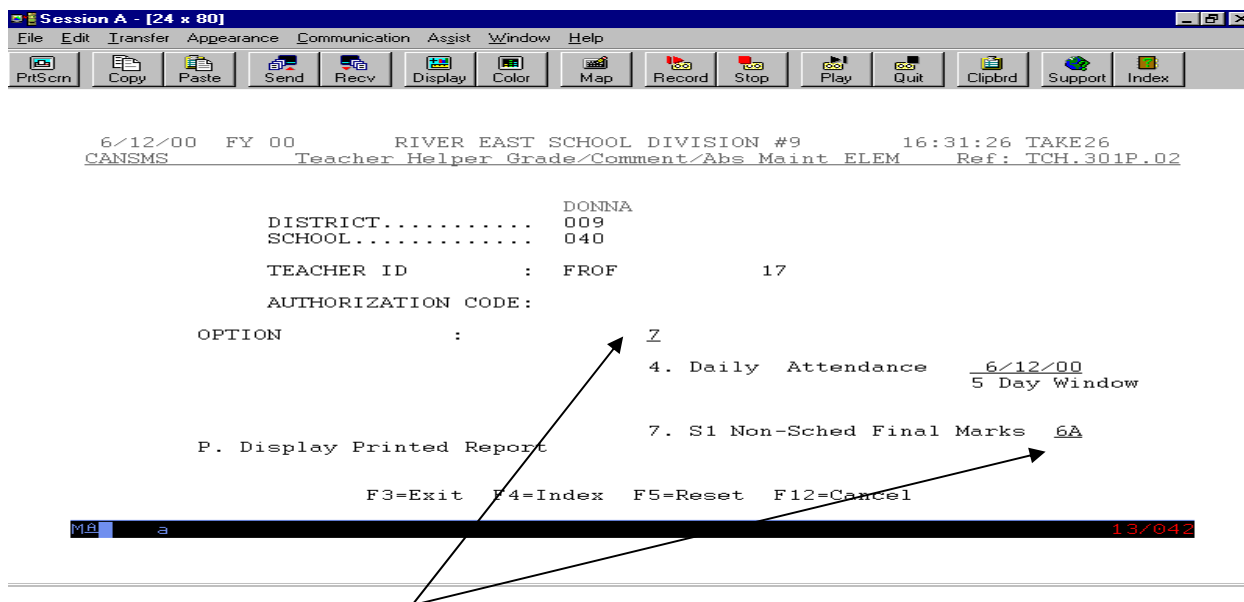
**Special Note: Special Grade Values for Lower Grade Levels**

For the purpose of recording Exceeds, Meets, Fails to Meet expectation measurement for lower grade levels (Grade K-3) the following grade symbols must be used:

- EX - Exceeds Expectations
- FM - Fully meets expectations
- ME - Meets expectations
- NY - Not yet within expectations

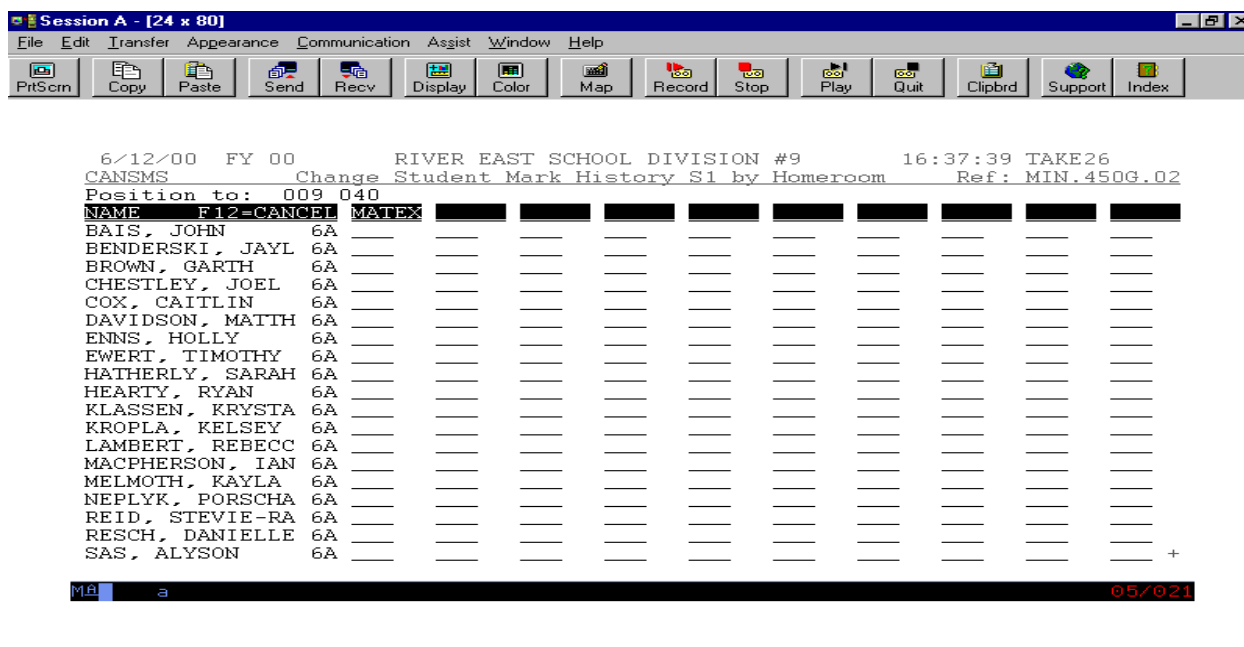
If the above grade symbols are used, then the comment will auto-fill into the PSR rather than a standard grade symbol like 'B+'

### 3. Use TCH.301E to input/edit marks



- Once Teacher ID and authorization have passed, Select #7 AND input either a specific class (eg: 6A or grade level 06) to access appropriate students

A screen will be displayed showing all students for the class/grade level requested that you are assigned to you. If the list is blank or a student is missing, the homeroom information for those student(s) are incorrect .. use STU.301 or FIX.STU to resolve!



