



Ministry of  
Education

# Student Achievement Data Exchange

## 2011/12

## Tips and Tricks

For technical assistance with this collection, please contact:

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- f. Do NOT check the box 'Always use the selected program to open this kind of file', unless you want to change your default editor to be Notepad.
- g. Click OK.

## **1.2. Editing with Excel**

If Excel is your preferred editor, continue with the following steps:

1. Open up the .csv extract file using Excel
2. Make the required changes.
3. Save your changes
  - a. When saving changes to a CSV file in excel you will be asked if you want to keep the workbook in the CSV format. Choose "Yes"
  - b. When you close the file Excel will ask you if you want to save changes to the CSV file. Because you have already saved in the step above you can just choose "No" at this point.

## **1.3. Files Edited on a Macintosh Computer**

If you have edited your SADE file on a Macintosh computer validation may fail due to file formatting differences. A known work around for this scenario is as follows:

1. Make your edits in Excel.
2. When you are ready to save your changes, perform a Save As and choose the "CSV (Windows)" option from the file format drop down menu.
3. Save and close the file. (This will strip the carriage return from your last record so you will need to perform the following steps to restore it.)
4. Open the file in a simple text editor (such as Text Edit).
5. Place your cursor at the very end of the very last record in your file.
6. Hit enter on your keyboard.
7. Save and close the file.

## **2. Checking if your submission is validated yet**

As soon as you have submitted a file for validation, you will be returned to the home screen, where the validation results will be displayed after a certain length of time, depending on the file size. In order to display any changes to this screen, it needs to be refreshed.

The Home screen is refreshed every time you open this page. You can cause the screen to refresh by selecting View on your browser menu, and selecting Refresh. Alternatively, to quickly refresh the screen, press F5.

Validation times can vary; continue pressing F5 at intervals on the Home screen until the results are displayed.

### 3. Viewing your error and warning file

When you press the View link on your home screen, the appropriate error and warning message file will be displayed using your default browser for .csv files. The following instructions pertain to the default browser being Excel.

Note: files that contain more than 100 warnings will generate an error. Files with errors cannot be released.

When the file first opens in Excel, all the columns are the same width, making the data hard to read. To quickly re-size all the columns,

1. Click on the blank square in the top left corner of your file (to the left of A, and right above 1).
2. Position your cursor on the line between any two column letters.
3. Double-click. All the columns will be resized to be the appropriate width for the data contained within them.

	A	B	C	D	E	F	G	H	I	J	K
1	Name of F	SADE_Content15-21_06715004.csv									
2	School Dis	67									
3	School Dis	Okanagan Skaha									
4	School	6715004									
5	School No	Kalaha Elementary									
6	Reporting	2008									
7	File Subm										
8	Date Subn	#									
9	Time Subn	13:31:04									
10	# of Recor	49									
11	# of Errors	28									
12	# of Warni	0									
13											
14											
15	RECORD#	SCHOOL I	PEN	COURSE I	ACTIVE D,	Severity	Message				
16	1	6715004	1E+08	BBBBBBE	20080828	ERROR	The course-code provided is not a valid course-code.				
17	2	6715004	1E+08	ACSF11	20080828	ERROR	The course-code provided is not a valid course-code.				
18	3	6715004	1E+08	AEN-12	19200828	ERROR	The course provided was not valid for the date on which				
19	4	6715004	1E+08	AF11	20080828	ERROR	The course-code provided is not a valid course-code.				
20	5	6715004	1E+08	AF12		ERROR	The course-code provided is not a valid course-code.				

### 4. Correct formatting of course codes

**TRAX course codes** (used to report grade 10 through 12 SADE data) are made up of a maximum of 5 alphabetic characters followed by 3 spaces to accommodate grade level. The Grade level portion of the code must always begin in the 6th position and spaces

must be used to pad the alphabetic portion of the code if it is less than 5 characters (e.g. "BMAN 11", "YFPSS12B", "EN 10").

**BCeSIS course codes** (used to report K through 9 SADE data) are made up of a maximum of 5 alphabetic characters followed by 2 spaces to accommodate grade level. The Grade level portion of the code must always begin in the 6th position and dashes must be used to pad the alphabetic portion of the code if it is less than 5 characters. Grade levels from 1 to 9 are padded with a leading zero unless they have a letter suffix. Kindergarten grade levels are padded with a leading dash (e.g. "MMA--08", "MCAPP09", "XSIEP9A", "MSC---K").