



# Student Achievement Data Exchange 2023/2024 User Instructions For Submitters

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## 1. Overview

The quarterly SADE collection has been modified to only include schools with Graduated Adult course completions. If you do not have Graduated Adult course completions, you no longer need to submit a SADE file. Questions can be directed to [Data.Management@gov.bc.ca](mailto:Data.Management@gov.bc.ca).

SADE is collected from Public schools and Districts under the School and Student Data Collection Order (M152/89). SADE is collected from Independent Schools under the Reports, Records and Data Collection Order (I1/91). Under these respective orders, school boards/authorities are legally responsible for collecting and submitting achievement information to the Ministry.

### 1.1. General Process

The submitter's role in the collection of data through SADE generally follows five steps:

- 1) **Review:** Schools will use a local Verification Report or other local tools to review and verify the data to be extracted. This report may contain some or all of the same tests for errors and warnings as are found in the SADE File Specifications posted online: <http://www.bced.gov.bc.ca/datacollections/sade/>.
- 2) **Extract:** Schools will extract a copy of their data from their local student information system (like MyEducation BC), to load into the SADE system. If a school doesn't have a formal student information system, this file can be created using Excel (see file specifications for details).
- 3) **Submit:** Log into the SADE system, browse for the file, and submit the file for validation.
- 4) **Check:** Check the results to review any error or warning messages. Correct if necessary, in your source system, and repeat steps 2 and 3.
- 5) **Release:** Contact your district SADE Releaser to let them know your data is ready to be released to the Ministry. The person responsible for releasing the data can have a final look, and then simply releases the data.

The data collection windows are generally open for 31 days four times per year, in January, April, July, and October. Actual dates may vary, depending on technical changes, holidays, weekends, etc. Collection dates will be posted on the Ministry's data collection website: <http://www.bced.gov.bc.ca/datacollections/>.

## 1.2. Logging into DX<sup>2</sup> and SADE

1- From the link on the data collection website:


<http://www.bced.gov.bc.ca/datacollections/> click on Log into SADE (DX2).

**Please note:** The verification web application is now ready to process your February data collection 1701 files. This data collection involves all **Public and Independent schools**.

▪ [Access the Verification and Secure File Upload Tool](#)

<h3>1701 Data Collections</h3> <ul style="list-style-type: none"> <li>▪ <a href="#">September</a> (1530, 1601, 1602, 1701)</li> <li>▪ <a href="#">February</a> (1701, Youth Train &amp; Trades)</li> <li>▪ <a href="#">May</a> (Continuing Education and Distributed Learning schools only)</li> <li>▪ <a href="#">Summer Learning and Public School Grade 8 and 9 Cross Enrolment</a></li> </ul> <p><b>Note for MAC users:</b> Some users have reported trouble loading 1701 files using the most recent version of Safari. Current versions of Opera browser has been confirmed to load 1701 files successfully.</p>	<h3>Student Achievement Data Exchange (SADE)</h3> <p>The third <a href="#">SADE</a> collection for the 2019/2020 school year opens on Wednesday April 1, 2020. Files should be submitted and released before midnight May 1, 2020.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Learn more about the Student Achievement Data Exchange</a></li> <li>▪ <a href="#">Log in to SADE (DX2)</a></li> </ul>	<h3>Employment Data and Analysis System (EDAS)</h3> <p>The third <a href="#">EDAS</a> collection for the 2019/2020 school year will open on Wednesday April 1, 2020. Files for that collection period should be submitted and released by midnight May 1, 2020. This is a joint project with the BC Public Schools Employers' Association (BCPSEA) collecting a broad range of data about staff in the public-school system.</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Learn more about the Employment Data &amp; Analysis System</a></li> <li>▪ <a href="#">Log in to EDAS (DX2)</a></li> <li>▪ <a href="#">Log in to the BCPSEA EDAS Validation Software</a></li> </ul>
<h3>Master Contact List</h3> <ul style="list-style-type: none"> <li>▪ <a href="#">Update district information</a></li> <li>▪ <a href="#">Update school information</a></li> </ul>	<h3>Other Data Collections</h3> <ul style="list-style-type: none"> <li>▪ <a href="#">Early Learning data collection</a></li> <li>▪ <a href="#">Search the Course Registry database</a></li> </ul>	<h3>Class Organization</h3> <ul style="list-style-type: none"> <li>▪ <a href="#">Class organization web form help</a></li> </ul>

2- Enter your Business BCeID and password.

