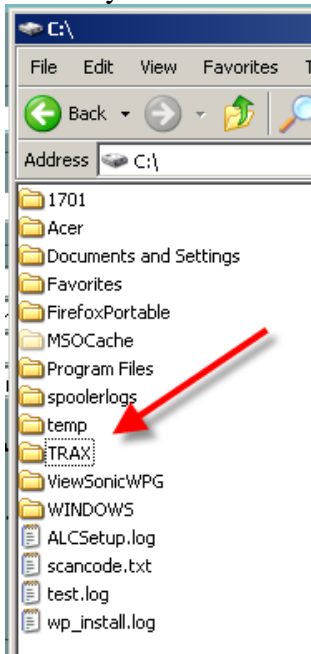


TRAX Extract in BCSIS

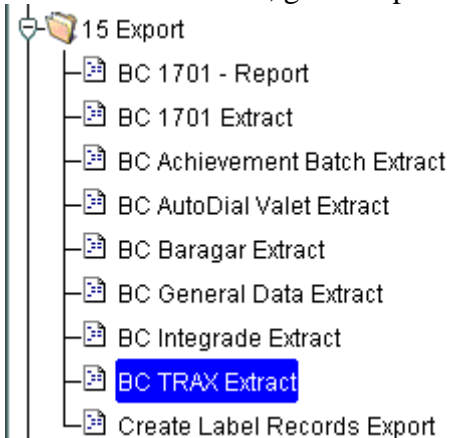
We will no longer be using Turbo Trax!

There is a new process as of Oct/08 for the Trax data transfer.

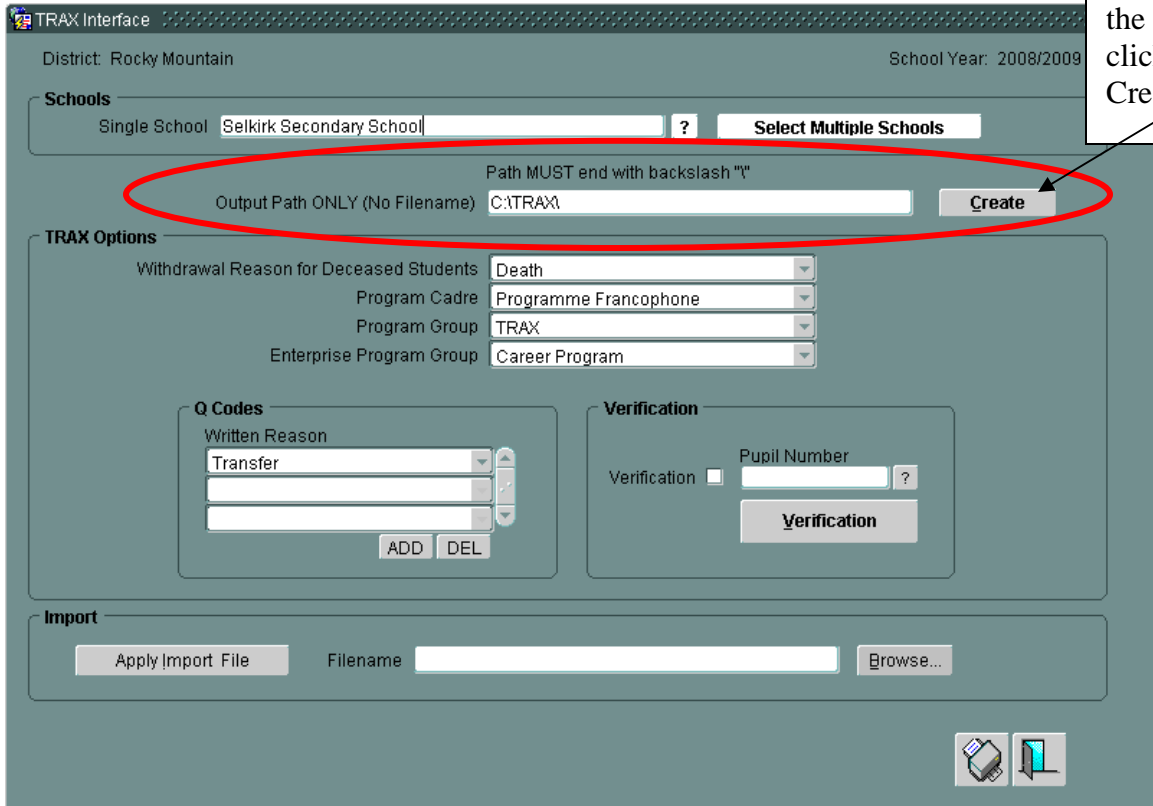
Begin by creating a Trax folder on your computer. In the example below I used a directory on the "C" drive.



