

# How to Use the Verification Web Application

## Step By Step Instructions for School Districts

1. Using your web browser (i.e. Internet Explorer), navigate to the SLD home page at [www.bced.gov.bc.ca/datacollections](http://www.bced.gov.bc.ca/datacollections) Click on the "Verification and Secure File Upload Access" link in the left hand menu. If you are a Mac user you may need to use Firefox as your web browser when using the Verification Web Application. You can download this free software from: <http://www.firefox-2-0.com/ca/>
2. After you click on the Secure File Upload Access link you are brought to the SLD Team's message to the user about the web system and any changes, enhancements or alerts. We will change this message from time to time. Once you have read the message click on the 'Enter' button as indicated in the screenshot below.

• Ministry Home • Government of British Columbia

## EdAccess

### Welcome to SLD Web

TSW-3000

#### What's New

- **Current Data Collection:** September 1701. **Files Due:** Oct 9, 2009.
- Passwords for SLD Web are set to expire every 90 days. You may be immediately required to change your password. Please follow the steps to create the new password and you will be able to access the system. If you do not know your password you can either choose to [answer your reminder question](#) or send a request via [web form](#) to the ministry. If you are a first time user and do not know your user-id, it is the facility code for your school provided by the ministry. If you have any questions, please contact [PENS.Coordinator@gov.bc.ca](mailto:PENS.Coordinator@gov.bc.ca)

**Please note**

- Sunday mornings between 6:00 am and 12:00 pm are regular scheduled system change windows. This means the 1701 verification program may be unavailable during those hours.

Cheers,  
The Data Collection Team

3. Now that you have selected the 'Enter' button you are directed to the Secure SLD Web Access page and prompted for your username and password as shown here. Your username and password are the same as for requesting PENs.

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## EdAccess

### Secure SLD Web Access

TSW-3081

**School & District Logon**

School or District ID:

Password:

[Forgot your password? Click here.](#)

4. Once logged on the following 'Main Menu' will be displayed. This page only appears when you first log onto the system. On all other pages use the "Quick Menu" to navigate (see below).

Menu
<ul style="list-style-type: none"><li>• <a href="#">1701 File Load and Verification Functions</a></li><li>• <a href="#">Verify Class Size &amp; Composition Data</a><ul style="list-style-type: none"><li>◦ <a href="#">Show All Classes With 30+ Students</a></li></ul></li><li>• <a href="#">Change Password</a></li><li>• <a href="#">Change Reminder</a></li><li>• <a href="#">Logoff</a></li></ul>

Quick Menu
<a href="#">Load 1701</a>   <a href="#">View Reports</a>   <a href="#">Enter/Update</a>   <a href="#">Verify</a>   <a href="#">Export</a>   <a href="#">File Status</a>   <a href="#">View Duplicate Enrolments</a>   <a href="#">SLD Web Home</a>   <a href="#">Verification Web Home</a>   <a href="#">Help</a>   <a href="#">Logoff</a>

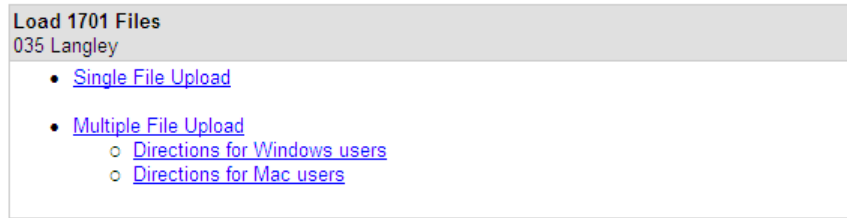
5. Begin by clicking the 1701 File Load and Verification Functions link which will present you with the following screen. The remainder of this document provides further instructions on each function shown here.