 **Log in to [www.dx2.educ.gov.bc.ca](http://www.dx2.educ.gov.bc.ca)**

**Log in with BCeID**

**User ID**  
Use a Business or Basic BCeID

**Password**

**Continue**


[Forgot your user ID or password?](#)

**No account?**  
[Register for a BCeID](#)

**Or log in with:**  
**Log in with IDIR**

**Need help?**  
[Contact the BCeID Help Desk](#)

The next screen will list the available applications. If you have access to more than one application: select “Student Achievement Data Exchange (SADE)”



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**B.C. Home**  
**Ministry of Education**  
**Data Exchange (DX<sup>2</sup>)**  
[Logoff](#)  
**EdInfo**

[B.C. Home](#) [Ministry of Education](#) [K-12 Data Collection](#) [DX2](#)

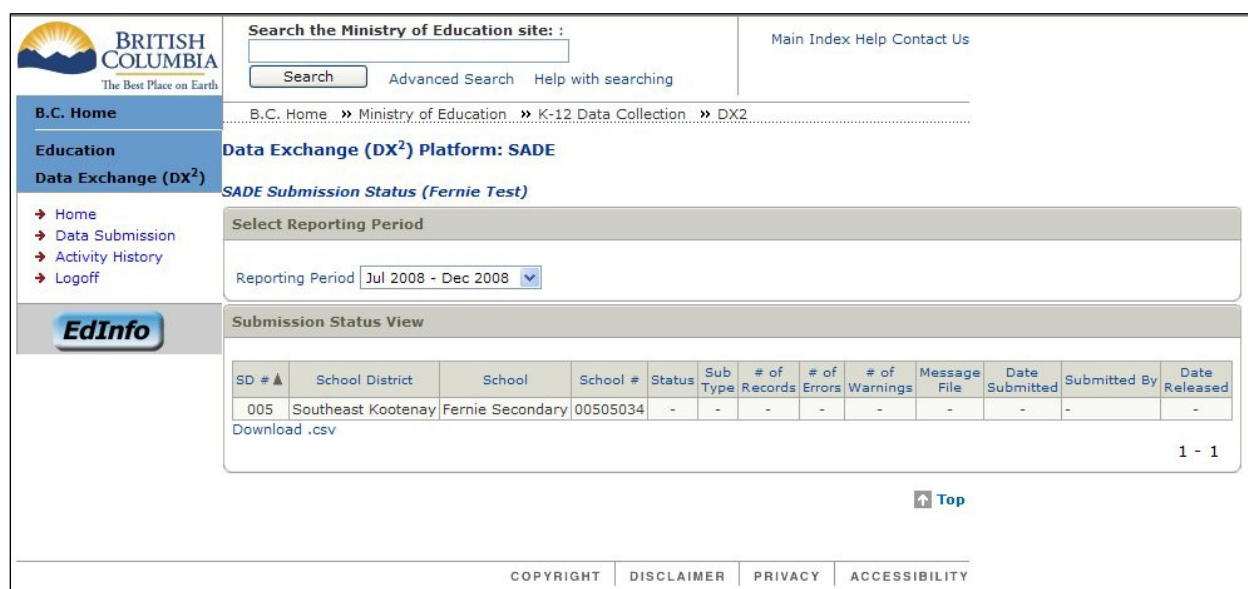
**Data Exchange (DX<sup>2</sup>) Platform:**  
**Choose your application (Foster, Christie I EDUC:EX)**  
Please select from the applications listed below:  
[Student Achievement Data Exchange \(SADE\)](#)  
[Employee Data & Analysis System \(EDAS\)](#)

- 3- If a message has been posted by the Ministry SADE administrator, it will take you to the Memo screen to view the posting. Click Continue to move to the next screen.