- If the wrong courses are appearing use BCP.108 (BC) or MIN.108 (MB) to resolve
- Input valid grade symbols or percentages. The system DOES NOT verify marks. **Make your own school policies re: VALID MARK VALUES for input!**
- Press **ENTER** to save your entries. They are saved to the student transcript (GRD.450).

## 5. Passport Achievement Entry

For single students, use STU.384 or STU.388 to edit/maintain passport achievement, for multiple students, use STU.388 to edit/maintain passport achievement.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

3/16/05 FY 05 TAKE TWO INC. 12:37:39 QPADEV0003

CANSMS Student Passport to Education Maintenance Ref: STU.388 .01

Add  
 Change  
 Lookup  
 Index  
 End

Student No. \_\_\_\_\_

Index: 1  
 1 = Curr Schl Name (L/F)  
 DIS \_\_\_\_ SCH \_\_\_\_ Name \_\_\_\_\_  
 2 = ALL Schls Name (L/F) \_\_\_\_\_  
 3 = Passport Entry by CURRENT YR School/Class  
 PASSPORT GRADE LEVEL: \_\_ 09 10 11 12  
 \* Current date will default in issue date if blank

**PASSPORT TO EDUCATION**

MA 1902 - Session successfully started 07/006 HP Color LaserJet 2500 PCL 6 on DOT4\_001

Index #3 allows entry of passport stamps for a specific grade level for students in your school. Stamp number and date of issued can be specified on the index, if date of issue is left blank the current system date is assumed.

Session A - [24 x 80]

File Edit View Communication Actions Window Help

3/16/05 FY 05 TAKE TWO INC. 12:39:32 QPADEV0003

CANSMS Change Passport# by Sch/Class Ref: STU.388E.02

Position to: 444 001 Class Name (L/F)

PPort#	Issued	Last Name	First Name	GR	CUR	CLS	DIS	SCH
_____	0/00/00	AFINOGENOV	KARI-LEE	09	10	444	001	
_____	0/00/00	AFINOGENOV	SEAN	09	10	444	001	
_____	0/00/00	AFINOGENOV	YUMI	09	10	444	001	
_____	0/00/00	AMADIO	JOSH	09	10	444	001	
_____	0/00/00	AMADIO	PEARL	09	10	444	001	
_____	0/00/00	ARKHIPOV	VANESSA	09	10	444	001	
_____	0/00/00	ARNOTT	DANIEL	09	10	444	001	
_____	0/00/00	AUBIN	AMANDA	09	10	444	001	
_____	0/00/00	AUBIN	KAIDI	09	10	444	001	
_____	0/00/00	AUBIN	MEGAN	09	10	444	001	
_____	0/00/00	AUCOIN	HAYLEY	09	10	444	001	
_____	0/00/00	AUCOIN	LAUREN	09	10	444	001	
_____	0/00/00	BARILKO	ALEXANDER	09	10	444	001	
_____	0/00/00	BARILKO	DANIEL	09	10	444	001	
_____	0/00/00	BARILKO	DANIKA	09	10	444	001	
_____	0/00/00	BARILKO	DEVON	09	10	444	001	
_____	0/00/00	BARILKO	JESSICA	09	10	444	001	
_____	0/00/00	BARILKO	KATLYN	09	10	444	001	
_____	0/00/00	BARILKO	NICHOLAS	09	10	444	001	

MA 1902 - Session successfully started 05/003 HP Color LaserJet 2500 PCL 6 on DOT4\_001

Individual student passport record maintenance can cover multiple years of achievement and be maintained for other schools. Stamps achieved outside of the district can also be maintained IF an "OUT" school is assigned to indicate that the record is from outside the school district.

Session A - [24 x 80]      TAKE TWO INC.      12:47:07 QPADEV0003

3/16/05 FY 05      Student Passport to Education Maintenance      Ref: STU.388.11

ELAINE AFINOGENOV      9836337 WACHOVIA      Class 11      Year 05

PEN 100012326      Birthdate 12/13/88

GRADE	STAMP#	\$ VALUE	GPA	DIS	SCH	ISSUED BY USER	DATE OF ISSUE	TRANSMITTED
GRADE 9				444	001	DONNA	3/16/05	0/00/00
GRADE 10		250.00		444	001	DONNA	3/16/05	0/00/00
GRADE 11		225.00		444	001	DONNA	3/16/05	0/00/00
GRADE 12		275.00		444	001	DONNA	3/16/05	0/00/00

Passports Picked Up 0/00/00 By \_\_\_\_\_

Passports Forwarded 0/00/00 To \_\_\_\_\_

Comments \_\_\_\_\_

Mode: **Change**      F3=Exit      F4=Index      F5=Reset      F12=Cancel

MA a      07/012

1902 - Session successfully started      [HP Color LaserJet 2500 PCL 6 on DOT4\_001]

Current dollar values, issuing district, school, userid and date values are defaulted for grade records with no previous stamp number assigned. These values can be overwritten and only save IF a passport stamp number for the corresponding grade level is indicated. Once records have been transmitted to the BC Ministry of Education and a transmitted date is indicated these records can no longer be altered.