Menu
<ul style="list-style-type: none"><li>• <a href="#">Load 1701 File (file will be verified and reports generated)</a></li><li>• <a href="#">Enter/View/Update 1701 Information</a></li><li>• <a href="#">District Reports</a></li><li>• <a href="#">File Verification and District Report Request Status</a></li><li>• <a href="#">View Duplicate Enrolments</a></li><li>• <a href="#">SLD Web Home</a></li><li>• <a href="#">Logoff</a></li></ul>
<p>* Some of the above functions will become unavailable during file verification - please check the status of your 1701 Load/Verification and/or Report Request under "<a href="#">File Verification and District Report Request Status</a>"</p>

*Some of the above links will become unavailable during file verification – please check the status of your 1701 Load/Verification or Report Request under "[File Verification and District Report Request Status](#)" or the "[File Status](#)" link in the Quick Menu.*

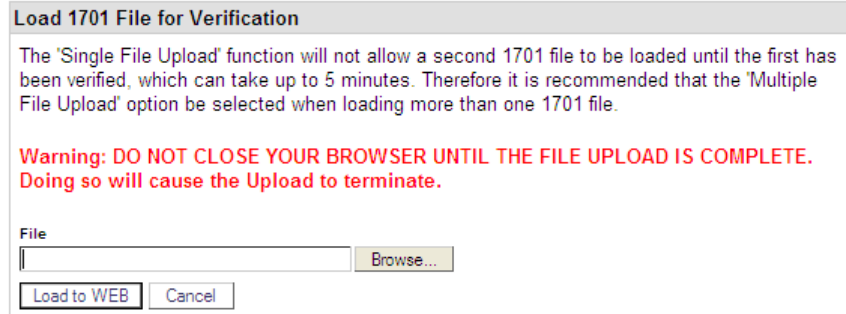
## **Load 1701 Files (file will be verified and reports generated)**

The Load 1701 Files option will display another menu that presents District staff with the option to load one 1701 School file or multiple 1701 School files. Please see below for screen shots and explanations on using either option.

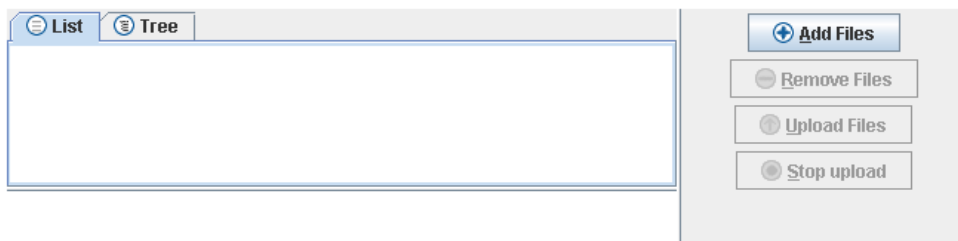


*If you have Star Office or Open Office loaded on your local computer, please ensure you rename your file extensions to ".ver" before loading them into the Verification Web.*

- **Single File Upload** - Selecting [Single File Upload](#) will present the following screen. Locate your 1701 file using the "Browse" button and click on the "Load to WEB" button to submit your file for verification. You must name your 1701 file in the format dddsssss.ver/.std before attempting to upload it (where dddsssss is an open School within your District).



- **Multiple File Upload** - Selecting [Multiple File Upload](#) will present the following screen. Clicking on the 'Add Files' button will present a dialogue that allows the user to select files (or a folder of files) to be uploaded. As with the Single File Upload, the 1701 files selected in the Multiple File Upload screen must be named in the format dddsssss.ver/std (where dddsssss is an open School within your District).



Once you have submitted your files you can check the status of the verification process by clicking the "[File Verification and District Report Request Status](#)" link or the "[File Status](#)" link in the Quick Menu.

**Please note: The Load 1701 Files step only loads the files to the web for verification. This step does not submit the files to the ministry. Once files are verified and reviewed by district personnel you must follow the steps on page 7 to submit the files to the ministry.**

## Enter/View/Update 1701 Information

Selecting this option will bring up the following screen. You can sort the list of schools according to the headers at the top of each column. Click once to sort in ascending order and click again to sort in descending order. (Changing the sort criteria will bring you back to the first page in the list if you are on a consecutive page.)

