

How to Use the Verification Web Application

Step By Step Instructions for School Districts

1. Using your web browser (i.e. Google Chrome), navigate to the SLD home page at <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/data-collections> Click on the "Verification and Secure File Upload Access" link in the right hand menu. If you are a Mac user you may need to use Firefox as your web browser when using the Verification Web Application. You can download this free software from: <http://www.mozilla.org>
2. After you click on the Secure File Upload Access link you are brought to the SLD Team's message to the user about the web system and any changes, enhancements or alerts. We will change this message from time to time. Once you have read the message click on the 'Enter' button as indicated in the screenshot below.



Welcome to SLD Web

TSW-3000

What's New

- **Current Collection:** Summer Learning and Grade 8 and 9 Cross Enrolment Data Collection. **Files Due:** July 15, 2022. **Please note:** The verification web application is now set up to process your 1701 files. This collection includes Public schools reporting Summer Learning and Public schools reporting grade 8 and 9 cross enrolment for the 2021/2022 school year.
- **Note for Google Chrome users with two or more school logins:** Please clear your cache before trying to log in. Chrome has been known to autofill login details for the previous sessions/schools which can cause incorrect password errors.
Note for MAC users: Some users have reported trouble loading 1701 files using the most recent version of Safari. Current versions of Opera and Camino browsers have been confirmed to load 1701 files successfully.
- **Class Organization.** The Class Organization Web Form is now open for you to review, modify, or test different classroom organizations through the remainder of the school year. There will not be another formal data collection this school year, so any changes you make to the data in the web form are only for your own use or information.

Please note

- Passwords for SLD Web are set to expire every 90 days. If you do not know your password you can send a password reset request via [web form](#) to the ministry.
- In order for the Ministry to perform routine maintenance, the SLD Web will not be available on Tuesdays and Thursdays from 6:00am - 7:30am and Sundays between 8:00am - 11:00am and 8:00pm - 11:00pm (PST).

Cheers,
The Data Collection Team

- Now that you have selected the 'Enter' button you are directed to the Secure SLD Web Access page and prompted for your username and password as shown here. Your username and password are the same as for requesting PENs.



Secure SLD Web Access

TSW-3081

School & District Logon

School or District ID:

Password:

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

- Once logged on the following 'Main Menu' will be displayed. This page only appears when you first log onto the system. On all other pages use the "Quick Menu" to navigate (see below).

Menu

- [1701 File Load and Verification Functions](#)
- [Verify Class Size & Composition Data](#)
 - [Show All Classes With 30+ Students](#)
- [Change Password](#)
- [Change Reminder](#)
- [Logoff](#)

Quick Menu

[Load 1701](#) | [Enter/View School Files](#) | [District Reports](#) | [File Status](#) |
[View Duplicate Enrolments](#) | [SLD Web Home](#) | [Verification Web Home](#) | [Help](#) | [Logoff](#)

- Begin by clicking the 1701 File Load and Verification Functions link which will present you with the following screen. The remainder of this document provides further instructions on each function shown here.

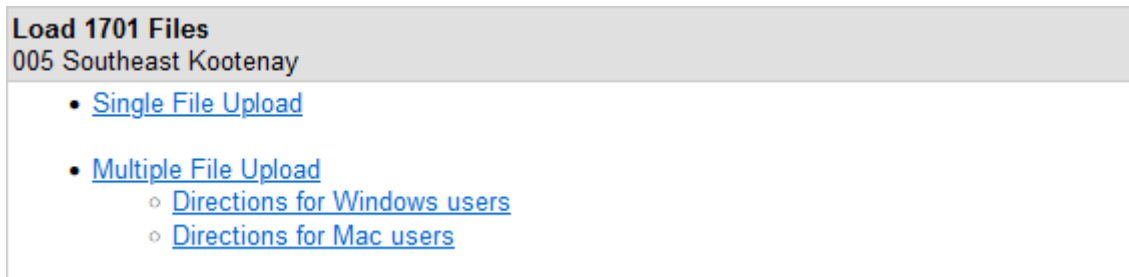
Menu

- [Load 1701 File \(file will be verified and reports generated\)](#)
- [Enter/View/Update 1701 Information](#)
- [District Reports](#)
- [File Verification and District Report Request Status](#)
- [View Duplicate Enrolments](#)
- [SLD Web Home](#)
- [Logoff](#)

* Some of the above functions will become unavailable during file verification - please check the status of your 1701 Load/Verification and/or Report Request under "[File Verification and District Report Request Status](#)"

Some of the above links will become unavailable during file verification – please check the status of your 1701 Load/Verification or Report Request under “[File Verification and District Report Request Status](#)” or the “[File Status](#)” link in the Quick Menu.