## Adding History of Mark Information for Incoming Students

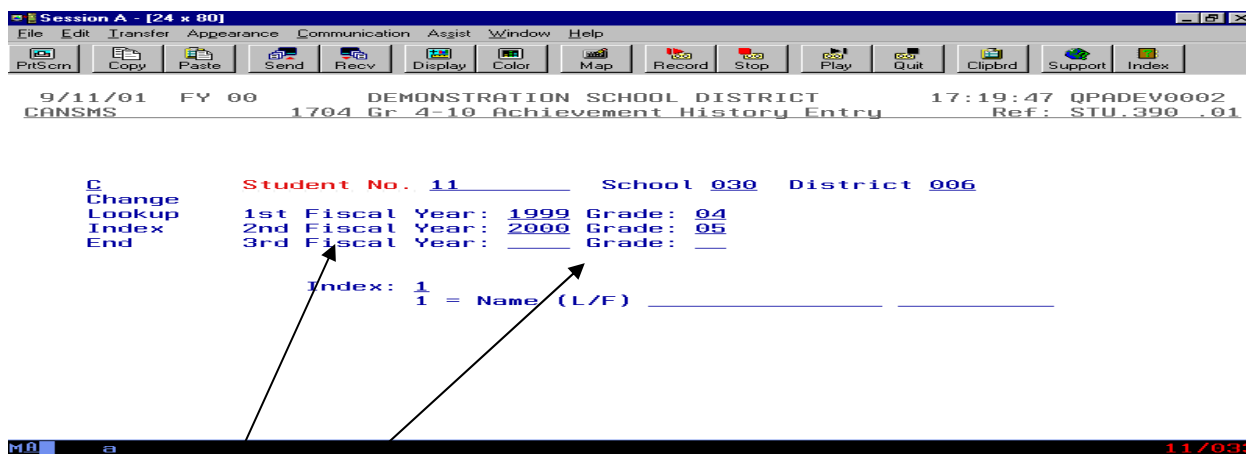
A separate program STU.390 is available to assist in mass entering history of marks for incoming students. This should ONLY be used to record mark history from a PR card for student's where the information is currently not already in CIMS.

### Pre-Requisite:

BCP.108 has been completed per grade level with what courses are taught

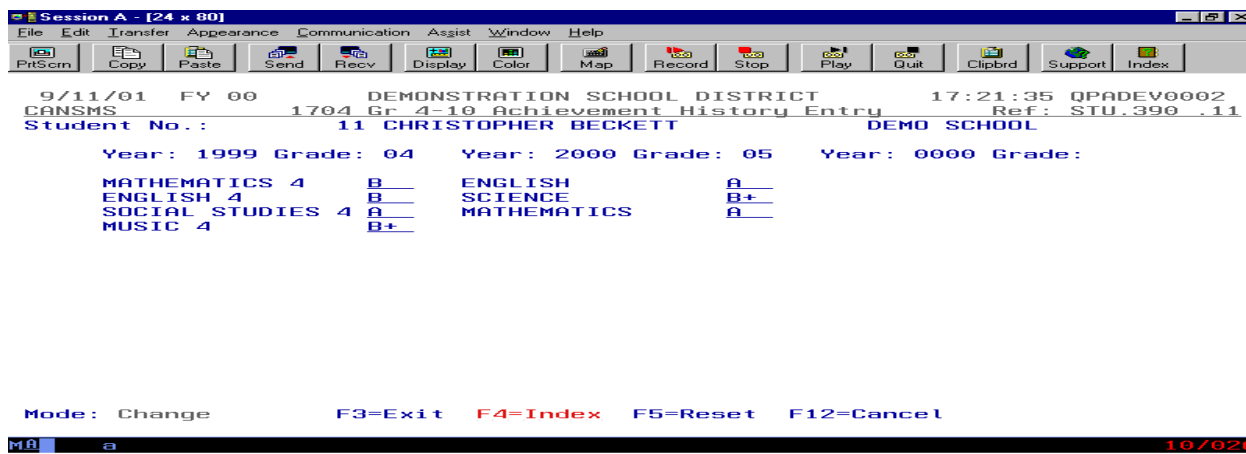
### Process:

1. Register student into your school and complete registration and 1704 screens leaving 4-8 marks as 'N'
2. Use STU.390 to record grades 4-8 marks.



In order to utilize this option, the student must be registered in your school. Select to Change and input an appropriate student number (or Index first to select).

Use the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> columns to indicate what Year (June end) and Grade level of marks will be entered



Input an appropriate Grade value for each/all applicable courses. Press ENTER to save.

## **PR Grading Label/Strip Process and Print - GRD.564**

1704 to update grading information for courses completed at their school.

GRD.564 PR labels run based on current grading information, ie: they should be requested before the yearend rollover of students has completed! Note: There is an option to run PR labels based on last year information IN CASE a PR label has been lost or was forgotten about. Label(s) will include ONLY courses taught at your school and can be run for students currently in your school AS WELL AS students who have withdrawn.

You may include course attendance information on the label as well as course credit completion.

USE LAST YEAR: If you wish to print previous year grades and courses select 'Y'. If student information has already been rolled to the new year (eg: August) and you wish to print previous June grades, this option must be 'Y'.