Here you will be able to select an individual school or multiple schools for editing. There are some extra functions for district accounts which allow processing of more than one school at a time including:

- Select All Schools, Deselect All Schools
- Select all schools that have been modified since last Verified.
- Verify all Selected, Export all Selected
- Delete all Selected

<a href="#">Verify all Selected</a>		<a href="#">Delete all Selected</a>		<a href="#">Export all Selected</a>		<a href="#">Submit all Selected to Ministry</a>		
<input type="checkbox"/>	<a href="#">Mincode</a>	<a href="#">School Name</a>	<a href="#">Reports</a>	<a href="#"># Students</a>	<a href="#"># Errors</a>	<a href="#">Last Modified</a>	<a href="#">Last Verified</a>	<a href="#">Submitted to Ministry</a>
<input type="checkbox"/>	<a href="#">03636000</a>	<a href="#">Continuing Ed SD 36</a>	<a href="#">View Reports</a>	25	0		2007-06-22 03:10 PM	
<input type="checkbox"/>	<a href="#">03636001</a>	<a href="#">Hjorth Road Elementary</a>	<a href="#">View Reports</a>	187	2		2007-06-22 02:29 PM	
<input type="checkbox"/>	<a href="#">03636002</a>	<a href="#">Port Kells Elementary</a>	<a href="#">View Reports</a>	133	2		2007-06-22 04:01 PM	
<input type="checkbox"/>	<a href="#">03636004</a>	<a href="#">Cloverdale Traditional</a>	<a href="#">View Reports</a>	266	1		2007-06-22 04:01 PM	
<a href="#">Select ALL</a>		<a href="#">Deselect ALL</a>		<a href="#">Select Schools that have been Modified since they were Verified</a>				

If no school files have been loaded you will be presented with a screen containing only the column headings as shown here:

### 1701 School File Processing

010 Arrow Lakes

<a href="#">Verify all Selected</a>		<a href="#">Delete all Selected</a>		<a href="#">Export all Selected</a>		<a href="#">Submit all Selected to Ministry</a>	
<a href="#">Mincode</a>	<a href="#">School Name</a>	<a href="#">Reports</a>	<a href="#"># Students</a>	<a href="#"># Errors</a>	<a href="#">Last Modified</a>	<a href="#">Last Verified</a>	<a href="#">Submitted to Ministry</a>
<a href="#">Select ALL</a>		<a href="#">Deselect ALL</a>		<a href="#">Select Schools that have been Modified since they were Verified</a>			

## Updating a School's 1701 Information

When you click on a school name or ministry school code in the 1701 School File Processing screen, you will be brought to the "Enter/Update Student Level 1701 Information" screen shown on the next page. This is where you will be able to manipulate a school's 1701 data before submitting their file to the ministry. There will be a note telling you when the file was last verified or modified and below that you will see a link to add a new student to the file. The search feature includes a check box to display only those records with errors\* as well as a button to find all student records again after a search has been performed. Next to each student record you will see options to edit or delete that student's information.

\* In order to view new errors within a school's file please ensure you re-verify the file each time you make changes to the data.

### Student Search

Legal Surname  Local ID   Show Errors Only  
 Legal Given Name  PEN    
 Usual Surname  Grade

### Enter/Update Student Level 1701 Information

Please note that your 1701 data has been changed since last verification.

