

Turbo - *TRAX*

Version 7.10

Copyright 2016 TCS Developments, Inc.

**TCS Developments Inc.
#1706 - 980 Cooperage Way
Vancouver, BC V6B 0C3
Phone (604) 266-3798**

**E-mail: support@turboschool.com
Internet: www.turboschool.com**

Contents

WHAT'S NEW IN TURBO-TRAX VERSION 7.10	4
INTRODUCTION TO TURBO-TRAX	5
WHAT IS TURBO-TRAX?	6
DISCLAIMER OF ALL WARRANTIES AND LIABILITIES	8
LICENSE AGREEMENT	8
DOWNLOADING TURBO-TRAX FROM THE INTERNET	9
HOW TO USE TURBO-TRAX	11
STARTING UP TURBO-TRAX	13
TURBO-TRAX ROADMAP TO ERROR CHECKING	15
LOADING IN YOUR TRAX DATA FILES	18
STANDALONE TURBO-TRAX - IMPORT .STD FILE	19
FILTERING OUT UN-NEEDED DATA	20
WHAT HAPPENS IF I MAKE CHANGES?	21
SAVING AN "EDITED" TRAX FILE	22
EDIT - DEMOGRAPHICS	23
EDIT - NON-EXAM COURSES	26
EDIT - EXAM COURSES	29
ERRORS - CHECK ALL ERRORS	33
ERRORS - CHECK SPECIFIC ERROR	35
ERRORS - VIEWING OR PRINTING THE LATEST ERRORS	36
PRINTOUTS - GENERAL SUMMARY	41
PRINTOUTS - STUDENTS IN A COURSE	41
PRINTOUTS - DEMOGRAPHICS	42
PRINTOUTS - EXAMS/NON-EXAMS TALLY	42
PRINTOUTS - EXAMS BY STUDENT	43
PRINTOUTS - NON-EXAMS BY STUDENT	44
PRINTOUTS - STUDENTS MISSING MARKS	44
PRINTOUTS - STUDENTS WITH MARKS IN WITHDRAWN COURSES	45
PRINTOUTS - COURSES BY CODE OR BY NAME	45
PRINTOUTS - STUDENT NAME LIST	46

PRINTOUTS - LOCAL ID LIST	46
PRINTOUTS - SELECTED TRANSCRIPT VERIFIERS	47
PRINTOUTS - ALL TRANSCRIPT VERIFIERS	49
PRINTOUTS - GRADUATION STATUS LIST	50
PRINTOUTS - GR. 12 NON-GRADUATION LIST	51
SETUP - SCHOOL NAME/CODE	53
SETUP - LOAD VALIDATION TABLES	53
SETUP - VIEW / ADD PROGRAMS	54
SETUP - PRINTER SETUP	55
SETUP - CHANGE DATE	56
SETUP - MONITOR TYPE	56
SETUP - GENERAL RESORT	56
UTILITY - VIEW RAW DATA	57
UTILITY - SEARCH FOR A COURSE	58
UTILITY - ADDITIONAL OPTIONS	58
QUESTIONS AND ANSWERS	59
USER SUPPORT	61
HARDWARE REQUIREMENTS	61
GLOSSARY	62
WINDOWS SETUP HINTS	66
TURBO-TRAX ERROR CODES	67
INDEX	75

What's New in Turbo-TRAX Version 7.10

Here are the new features in version 7.10 of Turbo-TRAX:

- 1) Turbo-TRAX 7.10 contains the latest course code tables for the 2016-2017 school year.
- 2) Turbo-TRAX 7.10 has now been adapted to be most compatible with freeware vDOS, which allows Turbo-TRAX to run excellently on Windows 7, 8 and 10 in 32-bit or 64-bit versions. For instructions on setting up vDOS and Turbo-TRAX, go to the turboschool.com downloads page for the latest Turbo-TRAX and select the link "Installation Instructions vDOS and Turbo-TRAX".
- 3) Turbo-TRAX has now been adapted to accept manual entry of students with school marks of 0% and students with no first name.

Reminders:

- 4) **If you use Windows Vista or Windows 7, 8 or 10**, those systems don't allow you to save to the root of your C drive, so to work around the problem (in Vista and Windows 7), Turbo-TRAX now saves and loads your data using folder **c:\TraxData** whenever you select "C" as the drive to Save to, Load from, Import from or Merge.
- 5) **File - Import .STD File** helps schools that use Turbo-TRAX as a standalone program for creating TRAX data files. The option allows schools to populate Turbo-TRAX's demographics data with the information from the Form 1701 ".STD" file. For most schools, this means that all they have to do is add the student's address info.

Introduction to Turbo-TRAX

Welcome to Turbo-TRAX! This manual will guide you through the operations of the Turbo-TRAX program. Here are some of the things that Turbo-TRAX can do for you:

- provide you with a complete error check of your TRAX data.
- allow you to edit and do bulk fixes to your TRAX data.
- check your data for errors while you make changes.
- print out exam result lists.
- print out a tally of exams and non-exams for each student.
- print out a list showing the graduation status of each student.
- print out student and Local ID cross-reference lists.
- print out Transcript Verifiers.
- print out a list of Ministry-approved courses.

The most important feature in the list above is the program's ability to provide you with an error check of all your TRAX data. Turbo-TRAX meets the Ministry's specifications for echo-checking of TRAX data and it can save your school and graduating students many days of delays compared with the old method of sending in your data totally unchecked and waiting for the turnaround of a Ministry-generated error report.

Not only does Turbo-TRAX perform an error check on your data, you can also use the program to correct any problems directly on the data file itself. This means that if you're in a rush to get the data sent out, you can change the data within Turbo-TRAX and then create new Trax files. When you have time later, you can go back and make the corrections in your administration system. Since Turbo-TRAX checks changes while you make them, you can save many hours of time when time gets short.

Here are some hardware recommendations. A Pentium or AMD computer is recommended for maximum performance. For printing, you should use an IBM LaserPrinter or an HP Laserjet +, II, III, IV, V, VI, 2200, 4000, 4050, 4100, 5000, 5100 or other PCL-compatible laser printer (e.g. Lexmark E238, E240, E250 DN). Turbo-School uses the Line Printer port of your PC. If your PCL printer is a USB or network printer, see our Setup - Printer Setup section in this manual for instructions on how to easily redirect printing to those printers. .

What is Turbo-TRAX?

Turbo-TRAX is a program that enables a school to:

- error-check TRAX files created at the school.
- edit those same files.

In addition, it allows schools to use the TRAX files to produce transcript verifiers and graduation status lists.

THE ERROR-CHECKING OPTIONS

Turbo-TRAX is an error-checking system for electronically-submitted school graduation data. This program enables you to check, edit and print out student demographic, exam and non-exam course data. This data can be vital to ensure prompt and accurate production of post-secondary graduation transcripts. Generally, three files are submitted:

Demographics	(<i>schoolcode.DEM</i>)
Exams	(<i>schoolcode.XAM</i>)
Non-exams	(<i>schoolcode.CRS</i>)

Turbo-TRAX is a tool to be used by schools to analyze and alter the three TRAX files before they are sent to the Ministry.

The program checks data appropriately for the type of transfer being done. For example, specifications for the initial registration are slightly different than those for an interim transfer. As well, semestered schools are different from linearly-timetabled schools. Turbo-TRAX contains a series of Ministry-specified checks which are used to determine potential problems. All of these checks may be run as a whole or individually.

THE PRINTING OPTIONS

Turbo-TRAX can produce Transcript Verifiers, Graduation Status Lists and Non-Graduation Status Lists.

Transcript Verifiers are equivalent to the Transcript Verification Reports. These reports give you an echo of what is contained on the TRAX files and they also give you an indicator of whether or not the student has a chance of graduating based on the information in the TRAX files. Transcript Verifiers are designed to print on plain blank 8.5" by 11" paper.

You can print out a Grade 12 Graduation Status List so you don't have to print out every transcript verifier to find out whether a student can graduate or not. The Graduation Status List shows the graduation status of each student as well as the total count of students who can graduate, who may be able to graduate and who cannot graduate.

You can also print a Non-graduation Status List to identify those students who will not graduate because they have not taken sufficient courses.

Disclaimer of All Warranties and Liabilities

Although every effort has been made to ensure that the software is flawless, the author and TCS Developments, Inc. makes no warranties, expressed or implied with respect to this manual or the software described in the manual. The author and TCS Developments, Inc. shall have no liability or responsibility to the purchaser or to any other person or entity with respect to any liability, loss or damage caused or alleged to be caused by this software. This includes, but is not limited to, any interruption of service, loss of business or anticipatory profits or consequential damages resulting from the use of, or inability to use, this software.

License Agreement

Turbo-TRAX is proprietary software owned solely by TCS Developments, Inc. Registered users of Turbo-TRAX do not own the software, but rather are given a licence to use the software at the site specified at the time of purchase of the licence. It is illegal to duplicate Turbo-TRAX or its manual for use at a site which has not been licensed by TCS Developments, Inc.

Downloading Turbo-TRAX from the Internet

Turbo-TRAX is supplied to you over the internet at www.turboschool.com. Here is how to install the program:

Windows Install

If you use Windows 95, 98, Millenium Edition (Me), NT, 2000, XP, Vista 32-bit or Windows 7 32-bit, please follow the installation steps below to install Turbo-TRAX in c:\traxanal:

1. Start your web browser and go to www.turboschool.com and select **Downloads – Turbo-TRAX – latest version**.
2. On the web page that appears, click on the text link labelled "**Download TRAX705.EXE**".
3. A window will appear asking you whether you want to Run (or Open) the file or Save it to disk. Choose "**Run**" (or "**Open**") if you are given that choice.
4. Otherwise, if you are only given the choice to "Save" the file:
 - a. **Save** the file to your hard disk (preferrably your desktop).
 - b. Use Windows Explorer to locate where you saved it.
 - c. Then double-click on the file to run it.
5. If a window appears asking if you want to install and run the file, click on "Yes".
6. Eventually a screen will appear titled "Turbo-TRAX 7.05". Click on "**Next**".
7. An "Installation Options" screen will appear. Click on "**Install**".
Note: to install Turbo-TRAX on a network, specify the path where Turbo-TRAX is to be installed, excluding the "traxanal" directory. (Please note: the name of a directory or sub-directory **MUST** never be longer than 8 characters.)
8. Finally, a screen will appear titled "Installation Completed". Click on "**Finish**".
9. After installation, you will find the Turbo-TRAX program icon on your desktop and also under **Start - Programs - TRAX Software - Turbo-TRAX**. If you use Windows XP, please see the back of this guide for some Windows XP Setup Hints.

MS-DOS Install

If you use MS-DOS, Virtual PC with DOS, or Windows NT/2000/XP without administrator rights, you should use these instructions:

1. If you have not already done so, download the latest Turbo-TRAX disk from www.turboschool.com (be sure to download the file designed for MS-DOS Installation.)

2. Go to an MS-DOS Command Prompt (This usually appears similar to **c:\windows>** or **c:\>**). If you are using Windows, you can get to a Command Prompt as follows:
 - a. From your windows desktop, select **Start - Run**
 - b. in the window that appears, type
Command and press **<Enter>**.
3. Place the Turbo-TRAX program disk in drive A.
4. From the DOS prompt, type
A: and press **<Enter>**
INSTALL and press **<Enter>**
5. Follow screen instructions from that point on.
6. Once the installer indicates that Turbo-TRAX is installed, the program will be located in subdirectory C:\TRAXANAL. You will no longer need the Turbo-TRAX program disk and you should now remove it and store it in a safe place.
7. If you use Windows, type
EXIT and press **<Enter>**
to return to Windows.