LIMIT SELECTION TO STUDENT, CLASS, OR HOMEROOM: If left blank, labels would print for all students in the school. You can limit the label print to a specific student#, class (which is grade for most high schools), or homeroom.

GRADE TITLES: All current grades are stored in separate buckets defined as grading titles. Indicate which grade titles (final grade, exam, progress) that you wish to include on the label. If you have multiple final grade titles to include (eg: Semester 1 final marks, semester 2 final marks, sem1 exam mark, sem2 exam mark) then input all of the grade titles on spaces provided.

YEAR TEXT: The first line of the label prints Year information. Input Grading period to print at top of label.

ABSENT DATE RANGE: If you want a summary absence total of days absent for a given time period, enter a date range for absences to include. If these values are left blank, attendance will not print on the label.

ALTERNATE GRADE SYMBOL: Users can define a second or alternate grade value for a grade in grade symbol definition (eg: teacher may enter percentage values ie: 81% but report card prints B+). If you have defined alternate grade symbols and wish to use them on labels, then select 'Y'.

PRINT CREDITS: If you wish to print the credit value of a course, then select 'Y'. If you only want credit values to print for certain grade levels of courses (eg: only grade 11 & 12s) then indicate the grades to include. NOTE: In order for the system to know grade levels, the grade field must be filled in on the master schedule (SCH.320).

## **BCP.250 Auto-Update PSR File with Electronic Information**

PSR information can be automatically updated from diskette. If you have PSR information exported from another system, you can utilize BCP.250 for a single student and/or multiple.

a) Put diskette in drive A:

b) Use Client Access to transfer information from A: to SMSBCFILES/PBCP250

c) Run BCP.250 to promote information. This process can be run more than once. Previous information will NOT be duplicated.

## Chapter 3. TRAX INFORMATION

When a trax submission is sent to the Ministry it contains 3 parts, ie:

- a) TRAX demog information indicating who is being transmitted (student info, 1701 info, TRAX fields).  
PC File must be named xxxxxx.dem (where xxxx = ministry# of school, eg: 00010101.dem)
- b) TRAX Exam information including all examinable courses and grades for students indicated in a).  
PC File must be named xxxxxx.xam (where xxxx = ministry# of school, eg: 00010101.xam)
- c) c) TRAX Xcourse information including non-examinable courses and grades for students indicated in a).  
PC file must be named xxxxxx.crs (where xxxx = ministry# of school, eg: 00010101.crs)

Exam and XCourse information is generated for Grade 12 students and any other student taking Trax qualifying courses.

Each school is responsible to submit all 3 files for each appropriate timeframe (eg: Oct, Nov, January, April, June). For each transmission;

- TRAX must be marked 'Y' for all traxable students and the TRAX information for these students must be completed. Note TRA.901 could be used to auto-fill TRAX 'Y' for grade 12s and adults. Report TRAX11 can be used to identify non-Grade 12 students registered in Traxable courses so that you can manually adjust their TRAX value to 'Y'.
- The TRAX portion of course definitions must be completed. Use SCH.553 frequently to ensure master schedule courses are correct!
- Student timetables must be completed for course registrations
- Trax build(s) (TRA.201) must be completed to update the trax files (TRA.320, TRA.330) with new information and mark updates
- TRA.325 must be run in order to remove dropped courses from transmission file
- Trax transmission files must be generated (TRA.100) to format the trax files in a way that can be imported into Turbo Trax
- Use TRA.110 to identify students who have terminated from the last transmission to now
- Use TRA.926 to identify errors
- Client Access is used to download/create the 3 PC Files
- File Import is used within Turbo Trax to load CIMS Information

The Ministry sends exam marks (Exam file only) back to the each school to load sometime in December, February, and May for those examinable courses submitted in Fall, winter, and spring grading periods. Exam marks can be electronically updated into CIMS TRA.320 from the Ministry diskette/file. Exam values can also be imported from the TRAX file into current grades so that they can be reported on a student report card.

Before student yearend rollover has been completed by District Office (mid-July of each year) schools **MUST** ensure that TRAX for the previous/current School Year has been completed! **NOTE: Although only Grade 12s are transmitted to the Ministry CIMS builds MUST be done for ALL grade 10, 11 and 12s. If you do not manage your Grade 10 & 11 TRAX entries, they will not be available in Grade 12 when complete history is required.**

TRAX course and grade information is auto-created/updated based on a student's current course grades and that TRAX definition has been setup behind the course so that the system knows what to do with the information. From the TRAX build option information is housed in separate databases (one for Examinable, another for Xcourse/nonexaminables) from the student transcript BUT when a transcript is seen for a student, it displays all TRAX information.

Users can make manual adjustments and adds directly into the TRAX databases (GRD.450) for courses and/or items that a student does not have in their current course schedule.

A student transcript file contains a complete history of all courses/credits that a student has achieved .. including courses that are not transmitted as TRAX records (eg: K-9 course marks & absences).



\* When the Exam and XCourse build is requested, all grade information for students where courses have Ministry definitions (TRA.310) will be TRAXed. Conversely, transcript lines are produced only for non-TRA.310 defined courses.

\* If the Exam and Xcourse build has completed then you find courses had been marked incorrectly, changing the course definition to be correct IS NOT ENOUGH. Each time you make a change to TRA.310 or SCH.320 ask yourself "Have TRAX builds already been done for this course and section"? If the answer is YES, then use TRA.924 to remove the invalid information for all the students.