The screenshot shows the SADE Home screen. On the left is a navigation menu with links: B.C. Home, Ministry of Education Data Exchange (DX<sup>2</sup>), Logoff, and EdInfo. The main content area has a search bar at the top with a 'Search' button and links for 'Advanced Search' and 'Help with searching'. Below the search bar is a breadcrumb trail: B.C. Home » Ministry of Education » K-12 Data Collection » DX2. The heading is 'Data Exchange (DX<sup>2</sup>) Platform: SADE' followed by 'Information Board (Foster, Christie | EDUC:EX)'. A welcome message states: 'Welcome to the Student Achievement Data Exchange (SADE)'. Two bullet points follow: 'For the 2019/2020 school year there will be four reporting periods each usually followed by a 31 day submission window.' and 'The third reporting period for the 2019/2020 school year is from January 1, 2020 to March 31, 2020 with a submission window from April 1, 2020 to May 1, 2020.' A yellow 'Continue' button is at the bottom.

The SADE Home screen where files can be submitted, and errors/warnings reviewed is now displayed.



The screenshot shows the 'SADE Submission Status (Fernie Test)' screen. It features a navigation menu on the left with links: Home, Data Submission, Activity History, and Logoff. The main content area has a breadcrumb trail: B.C. Home » Ministry of Education » K-12 Data Collection » DX2. The heading is 'Data Exchange (DX<sup>2</sup>) Platform: SADE'. Below the heading is a 'Select Reporting Period' section with a dropdown menu showing 'Jul 2008 - Dec 2008'. The 'Submission Status View' section contains a table with the following data:

SD # ▲	School District	School	School #	Status	Sub Type	# of Records	# of Errors	# of Warnings	Message File	Date Submitted	Submitted By	Date Released
005	Southeast Kootenay	Fernie Secondary	00505034	-	-	-	-	-	-	-	-	-

Below the table is a 'Download .csv' link. The page number '1 - 1' is at the bottom right. A 'Top' link is also present.

## 2. Submitting a File

### 2.1. General Process

Submitter Role - the Home screen will display the submission status for your school or schools, for the reporting period specified.

The screenshot shows the 'SADE Submission Status (Fernie Test)' page. It includes a search bar at the top, a navigation menu on the left with 'Data Submission' selected, and a main content area with a 'Select Reporting Period' dropdown set to 'Oct 2008 - Dec 2008'. Below this is a 'Submission Status View' table showing submission details for three schools. A 'Download .csv' link and a 'Top' button are also visible.

SD # ▲	School District	School	School #	Status	Sub Type	# of Records	# of Errors	# of Warnings	Message File	Date Submitted	Submitted By	Date Released	Released By
005	Southwest Kootenay	Grasmere Elementary	00501008	-	-	-	-	-	-	-	-	-	-
005	Southwest Kootenay	Frank J Mitchell Elementary	00501010	-	-	-	-	-	-	-	-	-	-
005	Southwest Kootenay	Fernie Secondary	00505034	V	S	49	0	0	View	Jan 08, 2009	Fernie Test	-	-

Download .csv  
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This screen allows you to view submission status from previous reporting periods by selecting the arrow to the right of the current reporting period and choosing a different reporting period from the dropdown list.

Select Data Submission in the left-hand column, to begin your new submission. The following Submission screen will display.