Note 1: Turbo-TRAX can only run on a Windows or MS-DOS compatible computer. A Macintosh version is not available.

Note 2: Please make sure that your computer has its built-in config.sys file with a statement that sets files at 60 or greater (FILES=60). Although it is not hazardous, you will know that you don't have the correct setting if you get the message "Too many files open." and get bumped out of the Turbo-TRAX program. You can modify the config.sys file using **Utilities - View Raw Data - Edit Config.sys**. Please note that the file is named config.nt in Windows NT, 2000, XP, Vista 32-bit and Windows 7 32-bit. After making a change to the file, you must quit all programs and re-boot your computer.

Note 3: The Turbo-TRAX manual can be found at:

www.turboschool.com/trax2.htm

How to use Turbo-TRAX

Moving Around the Program:

Turbo-TRAX is quite easy to use, once you have learned a few simple conventions. The program is menu driven and can be optionally operated with a mouse or a keyboard. As you select menu options, you will be prompted to fill in screens. You can use the arrow keys to move around the different screen items. As the cursor moves from item to item, a message at the bottom of the screen explains the item you are inputting. If you wish to exit at any time in the program, press **<Esc>** until you return to the main menu. Alternatively, you may continue to the next step by pressing the **<F2>** key.

Special Keys:

<Alt> plus letter

To select a main menu module (File, Edit, Check, Printouts, Setup or Utilities), hold down the **<Alt>** key and press one of **F, E, C, P, S, or U** respectively. Pressing one of these key combinations will call up the sub-menus for each module.

<Esc> and <F2>

The **<F2>** key serves as a “save and go on” key. If a screen is updated with new or edited information, this key will make the changes permanent and move you on to the next logical step. If **<Esc>** is pressed, the program will not update the changed information and return to the previous screen and with enough **<Esc>** presses, back to the main menu.

<Enter>

Pressing the **<Enter>** key accepts the information and moves on to the next line of a screen. When in a menu, you can use the **<Enter>** key to select the highlighted choice.

Arrow keys

The up / down arrow keys are useful for moving between items on a screen. Pressing the down arrow key will advance to the next item and pressing the up arrow will move back one item. When in a menu, you can use arrow keys to move around the menu.

<Delete> key

The **<Delete>** key is used to delete unwanted text from your typing. Positioning the cursor on the character to delete and pressing **<Delete>** will remove that character and pull in the following text. Be careful not to hold down the **<Delete>** key or a whole stream of text can be deleted.

Starting Up Turbo-TRAX

To begin using the Turbo-TRAX program, double-click on the Turbo-TRAX icon or from the MS-DOS `c:\>` prompt, just type **GOTRAX** and press **<Enter>**. (There is no space to be typed between GO and TRAX. For those setting up a menu system, change the current directory to `C:\TRAXANAL`, and run the TRAX.EXE program.)

PLEASE FILL IN YOUR SCHOOL INFORMATION

As your first step in using the program, you should fill in the "School Name/Address" screen. The information required in this screen includes school district name, school name, school address and eight-digit Ministry school code. To reach the School Name/Address screen:

1. Select **Setup – School Name/Address**.
2. Fill in the information and press **<F2>**.

PLEASE SET TYPE OF PRINTER AND PRINTER PORT

The next step is to make sure your printouts will come out correctly:

1. Select **Setup – Printer Setup – Select Printer**.
2. Highlight the printer you want and press **<Enter>**.
3. Select the option **Select Printer Port**.
4. Highlight the printer port that you will be using and press **<Enter>**. The standard printer port on most Windows computers is "Parallel Port - LPT1".

Note: The Turbo-TRAX program group now includes the "**DOSPrint**" public domain utility that can redirect Turbo-TRAX printing to any Windows PCL-compatible laser printer. This includes standalone and network printers that are connected through TCP/IP or USB.

- a) From your desktop, select Start - All Programs - Trax Software - Install DosPrint and follow screen instructions.
- b) Once installed, look at the tiny icons in the "System Tray" on the bottom right hand corner of your desktop and locate a small yellow-green diamond icon with red corners (hover your mouse over it and

it should say "DOSPrint". Double-click on the icon and a DOSPrint window should appear.

- c) Select LPT1 and click on "Set" and pick your printer.
- d) Then click on "OK" to save the changes. Turbo-TRAX printing should now be redirected to the printer you selected in DOSPrint.
- e) If ever you want to change Turbo-TRAX to use a different printer, just repeat steps b to d.

Turbo-TRAX Roadmap to Error Checking

After you have installed Turbo-TRAX, you will want to get Turbo-TRAX to perform functions in a specific sequence. Here is an overview of the steps to follow:

1. Go to your school administrative system and create an extract of the three TRAX files. The data should be on a disk that you normally would have sent to the Ministry.
2. Start up the Turbo-TRAX program.
3. Load your TRAX data into Turbo-TRAX as follows:
 - a. Select **File - Load Data from Disk** and follow the screen instructions. In Windows XP and earlier, you save and load data from the root of the drive you choose. (However if you use Windows Vista, please make sure that you place your administration system's generated TRAX files in the folder called c:\traxdata. This is where Turbo-TRAX expects the files when loading from the C drive of a Vista computer).
 - b. Look at the error report that appears on the screen. Use your <PgUp> and <PgDn> keys to move around the report and press <ESC> to exit. If any of the records are the wrong length, you should not proceed further. You will have to re-extract the data from you School Administrative system. If the problem persists, contact the vendor of your school administrative system.
4. The next step will be to Filter your TRAX data and remove redundant and non-required data. Filter your TRAX data as follows:
 - a. Select **Check - Filter Un-needed Records**. This process may take quite a few minutes if you have a large school and/or a slower computer.
 - b. Look at the filter report that appears on the screen. Use your <PgUp> and <PgDn> keys to move around the report and press <ESC> to exit. The report may be very long if your school administrative system is not meeting the specifications set out by the Ministry. There is no need to take any action based on the results of the Filter process.

8. Time for the big decision
 - either to correct the errors in the school administrative system and re-extract
 - or to edit the file(s) in Turbo-TRAX and make the exact same changes in the school administrative system.

The second choice avoids the re-extract, but it means that the data that is sent to the Ministry may be different than the data that is on your school administrative system. If you have time, the changes should be made on your school administrative system and the TRAX extract should be re-run. If you are pressed for time, go on to step 9.

9. Here is how to fix the TRAX data from within Turbo-TRAX:
 - a. Select the main menu item **Edit**.
 - b. Look at your error report from step 6 c. and then select **Demographics, Non-Exam Courses, or Exam Courses** depending on the type of error you want to correct.
 - c. Next, select the student that you want.
 - d. An edit screen will appear that allows you to add, delete or make changes to the data. Press <F2> to save any changes. Details about how each editing screen works are located in the remainder of this manual.
10. If you feel that it is necessary, re-check for errors in the TRAX data by repeating step 6.
11. Finally, create a new file to send to the Ministry as follows:
 - a. Put a blank, formatted disk into the disk drive.
 - b. Select **File - Save Data to Disk** and follow screen instructions to save the data as three files.
12. Submit the three files (created in Step 11) to the Ministry using their TRAX data upload process. In Windows XP and earlier, Turbo-TRAX will save the three files to the root of the drive you choose. (However if you use Windows Vista, you're not allowed to save anything to the root of the C drive, so Turbo-TRAX creates c:\traxanal for you and saves the three files in that folder).

The remainder of this manual explains in more detail the various options that are available in Turbo-TRAX.

Loading in Your TRAX Data Files

Every school that submits electronic transcript data has a school administration program that generates data files that the Ministry of Education accepts. These files are named “*schoolcode.dem*”, “*schoolcode.xam*”, and “*schoolcode.crs*”.

Before Turbo-TRAX can help you analyze and correct this data, you must first load the three files into your computer's hard disk using Turbo-TRAX's “Load Data From Disk” option.

Here is how to load the TRAX data:

1. Select **File - Load Data from Disk** and follow the screen instructions. In Windows XP and earlier, you save and load data from the root of the drive you choose. (However if you use Vista or Windows 7, please make sure that you place your administration system's generated TRAX files in the folder called `c:\traxdata`. This is where Turbo-TRAX expects the files when loading from the C drive of a Vista or Windows 7 computer)
2. A screen will appear which asks you which disk drive you will be using to load the TRAX data. Insert the TRAX disk into the disk drive type in the letter of the drive that you are using.
3. Press <F2> to begin the loading process.
4. Once the process is complete, you will be ready to error check, print out, and edit the TRAX information.
5. Since the data is loaded into your hard drive, you do not need to re-load the data each time you come to use Turbo-TRAX. The data stays stored even if you turn off the computer. Please store the original data in a safe place. You may need it again in the event that you need to go back after making too many changes.

Standalone Turbo-TRAX - Import .STD File

Schools that don't have an administrative software system may use Turbo-TRAX as a standalone program to type in their TRAX data and create the TRAX files needed for electronic submission.

Also, if your school has an administrative software that exports Form 1701 data, but not TRAX data, you can use **File - Import .STD File** to populate Turbo-TRAX demographics by importing the school's Form 1701 .STD file. Then all you have to do is add the address data. Imports in future years will update the TRAX data (e.g. new grades).

Here is how to import an .STD file.

1. Select **File - Import .STD File** and follow the screen instructions.
2. A screen will appear which asks you which disk drive you will be using to import the TRAX data. In Windows XP and earlier, you import data from the root of the drive you choose. (However if you use Vista or Windows 7, please make sure that you place your Form 1701 file in the folder called **c:\traxdata**. This is where Turbo-TRAX expects the file when importing from the C drive of a Vista or Windows 7 computer) Type in the letter of the drive and press <F2>.
3. Only Grade 10, 11, 12 and HS data is imported. A screen will appear showing you which records were added and which records were updated. Review the screen and then press <Esc>.
4. Next use Edit - Demographics by Name to fill in the missing address data. You can save work by utilizing the following keys:
 - <F7> lock your cursor
 - <Ctrl-C> copy highlighted text to the clipboard
 - <Ctrl-V> paste the clipboard to the current field
 - <PgDn> save your data and moves to the next record
 - <F8> change to the Exam and Non-exam Course screens
 - <F6> delete the current demographics record including the student's exam and non-exam courses.

Filtering Out Un-needed Data

Turbo-TRAX allows you to select an option that will filter out unnecessary records. This makes Turbo-TRAX run faster and at the same time, it removes many of the records that the error-checking system will issue warnings for.

Records that will be eliminated include:

- duplicate Exam or Non-exam records. In the event of conflicting marks, the highest mark is selected.
- OT demographic records are eliminated if they don't have associated exam records and the SLP (Student Learning Plan) completion date is blank.
- non-exam records are eliminated for OT students.
- any exam records with partial credits (1-3)

Here is how to filter out the un-needed records:

1. Select **Check - Filter Un-needed Records**.
2. If your administration system exports un-needed grade 10 course data for students on the 1996 grad program, then select **Utility - Filter Un-needed Grade 9/10 Courses**.
3. If your administration system creates blank course records, then select **More - Erase Blank Course Names**.
4. If your administration system adds unnecessary F, A, or B flags to courses, then select **More - Fix Unnecessary F/A/B Flags**.
5. If your administration system exports unnecessary Graduation Transition percentages, then select **More - Fix GT**
6. If your administration System exports illegal french characters in course descriptions, select **More - Fix Illegal French Characters**.

What Happens If I Make Changes?

Turbo-TRAX allows you to change your loaded TRAX data. After you've loaded in your TRAX data, any changes you make can be saved as new files. These new files can then be submitted to the Ministry of Education.