\* The TRAX build for any period is usually requested several times. For Example:

- 1) If you find an error in a course, fix the course definition (TRA.310 or SCH.320), remove badly built records (TRA.924), then rebuild the Trax files (TRA.201)
- 2) For your second transmission, you may want to update marks for your Year 98, Month 11 courses while also building new records for Year 99, month 04 courses. REQUEST YOUR BUILD TWICE. Fill-in the Year and Month prompts.

\* A student may be taking TRAXable courses in several schools. When the primary school (ie: the one the student is physically enrolled in) creates the TRAX transmission file (TRA.100) there is a prompt 'Include Trax records from all locations'. If 'Y' is selected, the transmission build will include all TRA.320 and TRA.330 records for a student regardless of the school. IF you are the primary school AND you have students taking TRAX courses at other locations AND you want those courses included in your submission, then:

- 1) Speak with other school(s) to ensure they have built the records
- 2) On transmission build (TRA.100), select to include all schools

## TRAX DEMOG File Information

Providing TRAX 'Y' has been selected, a subsequent screen appears requiring user input. All applicable fields require input and maintenance for update as they are included in every transmission to the Ministry. Appropriate coded fields are confirmed against the BC Ministry table codes. Common fields (eg: CN for Canada, C for Canadian citizen are defaulted for you).

8/18/01 FY 00 DEMONSTRATION SCHOOL DISTRICT 10:55:30 QPADEV0002  
 CANSMS Basic Student Information Ref: STU.381.12  
 Student No.: 11 BECKETT CHRISTOPHE

**TRAX Student Information**

Stud Status(A,T,D): A	Country Code : CN CANADA
Can Citizen (C,O): E	Student Grade : AD
CP Prgm Completing: ZW	Student Pgm Code 2: 002
Student Pgm Code 3: 003	Student Pgm Code 4: 004
Student Pgm Code 5: 005	
Cons Ed Cred (Y,N):	
Year Entered Gr 11: 1987	
Program Cadre(Y,N): Y	
Grad Requ Year: 1996	
SLP Comp Date YMD: 19980630	

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

MB a MW 07/025

STUDENT STATUS: Defaults to active. Indicate if students become deceased. CIMS does not utilize the terminated record, i.e.: DO NOT use terminate for student's that leave your building.

COUNTRY CODE: Defaults to CN Canadian, refer to table.

CANADIAN CITIZEN: Defaults to Canadian. If student is not Canadian indicate 'O'ther.

CURRENT GRADE: Indicate current grade level of student, refer to table.

CONS. ED CREDIT: If Consumer Education courses are not identified in your XCRSE file, you may indicate 'Y' at this field.

YEAR ENTERED GRADE 11: Indicate the Year that student entered grade 11.

PROGRAM CADRE: Select 'Y' if this is a Cadre student.

GRAD REQ YEAR: Adult Secondary Program people input 1950  
Students using old 1985 program input 1985  
All others input 1996

SLP COMPLETED DATE: In YYYYMMDD format input for all students who are part of the 1996 grad plan the date they completed their student learning plan.

**NOTE: Option TRA.908 can be used to auto-fill SLP completion date and grad req year for all students who are marked TRAX 'Y'.**

---

### ***Add Terminated Students to Demog File (TRA.110)***

At each transmission period, the Ministry is interested to know which students have withdrawn during the time period (not cumulative). Use this option to identify withdrawn students.

Once the transmission file has been built and confirmed to be correct, use this option to indicate students who have withdrawn from your school.

Adding terminated records to the demog download file is temporary. Each time TRA.100 (build download) is requested, your last entries have been lost. This is OK. The Ministry wants only CURRENT withdrawals. Once a student is recorded as withdrawn, the process has been completed.

---

### ***Auto Update TRAX SLP Date and Grad Year (TRA.908)***

This program will auto-update:

- Student Learning Plan Completion date
- Grad requirement year
- Year entered Grade 11

The option will auto-fill for all students marked with TRAX "Y". Manually adjust those students who do not meet the norm.

---

### ***Maintain TRAX Course Definitions***

Courses are maintained within CIMS Student Scheduling Module. TRAX requires additional information for ONLY grade 12 level courses that are examinable or qualify for TRAX non-examinable. This option allows the user to add TRAX required information to existing applicable courses.

NOTE: It is critical to complete TRAX definition for all qualifying Grade 11 and Grade 12 courses ONLY. All other course/grade history will be transcribed .. not TRAXed.

NOTE: This operation can also be completed during master schedule input (SCH.320). The TRAX screen can appear directly after adding the local information about the course and section.

NOTE: It is critical to complete these definitions as transmissions and file builds depend on knowing EXAM versus XCRSE courses. IF a TRAX course contains no TRA.310 record, student grades and course information will not be included in the TRAX EXAM or XCRSE records. IF student records are TRAXed with the wrong Ministry Course information, additional steps must be taken to remove (TRA.924), then re-build (TRA.201) trax files.

If TRA.310 additional information like related course/level, FNA description etc. are not completed, this information will not automatically default into the TRAX file builds causing HUGE amounts of labour to correct manually.

SMS	Additional Course Info for TRAX		Ref: TRA.310 .11
Course	ART105	Section	1
District	000	School	030
Ministry Course ID:	AC		
Identify FSL *FS :	_____	(A)sk, (F)NA, (B)oth:	A
PR Card Description :	_____		
Ministry Course :	_____		
Course Level :	11		
(E)xam or (X) Course:	X		
Course Year :	1995		
Course Month :	01		
Course Credits :	4		
Related To Course :	_____		
Related To Level :	_____		
Desc for IDS,FA,AS :	_____		
Grad Requirement :	-		

**MINISTRY COURSE:** Course code assigned by Ministry. Only valid entries are accepted according to a predefined course catalogue. If the system provides error(s) for courses you know should exist, contact your system person to add the course the valid ministry course definitions.

