

TRAX CHECKLIST

TRAX Transmission Files

- Demog Info (For all students turned with Trax = Y)
- Xcourse Info (All that it sees with your location# attached) **
- Exam Info (All that it sees with your location# attached) **

What to Look For (Utility Reports)

Before Building Transmission Files

- GIVEN: You have appropriate Ministry Ids assigned with courses (SCH.553)
- TRA.927 to confirm you do not have inappropriate year/month records
- You have identified all the appropriate students (TRAXYCHECK)
- You don't have potential duplicates from other location problems (TRAXSCHOOL, TRAXSCHOOE)

After transmission Files have been built

- Your transmission file numbers look reasonable (CHKTRA100, CHKTRA101, CHKTRA102, SCH.553)
- The marks contained in the transmission file are complete (TRAXTRN101, TRAXTRN102)
- TRA.926: Identifies differences between course request and TRAX information, highlights location differences, looks for invalid ministry course codes, etc.
- TRAXTERM will identify what students are included to be terminated

Confirmation of Activities:

1. Ensure proper students marked Trax = 'Y'
2. Run SCH.611
3. Ensure Course vs. Ministry Info is complete and correct (SCH.553, TRA.927). If you find errors AND it is not your first build, clearing errors consists of 2 steps (SCH.320, TRA.924)
4. Run SCH.553 again selecting ONLY those who are valid and confirm total number of expected records for download
5. Ensure all marks are uploaded/completed GRD.558 to locate missing marks. Ensure all Teacher marks are in.
6. Run TRAXSCHOOL and TRAXSCHOOE to confirm unusual entries from other locations
7. Run TRA.201 several times consecutively, namely:
 - first for initial October load leaving Year/month and grade titles blank
 - then for second transmission period (November/January): once with blank everything, second time with grading information & Yr/Month for appropriate month
 - 3 times for third transmission ALWAYS, ALWAYS update old entries

When you run TRA.201 to update marks it is critical to know what to fill into the grade bucket columns. Specifically you need to know for examinable courses what to fill in for SC% (the bucket where you hold your school final mark for examinable courses) which is dependent on timing!

If you are building for the current period AND you have not received marks back from the Ministry for FINALS (examinable courses) then you will have
 'Grade Title for School% EXAM' F%' We need to look into the F% column of our report card to locate the School% mark

Leave Final Letter Bucket BLANK always if you want CIMS to calculate the letter grade. If you do not input or store a letter grade DO NOT fill in Letter grade column as entries will not build.

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Limit Build To:
DISTRICT..... 444
SCHOOL..... 001

YEAR ..... 2006
MONTH ..... 06

Grade Title for Final Letter XCRSE FL
Grade Title for Final% XCRSE F%
Grade Title for School% EXAM F%
Grade Title Interim Letter BOTH
Grade Title Interim Percent BOTH

Select Highest Mark on Upload ? N
Include Scheduled Courses Only ? Y
Clear Marks Yr/M Prior to Load ? N
Change Related Course & Desc ? N
Change Grad Requirement ? N
COMBINE Courses Use FULL Credits? N
F3=Exit F4=Index F5=Reset F12=Cancel
  
```

This says update the Trax records from report card grading for all those courses marked 2008/06. In my head I thinking – I have not gotten marks back from the ministry for these courses which means I am holding the school mark in the F% bucket – so for these courses update what the Ministry wants to see as my school mark with the F% bucket.

CRITICAL: If you are updating old grade values and running TRA.201 based on previous marking periods where the Ministry has handed back the Final mark (examinable courses) THEN YOUR SCREEN WILL LOOK LIKE:

Leave Final Letter Bucket BLANK always if you want CIMS to calculate the letter grade. If you do not input or store a letter grade DO NOT fill in Letter grade column as entries will not build.

```

Limit Build To:
DISTRICT..... 444
SCHOOL..... 001

YEAR ..... 2006
MONTH ..... 01

Grade Title for Final Letter XCRSE FL
Grade Title for Final% XCRSE F%
Grade Title for School% EXAM SC%
Grade Title Interim Letter BOTH
Grade Title Interim Percent BOTH

Select Highest Mark on Upload ? N
Include Scheduled Courses Only ? Y
Clear Marks Yr/M Prior to Load ? N
Change Related Course & Desc ? N
Change Grad Requirement ? N
COMBINE Courses Use FULL Credits? N
F3=Exit F4=Index F5=Reset F12=Cancel
  
```

For older courses (2008/01) I have already gotten my marks back from the Ministry and so the F% bucket for examinable courses has the ministry final in it. I will use SC% to update the trax record .

8. Run TRA.325 to remove all entries for *dropped courses
9. Build Transmission Files
10. Use Student withdrawal report since last build to confirm Grade 12's who have left. These students should be identified on this transmission file so that your graduation status is TRUER. You need only identify these students during this build. Each transmission to the Ministry should only contain new terminations since last transmission. Use TRA.110 to add the terminated status for student(s).
11. Check Transmission file details to confirm the date and number of records looks reasonable. CHKTRA100, CHKTRA101, CHKTRA102. You are prompted to input your member name (SDXX_YYY). If the last update date and or values look bad ... don't bother to download information!
12. Check that TRA.201 mark builds appear reasonable, ie: Use TRAXTRN101, TRAXTRN102 and look for missing final, school%, or exam marks for a particular Year/Month.

Reminders:

1. If you make a change to a Ministry Course ID, take care of the already generated TRAX records (TRA.924) if builds may already have been completed.
2. Changes to trax marks happen only through builds. If you modify current report card marks, you must rebuild to have the information reflected in TRAX.
3. If courses are not *DROPPED (ie: they are just wiped out) after builds have been completed .. BIG PROBLEM. TRA.325 cannot remove them and we cannot report on them for you.
4. There are ODD occasions where trax building timing for a school is inconsistent, ie: TRAX is built and student has already withdrawn from that location and entered into a new one. On these occasions, the trax record(s) for the student will be carrying the wrong location and will not be included in the transmission. Use new TRAXSCHOOL and TRAXSCHOOE utilities to check for this problem.

IMPORTANT: If you go to change a mark for a student – change it in the report card primarily. TRA.201 trax rebuild will update the trax to be consistent with the report card. Never just make your change in the trax record (GRD.450) as the next build could overwrite that mark based on the report card.