Some schools may only want to use Turbo-TRAX for analyzing and finding the mistakes that have been made on their school administration program. These schools would then go back to their administration system, make the corrections, generate new TRAX files (from their administration system) and then run Turbo-TRAX again to find out if there are any further errors.

Other schools wanting to save time may use Turbo-TRAX to analyze, edit, and then create edited TRAX files that can then be sent directly to the Ministry. This is the most expeditious method of submitting the files, however the school should remember to use the error reports to correct the information on their school administration program (when things are quieter).

Saving an “Edited” TRAX File

After making changes to loaded TRAX data, you can save the new “Edited” TRAX files.

Here’s how to do it:

1. Select **File - Save Data to Disk**. In Windows XP and earlier, you save and load data from the root of the drive you choose. (However if you use Windows Vista, you're not allowed to save anything to the root of the C drive, so Turbo-TRAX creates c:\traxanal for you to load from and save to).
2. Identify the drive you will be using.
3. Press <F2>.
4. When the process is complete, you can upload the files to the Ministry of Education.

Edit - Demographics

Demographics refers to the student background information in the "*schoolcode.dem*" file. To look at a single student's demographics:

1. Select **Edit - Demographics - By Name**. A menu will appear listing all students.
2. To select a student, highlight the desired student and press **<Enter>**. If you wish to jump to the set of names beginning with a certain letter of the alphabet, you can press the appropriate letter. For instance, you may press the letter **<S>** to jump to the names beginning with the letter 'S'.
3. If you wish to exit back to the main menu, you can press **<Esc>** at this time.
4. The **<PgUp>** and **<PgDn>** keys can be used within the Demographics Editor to move ahead or backward to the next student in the list. Pressing either of these two keys saves any changes you have just made.
5. Pressing **<F2>** will save the current demographic record and return to the main menu.

The Demographics Editor has a number of fields used for student demographic data.

An Explanation of Some Important Fields

Local ID - The local ID is the student number in the school administration system.

PEN - This is a ten digit ministry number of which only nine digits are currently used.

School Code - This is a School Facility Code which is always eight digits.

Province - This item is a two letter code used for entering either a province or state (i.e. BC = British Columbia, AB = Alberta, SK = Saskatchewan, etc.). A listing of the state and province codes are provided in the back of this manual for reference. When entering the province code, if a code is not in the list of valid codes, a table of codes will “pop up” onto the screen. You may highlight the appropriate code and press <Enter> to accept it.

Country - This item is a two letter code that indicates the country of the student. As with the province code, a list will appear if an unknown country code is entered. You may highlight the appropriate code and press <Enter> to accept it.

Postal - The postal code field shall contain no embedded blank spaces (for example V2J5P2).

Birthdate - The birthdate field must be typed in as YYYYMMDD where YYYY is the year, MM is the month and DD is the day.

Citizenship - The Citizenship item has only two permissible values. They are the letter ‘C’ for Canadian citizen or Permanent Resident or ‘O’ for other types of citizenship.

Grade - The grade field has nine different values that are allowed. These values are:

08,09,10,11,12 - Grades 8,9,10,11,12

AD - Adult Secondary Program and expects to graduate in the current school year.

AN - Adult Secondary Program and do not expect to graduate in the current school year.

OT - Any other grade (most commonly Grade 11).

HS - Home Schooler

Programs - The program codes are either two characters or a blank. When entering a program code, if a code is not in the list of valid codes, a table of codes will “pop up” onto the screen. You may highlight the appropriate code and press <Enter> to accept it. When entering data in the program fields, you may not have any gaps or duplicates. Turbo-TRAX will try to warn you if you leave a gap and then automatically remove the gaps for you.

Program Cadre - ‘Y’ if student registered in Program Cadre, otherwise a blank.

Status - **A** = Active, **T** = Terminated, **D** = Deceased.

Graduation Requirement Year - This field indicates which graduation requirement applies when determining the graduation status of the student. Allowed values are: 1950, 1996, 2004, and SCCP.

SLP Completion Date - This field must be blank if the Graduation Requirement Year is not 1996, 2004 or SCCP. For students using 1996 Graduation Requirements, the allowed value must be greater than or equal to 19950901.

Edit - Non-Exam Courses

Non-Exam Courses refers to non-examinable courses. To look at a student's non-exam courses:

1. Select **Edit - Non-Exam Courses**. A menu will appear listing all students.
2. To select a student, highlight the desired student and press **<Enter>**. If you wish to jump to the set of names beginning with a certain letter of the alphabet, you can press the appropriate letter. For instance, you may press the letter **<S>** to jump to the names beginning with the letter 'S'.
3. If you wish to exit back to the main menu, you can press **<Esc>** at this time.
4. The non-exam courses for the selected student will appear in a window on the left side of the screen. The course, session date, status, final marks and interim marks will be shown for each course. The student's name will appear in a box on the right.

CHANGING NON-EXAM COURSE RECORDS

Turbo-TRAX allows you to change, add or delete items in the non-exam course records. To change items, just move to the item you want to change and make your change. If you change your mind, pressing **<ESC>** will abort all the changes. Press **<F2>** to save the changes. Here is a description of the fields:

Course Code - Ministry approved course codes can be typed in with (or without) spaces separating the course abbreviation and the grade (e.g. CH12). Turbo-TRAX will automatically fill in the required spaces. If the course code is not in the Ministry course list, the program will give you an option to accept the unknown code or to select the correct code from a popup list. If you accept an unknown code, it must meet the Ministry format for course codes. (i.e. five characters course abbreviation followed by three characters grade designation.)

Session Date - This six-digit field is used for identifying the course completion date. The first four digits represent the year and the second two digits represent the month.

Status - The status field may contain the letter 'A' (active) or 'W' (withdrawn).

Final Letter Grade - The Final Letter Grade field may contain any of A, B, C+, C, C-, P, F, SG, TS, W, I, IP.

Final Percentages - The Final Percent may be blank or contain values ranging from 1 to 100.

Interim Letter Grade - The Interim Letter Grade field may contain any of A, B, C+, C, C-, TS, F, I, W.

Interim Percent - The Interim Percent field may be blank or contain values ranging from 1 to 100.

Number of Credits - The number of credits earned by the student.

Course Type - Only students using 1996 or 2004 Graduation requirements will use this field. Must be "C", "E" or blank. "C" indicates Challenge, "E" indicates equivalency (i.e. the student has taken equivalent course material outside the B.C. school system.)

Related Courses - This field is used to indicate the course associated with Independent Directed Study.

Course Description - The description of the Fine Arts or Applied Skills course that should appear on the transcript.

Graduation Requirement - Only students using 1996 or 2004 Graduation requirements will use this field. Allowed values are:

"F" - meets Fine Arts Requirements only (at least 2 credits)

"A" - meets Applied Skills Requirements only (at least 2 credits)

"B" - meets Fine Arts and Applied Skills Requirements (at least 4 credits)
otherwise it must be blank.

ADDING A COURSE:

The <F5> key will add 5 blank lines for you to add courses. You can then type in the course information. Courses can be added using the features described below. When you press <F2> to save the changes, any blank lines are not saved. Don't forget ... if you change your mind about the changes, just press <ESC> to abort. Here is a description of the items that can be filled in:

Course Code - Ministry approved course codes can be typed in with (or without) spaces separating the course abbreviation and the grade (e.g. CH12). Turbo-TRAX will automatically fill in the required spaces. If the course code is not in the Ministry course list, the program will give you an option to accept the unknown code or to select the correct code from a popup list. If you accept an unknown code, it must meet the Ministry format for course codes. (i.e. five characters course abbreviation followed by three characters grade designation.)

Session Date - This six-digit field is used for identifying the course completion date. The first four digits represent the year and the second two digits represent the month.

E-Exam Flag - This field is used to indicate if the student will be writing an electronic exam. Valid values are Y, N or blank.

To_Write_Flag - This field is used for optional exams to indicate if the student will write the exam. Valid values are Y, N or blank.

Status - The status field may contain the letter 'A' (active) or 'W' (withdrawn).

Final Letter Grade - The Final Letter Grade field may contain any of A, B, C+, C, C-, P, F, SG, TS, W, I, IP.

Final Percentages - The Final Percent may be blank or contain values ranging from 1 to 100.

Interim Letter Grade - The Interim Letter Grade field may contain any of A, B, C+, C, C-, TS, F, I, W.

Interim Percent - The Interim Percent field may be blank or contain values ranging from 1 to 100.

DELETING A COURSE:

To delete a course, move the highlight bar to the desired course and press <F6>. A message will appear asking you if you really want to delete the course. Answer 'Y' or 'N'.

Edit - Exam Courses

Exam Courses refer to the provincial courses and marks for the current school year. To look at a student's exams:

1. Select **Edit - Exam Courses**. A menu will appear listing all students.
2. To select a student, highlight the desired student and press **<Enter>**. If you wish to jump to the set of names beginning with a certain letter of the alphabet, you can press the appropriate letter. For instance, you may press the letter **<S>** to jump to the names beginning with the letter 'S'.
3. If you wish to exit back to the main menu, you can press **<Esc>** at this time.
4. The Exam Editor brings up a screen where exam data can be added or edited. The name of the student will appear in a centred box at the top of the screen. On the right, an explanation of the keys required to add an exam, delete an exam or exit is displayed. Use the up and down arrow keys to select an exam. When moving horizontally from item to item, the help message at the bottom of the screen gives you information about the item the cursor is resting on. There are eleven fields of information for each exam entry. They are listed below:

CHANGING THE EXAM RECORDS:

Turbo-TRAX allows you to change, add or delete items in the exam records. To change items, just move to the item you want to change and make your change. Here is the description of the items:

Course Code - Ministry-approved Course Codes can be typed in with (or without) spaces separating the course abbreviation and the grade (e.g. CH12). Turbo-TRAX will automatically fill in the required spaces. If the course code is not in the Ministry course list, the program will give you an option to accept the unknown code or to select the correct code from a popup list. If you accept an unknown code, it must meet the Ministry format for course codes. (i.e. five character course abbreviation followed by three characters grade destination.)

Session Date - This six-digit field is used for identifying the course completion date. The session year must have a value greater than or equal to 80. The month should have a value of 01 (January), 04 (April), 06 (June), 08 (August), or 11 (November). If you type in an incorrect session date, a popup will appear allowing you to select from a Ministry-supplied list of approved course session dates.

Here are the possible values:

R = Rewrite: This indicates that the student wishes to rewrite the provincial exam without re-taking the course at school.

D = Deferral: Deferral indicates that the student has been allowed to write the exam at a later session date.

blank: A blank indicates no special case.

Status - The course status may have a value of 'A' (for active) or 'W' (for withdrawn). If the examinable course is for a future session, a 'W' will indicate the student has withdrawn. If the course is not on the exam file, the Ministry will assume the student has withdrawn from the course. Once an exam session has completed, the Ministry will not process any additional electronic data sent by schools for exam courses in that session.

E-Exam Flag - This field is used to indicate if the student will be writing an electronic exam. Valid values are Y, N or blank.

To_Write_Flag - This field is used for optional exams to indicate if the student will write the exam. Valid values are Y, N or blank.

Final School percent - The final school percent field may contain values ranging from blank, and 1 to 100.

Exam percent - The exam percent field contains data which is supplied by the Ministry. The field may be blank or range from 1 to 100.

Final Letter Grade - The Final Letter Grade field contains data which is supplied by the Ministry. Valid values are A, B, C+, C, C-, P and F.

Final Percent - The Final Percent field contains data which is supplied by the Ministry. The field may be blank or range from 1 to 100.