**FSL, \*FS:** Indicate if course meets FSL (French Second Lang). This field is also used to auto-update 1701 program fields for course related items (eg: FSL).

**ASK, FNA, Both:** THIS IS A CIMS ONLY FIELD, it DOES NOT/IS NOT USED IN TURBO TRAX DOWNLOAD. If you use TRA.905 to mark this field must be inputted for all courses that meet F,A or both. TRA.905 can be used to automatically assign the best FNA or ASK course for students that do not have already have one in their TRAX records. This process utilizes this field to know what other courses can be used to satisfy an ASK or FNA. It marks FNA or ASK in the alternate Ministry ID for students.

**PR CARD DESC:** PR Cards from CIMS are generated from transcript and current grade titles. This field it not utilized.

**LEVEL:** Grade Level of Course assigned by Ministry

**EXAM/XCOURSE:** EXAM - provincially assigned Course  
XCOURSE - TRAXable but not prov. examinable Course  
The system uses this information to know whether to append the EXAM or XCRSE file for students/courses/grades. It is important to complete this field accurately.

**COURSE YEAR:** Input the Year portion that the course & section will be completed.

**MONTH:** Indicate in valid ministry months when the course and section will be completed. It is the combination of Course/Year/Month that makes a unique record.

CREDITS: Input number of credits for course in format acceptable to ministry (eg: 4 credit course = 04).

RELATED TO COURSE/LEVEL: Used with XCRSE courses for to identify additional course ID and level for Independent Study courses ONLY.

FA/ASK DESCRIPTION Optional field to input appropriate course description for otherwise generic coded Independent Directed Studies, Fine Arts or Applied Skills courses.

GRAD REQUIREMENT: Indicates a course meets the Fine Arts and/or Applied Skills requirements ONLY for courses that the Ministry does not already recognize as meeting F,A or B (eg: locally developed, some career program courses..)

---

### ***Maintain TRAX Items/Auto-Update Functions***

All information for a student resides in 4 distinct areas/files within CIMS:

- a) Current course, attendance, grading information - GRD.410, GRADES, SCH.410 (Student course requests)
- b) Historical non-Trax (Grades 4-10) courses, grades - GRD.450
- c) Current and Historical TRAX courses, grades - TRA.320, TRA.330 (found in GRD.450)

It is important to understand that when transcripts are requested WHAT INFORMATION do you wish to include? ... OR ... when you update a mark in current course grading GRD.410, does it also need to be updated in TRAX because files have already been built? ... OR ... when you \*Drop a course for a student but TRAX records have already been built, what do I do to get rid of the TRAX old information? ...

Information between the files is NOT automatically synchronized each time a value is added, changed, or deleted. Users have to be smart in recognizing the type(s) of changes done to be able to determine what other operations are required to "re-synchronize" so that data is consistent in all affected files.

Specifically,

- a) If students have been \*DROPPING from courses, use TRA.325 frequently to remove these DROPPED items from TRA.320 and TRA.330
- b) If you have been updating marks for report cards (current grades), and your TRAX files have previously been updated with the "older" mark values, do a rebuild frequently of the TRAX files (TRA.201) for appropriate Year/Month and Grade title(s) (DO NOT LEAVE YEAR AND MONTH BLANK) to re-update the mark values in TRA.320 and TRA.330

---

## **Build/Update TRAX EXAM and XCOURSE Permanent Files**

This option loads existing student provincial course/grade CIMS Information into TRAX EXAM (TRA.320) and TRAX XCOURSE (TRA.330) files, depending on whether the course definition has been marked as 'X'course or 'E'xam. It will:

- Build new records for new course/month/year combinations
- Append existing course/month/year/student records with grading information.

This operation should be done previous to each transmission. For safety, separate builds should be done to add new records and update marks:

eg:

- In September a single build is done to add records. Leave Year and Month blank to include all 1998 and 1999 records (98 month 11, 99 month 04, 99 month 06..). Since no marks are associated with this build, leave all grade titles blank! Change "Include Scheduled Courses only" to 'Y' to eliminate \*DROPS.
- In November you will be appending existing TRAX records with marks, as well as building new records for semester two and changed courses. REQUEST 2 builds:
  - Select JUST Year 1998 Month 11 courses. Fill-in appropriate grade title information.
  - Do a second build leaving Year and Month AND grade titles blank to add NEW records

NOTE: The program appends and updates but does not delete records for dropped courses. Use TRA.325 before building transmission records to automatically remove dropped course records.

NOTE: When you are updating the build files with mark information BE CAREFUL. Ask:

- What Year and Month courses am I updating. If you leave Year and Month blank, you can overwrite historical information.

NOTE: Courses are loaded to this option based on TRAX identification of the course as being either E(X)am or (C)ourse (program TRA.310).

NOTE: The YEAR and MONTH indicate the exam marks and courses (as defined in TRA.310) that should be updated or appended, ie: only Exam courses marked in TRA.310 with the same Year/Month requested on the prompt will be included in the load.

NOTE: Information is built for ANY/ALL courses that have associated TRA.310 definition. Ensure only Grade 11 & Grade 12 courses are defined in TRAX definitions.