Load 1701 Files (file will be verified and reports generated)



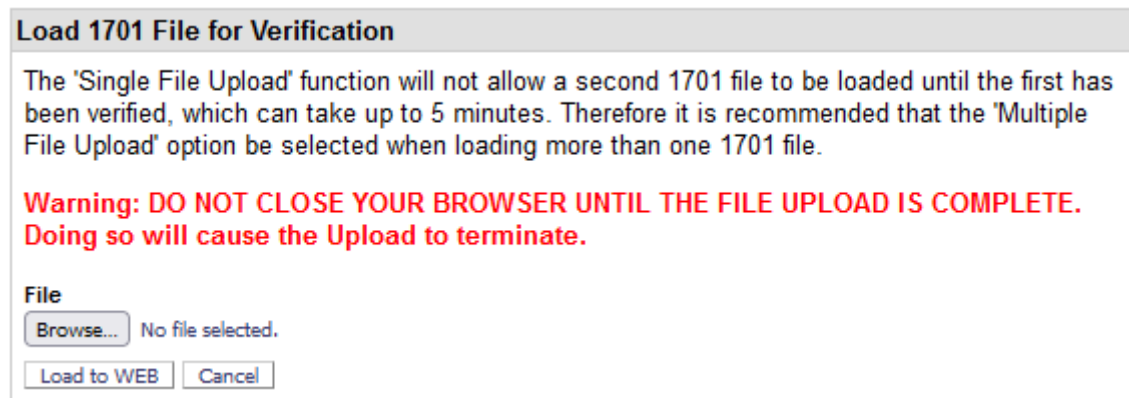
Load 1701 Files
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- [Single File Upload](#)
- [Multiple File Upload](#)
 - [Directions for Windows users](#)
 - [Directions for Mac users](#)

The Load 1701 Files option will display another menu that presents District staff with the option to load one 1701 School file or multiple 1701 School files. Please see below for screen shots and explanations on using either option.

If you have Star Office or Open Office loaded on your local computer, please ensure you rename your file extensions to “.ver” before loading them into the Verification Web.

- **Single File Upload** - Selecting [Single File Upload](#) will present the following screen. Locate your 1701 file using the “Browse” button and click on the “Load to WEB” button to submit your file for verification. You must name your 1701 file in the format dddsssss.ver/std before attempting to upload it (where dddsssss is an open School within your District).



Load 1701 File for Verification

The 'Single File Upload' function will not allow a second 1701 file to be loaded until the first has been verified, which can take up to 5 minutes. Therefore it is recommended that the 'Multiple File Upload' option be selected when loading more than one 1701 file.

Warning: DO NOT CLOSE YOUR BROWSER UNTIL THE FILE UPLOAD IS COMPLETE. Doing so will cause the Upload to terminate.

File

No file selected.

- **Multiple File Upload** - Selecting [Multiple File Upload](#) will present the following screen. Clicking on the ‘Browse...’ button will present a window that allows the user to select files (or a folder of files) to be uploaded. As with the Single File Upload, the 1701 files selected in the Multiple File Upload screen must be named in the format dddsssss.ver/std (where dddsssss is an open School within your District).

Once you have submitted your files you can check the status of the verification process by clicking the “[File Verification and District Report Request Status](#)” link or the “[File Status](#)” link in the Quick Menu.

Please note: The Load 1701 Files step only loads the files to the web for verification. This step does not submit the files to the ministry. Once files are verified and reviewed by district personnel you must follow the steps on page 7 to submit the files to the ministry.

Enter/View/Update 1701 Information

Selecting this option will bring up the following screen. You can sort the list of schools according to the headers at the top of each column. Click once to sort in ascending order and click again to sort in descending order. (Changing the sort criteria will bring you back to the first page in the list if you are on a consecutive page.)