Interim School Letter Grade - The Interim School Letter Grade field may contain one of A, B, C+, C, C-, TS, P, F, I, or W.

Interim School Percent - The Interim School Percent may be blank or contain values ranging from 1 to 100.

Number of Credits - The number of credits earned by the student. This field CANNOT have partial credits.

Course Type - Only students using 1996 or 2004 Graduation requirements will use this field. Must be "C", "E" or blank. "C" indicates Challenge, "E" indicates equivalency (i.e. the student has taken equivalent course material outside the B.C. school system.)

ADDING A MISSING EXAM

The <F5> key will add 5 blank lines for you to add courses. You can then type in the course and exam information. Courses can be added using the features described below. When you press <F2> to save the changes, any blank lines are not saved. Don't forget ... if you change your mind about the changes, just press <ESC> to abort.

Course Code - Ministry-approved Course Codes can be typed can be typed in with (or without) spaces separating the course abbreviation and the grade (e.g. CH12). Turbo-TRAX will automatically fill in the required spaces. If the course code is not in the Ministry course list, the program will give you an option to accept the unknown code or to select the correct code from a popup list. If you accept an unknown code, it must meet the Ministry format for course codes. (i.e. five characters code abbreviation followed by three characters grade designation.)

Session Date - This six-digit field is used for identifying the course completion date. The session year must have a value greater than or equal to 80. The month should have a value of 01 (January), 04 (April), 06 (June), 08 (August), or 11 (November). If you type in an incorrect session date, a popup will appear allowing you to select from a Ministry-supplied list of approved course session dates.

E-Exam Flag - This field is used to indicate if the student will be writing an electronic exam. Valid values are Y, N or blank.

To_Write_Flag - This field is used for optional exams to indicate if the student will write the exam. Valid values are Y, N or blank.

Special Case - This field represents the special case type and may have one of two possible values. Here are the possible values:

R = Rewrite: This indicates that the student wishes to rewrite the provincial exam without re-taking the course at school.

D = Deferral: Deferral indicates that the student has been allowed to write the exam at a later session date.

blank: A blank indicates no special case.

Status - The course status field may have a value of 'A' (for active) or 'W' (for withdrawn). If the examinable course is for a future session, a 'W' will indicate the student has withdrawn. If the course is not on the exam file, the Ministry will assume that the student has withdrawn from the course. Once an exam session has completed, the Ministry will not process any data sent by schools for examinable courses in that session.

Final School Percent - The Final School Percent field may contain values ranging from blank, and 1 to 100.

Exam Percent - The exam percent field contains data which is supplied by the Ministry. Allowed values are blank and 1 to 100.

Final Letter Grade - The Final Letter Grade field contains data which is supplied by the Ministry. Allowed values are A, B, C+, C, C- or F.

Final Percent - The Final Percent field contains data which is supplied by the Ministry. Allowed values are blank and 1 to 100.

Interim School Letter Grade - The Interim School Letter grade field may be one of A, B, C+, C, C-, F, I, or W.

Interim School Percent - The Interim School Percent field may be blank, or contain values ranging from 1 to 100.

Number of Credits - The number of credits earned by the student. This field CANNOT have partial credits.

Course Type - Only students using 1996 or 2004 Graduation requirements will use this field. Must be "C", "E" or blank. "C" indicates Challenge, "E" indicates equivalency (i.e. the student has taken equivalent course material outside the B.C. school system.)

DELETING AN EXAM:

To delete a exam, move the highlight bar to the desired exam and press <F6>. A message will appear asking you if you really want to delete the exam. Answer 'Y' or 'N'.

Errors - Check All Errors

The “Check - Check All Errors” section of the program does a test of all the data for any errors based on the error checks used by the Ministry of Education. Over thirty different types of transcript errors are detected. These tests include:

- Invalid # of grade 12, adult, or OT (includes Gr 08-11) students
- Unreasonable number of exam records
- Unreasonable number of non-examinable records
- Unreasonable number of Ministry student IDs
- Non-exam course not currently available
- Non-exam course not available
- Invalid non-exam session date
- Exam course in non-exam file and vice versa
- Invalid final school marks
- Invalid provincial exam results
- Invalid non-exam and exam interim marks
- Demographics error checks
- Bad characters in exam and non-exam courses
- Count of foreign students with provincial exam registrations
- OT students with non-exam courses
- Check for valid Ministry student IDs
- Check for valid exam codes and sessions
- Invalid format in Ministry Course Code Table
- Invalid "Grad Reqt" type

To create a full error report, select **Check - All Errors**. The error check will create a file called ERROR.RPT which is displayed immediately after checking. This file can be printed out if desired.

SETTING UP FOR THE ERROR TEST

Initially, an opening screen will appear which is used for setting up various tests. This screen prepares Turbo-TRAX for the analysis of the secondary information. There are six items on this screen for you to fill in. Some items will already contain information, so you may advance to the next item with the <Enter> key if you don't need to change it. The cursor will move through each of the six items and then "wrap around" to the top item when the bottom one is filled in. Here is a description of the fields:

School Code - The first item is the school code, which is an eight digit school code put out by the Ministry for your school.

Current School Year - The current school year is requested, being the year of the start of school in September as four digits, followed by the year that ends in June (i.e. 1993-1994).

Transfer Type - The transfer type is one of the following: October, November, January, April, June, August. They are indicated with the letters A, B, C, E, F, H respectively.

Grade 12 Students - The approximate number of grade 12 students is self-explanatory and serves the purpose of determining exam and course count statistics. Enter as closely as you can, the grade 12 student count for the school being analyzed.

Adult Students - The approximate number of adult students declares the total number of adults attending the school.

OT Students - The approximate number of OT students indicates the total number of OT (includes grade 08-11) students writing Grade 12 exams. OT is an abbreviation for "other" students which are not grade 12 or adult students.

Press the <F2> key to proceed. Two screens will follow which explain the various errors which will be reported. Press a key when prompted.

After the error report is generated, a window will appear on the screen which shows the errors detected. The error information can be scrolled using the arrow keys and also <PgUp>/<PgDn>. Press <ESC> to exit.

You can print out the contents of the window by using the **Check - Print Latest Errors** option.

Errors - Check Specific Error

"**Check - Check Specific Error**" is an option which permits you to run a check for only one type of error. The best approach is to run a complete error report first, then edit the bad data, and later, run only the specific error tests which posed problems. The error reports which may be run separately are as follows:

- Demographics Errors
- Exam Course Errors
- Non-exam Course Errors
- General Errors

Errors - Viewing or Printing the Latest Errors

After generating the complete error report, you can always go back and view it or print it out.

To view the latest error report:

1. Select **Check - View Latest Errors**.

To print out the latest error report:

1. Select **Check - Print Latest Errors**.

Detailed Explanation of the Errors

Listed below is an explanation of the errors that Turbo-TRAX can detect.

Invalid Number of Grade 12, Adult, or OT Students:

The count of Grade 12, adult, or OT (includes grade 08-11) students should be equal to the count entered on the opening screen of the error check, plus or minus 10 percent.

Unreasonable Number of Exam Records:

- a. Initial Transfer - there should be an average of 2 or more exam records for future exam sessions.
- b. November Transfer - there should be at least 10 exam records containing a valid school percent (between 1 and 100%) for the November session of the current year.
- c. January Transfer - there should be an average of 1 or more school percents per Grade 12 student with a January Session of the current year.
- d. Interim Transfer - there should be an average of 2 or more interim school percents per Grade 12 student with a session date equal to June of the current year. Unless your school is on the Copernican Time Line.
- e. Final Transfer - there should be an average of 2 or more school percents per Grade 12 student for a June session.
- f. Transcript Extract - there should be an average of 2 or more records with all 4 marks present. i.e. school percent, exam percent, final percent and final letter grade per Grade 12 student.
- g. August Transfer - there should be at least 10 exam records containing a valid school percent (between 1 and 100%) for the August session of the current year.

Unreasonable Number of Non-examinable Records:

- a. There should be an average of 10 or more non-examinable records for each grade 12 student.
- b. There should not be non-examinable records for an OT (includes grade 08-11) student.

Unreasonable Number of Personal Education Numbers:

For all transfers, the number of students with non-blank Personal Education Numbers should be equal to or greater than the number of grade 12s plus adult students plus OT students (less 10%). If this is the Transcript extract, then every Grade 12 and AD student must have a Personal Education Number.

Non-Exam Course Not Currently Available:

A non-exam course session date must fall between the range of the start and end date in the course lookup table of Turbo-TRAX.

Non-Exam Course Not Available:

The course is not found on the Turbo-TRAX course table.

Invalid Non-exam Session Date:

A course does not have a session date or is not in the valid range of dates.

Exam Course in Non-Exam File and Vice Versa:

If an exam file course has a non-examinable status in the course file, then it should not be on the exam file. The opposite holds true as well.

Invalid Final School Marks:

- a. For an initial registration, final school percents and final school letter grades should be blank.
- b. For January transfers, final school percents should be 1 to 100 unless the course status is withdrawn or the exam is a rewrite special case.
- c. For interim transfers, final school percents and final letter grades should be blank for courses that have not finished yet.
- d. For final transfers, final school percents should be 1 to 100 unless the course status is withdrawn or the exam is a rewrite special case.

- e. For active non-exam courses:
 - 1) if the course has a session date less than 1994-09, then the final letter grade should be one of:
A, B, C+, C, P, F, SG, TS, W or I.
 - 2) if the course has a session date greater than or equal to 1994-09, then the following tests should occur:
 - if the course has not finished, the final letter grade should be blank.
 - if the course has finished, then the final letter grade should be a blank or one of:
A, B, C+, C, C-, F, SG, TS, W, IP or I.
 - if the course has finished, then the final percent should be 1 to 100.
- f. For active exam courses:
 - 1) if the course has not finished, the final school percent should be blank.
 - 2) if the course has finished, the final school percent should be 1 to 100.

Invalid Provincial Exam Results:

For active exam courses:

- a. If the course has a session date less than 1994-09, the final blended letter grade (supplied by the Ministry) should be one of:
A, B, C+, C, P or F.
- b. If the course has a session date greater than 1994-09, the final blended letter grade (supplied by the Ministry) should be one of:
A, B, C+, C, C- or F.
- c. If the course has not finished, then the final blended letter grade and final blended percent should be blank.
- d. If the course has finished, then the final blended percent (supplied by the Ministry) should be 1 to 100.

Invalid Non-exam and Exam Interim Marks:

For active non-exam or exam courses in an interim transfer:

- a. The interim school percent should be blank or 0 to 100.
- b. If the interim school letter grade is non-blank and the course has not finished then it should be one of:
A, B, C+, C, C-, F, W or I.

Demographics Error Checks:

- a. The student number should be non-blank.
- b. The surname of the student should be non-blank and the first character of the name must be alphabetic.
- c. The given name of the student should be non-blank and the first character of the given name must be non-blank
- d. At least one of the address lines and city must be non-blank.
- e. The province code must be two alphabetic characters or a blank. The province is checked against a fixed Turbo-TRAX province and state table.
- f. The country code must be two alphabetic characters or a blank. The country is checked against a fixed Turbo-TRAX country table.
- g. The student grade must be one of: 08-12, AD, AN or OT.
- h. If the country code is CN (Canada), the postal code must be in a format of "ANANAN" or "ANA NAN".
- i. The birthdate must be a valid date.
- j. The student gender must be either "M" or "F".
- k. The student status should be "A", "D", or "T".

Bad Characters in Exam and Non-exam Courses:

- a. The course status field must be "A" or "W" on both Exam and Non-Exam course files.
- b. The Special Case field in the Exam file must be blank, "R", or "D".