NOTE: When creating TRAX build if final letter is left blank, the system will automatically fill-in a final letter based on the percentage grade (ie: if it sees a percentage of 95 - letter = A+)

Once the data is loaded users can begin to update and confirm information by looking in GRD.450. Manual "adds" will not be wiped out the next time a build is requested. BUT IF a user updates a school based mark (School Final, School Interim) in the TRAX files manually, these values have the potential to be overwritten the next time a build with grade titles was requested IF wrong year/month or grade titles have been selected.

```

SMS                PROMPT FOR TRAX EXAM FILE BUILD      Ref: TRA.101P.11
Limit Build To:
DISTRICT ..... ____
SCHOOL ..... ____
YEAR ..... 1995
MONTH ..... 01
Grade Title for Final Letter      ____
Grade Title for Final School %    ____
Grade Title for Interim Letter    ____
Grade Title for Interim Percent   ____

Clear Yr/Month Prior to load      N

```

YEAR/MONTH: Input what Year/Month records to update/append to. If you are updating marks NEVER LEAVE THESE TWO FIELDS BLANK!!!!

GRADE TITLES: With CIMS grading each grade held for a student resides in a grading bucket .. or grade title. Input "which buckets go where", ie: align what grades go into which spots within the TRAX file. If a grade title value is left blank it indicates "DO NOT UPDATE this value".

CLEAR YEAR/MARK: **DANGEROUS:** This option would only be changed to 'Y' under extreme circumstances. LEAVE THIS VALUE 'N' else you have the potential to lose current and historical TRAX grades.

---

### **Delete TRAX Exam and Xcourse Dropped Courses (TRA.325)**

Trax files get built several times during the year. Between transmission dates, students may drop/change courses.

Run TRA.325 frequently to synchronize the TRAX build file with students' current course information.

There are not selection prompts to fill-in. This option can be run any number of times and can be done while users are in the records.

---

## TRAX EXAM Permanent File Maintenance

Once TRA.201 has been completed TRAX exam information may be updated using GRD.450. It is the student number, Ministry COURSEID and Level, and Year/Month that identify each record uniquely.

SMS	Permanent Student TRAX Exam Maintenance Ref: TRA.320 .11		
District	000	School	030
Student	000001111	GIVEN1NEW	M. SURNAME1NEW
Crse MID	BI	BAND	105
Course	BAN105	Section	1
Level	12		
Year	1995	Month	01
		Alt Min ID	_____ Level _____
Interim Letter	:	___	
Interim Percent	:	___ %	
School %	:	70 %	
Exam %	:	64 %	
Final %	:	64 %	
Final Letter	:	C	
Type (P,S)	:	S	
Spec (C,R,D, )	:	_	
Status (A,W)	:	A	
Ministry ID2	:		
Local Course ID	:	BAND 105	
Course Credits	:	4	Type (E, " ") : _

The ministry provides Exam, Final, and Final Letter fields. Schools SHOULD NOT enter any values into these fields. With the Ministry file of exam and final marks, use TRA.105 to automatically update the values in the TRAX files based on information found on the diskette or email file.

**ALTERNATE MINISTRY COURSE ID AND LEVEL:** CIMS will build TRAX records based on TRA.310 course definition information. For specific students, completion of a course MAY satisfy some other Ministry Course ID. For these situations, LEAVE the students course request alone. After the build has completed, enter in the specific/different Ministry Course ID in the alternate field ... Instead of the Ministry Course ID and level transmitting, the alternate ID would be included.

Percentage values entered by the school must appear right justified, ie: enter ' 70' not '70 '. Letter values entered should not be right justified, ie: enter 'B ' not ' B'.

Type should be entered as "P" - reg. for provincial component (Default)  
"S" - registered for both prov & scholarship

Spec should be entered as "C" - Challenge  
"R" - Rewrite without retaking course  
"D" - deferral  
" " - no special case (Default)

Status should be entered "A" - Active (Default)  
"W" - Withdrawn from course

NOTE: There is no reason to use 'W'. If a student has withdrawn from the course, it can be removed automatically with TRA.325

Type should be entered as "E" - Equivalency (taken outside the school)  
" " - Regular Course (Default)  
"C" - Challenge for credit  
ONLY STUDENTS USING 1996 Graduation requirements use this field

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### **TRAX XCOURSE Permanent File Maintenance**

Once TRA.201 has been completed TRAX Xcourse information may be updated using GRD.450. Student Number, Ministry COURSEID and Level, and Year and Month identify each record uniquely.

SMS	Permanent Student	TRAX XCOURSE Maintenance Ref:	TRA.330 .11
District	000	School	030
Student	000001111	GIVEN1NEW	M. SURNAME1NEW
Crse MID	AC	ART 105	
Course	ART105	Section	1
Level	12		
Year	90	Month	01
Interim Letter	: ___	Alt MinID	_____ Level _____
Interim Percent	: ___ %		
Final Letter	: P		
Final Percent	: ___ %		
Status (A,W)	: A		
Ministry ID2	:		
Local Course ID	: ART 105		
Credits	: 4		
Related Course	: _____	Related Level:	___
Desc IDS,FA,AS	: _____		
Type E or " "	: _	Grad Re F,A,B:	_

Year/Month: Unlike Exam information, XCourse courses can have any month as completion month.

ALTERNATE MINISTRY COURSE ID AND LEVEL: CIMS will build TRAX records based on TRA.310 course definition information. For specific students, completion of a course MAY satisfy some other Ministry Course ID. For these situations, LEAVE the students course request alone. After the build has completed, enter in the specific/different Ministry Course ID in the alternate field ... Instead of the Ministry Course ID and level transmitting, the alternate ID would be included. This can be used to mark which Xcourse the student will use to satisfy FNA or ASK.