Here you will be able to select an individual school or multiple schools for editing. There are some extra functions for district accounts which allow processing of more than one school at a time including:

- Select All Schools, Deselect All Schools
- Select all schools that have been modified since last Verified.
- Verify all Selected, Export all Selected
- Delete all Selected

Verify all Selected		Delete all Selected		Export all Selected		Submit all Selected to Ministry		
<input type="checkbox"/>	Mincode	School Name	Reports	# Students	# Errors	Last Modified	Last Verified	Submitted to Ministry
<input type="checkbox"/>	00501007	Jaffray Elem-Jr Secondary	View Reports	214	0		2022-06-21 02:32 PM	2022-06-21 02:38 PM
<input type="checkbox"/>	00501009	Isabella Dicken Elementary	View Reports	532	0		2022-06-21 02:33 PM	2022-06-21 02:38 PM
<input type="checkbox"/>	00501010	Frank J Mitchell Elementary	View Reports	401	1		2022-06-21 02:34 PM	2022-06-21 02:38 PM

If no school files have been loaded you will be presented with a screen containing only the column headings as shown here:

1701 School File Processing

010 Arrow Lakes

Verify all Selected		Delete all Selected		Export all Selected		Submit all Selected to Ministry	
Mincode	School Name	Reports	# Students	# Errors	Last Modified	Last Verified	Submitted to Ministry
Select ALL Deselect ALL Select Schools that have been Modified since they were Verified							

Updating a School's 1701 Information

When you click on a school name or ministry school code in the 1701 School File Processing screen, you will be brought to the "Enter/Update Student Level 1701 Information" screen shown on the next page. This is where you will be able to manipulate a school's 1701 data before submitting their file to the ministry. There will be a note telling you when the file was last verified or modified and below that you will see a link to add a new student to the file. The search feature includes a check box to display only those records with errors* as well as a button to find all student records again after a search has been performed. Next to each student record you will see options to edit or delete that student's information.

* In order to view new errors within a school's file please ensure you re-verify the file each time you make changes to the data.

Student Search

Legal Surname Local ID Show Errors Only
 Legal Given Name PEN
 Usual Surname Grade

Enter/Update Student Level 1701 Information

Please note that your 1701 data has been changed since last verification.

Date 1701 File Last Verified: 2022-06-21 02:32 PM

Date 1701 Data Last Modified: 2022-07-22 02:37 PM

00501007 Jaffray Elem-Jr Secondary

[Add New Student](#)

217 items found, displaying items 1 to 20:

[First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#) ... [10](#) [Next/Last]

	Err	Local ID	PEN	Legal Surname	Legal Given Name	Legal Middle Name	Usual Surname	Usual Given Name	Usual Middle Name	Grade	Special Ed Category
Edit Delete	0	123	123456789	ABBOTT	JANE	DOE				10	
Edit Delete	0	321	987654321	ABBOTT	JOHN	DOE				02	
Edit Delete	0	124	123987456	ABBOTT	JOSEPH	DOE				06	

- Add New Student** - This will bring up the blank student data entry screen shown on the next page. Begin by entering data in the Local Student ID field and then tab through the rest of the fields filling in the appropriate information. Ensure that you enter any Enrolled Program Codes starting with the first box; otherwise an error message will be generated.

Once you finish entering all the appropriate demographic data, click the "Save" button to save changes then click the "Return" button to return to the main menu where you can enter another new student if need be.

Note: To exit the student Detail Entry Form always use the "Return" button otherwise the student record will be locked for 5 minutes in a read only stat

Student Detail Entry Form

<input type="button" value="Save"/> <input type="button" value="Return"/>		
Local Student ID:	<input type="text"/>	Native Ancestry (Y/N): <input type="text"/>
PEN:	<input type="text"/>	Band Code: <input type="text"/>
* Legal Surname:	<input type="text"/>	School Funding Code: <input type="text"/>
* Legal Given Name:	<input type="text"/>	Enrolled Grade Code: <input type="text"/>
* Legal Middle Name:	<input type="text"/>	Number of Courses: <input type="text"/>
Usual Surname :	<input type="text"/>	Other Courses: <input type="text"/>
Usual Given Name:	<input type="text"/>	Special Ed Category: <input type="text"/>
Usual Middle Name:	<input type="text"/>	Career Program Code: <input type="text"/>
* Birth Date (YYYYMMDD):	<input type="text"/>	<input type="text" value="00"/> <input type="text" value="00"/>
* Gender (M/F):	<input type="text"/>	Enrolled Program Code: <input type="text" value="00"/> <input type="text" value="00"/>
Home Language Spoken Code:	<input type="text"/>	<input type="text" value="00"/> <input type="text" value="00"/>
* Postal Code:	<input type="text"/>	<input type="text" value="00"/> <input type="text" value="00"/>
Number of Support Blocks:	<input type="text"/>	*indicates required value