Foreign Students with Provincial Exam Registrations:

Citizenship "O" students with provincial exams will not be eligible for scholarship calculation.

OT Students with Non-exam Courses:

OT (including grade 08-11) students should not have non-exam records.

Check for Valid Personal Education Numbers:

Personal Education Numbers must pass the check digit test.

Check for Valid Exam Codes and Sessions:

Valid exam codes and sessions must exist in the sessions table.

Invalid Format in Ministry Course Code Table:

The valid format for a course code is two to five alphabetic characters followed by a two digit number for the course year and then a blank or alphabetic character. (e.g. CST 11A).

Check for matching Ministry School Code

The school code contained in each record is checked to see that it is the school code that you declared under Setup/Registration.

Printouts - General Summary

This printout option lets you print out a data summary showing you the number of:

- students in the .DEM file
- students missing PENS
- students missing Citizenship
- students with one or more CAPP 11 courses
- students with one or more CAPP 12 courses
- students with a Fine Arts flag or Course
- students with an Applied Skills flag or Course
- number of exam school percents filled in
- number of exam predicted percents filled in
- number with both exam percents left out
- number of exam courses on the .XAM file
- number of non-exam final predicted percents filled in
- number of non-exam final percents filled in
- number with both non-exam percents left out
- total of exam and non-exam credits
- total of exam and non-exam partial credits

To print a General Summary:

1. Select General Summary
2. When prompted, type <S> for screen or <P> for printer

Printouts - Students in a Course

This printout option lets you pick a course to display. Once you have identified the course, Turbo-TRAX lists all the students with that course. Included is each student's local ID and the session and the credits assigned.

To list students taking a course:

1. Select **Printouts - Students in a Course**.
2. When prompted type in the course that you want to list and press <F2>.
3. Select the file you would like to view: Exam, Non-exam or both.
4. A screen will appear showing you the students found with the course. Press <F2> to print the list or <ESC> to exit.

Printouts - Demographics

The student demographics printout is useful for viewing or printing the students on file in a summarized form. The demographics report lists the last name, first name, local ID, PEN, sex, grade and status. This report can be output to the screen or a printer, if connected.

To generate a Demographic Printout:

1. Select **Printouts - Demographics**.
2. You will be given a choice for screen or printer output. Press '**S**' or '**P**' respectively, followed by the <**F2**> key to begin the printout. In a screen output, you can scroll the display using the up and down arrow keys or <**PgUp**> and <**PgDn**>.
3. If you wish to cancel printing, press <**Esc**>.

Printouts - Exams/Non-Exams Tally

To generate a list of how many exams and non-exams are in each student's records:

1. Select **Printouts - Exams/Non-Exams Tally**.
2. You will be given a choice for screen or printer output. Press '**S**' or '**P**' respectively, followed by the <**F2**> key to begin the printout. In a screen output, you can scroll the display using the up and down arrow keys or <**PgUp**> and <**PgDn**>.
3. If you wish to cancel the printing, press <**Esc**>.

Printouts - Exams by Student

The exams printout is useful for viewing or having a paper copy of the exam courses on file for all students. The exam report lists the student's name, exams, session, school percent, exam percent, final percent, mark, credits, type, special case and status. This report can be output to the screen or a printer.

To generate an exams printout:

1. Select **Printouts - Exams by Student** and then select a **grade level** (all grades, 8, 9, 10, 11, 12, AD, AN, OT).
2. You will then be prompted for a session date. Fill this in if you want only those courses with a specific session date, otherwise, leave it blank to see all session dates.
3. You will be given a choice of screen or printer output. Press '**S**' or '**P**' respectively, followed by the <**F2**> key to begin the printout. In a screen output, you can scroll the display using the up and down arrow keys or <**PgUp**> and <**PgDn**>.
4. If you wish to cancel printing, press <**Esc**>.

The exam report will show the exam data sorted in order of student grade, then name.

Printouts - Non-exams by Student

The non-exam report lists the student's name, each course, session, interim percent, interim mark, school percent, mark, grad req't flag, credits, type, status and related course.

To generate an exams printout:

1. Select **Printouts - Non-exams by Student** and then select a **grade level** (all grades, 8, 9, 10, 11, 12, AD, AN, OT).
2. On the next screen, you will be prompted for a session date. Fill this in if you want only those courses with a specific session date, otherwise, leave it blank to see all session dates.
3. You will be given a choice of screen or printer output. Press 'S' or 'P' respectively, followed by the <F2> key to begin the printout. In a screen output, you can scroll the display using the up and down arrow keys or <PgUp> and <PgDn>.
4. If you wish to cancel printing, press <Esc>.

The non-exam report will show the non-exam data sorted in order of student grade, then name.

Printouts - Students Missing Marks

This option is best used in the month of June. To generate a list of students missing school percent marks in either exam or non-exam courses:

1. Select **Printouts - Students Missing Marks**.
2. You will be given a choice for screen or printer output. Press 'S' or 'P' respectively, followed by the <F2> key to begin the printout. The printout will list only the students who have missing school percent marks. In a screen output, you can scroll the display using the up and down arrow keys or <PgUp> and <PgDn>.
3. If you wish to cancel printing, press <Esc>.

Printouts - Students with Marks in Withdrawn Courses

This option can be used at any time of year. To generate a list of students who have marks in withdrawn exam or non-exam courses:

1. Select **Printouts - Students with Marks in Withdrawn Courses..**
2. You will be given a choice for screen or printer output. Press 'S' or 'P' respectively, followed by the <F2> key to begin the printout. In a screen output, you can scroll the display using the up and down arrow keys or <PgUp> and <PgDn>.
3. If you wish to cancel printing, press <Esc>.

Printouts - Courses by Code or by Name

To generate a Ministry Course List printout:

1. Select **Printouts - Courses by Code** or **Courses by Name**.
2. You will be given a choice for screen or printer output. Press 'S' or 'P' respectively, followed by the <F2> key to begin the printout. In a screen output, you can scroll the display using the up and down arrow keys or <PgUp> and <PgDn>.
3. If you wish to cancel printing, press <Esc>.

Printouts - Student Name List

A student name list contains the names of all students stored in Turbo-TRAX sorted in alphabetical order. To generate a Student Name List printout:

1. Select **Printouts - Student Name List**.
2. You will be given a choice for screen or printer output. Press 'S' or 'P' respectively, followed by the <F2> key to begin the printout. In a screen output, you can scroll the display using the up and down arrow keys or <PgUp> and <PgDn>.
3. If you wish to cancel printing, press <Esc>.

Printouts - Local ID List

A Local ID list contains the names of all students stored in Turbo-TRAX sorted local ID number. To generate a Local ID List printout:

1. Select **Printouts - Local ID List**.
2. You will be given a choice for screen or printer output. Press 'S' or 'P' respectively, followed by the <F2> key to begin the printout. In a screen output, you can scroll the display using the up and down arrow keys or <PgUp> and <PgDn>.
3. If you wish to cancel printing, press <Esc>.

Printouts - Selected Transcript Verifiers

A Transcript verifier is a printed summary of a student's exams, courses and demographic data. Each piece of pertinent demographic data appears on the report as well as two separate listings of Non-Exam Courses and Exam Courses. These printouts can be used by counsellors to confirm with students that the data that is being sent in is correct.

Schools should be aware that verification reports produced by Turbo-TRAX are unofficial and may, in fact, treat some data slightly differently from Transcript Verification Reports (TVR's) produced by the Ministry.

In order to make Turbo-TRAX verification reports as accurate as possible, you must follow the following procedures:

1. load all data into Turbo-TRAX, including past examinable course results.
2. run the error checking component.
3. correct all data errors.
4. repeat step 3 and 4 until all errors are corrected.
5. then produce verification reports.

To print out a Transcript Verifier for just one student.

1. Select **Printouts - Transcript Verifiers - Individual Students**.
2. A list will appear naming students whose information will be outputted. If any names are in the list, they are the names of the students who were last selected for output. Adding names, removing names, and clearing all names can be accomplished using the function keys on your computer.

ADDING NAMES TO OUTPUT LIST - LOOKUP METHOD

To add a student to the list, press <F5>. An alphabetic student picklist will appear. Highlight the desired student and press <Enter>. The Local ID number and name will be added to the list. When using the student picklist, you can jump to the set of names beginning with a certain letter of the alphabet by pressing the first letter of the student's last name. For instance, you can press the letter <S> to jump to the names beginning with 'S'.

ADDING NAMES TO OUTPUT LIST - NUMBER ENTRY METHOD

If you know the Local ID numbers of the student(s) you wish to add to the output list, you may type them into the list and press <Enter>. The name will appear to the right of the Local ID number in the list if the student number was found. If the student number was not found, the number and name in the list will "blank out".

REMOVING ONE NAME FROM THE OUTPUT LIST

To remove a student from the list, move the highlight bar until it resides over the name of the student. Press <F6>.

REMOVING ALL NAMES FROM THE OUTPUT LIST

If you want to start with an empty list, all you need to do is press <F7> to clear the whole list.

3. Next, press <F2> to go on.
4. Now you are given the choice whether to print to screen or printer and how many copies you want. Fill in your choice and then press <F2>. Please note: On this screen, you can choose to "Include grad logic on printouts". When you respond yes to this question, Transcript Verifier printouts will be accompanied by printouts showing the step-by-step diagnostics of each student's courses and credits in the calculation of graduation status.
5. The next question that is asked is what cut-off date you want to use for printing the transcript verifiers. For students with courses that finish on or after the cut-off date and have no marks yet, it will be assumed that they will pass. This allows an early projection of the possibility of graduation. Fill in a date that is one month before the submission date.
6. Press <F2> and printing will begin. If you selected "S" for screen printing, a "Notepad" screen printout will appear for you to review. Close off the Notepad and select Start - All Programs - MSWord TVRs, this will open MS Word with TVR's ready for printing. With MS Word 2007, there may be word wrapping of lines. You can correct this by selecting Page Layout - Margins - Narrow.

PRINTOUTS - ALL TRANSCRIPT VERIFIERS

A Transcript Verifier is a printed summary of a student's exams, courses and demographic data. Each piece of pertinent demographic data appears on the report as well as two separate listings of Non-Exam Courses and Exam Courses. These printouts can be used by counsellors to confirm with students that the data that is being sent in is correct.

To print out a Transcript Verifier for all students.

1. Select **Printouts - Transcript Verifiers - Alphabetical Order**.
2. A screen will appear which will allow you to alphabetically select which names will be printed. The letters A to Z are the default settings. You are also given the choice whether to print to screen or printer and how many copies you want. Fill in your choice and then press <F2>.
3. The next question that is asked is what cut-off date you want to use for printing the transcript verifiers. Students with courses that finish on or after the cut-off date and have no marks yet will be assumed that they will pass. This allows an early projection of the possibility of graduation. Press <F2> after you have filled in the date.
4. Printing will begin at that time.

Printouts - Graduation Status List

The roadmap that follows will help you print a list of all students and an indicator of whether each student has already met, can meet or has no chance of meeting graduation requirements.

Here are the steps you should take. Skip steps 1 to 3 if Turbo-TRAX already contains your most recent TRAX file data.