The school is responsible for filling in all grade fields, ie: Ministry does not contribute to Xcourse courses. Interim values are optional but final letter and percentage values MUST be inputted. Valid Interim Grades include A,B,C,C+,C-,D,E,P,F,TS,I,W, or WF

NOTE: Final percentage values must be entered into the system right-justified, ie: type ' 90' NOT '90 '. Note: Final letter grade values must be entered left justified, eg: 'A ' not ' A'.

Status: By default is active. Indicating 'Withdrawals is not necessary. Use TRA.335 to remove dropped/withdrawn courses.

Credits: Defaults with credit value of the course (SCH.310). XCourse records can be 01,02, or 04 credits.

Related Course/Level: Use this field for Independent Study Courses to indicate the related Ministry Course ID and level.

Description, F/A/ or B Flag: If the course is not included in the Ministry catalogue or is not recognized as an F/A/B use these fields to identify for this student that the course meets F/A/B.

---

### ***Mass Delete Improperly built TRAX Records (TRA.924)***

If a build is done attaching kids and course(s) to an invalid Ministry course ... then the only way to automatically remove these entries from the system is to request TRA.924.

The user is prompted for specific information about what Year, Month, Course ID and Course Level to be deleted. NEVER Process this option without completing information for all these components!!

As a safeguard, Report only 'Y' is the default. Confirm that the report is OK, then run the option again with Report only 'N' in order to actually perform the operation.

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### ***Build TRAX DEMOG, EXAM, XCOURSE Transmission File (TRA.100)***

As the final step to submitting all Demog, Exam, and XCRSE information, this option prepares the data for PC download. This operation should be done only after ALL appropriate data and marks have been built (TRA.201), and dropped courses have been removed (TRA.325). 3 files are built:

- 1) SMSBCFILES/PTRA100 (XXXXXLOC) - Demographic File
- 2) SMSBCFILES/PTRA101 (XXXXXLOC) - Exam File
- 3) SMSBCFILES/PTRA102 (XXXXXLOC) - Xcourse File

INCLUDE EXAM/XCOURSE FROM ALL SCHOOLS: This is a very important prompt. If you have student(s) taking TRAXable courses in more than one location (including School without walls, Points) then your transmission should include these additional courses. Communicate with the other school(s) to ensure they have done their TRAX builds (TRA.201). Once their records exist in TRA.320, TRA.330 .. they will be included in the transmission file if requested.

Once the information is collected in the transmission files, the final step is to use Client Access file transfer to download the files to a diskette that can be imported into TurboTrax. Naming of the file on the PC is important for TurboTrax import. Use your Ministry number with the appropriate extensions (eg: 10101010.CRS)

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### ***TRAX Transmission File Listing - BCP.340***

#### ***TRAX Error Listing TRA.926***

Run these listings BEFORE downloading information to TurboTrax. It is important to confirm all of the information presented:

- a) Are the right number of students downloaded reasonable?
- b) Based on random samples, are ALL appropriate courses included, is there mark values?

This program provides 2 different reports:

- OTRA.340S Summary report and sign off sheet that summarizes details as requested by the Ministry (ie: Active, inactive, terminated Adult, etc)
- OTRA.340 detail report showing current student schedule and grades for students versus TRAX information.

---

### ***Upload Ministry Exam Marks to TRAX Files (TRA.105)***

This option is used to update the Student EXAM TRAX File with ministry provided exam/final marks, letter grades, and final percentages. Marks are uploaded from the file SMSBCFILES/PTRA105 (XXXXXX00). A report is produced listing ALL of the student records which were updated as well as errors that occurred (example: student/course no longer found).

There are no prompts to this option. The File from the Ministry contains Student number, Met#, Ministry Course ID and Level. If it finds this match in CIMS, it will update the Ministry Final and Exam Marks.

Marks are updated DIRECTLY into the TRAX Files. **IF you want to also show Exam and Ministry Final marks in the report card**, THEN another process (TRA.106) must be completed to load Exam and Final grade titles (pre-established) with this new information.

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### ***Upload Ministry Exam Marks from TRAX Files to Report Cards (TRA.106)***

CAREFUL: This is an easy option to run and DANGEROUSLY easy to mess up all existing marks.

NEVER run this option without filling in an appropriate Year and Month. If you have Exam and Final marks for several Year and Months RUN THIS OPTION MORE THAN ONCE!!

CAREFUL in entering appropriate grade titles and ONLY load those grade values that are pertinent.

This option will review every entry on the Ministry diskette, find the appropriate student, course, section ... then update the report card mark values based on grade titles entered. If you put the WRONG GRADE TITLE values, marks can easily be overwritten.

- a) Transfer schl% to: LEAVE THIS BLANK (There are extreme situations, where this option is filled in)
- b) Transfer Exam% to: In GRD.201 create a grade title to hold your exam %. This grade title should be unique and NEVER re-used for any other purpose. Input this grade title.
- d) Transfer Final%'s to: CAREFUL. You should be loading to a FINAL, FINAL bucket, ie: If you use 'FP' to hold your school final percentage make sure NOT to load the Ministry final back into this column unless you are OK with having your school final overwritten with the ministry final.

Refer to the Trax flowchart and to the Trax Checklist for updated and details on exactly what operations to use and how to fill in the screens.