

SADE FAQ

(Frequently Asked Questions)

Creating and Submitting a File

Q: Merging SADE Files

Can you confirm that I can combine the two extract files from my two Student Management Systems? (in theory, of course).

A: YES. The extract must be a .csv file, so provided your columns are in the same order you can merge files using excel if you like. Just make sure you submit only one .csv file per school, containing all the relevant data for that school.

Q: Bulk Upload

Can we do a bulk upload of the files, so that we don't have to submit each school individually?

A: NO, a separate file must be submitted for each school.

Q: Submitting a Cumulative File

Can we submit a cumulative file, which contains all data cumulatively? This may be useful over time for comparison purposes.

A: NO, a cumulative file will not be accepted. Schools can certainly produce their own 4 quarter snapshot by saving the extracts and error reports to a local drive. The Education Data Warehouse (EDW) will also be producing aggregate reports with SADE data that will be made available to districts.

Q: Updating your file

Are we able to add information to the .csv file or must it only be updated in the source system?

A: Technically, yes. The .csv file can be viewed and changed prior to loading, however making updates in this file will create double work for you, as you would also need to make the same changes in your Student Information System. We recommend that all changes to data should just be made in your SIS, then the extract rerun.

Q: Grades to include

Should K to 7 courses also be reported?

A: Distributed Learning Schools are to report grades K-12 and Summer Schools are to report grades 1-12. All other public schools will need to report just courses for grades 8-12. Additional grades may be submitted if desired; for example, a middle school teaching grades 7 to 9 may choose to submit grade 7 courses as well, if that is easier than leaving them out. Note that all courses that are submitted, regardless of grade-level, will need to meet all validation rules.

Q: Continuing Education Schools

Are Continuing Education Schools included in the SADE collection?

A: YES. All public schools providing courses at the grades 8 to 12 level should report.

Q: Future Courses

For the 1701, we report the number of courses in the annual plan for some students. Do you want us to report in SADE all the courses the student is planning on taking?

A: NO. Future courses should not be reported. The only courses you should report in SADE are the ones in which the student has become "active". Active means different things for different school types: Distributed Learning Schools have a specific active policy they follow, as do adults in Continuing Education Schools. For regular schools, a student is active as soon as they start to attend classes.

Q: Odd Courses

Do we need to report DPA on SADE? Student Transitions? Support Blocks? IEP classes?

A: **Daily Physical Activity (DPA)** is only required to be reported on the student's report card, so no, do not report DPA on SADE.

Student Transitions is an assessment that is a specific requirement of graduation you would normally report to TRAX, so yes, report Student Transitions through SADE.

Support Blocks are not courses or required for graduation, so please do not report these through SADE.

Students on an IEP taking customized courses should be reported through SADE using the XSIEP series of course codes.

Validating

Q: Reporting Student Names

Why are you not collecting student name?

A: Student names have been excluded from the collection for a couple of reasons: first, it increases the risk to privacy, under the FOIPP Act. Secondly, the Ministry is working to reduce duplication in reporting, and the student name is already stored in our systems through the PEN system.

We do understand that having the student name would help you to review your data and resolve any issues, therefore we encourage schools to build a Verification Report within your Student Information System to verify their data before submitting it to SADE. In this report, you can add any extra information that will assist you: student name, local student number, student grade, etc. Refer to the posted file specifications for suggested report layout, and contact your local software vendor to have this created.

Q: File Rejection

Under what conditions will my file be rejected?

A: There are two types of conditions under which your file will be rejected: Submission Failures and Validation Failures.

You will receive a **Submission Failure (SF)** status when any of the following conditions occur:

- 1) You have opened your .CSV file and the leading zeros in your school code have been dropped. Refer to our [Tips and Tricks](#) document on the SADE web site for help in reformatting your file.
- 2) Your file does not contain the correct number of fields for every record. For fields where there is currently no data there must be a comma. There must not be a comma after the completion date.
- 3) You are choosing file type "C" correction as the file type when you are trying to load an "S" submission type file. When you choose "C" the file must have the additional field indicating whether the record is an "U" update or a "D" deletion.
Only choose "C" correction as the file type if you are submitting a correction to a record submitted over 6 months ago and the file contains the extra field as specified in the SADE file specifications.
If you are simply reloading a file because you have corrected errors and believe your file is now error free choose "S" and submit your file.
- 4) You have created your SADE file on a Mac which would cause the file format to be Mac. If you are using a Mac to create your .CSV file you must open it with a text editor and select "save as" and save the file as PC not Mac.