1. Extract the three TRAX files (*schoolcode.dem*, *schoolcode.xam*, and *schoolcode.crs*) from your school administrative system.
2. Start up the Turbo-TRAX program.
3. Load your TRAX data into Turbo-TRAX as follows:
 - a. Select **File - Load Data from Disk** and follow the screen instructions. In Windows XP and earlier, you save and load data from the root of the drive you choose. (However if you use Windows Vista, please make sure that you place your administration system's generated TRAX files in the folder called *c:\traxdata*. This is where Turbo-TRAX expects the files when loading from the C drive of a Vista computer)
 - b. Look at the error report that appears on the screen. Use your **<PgUp>** and **<PgDn>** keys to move around the report and press **<Esc>** to exit. If any of the records are the wrong length, you should not proceed further. Contact the Ministry about the problem.
4. Select **Printouts - Graduation Status List**.
5. You will be given a choice for screen or printer output. Press **'S'** or **'P'** respectively, followed by the **<F2>** key to begin the printout. In a screen output, you can scroll the display using the up and down arrow keys or **<PgUp>** and **<PgDn>**.
6. The next question that is asked is what cut-off date you want to use for printing the transcript verifiers. For students with courses that finish on or after the cut-off date and have no marks yet, it will be assumed that they will pass. This allows an early projection of the possibility of graduation. Press **<F2>** after you have filled in the cut-off date. Printing will begin.

Printouts - Gr. 12 Non-Graduation List

The roadmap that follows will help you print a list of all students who have no chance of meeting graduation requirements.

Here are the steps you should take. Skip steps 1 to 3 if Turbo-TRAX already contains your most recent TRAX file data.

1. Extract the three TRAX files (*schoolcode.dem*, *schoolcode.xam*, and *schoolcode.crs*) from your school administrative system.
2. Start up the Turbo-TRAX program.
3. Load your TRAX data into Turbo-TRAX as follows:
 - a. Select **File - Load Data from Disk** and follow the screen instructions. In Windows XP and earlier, you save and load data from the root of the drive you choose. (However if you use Windows Vista, please make sure that you place your administration system's generated TRAX files in the folder called *c:\traxdata*. This is where Turbo-TRAX expects the files when loading from the C drive of a Vista computer)
 - b. Look at the error report that appears on the screen. Use your <PgUp> and <PgDn> keys to move around the report and press <Esc> to exit. If any of the records are the wrong length, you should not proceed further. Contact the Ministry about the problem.
4. Select **Printouts - Gr. 12 Non-Graduation List**.
5. You will be given a choice for screen or printer output. Press 'S' or 'P' respectively, followed by the <F2> key to begin the printout. In a screen output, you can scroll the display using the up and down arrow keys or <PgUp> and <PgDn>.
6. The next question that is asked is what cut-off date you want to use for printing the transcript verifiers. Students with courses that finish on or after the cut-off date and have no marks yet will be assumed that they will pass. This allows an early projection of the possibility of graduation. Press <F2> after you have filled in the cut-off date. Printing will begin.

NOTE: After printing the list, Turbo-TRAX automatically populates the Transcript Verifier - Individual Students option with the names of the students from the Non-Graduation Status List, ready for you to use without having to type out all the names or student numbers.

Setup - School Name/Code

Before the Turbo-TRAX program will work properly, you need to fill in the “School Name/Code” screen. The information required in this screen includes your school name and your eight-digit ministry school code.

To reach the School Name/Code screen:

1. Select **Setup - School Name/Code**.
2. Fill in the information and press **<F2>**.

Setup - Load Validation Tables

The Load Validation Tables option is used to update the approved validation tables when they are put out by the Ministry. The tables are updated regularly and are available (by special request) from the Ministry as files called “Courses.dat”, “Programs.dat”, “Session.dat”, “Country.dat”, “Grades.dat”, “Gradreq.dat”, and “Gradcrse.dat”. Having a current set of tables will ensure that your error-checking is up-to-date.

To import the latest validation tables from the ministry:

1. Select **Setup - Load Validation Tables**.
2. You will be asked to identify the drive you will be using to import your tables. The drive that you are importing from will usually be A from a disk. Fill in the appropriate drive letter. If you decide not to import you may press **<Esc>** at this screen.
3. Pressing **<F2>** will begin the import of the table data. If you experience an error which reads “Not ready error reading drive A”, this means that the wrong disk drive was selected.

Setup - View / Add Programs

Programs refer to Career Prep and other similar special programs. A student can have up to 5 program codes and you can view or edit them by using **Edit - Demographics**. The Program items are located in a student's individual demographics screen.

If your school has a special program that is not in the Ministry list of programs, you may wish to add it to the program. Here are the steps you should follow to view or add to the Ministry list of programs:

1. Select **Setup - View / Add Programs**. A browse screen will appear listing all the available programs and their codes.
2. You can scroll through the list using the **<PgUp>** and **<PgDn>** or the up and down arrow keys.
3. If you wish to exit back to the main menu, you can press **<Esc>** at this time.
4. To add your own code and program, just press **<F5>** and a screen will appear prompting you to fill in a two-letter code and long name for the program. Please fill the name in with the proper upper and lower case capitalization. This format will be used in the student's transcript.

NOTE: if you add a program, you should remember that every time you load a new version of Turbo-TRAX and every time you load new Ministry Validation Tables, all programs are cleared and the latest approved programs will overwrite any previous collection. If the program that you added is not available on the latest versions of Turbo-TRAX or the Validation Tables, then, you will have to "re-add" the missing program(s).

DELETING A PROGRAM:

At present, there is only one way to delete programs that you have added. You must re-install Turbo-TRAX and in doing so this will reset the programs list to the way they were when you first installed the program. Installing the latest version does not alter the data which you may have already loaded.

Setup - Printer Setup

This option allows you to select the type of printer and the type of port that you will be using for printing. The selections should match the equipment that you are using. Proper printer and port selection will ensure that printing will properly line up and that extraneous characters will not appear on the printouts. As of this writing Turbo-TRAX supports IBM Laserprinters, and HP Laserjet printers.

In addition, IBM-type dot matrix printers can work for all printouts. IBM-type dot matrix printers include: IBM, Epson, Raven, Panasonic, Fujitsu, Star, and Okidata.

Here are the steps to changing the Printer and Port settings:

1. Select **Setup – Printer Setup – Select Printer**.
2. Highlight the printer you want and press **<Enter>**.
3. Select the option **Select Printer Port**.
4. Highlight the printer port that you will be using and press **<Enter>**. The standard printer port on most IBM-type computers is "Parallel Port - LPT1". Turbo-School uses the Line Printer 1 port of your PC.

Note: The Turbo-TRAX program group now includes the "**DOSPrint**" public domain utility that can redirect Turbo-TRAX printing to any Windows PCL-compatible laser printer. This includes standalone and network printers that are connected through TCP/IP or USB.

- a) From your desktop, select Start - All Programs - Trax Software - Install DosPrint and follow screen instructions.
- b) Once installed, look at the tiny icons in the "System Tray" on the bottom right hand corner of your desktop and locate a small yellow-green diamond icon with red corners (hover your mouse over it and it should say "DOSPrint". Double-click on the icon and a DOSPrint window should appear.
- c) Select LPT1 and click on "Set" and pick your printer.
- d) Then click on "OK" to save the changes. Turbo-TRAX printing should now be redirected to the printer you selected in DOSPrint.
- e) If ever you want to change Turbo-TRAX to use a different printer, just repeat steps b to d.

Setup - Change Date

This option allows you to change the system date of your computer. The system date is the "today's date" setting. All that is required to change the date is to type in the new date.

To change the date:

1. Select **Setup - Change Date**
2. Fill in the date and press <F2>. Pressing the <Esc> key will abort the change to the computer's date.

Setup - Monitor Type

This option allows you to select whether Turbo-TRAX works in colour or monochrome.

To change the monitor type:

1. Select **Setup - Monitor Type**.
2. Fill in the 'C' for colour or 'M' for monochrome and press <F2>.

Setup - General Resort

Turbo-TRAX uses a set of indexes that are used to tie data together. Should there be a power failure or an accidental power down of the computer, indexes may become damage. General Re-sort will rebuild the index thus allowing Turbo-TRAX to function properly. If you are not sure whether your indexes are damaged run a General Re-Sort anyway it's harmless.

Utility – View Raw Data

The View Raw Data option allows you to view, but not to alter, the four TRAX files that travel between schools and the Ministry. These files include:

- *schoolcode.dem* (the demographics file)
- *schoolcode.crs* (the non-exam course file)
- *schoolcode.xam* (the exam course file)

To view any of the files above:

1. Select **Utility - View Raw Data**.
2. Next, you need to select one of the four main files. Go ahead and select the file that you want to view.
3. You will be asked to identify the drive you will be using to export your data. Fill in the appropriate drive letter and press **<F2>**.
4. If you experience an error which reads “Not ready error reading drive A”, (or any other drive), this means that the wrong drive was selected or the drive is faulty.
5. After selecting the drive, the data file should appear in the screen. When done looking at the data, press **<ESC>** to close off the screen and return to the main menu.

NOTE: When viewing the raw data you can find a text string using the **<Ctrl-F>** keys. **<Ctrl-G>** will find again (jump to the next occurrence of the same string.)

Utility - Search For a Course

In order to look up information for a specific course, use the "Utility - Search For a Course" option. Exam Courses have start and end dates. Non-exam courses have individually listed session dates.

1. Select **Utility - Search For a Course**.
2. Enter the course code to be looked up. Alternatively, you can type in up to 8 letters of the course's name. (e.g. MECHANIC)
3. If the course is available in both the exam and non-exam tables, a menu will appear giving you the choice of Exam or Non-exam. Select the course type that you want.
4. A screen will appear showing you the valid course dates for exam courses and more detailed info for non-exam courses.

Utility - Additional Options

Turbo-TRAX contains a large number of utility options that are designed to help schools fix data quickly in case it is too difficult or impossible to correct a data problem in your administration system. Here is a list of the options which can be found under the Utility or More menus:

Utility

Erase Credit Values
 Fix Empty Credits
 Fix Empty Grad Requirement Year
 Fix Credits - One Course
 Fix Grade 12 SLP Date
 Fix Program Code
 Fix School Code
 Fix Letter Grades
 Fix Prov/Country/Citizenship
 Edit a File
 Filter Un-needed Gr 9/10 Courses
 Erase Homeroom Field
 Fix Grade 10 Exams, SS 11, SCH 11, FNS 12
 Change City and Country codes
 Fix YY-MM Non-exam Dates
 Fill Empty Final Mark Fields
 Save Credits & Grad Req't Subset
 Load Credit & Grad Req't Subset

More

Erase Blank Course Names
 Erase a Non-exam Course
 Fix Inconsistent PENS
 Fix Unnecessary F/A/B Flags
 Fix Course Codes With Incorrect Spaces
 Delete Courses From Other Schools
 Fix GT
 Delete I Marks in Exam Interim LGs
 Fix Illegal French Characters

Questions and Answers

Here are some of the most common questions that are fielded by user support.

I changed the data in the Exam Editor. However, when I went to print a Transcript Verifier, the change did not show up. What's wrong?

Don't forget to press <F2> after you make changes.

My printouts of the Transcripts seem to have funny characters showing up and the columns don't seem to line up. Is there a way to fix this?

Select '**Setup - Printer Setup**', and click on the printer that you are using. If you re-install Turbo-TRAX, please make sure that you re-select the printer again.

- check your printer cable connections.

Can I run Turbo-TRAX on a Postscript printer?

No. However, if you own one of the new auto-switching laser printers, they automatically switch to HP mode when they detect HP laser PCL format data.

I get an "Out of Memory" error after starting up Turbo-TRAX. What can I do?

If you are on a network, please have your network supervisor optimize your memory (in MSDOS 6 and higher, he/she can try using MemMaker). If you are on a standalone computer with MSDOS 6 or higher, try using MemMaker from the MSDOS prompt.

I have hundreds of errors that show up. They appear to come up for every student. Help!