Date 1701 File Last Verified: 2007-06-28 01:39 PM

Date 1701 Data Last Modified: 2008-01-24 02:42 PM

00896749 CHEK-ABC

[Add New Student](#)

133 items found, displaying items 1 to 20:

[First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#) [Next/Last]

	<a href="#">Err</a>	<a href="#">Local ID</a>	<a href="#">PEN</a>	<a href="#">Legal Surname</a>	<a href="#">Legal Given Name</a>	<a href="#">Legal Middle Name</a>	<a href="#">Usual Surname</a>	<a href="#">Usual Given Name</a>	<a href="#">Usual Middle Name</a>	<a href="#">Grade</a>	<a href="#">Special Ed Category</a>
<a href="#">Edit</a> <a href="#">Delete</a>	0	123	123456789	ABBOTT	JANE	DOE				05	
<a href="#">Edit</a> <a href="#">Delete</a>	0	345	345678912	ABBOTT	JOHN	DOE				02	
<a href="#">Edit</a> <a href="#">Delete</a>	0	234	234567891	ABBOTT	JOHN	DOE				01	

- **Add New Student** - This will bring up the blank student data entry screen shown on the next page. Begin by entering data in the Local Student ID field and then tab through the rest of the fields filling in the appropriate information. Ensure that you enter any Enrolled Program Codes starting with the first box; otherwise an error message will be generated.

Once you finish entering all the appropriate demographic data, click the "Save" button to save changes then click the "Return" button to return to the main menu where you can enter another new student if need be.

**Note: To exit the student Detail Entry Form always use the "Return" button otherwise the student record will be locked for 5 minutes in a read only state.**

### Student Detail Entry Form

<input type="button" value="Save"/> <input type="button" value="Return"/>			
Local Student ID:	<input type="text"/>	Native Ancestry (Y/N):	<input type="text"/>
PEN:	<input type="text"/>	Band Code:	<input type="text"/>
* Legal Surname:	<input type="text"/>	School Funding Code:	<input type="text"/>
* Legal Given Name:	<input type="text"/>	Enrolled Grade Code:	<input type="text"/>
* Legal Middle Name:	<input type="text"/>	Number of Courses:	<input type="text"/>
Usual Surname :	<input type="text"/>	Other Courses:	<input type="text"/>
Usual Given Name:	<input type="text"/>	Special Ed Category: <b>(Public schools only)</b>	<input type="text"/>
Usual Middle Name:	<input type="text"/>	Career Program Code:	<input type="text"/>
* Birth Date (YYYYMMDD):	<input type="text"/>		<input type="text"/>
* Gender (M/F):	<input type="text"/>		<input type="text"/>
Home Language Spoken Code:	<input type="text"/>	Enrolled Program Code:	<input type="text"/>
* Postal Code:	<input type="text"/>		<input type="text"/>
Number of Support Blocks:	<input type="text" value="0"/>		<input type="text"/>

\*indicates required value

The below table indicates the proper codes to use when adding student data. Band and Language codes can be found in appendixes to the "Instructions for Form 1701" online:  
[http://www.bced.gov.bc.ca/datacollections/september/public\\_school/pi1701.pdf](http://www.bced.gov.bc.ca/datacollections/september/public_school/pi1701.pdf)

<p><b><u>Enrolled Program Codes</u></b></p> <p>05 PROGRAMME FRANCOPHONE          08 CORE FRENCH          11 EARLY FRENCH IMMERSION          14 LATE FRENCH IMMERSION          17 ENGLISH LANGUAGE LEARNING          29 ABORIGINAL LANGUAGE AND CULTURE          33 ABORIGINAL SUPPORT SERVICES          36 OTHER APPROVED ABORIGINAL PROGRAM          40 CAREER PREPARATION          41 CO-OP          42 APPRENTICESHIP          43 CAREER TECHNICAL or ACE - IT</p>	<p><b><u>Career Program Codes</u></b></p> <p>XA BUSINESS &amp; APPLIED BUSINESS          XB FINE ARTS, DESIGN &amp; MEDIA          XC FITNESS &amp; RECREATION          XD HEALTH &amp; HUMAN SERVICES          XE LIBERAL ARTS &amp; HUMANITIES          XF SCIENCE &amp; APPLIED SCIENCE          XG TOURISM, HOSPITALITY &amp; FOODS          XH TRADES &amp; TECHNOLOGY</p>	<p><b><u>Special Needs Categories</u></b></p> <p>A PHYSICALLY DEPENDENT          B DEAFBLIND          C MOD TO PROFOUND INTELLECTUAL DISABILITY          D PHYS DISABILITY OR CHRONIC HEALTH IMPAIRMENT          E VISUAL IMPAIRMENT          F DEAF OR HARD OF HEARING          G AUTISM SPECTRUM DISORDER          H INTEN BEHAV INTER/SERIOUS MENTAL ILLNESS          K MILD INTELLECTUAL DISABILITY          P GIFTED          Q LEARNING DISABILITY          R MODERATE BEHAVIOUR SUPPORT/MENTAL ILLNESS</p>
<p><b><u>Enrolled Grade Codes</u></b></p> <p>HS Home Schooled Student      EU Elementary Ungraded          KH Kindergarten Half Day      SU Secondary Ungraded          KF Kindergarten Full Day      GA Graduated Adult</p>	<p><b><u>Funding Codes</u></b></p> <p>14 Out of Province/International Student          20 Status Indian Living on Reserve          16 Newcomer Refugee (February collection only)</p>	

