

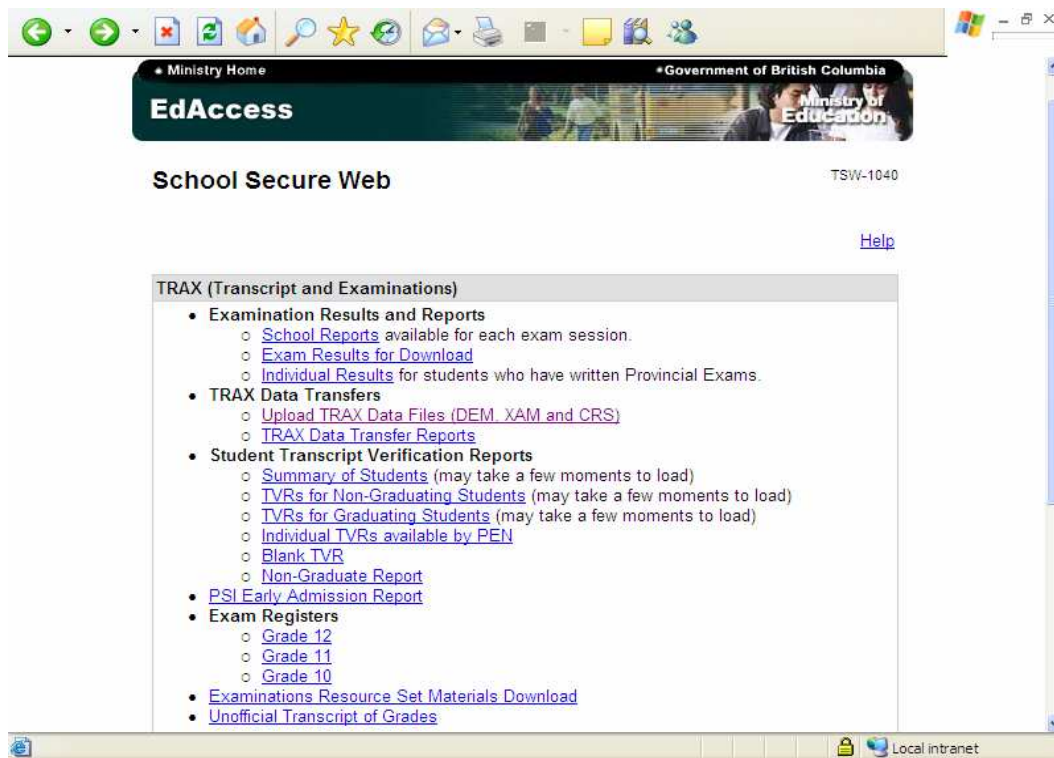
NEW TRAX Electronic Data Transfer Procedure

The TRAX unit has a new procedure for submitting electronic data transfers to the ministry. Effective immediately schools are required to use this new method to transfer their electronic files. **We will no longer process TRAX files sent to the TRAX.Data@gov.bc.ca address.**

Schools will need to log on to the School Secure Web (SSW) to transfer their files:

https://www.bced.gov.bc.ca/exams/tsw/princ_terms.jsp

Once logged on, look under the header “**TRAX Data Transfers**”. There are two links located here – “**Upload TRAX Data Files (DEM, XAM, CRS)**” and “**TRAX Data Transfer Reports**”.



To submit TRAX electronic data files:

***IMPORTANT Notes:**

- *Files **can not** be encrypted or zipped. Upload all 3 files at the same time: DEM, XAM and CRS*
 - *If you submit TRAX files for more than one school, you must be logged on as the school you are submitting.*
1. Click on the “**Upload TRAX Data Files**” link. The screen may go blank white and may take a few seconds to load.
 2. Click on the “**Add Files**” button
 3. Locate the folder in which your DEM, XAM & CRS files are located and select them in the window.
 4. Click on the “**Add files**” button at the bottom of the window.
 5. Click on the “**Upload Files**” button on the right side of the screen.
 6. Copy down the confirmation number that will be generated approximately 30 seconds after you upload your files.

To check TRAX Data Transfer Error and Non-Grad reports:

Reports will usually be posted within 24 business hours after the ministry receives your submission.

1. Access the reports via the “**TRAX Data Transfer Reports**” link.
2. Correct any errors in your files.
3. Resubmit the files to the ministry.
4. Check the error reports again to see if any errors still exist and resubmit as necessary.