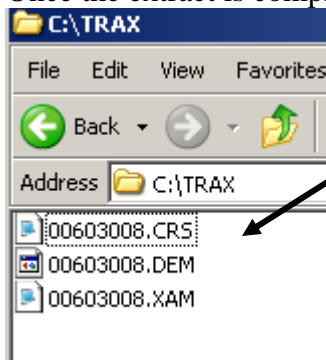
To create the extract, go to Reports > 15 Export > BC Trax Extract



The extract screen should look exactly like the one below but with your school at the top. Note the output path can now be where ever you created your Trax folder. Be sure the path is correct.



Once the extract is complete you will find the 3 Trax files as shown below.



Again, Turbo Trax is no longer used with BCeSIS!

Once you have completed your extract open your web browser and go to the School Secure Web:

<https://www.bced.gov.bc.ca/exams/tsw/principals/principals/>

Ministry Home Gov

EdAccess

School Secure Web

Remember this is the ID ending with, "ssw"

Logon

Principal ID:

Password:

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

Select the new option, Upload TRAX Data Files

School Secure Web

TSW-1040

[Help](#)

TRAX (Transcript and Examinations)

- Examination Results and Reports
 - [School Reports](#) available for each exam session.
 - [Exam Results for Download](#)
 - [Individual Results](#) for students who have written Provincial Exams.
- TRAX Data Transfers
 - [Upload TRAX Data Files \(DEM, XAM and CRS\)](#)
 - [TRAX Data Transfer Reports](#)
- Student Transcript Verification Reports

In the next window you might have to follow instructions, "Direction for users..." if the Java doesn't load automatically.

[Directions for Windows users](#) [Directions for Mac users](#)

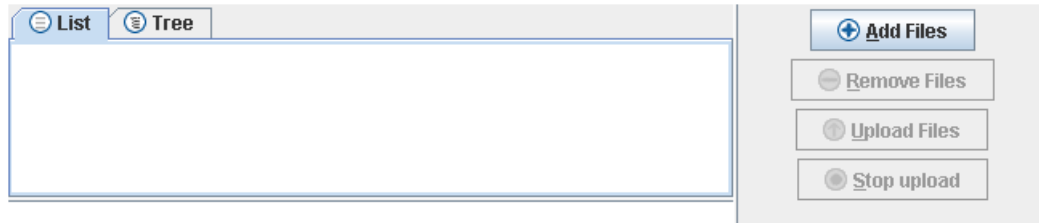


You will come to the new screen shown below.

