

TRAX (Grades 10 – 12 Only)

CHECKLIST

First TRAX submission in Oct

- 1. Check All Students have correct Program of Study (ie. Grad 2018, SCCP, etc)
- 2. Check All Students have correct courses (drop any courses the student not taking)
- 3. Remove Orphaned records
- 4. Prepare Course Dates
- 5. Post Course Dates
- 6. Create Student Graduation Assessment records for Literacy and Numeracy
- 7. Download All Students Transcript from Ministry Site
- 8. Enter any historical records missing from MyEdBC
- 9. Run School Transcript report and BC Diploma Verification report from MyEdBC
- 10. Extract TRAX and upload to SSW

End of Semester/Year TRAX submissions

- 1. Check New Students have correct Program of Study (ie. Grad 2018, SCCP, etc)
- 2. Remove Orphaned records
- 3. Prepare Course Dates for any New Courses added during school year.
- 4. Prepare Grade Input (might already be done as part of Report Card process)
- 5. Enter Final grade into Final Grades column (might already be done as part of Report Card process)
- 6. Post Grades (might already be done as part of Report Card process)
- 7. Post Course Dates for All Courses
- 8. Create Student Graduation Assessment records for Literacy and Numeracy
- 9. Download All Students Transcript from Ministry Site

TRAX (Grades 10 – 12 Only)

CHECKLIST

- 10.** Enter any historical records missing from MyEdBC for New Students
 - 11.** Enter any Challenge Course marks (or from school not using MyEdBC)
 - 12.** Run School Transcript report and BC Diploma Verification report from MyEdBC
 - 13.** Extract TRAX and upload to SSW
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