- **Edit a Student Record** - When you select the Edit function a split window will open displaying all the information for the selected student. The upper half of the window will provide entry fields for all student data and the lower area will be a scrollable list of errors for the selected student. (If, after editing, there are any new errors for your student they will only show up after the file has been re-verified.) See screen sample below.

**Note: To exit the student Detail Entry Form always use the “Return” button otherwise the student record will be locked for 5 minutes in a read only state.**

### Student Detail Entry Form

<input type="button" value="Save"/>		<input type="button" value="Return"/>	
Local Student ID:	<input type="text" value="123456"/>	Native Ancestry (Y/N):	<input type="text"/>
PEN:	<input type="text" value="123456789"/>	Band Code:	<input type="text"/>
* Legal Surname:	<input type="text" value="AARONSON"/>	School Funding Code:	<input type="text"/>
* Legal Given Name:	<input type="text" value="JANE"/>	Enrolled Grade Code:	<input type="text" value="04"/>
* Legal Middle Name:	<input type="text" value="DOE"/>	Number of Courses:	<input type="text" value="00.00"/>
Usual Surname :	<input type="text"/>	Other Courses:	<input type="text" value="0"/>
Usual Given Name:	<input type="text"/>	Special Ed Category: (Public schools only)	<input type="text"/>
Usual Middle Name:	<input type="text"/>	Career Program Code:	<input type="text"/>
* Birth Date (YYYYMMDD):	<input type="text" value="20000101"/>		<input type="text" value="00"/> <input type="text" value="00"/>
* Gender (M/F):	<input type="text" value="F"/>		<input type="text" value="00"/> <input type="text" value="00"/>
Home Language Spoken Code:	<input type="text"/>	Enrolled Program Code:	<input type="text" value="00"/> <input type="text" value="00"/>
* Postal Code:	<input type="text" value="V8V3S3"/>		<input type="text" value="00"/> <input type="text" value="00"/>
Number of Support Blocks:	<input type="text" value="0"/>	*indicates required value	

<b>Errors for this student when data verified on : 2008-07-17 03:08 PM</b>	
<b>33</b>	Code for prim. lang. spoken in home is invalid or blank. FTE Consequence: None Default Value: Set to 943 (English).
<b>67</b>	Personal Education Number is invalid. FTE Consequence: None Default Value: Original PEN reassigned or new PEN assigned.

### Verify all Selected Schools

When you click on this button, the system will submit a verification request for all schools you have selected in the left hand column. This will allow you to verify your 1701 files before sending them to the Ministry as well as enable you to print off your reports for checking. After clicking the button you will see the following status message:

Once you have submitted your files you can check the status of the verification process by clicking the "Refresh" button or the "[File Status](#)" link in the Quick Menu.

### Delete all Selected Schools

You will be able to delete the selected school(s) from the verification process. You will be prompted to confirm this action before proceeding.