You will receive a **Validation Failure (VF)** if the SADE validation process finds any errors. If the validation produces warnings but no errors, these warnings should be reviewed and addressed if necessary, but the file can still be released to the Ministry. If you receive only one error message indicating you have reached the maximum number of warnings you can still submit the file. The list of validation rules are detailed in the file specifications.

Security and Access

Q: BCeID

Why are we using BCeID's to access SADE?

A: The Ministry is moving towards using BCeID as a single-sign on which will enable you to access any Ministry of Education (or any other BC government agency) service you need with your personalized ID and password. More and more applications (such as E-Boards, Sharepoint sites, TSW, and others) will begin to switch to BCeIDs over the coming year.

Q: BCeID

How do I get a BCeID?

A: Each School District or Independent School is in the process of setting up their district or school (or group of schools) as a BCeID "Organization". For most applications, you will need to have a Business BCeID, which identifies you as an authenticated member of your organization. Your organization will set up your Business BCeID for you as the first step, then your ID will need to be set up to gain access to the application requested. Instructions for setting up BCeIDs for SADE can be found on the SADE website, and instructions for accessing the SADE application can be found in the User Manual.

BCeID also has a good website that explains some the basics: <https://www.bceid.ca/>

General

Q: Students in multiple schools

Which school should report a student attending multiple schools?

A: Each school will report the courses they are teaching the student. SADE does not require schools to amalgamate course data for each student, and it will not overwrite student data if multiple schools report.

Q: What happens when a student who is active in school A, then moves to school B?

A: If the student leaves School A, School A would close off the student's course record(s) as being withdrawn (Letter grade W or WR). School B would then submit records for any courses the student is taking in that school.

Q: BCeSIS

I'm on BCeSIS. Do I need to do anything to prepare?

A: The Ministry has worked with the BCeSIS team to develop the SADE extract and Verification Report on your behalf. Further information is available through the BCeSIS support website.

Q: TRAX

TRAX data is increasingly difficult for schools to report. How will SADE help?

A: Good news! SADE is being designed as the first step towards the total redesign of TRAX. SADE will collect most of what is needed by TRAX, and it moves away from the home school/cross enrolled concept to reporting student achievement where they learn.

Due to the critical nature of the services TRAX provides, the transition needs to be carefully planned, so we will need to run the TRAX and SADE systems in parallel for a while, but in the long run, SADE will allow us to address and eliminate many issues around reporting.

Q: Technical Environment

Is SADE Platform-independent?

A: Yes, SADE will only require Internet access.

Q: Reporting credit values

Why do my grade 8 and 9 courses get an error message when I report credits?

A: Only grade 10-12 Provincially authorized and BAA courses should be reported with a credit value.

Q: Course codes

Why do my grade 10-12 course codes keep being flagged as invalid?

A: Most often this is because you do not have the course code in the exact format required by the Course Registry. The grade level of a course must appear in the 6, 7 and 8 place in the course code. For example English 12 – the course code is EN 12. Refer to the Course Registry link on the Data Collections website for a complete listing of course codes for each grade level.

Q: Closed schools

Why do I see closed schools in the list of schools for my district?

A: In order to enable the submission of historical course information the school in which the student took the course must be in the pick list. In some cases a student may have taken the course a number of years ago and the school has since closed. We are looking at modifying the list of schools to only include more recent schools.

Summer School

Q: Summer School reporting requirements

Do I have to report final marks for all courses, grades 1-12, taken in Summer School?

A: Yes each course taken during Summer School must be assigned a final mark and must be reported in the October SADE submission under the Summer School facility code.

Q: Partial courses taken to upgrade previously reported courses

Do I have to report this mark in two places?

A: You have a choice. If a district wants to upgrade a previously issued mark based on further work completed through a summer school partial course, then they would issue the mark for the summer school course (say XLDC 11 as the partial course upgrading for Biology 11) PLUS change the mark for the prior course (Biology 11). If schools chose not to update a previously issued mark, but say offered Biology 11 as a whole summer school course, then they would simply issue the final school mark for this course. We can accommodate either approach.

Q: Summer School SADE extract

When should I take my SADE extract for Summer School?

A: As Summer Schools will be technically closed by the time we run the October collection, districts should be reminded to ensure this data gets loaded for these schools. A suggestion for Summer Schools is to try to run an extract at the end of the summer session, once you have entered your marks and just before the alternate YET for BCeSIS schools. This file can be saved and submitted in October, or at least compared to the extract created in October for this school.