The screenshot shows the 'Data Submission (Fernie Test)' window in the SADE platform. The left sidebar contains the 'B.C. Home' and 'Education Data Exchange (DX2)' sections, with a list of links: Home, Data Submission, Data Release, Activity History, and Logoff. The main content area has a search bar at the top with a 'Search' button and links for 'Advanced Search' and 'Help with searching'. Below the search bar is a breadcrumb trail: 'B.C. Home » Ministry of Education » K-12 Data Collection » DX2'. The title 'Data Exchange (DX2) Platform: SADE' is displayed. The 'Data Submission (Fernie Test)' section contains a 'Data Submission' form with the following fields: 'Submission Type' (SADE Validation Process), 'Reporting Period' (Oct 2008 - Dec 2008), 'School/School District' (Frank J Mitchell Elementary (00501010)), and 'Source File' (C:\Documents and Settings\Eva\My Documents\Jacotech\System). There are 'Cancel' and 'Add Submission' buttons at the bottom of the form. A 'Browse...' button is next to the 'Source File' field. A 'Top' link is at the bottom right of the window.

All fields in this window are required fields (as indicated by the \* ).

- Submission Type - allows you to choose from SADE Standard (to submit a regular SADE File) or, SADE Corrections (to submit a Correction file, containing corrections to previously submitted SADE records).
- Reporting Period is pre-defined and not editable.
- The School/School District drop down option lists the schools you are designated the Submitter.
- Select the school you want to submit data. If you only submit for a single school this will be defaulted and is not editable.
- The "Source File" field has a Browse button beside it.
- Click on this button, to search your computer for the file you need to submit.
  - A "Choose File" window will appear, allowing you to navigate to where you have stored your file.
  - Select the file, click on the Insert or Open button at the bottom of the window.
- Click the "Add Submission" and your file will be added to the "Submit Data for Validation" list as shown below.



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B.C. Home » Ministry of Education » K-12 Data Collection » DX2

**Data Exchange (DX²) Platform: SADE**

**Data Submission (Fernie Test)**

File Added

**Data Submission**

Submission Type: SADE Validation Process  
 Reporting Period: Oct 2008 - Dec 2008  
 School/School District: - Select School/School District -  
 Source File:

**Submit Data for Validation**

<input type="checkbox"/> Reporting Period ▲	Sub Type	School/School District	ID Number	File Upload	Uploaded By
<input type="checkbox"/> Jul 2008 - Sep 2008	S	Fernie Secondary	00505034	SADE_Good_S 00505034.csv	Fernie Test
<input type="checkbox"/> Oct 2008 - Dec 2008	S	Frank J Mitchell Elementary	00501010	SADE_Error_S 00501010.csv	Fernie Test

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If you are authorized to submit files on behalf of multiple schools, you can repeat the Browse function to select the additional extracts you need to submit.

Note: if you have previously submitted a file for a school without any errors, a warning will pop up to confirm you want to over-write the previously submitted file.

- Click OK, to add the file to the bottom section.

When you are ready to submit your file(s),

- Check the box to the left of the file(s) in this bottom section and click the Submit button. The files will then be submitted for validation.
- You will be returned to the Home screen, where the new submission status will be displayed next to the corresponding school.

It can take up to an hour to finish the validation process. You can refresh the home screen to confirm the validation has completed.

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B.C. Home » Ministry of Education » K-12 Data Collection » DX2

**Data Exchange (DX²) Platform: SADE**

**Data Submission (Fernie Test)**

File Added

**Data Submission**

Submission Type: SADE Validation Process  
 Reporting Period: Oct 2008 - Dec 2008  
 School/School District: - Select School/School District -  
 Source File:

**Submit Data for Validation**

<input type="checkbox"/>	Reporting Period ▲	Sub Type	School/School District	ID Number	File Upload	Uploaded By
<input type="checkbox"/>	Jul 2008 - Sep 2008	S	Fernie Secondary	00505034	SADE_Good_S 00505034.csv	Fernie Test
<input type="checkbox"/>	Oct 2008 - Dec 2008	S	Frank J Mitchell Elementary	00501010	SADE_Error_S 00501010.csv	Fernie Test