Check the information that you filled in for "Transfer Type" and for "Current School Year". Incorrect values here can cause Turbo-TRAX to interpret many errors in your data.

A large number of students have errors saying that percents should be in the range 1 to 100. Why do they say this?

It is possible that you have accidentally extracted letter grades into fields that are used for storing percents. Check this out by going into the exam or non-exam editor.

Students have written and received results in previous sessions. However, their results do not appear in Turbo-TRAX. The TVR's are saying that the students will not graduate. What can I do?

Your administration program has not exported that data. Contact the software company for details on how to extract this data. And don't worry ... the information will be filled in by the Ministry from their history files.

An error check produces the error "Course not found" or "Invalid course". What is wrong?

You should check to see that the course actually does exist. You can do this by calling up the exam or non-exam editor and moving your cursor past the course in question. If it is incorrect, it will pop up a screen giving you all courses with names close to the one in the field. The most common causes of these errors are:

- a) using the letters "O" or "L" for the numbers "0" and "1".
- b) not enough spaces between the course code and the grade number. (note: Turbo-TRAX will automatically fix this space problem if you move your cursor past the field)
- c) the course does not exist currently.
- d) the course has been renamed.

I can't use a mouse with Turbo-TRAX in Windows NT/2000/XP. What can I do?

Press <Alt-Enter> to put Turbo-TRAX in full screen mode and try using it again.

User Support

Are you having difficulties with Turbo-TRAX? Our technical support line is there to help you from 8:30 AM to 4:30 PM Mondays through Fridays. You can contact us by phone, FAX, email or mail at:

TCS Developments, Inc.
#1706 - 980 Cooperage Way
Vancouver, BC
V6B 0C3
Phone (604) 266-3798
FAX (604) 266-3719
E-mail: support@turboschool.com

If you are having trouble, can you take a few minutes to find out the following information and have it ready when you call us:

- the DOS or Windows version that you are using.
- the version of the Turbo-TRAX that you are running.
- the name of the administration program that your school uses.
- the options that you selected when you encountered the problem.

Hardware Requirements

Turbo-TRAX requires the following hardware to operate:

- MSDOS-compatible computer
- Operating System: MSDOS, Windows 98, NT, 2000, Me, XP, Vista 32-bit, Windows 7 32-bit
- 5 megabytes of hard disk space.
- IBM-compatible dot matrix or PCL-compatible laser printer.
- optional mouse

Glossary

AD students - a student in the Adult Secondary Program and expects to graduate in the current school year.

<Alt> keys - on the computer keyboard there is a key marked 'Alt' which is used in combination with other keys to call up main menu choices in the TRAX program.

AN students - a student in the Adult Secondary Program who does not expect to graduate in the current school year.

arrow keys - the four arrow direction keys on the computer's keyboard.

country code - a two letter code corresponding to a country name.

course month - the month that a course will begin.

<Ctrl-F8> key - the <Ctrl-F8> key is used in the Turbo-TRAX main menu to toggle on and off the debug mode for printing Transcript Verifiers. When debug mode is on, Transcript Verifiers are accompanied by a printout showing the step-by-step analysis of a student's courses and credits in the calculation of graduation status.

directory - a section of your computer's hard drive devoted to a group of files. The TRAX program is contained in a directory called \TRAX.

DOS prompt - the DOS operating system marker which indicates that you may enter a valid DOS command. This is often seen as C:\ on the screen.

<Enter> key - the large key on the computer's keyboard (may also be seen as 'Return'). It is used in Turbo-TRAX for moving from field to field and for choosing menu items.

<Esc> key - in general, this key, which is located in the top left-hand corner of the screen, means escape from current screen. It is often used to leave the current screen or input session.

exam editor - the screen in TRAX which allows the changing of the various students' exam information.

exam percent - the exam percent.

<F2> key - the <F2> key on your computer's keyboard is used as a general purpose save and go on key.

<F5> key - the <F5> key is used when there is a record to be added to a group of records (called a database).

<F6> key - the <F6> key is used in the Turbo-TRAX program to delete a record of information. This function can be found in the exam or course history editor.

final letter grade - if a non-provincial course has finished, the final letter grade is entered. The possible values for final letter grades are: A, B, C+, C, P, F, SG, TS, W, WF and I.

final percent - this is a percentage that the Ministry assigns. It is a combination of the school percent and the exam percent.

Gotrax - this word can be typed from DOS to run the Turbo-TRAX program. Note that it should not be typed as two words, but as one.

highlight bar menu - this type of menu consists of a moving bar which is used to highlight a choice. You can move the bar up and down using the up and down arrow keys. Use the <Enter> key to accept the highlighted choice.

HS students - a home schooler student.

initial registration - the first submission of data in the school year.

interim transfer - the submission of data in April.

local ID - the student number in the school's administrative computer system. The Ministry will not alter this field.

lookup table - a lookup table is a list which appears for choosing a value.

Ministry ID - the Personal Education Number which is assigned to a student by the Ministry.

non-examinable course - a course which does not require provincial exams.

OT students - OT is an abbreviation for OTHER students. They are students who are not grade 12 (12), adult graduating (AD), adult non-graduating (AN) or home schoolers (HS). OT students include grade 08, 09, 10, 11.

pop up - this refers to a menu which appears on the screen as a lookup table. You highlight the desired menu item using the arrow keys to move up and down in the menu. Press <Enter> to select the item.

program parameters - these are program setup variables that control such things as the school code. You are asked to fill in these parameters just before loading a TRAX disk and just before error-checking.

province code - this is a two letter code corresponding to a Canadian province. There are also codes available for each of the fifty states, if required.

reverse video - this refers to the reversing of the normal video (e.g. black on white instead of white on black).

school code - the eight digit school number assigned by the Ministry of Education.

school percent - the percentage assigned by the school for a course.

session date - the year and month in which the student completed the course or will write the provincial exam.

Special case - the Special Case field is used to indicate various exam special case activities. The special case indicators are rewrite or deferral (R,D). A blank is also permitted to indicate no special case.

special keys - the special keys described in this manual are a set of keys that perform special functions in TRAX. These keys include <F2>, <F5>, <F6>, <Ctrl-F8>, <Alt>, <Esc>, <PgUp>, <PgDn>, <Enter>, <Insert> and the arrow keys .

system date - the system date is the date according to the clock in your computer system. Most computers have small batteries which keep track of the date and time when the computer is turned off.

Status - the course status has two possible values (A or W).

- the student status has three possible values (A, T or D)

Transcript Verifiers - this is a report which contains a summary of student's exam and non-exam course information and the student's demographics data.

transfer type - this refers to the electronic submission of transcript data to the ministry. There are six transfer types: initial, November, January, April, interim, and final.

Turbo-TRAX - the program that TCS Developments has written to allow schools to analyze TRAX data.

TVR - an acronym for Transcript Verification Report

validation tables - the files that Turbo-TRAX uses to check the validity of TRAX data. The validation tables that can be updated by disk include the exam and non-exam course session lists, the programs lists, and the country list.

window - a boxed section of the screen.

wrap around - a term used to describe the action of the screen's cursor when it reaches the end of the fields and returns to the first field.

Windows Setup Hints

Window Setup

Here is how to set up the Turbo-TRAX window in Windows:

- 1) Start up Turbo-TRAX.
- 2) Click on the "c:\\" icon on the top left of the window.
- 3) Select "**Properties**" from the pull-down menu that appears.
- 4) Select the "**Layout**" tab and make sure that settings are:
 - Screen Buffer Size
 - Width: **80**
 - Height: **25**
 - Window Size
 - Width: **80**
 - Height: **25**
- 5) Next, select the "**Font**" tab and change the font to something that will give you the window size you want. You won't see the result of your selection until you finish step 7. Our choice is **Raster Fonts 12x16**. Please note: Windows 2000 and XP have fewer screen size choices than Windows 98.
- 6) Click on "**OK**".
- 7) A window will appear giving you a choice of:
 - "Apply properties to current window only" or
 - "Modify shortcut that started this window".Select "**Modify shortcut that started this window**" (or "Save Properties for future windows with same title") and then select "**OK**".
- 8) Your new screen selection should appear. If your screen is not to your liking, try a bigger font size.

Turbo-TRAX Error Codes

001

Invalid PEN. (X). (X is PEN)

001

Student Number must be numeric - 9 digits followed by a blank and must pass check digit algorithm. (X). (X is PEN)

01A

Invalid number of credits. (X) (X is the Number of Credits)

01B

Exam course has 2 credits. Ministry will convert to non-exam QX'. (X is Course Code)

02A

Invalid number of credits. (X) (X is the Exam Course Code)

03A

Invalid related course code. (X) (X is the Non-Exam Course's Related Course Code)

03A

Related course mismatch. (X) (X is the Non-Exam Course's Related Course Code, IDS paired with "X" course or XIDS paired with non-X course)

03B

Related Course Not Found. (X) (X is the Non-Exam Course's Related Course Code)

004

Invalid surname (X). (X is surname)

004

Name should contain only alpha, apostrophe, blank, period or dash. X (X is Name)

005

Invalid given name (X). (X is Given Name)

005

Name should contain only alpha, apostrophe, blank, period or dash. X (X is Name)

006

Missing student address.

007

Student status not A, T, D or blank. (X) (X is student Status)

07A

Grad Reqt Year not 1950,1986,1996,2004,SCCP. (X) (X is the Grad Reqt Year)

07B

Mismatch of Grade/Grad Reqt Year (X/Y) (X is the Grade, Y is the Grad Reqt Year)

008

Invalid date of birth. (X) (X is the Date of Birth)

08A

Invalid SLP Date. (X) (X is SLP Date. SLP Date only valid for Grad Reqt years 1996, 2004, SCCP)

08A

Invalid Gr. 12 SLP Date. (X) (X is SLP Date. SLP Date only valid for Grad Reqt years 1996, 2004, SCCP)

009

Invalid gender. (X) must be M or F. (X is the Gender)

010

Student citizenship not C or O. (X) (X is the Citizenship)

12A

Invalid course type. (X) (X is the Course Type, must be E, C or blank).

013

Invalid transaction code. (".dem" data line must begin with "E02", ".xam" data line must begin with "E06". ".crs" data line must begin with "E08")

13A

Invalid Grad reqt type. (X) (X is Grad Reqt Type, must be A, F or B)

13B

Grad reqt type for non-1996, non-2004, non-SCCP. (X) (X is the Grad Req Type)

13C

Grad reqt type [X] invalid for course. (X is the Grad Req Type)

14A

Too young for Adult Student. (X) (X is Date of Birth)

015

Invalid postal code. (X) (X is postal code)

017

Invalid local Student ID. (local Student ID is blank)

019

Invalid province code. (X) (X is Province Code)

020

Invalid country code. (X) (X is Country Code)

021

Invalid grade. (X) (X is “.DEM” Grade Code)

022

Program code (X) not on table. (X is Program Code, must be two numbers followed by two letters)

024

Schoolcode (X) disagrees with code in Turbo-TRAX setup (Y). (X is school code in the file, Y is school code in Turbo-TRAX Setup).

030

Course status must be A or W. (X) (X is the Course Status)

032

Invalid session year. (X) (X is the Session)

033

Invalid session month (X). (X is the Session Month, must be 01, 04, 05, 06, 08 or 11 if Exam Course)

035

Invalid special case. (X) (X is the Special Case, must be R, D, C or blank)

040

Course not on Course table. (X) (X is Course Code)

041

Course on table but not active. X (X is the Ministry Start Date for the course)

042

Final letter grade not valid. (X) (X is the Final Letter Grade)

043

School percent missing or invalid (X). (X is the Exam course session YYYYMM)

044

Final mark for future year or session. (X) (X is the Session Date, Final Letter Grade is supplied earlier than expected for the transfer type)

045

No final mark for prior sess. (X) (X is the Course Session, no Letter Grade supplied for old courses)

046

Examinable course submitted in non-examinable file. (X) (X is the Course Session, this is an Exam course incorrectly in the non-exam file).

