

TRAX Flowchart

Year Pre-Requisite:

1. Ensure Ministry Definitions are behind all appropriate master schedule course & Sections
 - TRA.925 copy Ministry definitions from previous year,
 - Use TRA.927 to check for totally invalid year/month values
 - Use SCH.553 to list all master schedule and TRAX definitions for verification
 - Resolve missed course/sections and doublecheck levels and year/month matches term!
 - Sign-off on SCH.553 and from then on ANY changes to master schedule or ministry definitions should be done carefully (suggest one person manage)

WHEN TO DO: First two weeks of September

2. Ensure that all appropriate students TRAX= 'Y' is turned on

- Once schedules have settled down (late September) use TRA.901 (change TRAX='Y' prompt to 'Y')
This will automatically turn TRAX to 'Y' for all Grade 12's and any other student taking an examinable course
- Run STU.530 format *TX twice: 1st to show all students with TRAX='Y' and then 2nd to show any non 12/11/10 marked 'N'
- Go into appropriate student(s) to mark Trax manually back to 'N' if desirable

WHEN TO DO: Late September, Early October

Each TRAX Preparation