## Export all Selected Schools

When selected the system will extract the student information and create a 1701 file for each selected school. The system will compress all of these 1701 files into a zip file and prompt you for a location to save it on your computer. This will export all selected school 1701 information onto your computer for future reference. (This will not send your 1701 files to the ministry for processing.)

## Submit All Selected to Ministry

This is where you will actually submit the school files to the ministry. Place a check mark next to the schools whose data has been verified as error free and click this button to submit the data. You should see the following message letting you know that your file(s) have been received by the Ministry for processing. In addition, the submission date and time will be displayed next to the school name in the "1701 School File Processing Screen"

### Submit Verified 1701 File to Ministry

03600000

Thank You, your file has been received, and assigned submission # 45384

**Note: Do not close your browser or exit this screen until you see the above message, otherwise the transfer will be incomplete.**

## District Reports

Choosing this option will present you with the following screen. See below for an explanation of each option.

Please refer to the District Echo Instructions online for details on interpreting the reports below:  
<http://www.bced.gov.bc.ca/datacollections/september/>

### District Reports

034 Abbotsford

Generate a New Set of District Reports

(This request will take approx 5 minutes to process).

Report #	Description	File Type	Info
8000	<a href="#">All District Reports</a>	ZIP	Generated on 2007-06-20 10:38 AM
9000	<a href="#">All School Reports</a>	ZIP	When you click on this link a ZIP file will be created with the latest existing School Reports for your District.

- **Generate a new Set of District Reports** - the system will generate a new job for the request and display a message as follows. (This button will not be displayed if no school files have been loaded.)

### District Reports

034 Abbotsford

Your request has been received and assigned submission # 45395

Date & Time District Report Request Received: 2007-06-26 02:31 PM

Estimated Date & Time to Completion: 2007-06-26 02:36 PM

Please note that during peak periods the completion time may be later then listed above.

- **All District Reports** – This will present you with an option to open or download a zip file. Save the file to a location on your computer (such as your desktop) and open it (Mac users will need a zip extraction utility such as Stuffit Expander). This zip file contains a series of district level PDF reports related to the 1701 data collection and a text version of your duplicate report. There are also two spreadsheets; an extract of all your student details and an “FTE by Grade Within Schools” report, both in Excel (XLS) format. These reports will only be available for school data that has been loaded and verified. The Excel formatted reports allow you to sort your data by selecting certain criteria not readily available in the individual reports (i.e. you would like to view all your grade 5 students who are taking Core French).
- **All School Reports** - This will present you with an option to open or download a zip file. Save the file to a location on your computer (such as your desktop) and open it (Mac users will need a zip extraction utility such as Stuffit Expander). Inside this zip file you will find a separate zip file for each of the schools for which data has been loaded and verified. Each one of these files contains a series of school level PDF reports related to the 1701 data collection along with an extract of all student details for that school in Excel (XLS) format. The Excel formatted report allows you to sort your data by selecting certain criteria not readily available in the individual reports (i.e. you would like to view all your grade 5 students who are taking Core French).

## **File Verification and District Report Request Status**

With this option you will be able to check the status of your 1701 file verification or district report request. It will be the only link available in the Verification Web Main Menu while a 1701 file is being verified. This page will display the date and time of the last 1701 File verification submission and the estimated time to completion as shown here.

### **File Verification Status and Report Request Status**

036 Surrey

File Verification Requests (Submission # 45380):

**Date & Time 1701 File Submitted for Verification:** 2007-06-26 09:41 AM

**Estimated Date & Time to Completion:** 2007-06-26 09:44 AM

District Report Requests (Submission # 45278):

**Date & Time District Reports Requested:** 2007-06-20 10:52 AM

**Date & Time 1701 District Reports Completed:** 2007-06-20 10:53 AM

Please note that during peak periods the completion time may be later than listed above.

## **SLD Web Home**

Clicking on this link will bring you back to the main menu where you first logged in.

## **Logoff**

Clicking on this link will log you out of the Verification Web Application and end your session.