047

Invalid interim letter grade. (X) (X is the Exam course Interim Letter Grade)

047

Interim letter grade invalid. (X) (X is the Non-exam course Interim Letter Grade)

065

Invalid program cadre flag. (X) (not Y,N or empty)

072

Challenge for non-Canadian. (Exam course has been marked as "C" for Challenge)

075

Invalid middle name (X). (X is Middle Name)

075

Name should contain only alpha, apostrophe, blank, period or dash. X (X is Name)

077

Interim % (X) should be 0-100. (X is the Exam or Non-Exam Course Interim School Percent)

078

Interim LG exists, % (X) required. (X is the Exam or Non-Exam Course Interim Percent)

079

Final % (X) should be 0-100. (X is the Non-Exam Course Final Percent)

081

Interim % (X) does not match LG (Y). (X is the Exam or Non-Exam Course Interim Percent, Y is the Letter Grade)

082

Final LG exists (X), Final % required. (X is the Final Letter Grade)

082

Final % (X) does not match LG (Y). (X is Final Percent, Y is Final Letter Grade)

091

Missing student city.

092

Partial credit not allowed. (X) (X is the Non-Exam Course Number of Credits)

207

Grade 12 student count outside 10% limit: expected X, found Y.

208

Adult student count outside 10% limit: expected X, found Y.

209

OT student count outside 10% limit: expected X, found Y.

210

Unreasonable number of Exam records - only X exam records for Y grade 12 students. Minimum Z. (transfer type A, October, = GR 12 Count x2)

211

Unreasonable number of Exam School Percents - only X percent records for Y grade 12 students. Minimum Z. (transfer type C, January, = GR 12 count)

212

Unreasonable number of Exam Interim School Percents - only X percent records for Y grade 12 students. Minimum Z. (transfer type E, April, = GR 12 Count x2)

213

Unreasonable number of Exam School Percents - only X percent records for Y grade 12 students. Minimum Z. (transfer type F, June, = GR 12 Count x2)

214

Unreasonable number of complete Exam mark records - only X complete records for Y grade 12 students. Minimum Z. (transfer type G, Transcript, = GR 12 Count x2)

215

Expect average 10 or more non-exam courses per GR 12 student - X found.

219

Unreasonable number of PENs in Gr.08-12,AD,AN,OT,HS. Found X, expect Y. (transfer types DEFHI, Y is total student population, 90% expected)

220

Invalid characters in course code X.

221

Invalid grade (X) in course code Y. (X is the Grade part of the Course Code, Y is the Course Code)

221

Invalid course grade level (X). (X is the Grade part of the Course Code)

222

Invalid course level - (X) in Y. (X is last character of Course Code, Y is Course code)

231

Exam file contains non-exam course.

232

Invalid exam course code or session (X). (X is Session Date you provided)

233

Ministry will change letter grade 'IP' to 'I'.

236

GT mark must be RM or blank (X). (X is the Final Letter Grade)

237

RM mark may only be used for GT or GTF (X). (X is the Course Code)

240

Final school percent should be 0 to 100 for session X. Found: Y. (X is Exam Course Session, Y is Final School Percent)

247

Bad character - ASCII X changed to a question mark. (X is the illegal character's ASCII value, ".dem" file)

248

Student surname is blank.

249

First character of student surname is non-alphabetic.

250

Student given name is blank.

251

First character of student given name is non-alphabetic.

252

Student citizenship is blank.

253

Student PEN is missing.

265

Bad character - ASCII X - changed to a question mark. (X is the illegal character's ASCII value, ".xam" file)

267

Bad character - ASCII X - changed to a question mark. (X is the illegal character's ASCII value, ".crs" file)

270

Unreasonable number of Exam November school percents - only X percent records for Y grade 12 students. Minimum 10. (transfer type B, November)

274

Unreasonable number of August Exam school percents - only X percent records for Y grade 12 students. Minimum 10. (transfer type H, August)

280

Final school percent (X) for session Y should be blank. (X is Final School Percent, Y is Session)

292

Gap found in program code list.

293

Duplicates found in program codes (X) (X is the duplicate)

Index

Symbols

.CRS 6
 .crs 57
 .DEM 6, 41
 .dem 23, 57
 .XAM 6
 .xam 57
 <Ctrl-F8> 64
 <F8> 62
 1701 data 19

A

Active 25, 28
 active exam courses 38
 active non-exam courses 38
 AD 24
 Add courses 27
 Add Programs 54
 Adding a missing exam 31
 administrator rights 9
 Adult Dogwoods 53
 Adult Secondary Program 24
 Adult Students 34
 Alt 11
 AMD 5
 AN 24
 Arrow keys 11
 August Transfer 36

B

Bad Characters in Exam and Non-exam Courses 39
 Blank 30

C

C 24
 c:\TraxData 4
 Canadian citizen 24
 CAPP 11 41
 CAPP 12 41
 change 19
 Change City and Country codes 58
 Change Date 56
 Check All Errors 33
 Citizenship 41, 58
 Colour Monitor 56
 config.nt 10
 Config.sys 10
 config.sys 10

Conflicting marks 20
 Consumer Ed 25
 copy 19
 Country 58
 Country code 24
 Country.dat 53
 Course Code 26, 28, 29, 31, 40
 Course Description 27
 Course not found 60
 Course screens 19
 Course Type 31
 Courses by Code 44, 45
 Courses by Name 45
 Courses.dat 53
 Credit Values 58
 Credits 58
 credits 20, 27, 31
 Ctrl-C 19
 Ctrl-F 57
 Ctrl-G 57
 Ctrl-V 19

D

D 30
 debug 62
 Deceased 25
 Deferral 30
 Delete a course 28
 Delete text 12
 Deleting a program 54
 Deleting an exam 32
 Demographics error checks 39
 diagnostics 48
 DOSBox SVN-Daum 4
 DOSPrint 4, 55
 Dot matrix printers 55

E

E-Exam Flag 28, 30, 31
 Edit a File 58
 Edit Demographics 23
 Electronic transcript data 18
 Enter 11
 Epson 55
 Erase Credit Values 58
 Erase Homeroom Field 58
 Erase One Course 58
 Error Codes 67
 Error report 33
 Error-checking 6
 ERROR.RPT 33
 Errors 36
 Esc 11
 Exam 19

Exam codes 39
 Exam Courses 29
 Exam Editor 29
 exam file 37
 Exam percent 30
 Exam printout 43
 Exam report 43, 44
 EXAM.DAT 50
 Exams tally 42
 explanation of the errors 36

F

F2 11
 F5 27
 F6 28, 48
 F7 4, 19, 48
 F8 19
 Filter 15
 Filter Un-needed Gr 9/10 Courses 58
 Filter Un-needed Grade 10 Courses 20
 Filter Un-needed Records 15, 20
 Final Letter Grade 27, 30
 Final Marks 37
 Final Percent 27, 30
 Final School Marks 37
 Final School percent 30
 Final Transfer 36
 Fine Arts 41
 Fix Credits - One Course 58
 Fix Empty Credits 58
 Fix Empty Grad Requirement Year 58
 Fix Grade 12 SLP Date 58
 Fix Letter Grades 58
 Fix Ma 10, SS 11, SCH 11, FNS 12 58
 Fix Program Code 58
 Fix Prov/Country/Citizenship 58
 Fix School Code 58
 FMP 10 4
 Foreign students 39
 Fujitsu 55

G

General Re-sort 56
 General Summary 16, 41
 GOTRAX 13
 grad logic 48
 Grad Reqt Year 58
 Graduation Requirement 27
 graduation requirements 51
 graduation status 5
 Graduation Status List 50

H

Hardware Requirements 61
 HP Laserjet printers 5, 55
 HP mode 59
 HS 24

I

IBM LaserPrinter 5, 55
 Import .STD File 19
 Initial Transfer 36
 install 9
 install Turbo-TRAX 9
 Installation Options 9
 Interim Letter Grade 27
 Interim Marks 37
 Interim Percent 27
 Interim School Percent 30
 Interim Transfer 36
 Invalid Provincial Exam Results 38
 Invalid course 60
 Invalid Final School Marks 37
 Invalid Non-exam and Exam Interim Marks 38
 Invalid Non-exam Session Date 37
 Invalid Provincial Exam Results 38

J

January Transfer 36

L

Letter Grades 58
 Load Validation Tables 53
 Load your TRAX data 50
 Local ID 24, 42
 Local ID List 46
 locks your cursor 19
 Lookup method 47
 LPT1 55

M

manual 10
 Ministry Course Code Table 40
 Ministry number 24
 Monitor Type 56
 Monochrome 56
 mouse 60
 MS-DOS 9

N

network printers 55
 next record 19
 Non-exam 19
 Non-Exam Course Not Available 37

Non-Exam Course Not Currently Available 37
 Non-Exam Courses 26, 37
 Non-examinable records 37
 non-examinable status 37
 Non-exams 42
 Non-Graduation List 51
 November Transfer 36
 Number entry method 48

O

O 24
 Okidata 55
 OT 24
 OT students 20, 34, 39
 Out of Memory 59

P

P 30
 Panasonic 55
 Parallel Port 55
 paste 19
 PCL-compatible 5
 PEN 24, 42
 PENS 41
 Pentium 5
 Permanent Resident 24
 Personal Education Numbers 37, 39
 PgDn 19
 Postscript printer 59
 Power failure 56
 Print Latest Errors 16, 36
 printer 55
 Printer and Port settings 55
 Printer Port 13
 Printer Setup 13, 55
 Printouts 43, 44
 Printouts - Transcript Verifiers 49
 Program 25
 Program Cadre 25
 Program Code 58
 Programs.dat 53
 Province codes 24
 Provincial Exam Results 38

R

R 30
 Raven 55
 Related Courses 27
 Remove a student 48
 Rewrite 30

S

save 19

School Address 53
 School Code 24, 34, 53, 58
 School Facility Code 24
 School Name 53
 schoolcode 6
 schoolcode.crs 18
 schoolcode.dem 18
 schoolcode.xam 18
 Search For a Course. 58
 Select Printer 55
 Session Date 26, 28, 30, 31
 Session.dat 53
 Sessions 39
 SLP 20
 SLP Date 58
 Special Case 30, 31
 standalone 19
 Star 55
 State codes 24
 Status 25, 27, 28, 30, 31
 Student Learning Plan 20
 Student Name List 46
 Student number 24
 Students in a Course 41

T

TCP/IP 55
 Terminated 25
 To_Write_Flag 28, 30, 31
 Too many files 10
 Transcript Extract 36
 Transcript Verifier 16, 49, 52
 Transcript verifier printout 47
 Transfer Type 34
 TRAX.EXE 13
 trax500.exe 9
 TRAXANAL 13
 Turbo-TRAX 5, 6
 turboschool.com 10

U

USB 55
 User Support 61

V

Validation tables 53
 vDOS 4
 View Latest Errors 36
 View Course Specifications 58
 View Programs 54
 View Raw Data 10
 Virtual PC 9
 Vista 4, 61

W

web browser 9
Windows 9
Windows 2000 60
Windows 7 4, 61
Windows 8 4
Windows NT 10
Windows Vista 4
Withdrawn 28
www.turboschool.com 9

X

Xcrse.dat 50