1 - 2

## Checking Your Data in DX<sup>2</sup>

### 2.2. Reviewing Error Reports

Once the validation process is complete, the Home screen will display your submission and a Status. The table shows the list values and their meaning:

Status Code	Meaning
S	Submitted, Validation not complete
SF	Submission failed
V	Validation completed without errors (but may still contain warnings)
VF	Validation complete, but file contains errors
U	(Uploaded) File has been added to the 'Submit for Validation List' but has not yet been Submitted
R	File has been successfully validated and released

If the validation process finds errors in the submission files, these will be identified in the Errors column on the Submission Status screen:

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**Data Exchange (DX²) Platform: SADE**

**SADE Submission Status (Fernie Test)**

Files submitted.

Select Reporting Period

Reporting Period

**Submission Status View**

SD # ▲	School District	School	School #	Status	Sub Type	# of Records	# of Errors	# of Warnings	Message File	Date Submitted	Submitted By	Date Released	Released By
005	Southeast Kootenay	Grasmere Elementary	00501008	-	-	-	-	-	-	-	-	-	-
005	Southeast Kootenay	Frank J Mitchell Elementary	00501010	VF	S	49	1	4	<a href="#">View</a>	Jan 08, 2009	Fernie Test	-	-
005	Southeast Kootenay	Fernie Secondary	00505034	V	S	49	0	0	<a href="#">View</a>	Jan 08, 2009	Fernie Test	-	-

Download .csv

1 - 3

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Warnings will be identified in the Warnings column. The error and warning report can be opened with Excel for review, sorting, saving and printing.

Warnings do not stop a file from being accepted and released they are meant to highlight data outside normal limits. Click on “View” in the Message File column, to see a list of the errors and warnings found.

	A	B	C	D	E	F	G
1	Name of File Submitted	SADE_Content11-14_06715002.csv					
2	School District Number	67					
3	School District	Okanagan Skaha					
4	School	Penticton Secondary					
5	School Number	6715002					
6	Reporting Period	Jul 2008 - Dec 2008					
7	File Submitter	Gnech, Eva EDUC:EX					
8	Date Submitted	12/11/2008					
9	Time Submitted	12:25:33					
10	# of Records	49					
11	# of Errors	5					
12	# of Warnings	0					
13							
14							
15	RECORD#	SCHOOL ID/FILE NAME	PEN	COURSE CODE	ACTIVE DATE	Severity	Message
16	1		123456782	A3DP-12	20080903	ERROR	11: School id (MINCODE) must be included.
17	2	6715002		ACSF 11	20080828	ERROR	13: PEN must be included.
18	3	6715002	100000133	AF 12	20080828	ERROR	14: The PEN provided is not a valid PEN, it does not pass the Checkdigit Validation.
19	4	ABC	116263649	ACHE-12	20080903	ERROR	30: The school id (MINCODE) must be alphanumeric to a maximum of 8 digits.
20	5	SADE_Content11-14_06715002.csv				ERROR	2: The submission contains records for a school other than the one you selected and/or are autl
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

### 2.3. Corrections to SADE files not yet released

Records with errors need to be corrected before they can be released to the Ministry. These errors should be fixed in the student information system, and a new extract created which can be submitted as described in section 2.

If a school doesn't have a student information system, these corrections can be made manually in Excel, or the software used to create the extract. These schools should ensure that any associated records held within the school are also updated, so the same errors are not produced in future extracts.

A file for a school can be resubmitted as many times as necessary. Each resubmission will over-write the old version, so only the current copy is kept.

Once the file is released to the Ministry by your board, no further changes can be made to the file.

## 3. Releasing Files to the Ministry

The release function in SADE is an authorization step that indicates you are confident the data submitted is complete and accurate, and that you are releasing this data to the Ministry. For public schools, this authorization should be completed by the

Superintendent or delegate. Submitters need to contact their district releaser when the files are ready for release to the Ministry. For independent schools, this is typically done by the school principal.