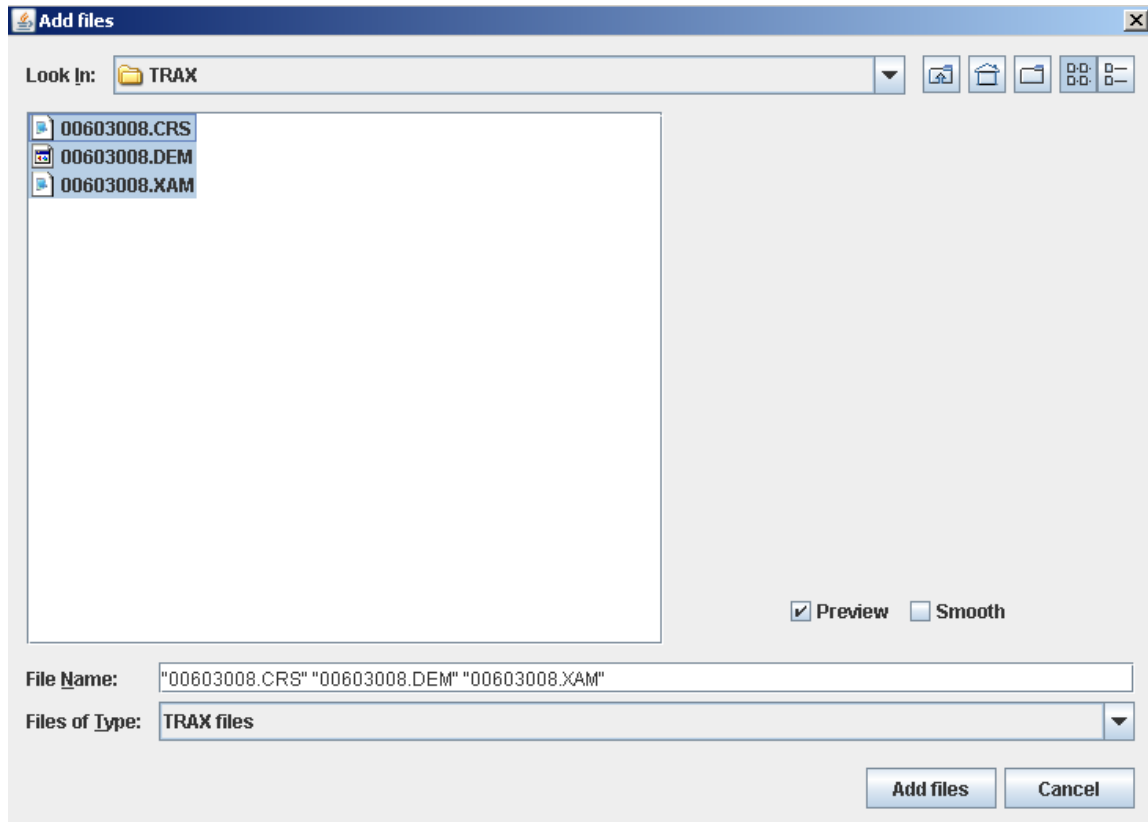


TSW-1046

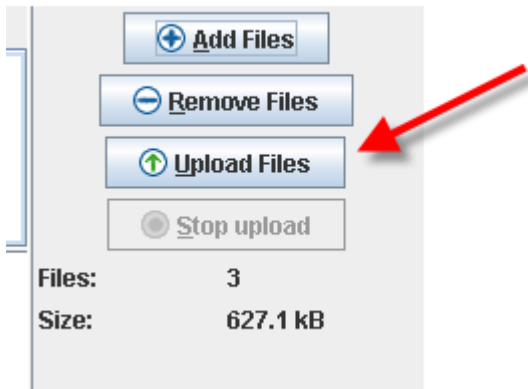
[Directions for Windows users](#) [Directions for Mac users](#)



Click the Add Files button and navigate to your files. Select all 3 files and choose the Add Files button at the bottom of the screen.



Once you have added the files you will see the number of files and their combined size. Click on the Upload button.



You will see the File Upload results.

File Upload Results

TSW-1047

If the results you expect don't appear, try clicking the 'Refresh' button on your browser.

Processed file list:

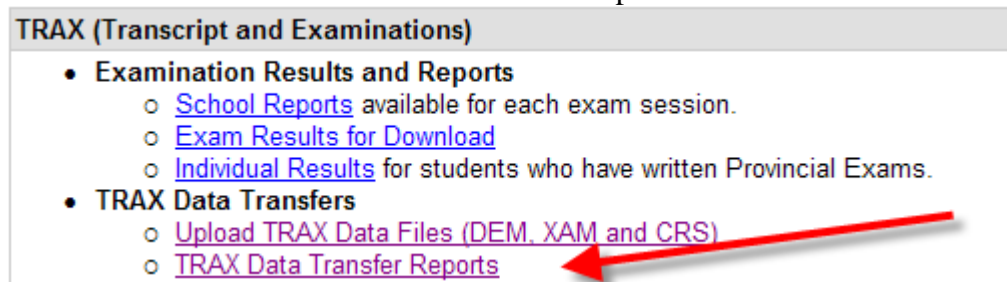
Filename	Submission Number
00603008.CRS	00002107
00603008.DEM	00002108
00603008.XAM	00002109

[Back to menu.](#)

Once the 3 files have been uploaded, it should be processed the same day. Return to the School Secure Website:

<https://www.bced.gov.bc.ca/exams/tsw/principals/principals/>

At the website select the Trax Data Transfer Reports



A newly loaded file will show in blue, one already viewed in red:

School Secure Web

Reports Available For Download	
Note: PDF files require Acrobat Reader to view or print.	
2008/11	2008/06
2008/11	
TRAX Data Transfer NON-GRAD Report	
TRAX Data ERROR Report	
2008/06	
TRAX Data Transfer NON-GRAD Report	

[Back](#)

Be sure to refer to the guide on our website, SD6 > BCeSIS > Secretaries > Trax Error Legend.