## **4. SADE Correction type files**

Most corrections to student course records will be collected through the normal SADE process, by collecting both the current and previous quarter's data in each submission. If a change is required outside of the normal collections, you should submit a file through the SADE Corrections. Any changes to records closed more than 6 months before the current reporting period can be made using this tool.

A Corrections file should also contain any records that should be deleted from previous submissions, such as a record where the wrong course code was submitted for a student, or a duplicate record exists in the Education Data Warehouse you would like to have removed.

A SADE Corrections file is a separate submission type. The SADE Corrections file is similar to the regular SADE submission but includes one additional column identifying whether the record is an Update or a Deletion. When you are creating the Corrections file be sure to name the file so you can easily identify it as a Correction file when you are browsing to upload. See the file specifications on the data collections web site for details on the file format.

### **4.1. Submitting a Correction File**

For users with the role of "Submitter", the Home screen will display the submission status for your school or schools, for the reporting period specified.

By selecting Data Submission in the left hand column, you can begin your new submission.

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B.C. Home » Ministry of Education » K-12 Data Collection » DX2

**Data Exchange (DX<sup>2</sup>) Platform: SADE**

**Data Submission (Fernie Test)**

**Data Submission**

Submission Type: **SADE Validation Process** (dropdown menu)

Reporting Period: Oct 2008 - Dec 2008 (dropdown menu)

School/School District: Frank J Mitchell Elementary (00501010) (dropdown menu)

Source File: C:\Documents and Settings\Eva\My Documents\Jacotech\System (Browse... button)

Cancel button, Add Submission button

EdInfo logo

Top button

The Submission Type drop down list will allow you to choose the submission type. In this case you would choose SADE Corrections (to submit a Correction file, containing corrections to previously released SADE records). Please note: You must have the correct authorization to submit a “C” correction type file.

The School/School District drop down option will list the school or schools for which you are designated the Submitter of a Corrections file. Select the school for which you want to submit data. If you may submit for only one school, then this field will be pre-defined for that school, and is not editable.

The upload function is the same for Corrections as it is for Standard SADE files. Click the Browse button and a “Choose File” window will appear, allowing you to navigate to where you have stored your file. Select the file, and click on the Insert or Open button at the bottom of the window.

**\*\* Remember Standard files and Correction files have slightly different file layouts. You must choose the correct option and the correct file so your submission does not fail.**

Back on the Data Submission window, click the “Add Submission” button. Your file will be added to the “Submit Data for Validation” list. If you are authorized to submit files on behalf of multiple schools, you can repeat the Browse function to select the additional extracts you wish to submit.

**Important Note:** if you have previously submitted a Corrections file for a school which validated without any errors, a warning will pop up to ask you to confirm that you want to over-write the previously submitted file. If you press OK, it will add the file to the bottom section, ready to be submitted.

Once you are ready to submit your Corrections file(s), check the box to the left of the file(s) in this bottom section, and click the Submit button. The files will then be submitted for validation. You will be returned to the Home screen, where the new submission status will be displayed next to the corresponding school.

Once the validation process is complete, the Home screen will show your submission and a Status.

If the validation process finds errors in the submitted files, these will be identified in the Errors column on the Submission Status screen. Similarly, any warnings will be identified in the Warnings column. This error and warning report can be opened using Excel for review, sorting, saving and printing.

## **4.2. Corrections to SADE Correction files not yet released**

Any records with Errors need to be corrected before they can be accepted by SADE for release to the Ministry. These errors should be fixed in the .csv file. The corrected file can then be submitted again, as described in section 4.1.

If needed, a Correction file for a school can be resubmitted as many times as necessary. Each resubmission will over-write the old version, so only the current copy is kept in DX<sup>2</sup>.

Once the Corrections file is error free it may be released to the Ministry—this release needs to be done in addition to the release of the Standard files. Once the file is released to the Ministry by your board, no further changes can be made to the file.