The below table indicates the proper codes to use when adding student data. Band and Language codes can be found in appendixes to the "Instructions for Form 1701" online:
http://www.bced.gov.bc.ca/datacollections/september/public_school/pi1701.pdf

<p><u>Enrolled Program Codes</u></p> <p>05 PROGRAMME FRANCOPHONE 08 CORE FRENCH 11 EARLY FRENCH IMMERSION 14 LATE FRENCH IMMERSION 17 ENGLISH LANGUAGE LEARNING 29 ABORIGINAL LANGUAGE AND CULTURE 33 ABORIGINAL SUPPORT SERVICES 36 OTHER APPROVED ABORIGINAL PROGRAM 40 CAREER PREPARATION 41 CO-OP 42 APPRENTICESHIP 43 CAREER TECHNICAL or YOUTH TRAIN IN TRADES</p>	<p><u>Career Program Codes</u></p> <p>XA BUSINESS & APPLIED BUSINESS XB FINE ARTS, DESIGN & MEDIA XC FITNESS & RECREATION XD HEALTH & HUMAN SERVICES XE LIBERAL ARTS & HUMANITIES XF SCIENCE & APPLIED SCIENCE XG TOURISM, HOSPITALITY & FOODS XH TRADES & TECHNOLOGY</p>	<p><u>Special Needs Categories</u></p> <p>A PHYSICALLY DEPENDENT B DEAFBLIND C MOD TO PROFOUND INTELLECTUAL DISABILITY D PHYS DISABILITY OR CHRONIC HEALTH IMPAIRMENT E VISUAL IMPAIRMENT F DEAF OR HARD OF HEARING G AUTISM SPECTRUM DISORDER H INTEN BEHAV INTER/SERIOUS MENTAL ILLNESS K MILD INTELLECTUAL DISABILITY P GIFTED Q LEARNING DISABILITY R MODERATE BEHAVIOUR SUPPORT/MENTAL ILLNESS</p>
<p><u>Enrolled Grade Codes</u></p> <p>HS Home Schooled Student EU Elementary Ungraded KH Kindergarten Half Day SU Secondary Ungraded KF Kindergarten Full Day GA Graduated Adult</p>	<p><u>Funding Codes</u></p> <p>14 Out of Province/International Student 20 Ordinarily Resident on Reserve (Nominal Roll Eligible) 16 Newcomer Refugee (February collection only)</p>	

- **Edit a Student Record** - When you select the Edit function a split window will open displaying all the information for the selected student. The upper half of the window will provide entry fields for all student data and the lower area will be a scrollable list of errors for the selected student. (If,

after editing, there are any new errors for your student they will only show up after the file has been re-verified.) See screen sample below.

Note: To exit the student Detail Entry Form always use the “Return” button otherwise the student record will be locked for 5 minutes in a read only state.

Student Detail Entry Form

Save
Return

Local Student ID:	<input type="text" value="123"/>	Native Ancestry (Y/N):	<input type="text"/>
PEN:	<input type="text" value="123456789"/>	Band Code:	<input type="text"/>
* Legal Surname:	<input type="text" value="ABBOTT"/>	School Funding Code:	<input type="text"/>
* Legal Given Name:	<input type="text" value="JANE"/>	Enrolled Grade Code:	<input type="text" value="10"/>
* Legal Middle Name:	<input type="text" value="DOE"/>	Number of Courses:	<input type="text" value="03.00"/>
Usual Surname :	<input type="text"/>	Other Courses:	<input type="text" value="0"/>
Usual Given Name:	<input type="text"/>	Special Ed Category:	<input type="text"/>
Usual Middle Name:	<input type="text"/>	Career Program Code:	<input type="text"/>
* Birth Date (YYYYMMDD):	<input type="text" value="20070201"/>		<input type="text" value="00"/> <input type="text" value="00"/>
* Gender (M/F):	<input type="text" value="F"/>	Enrolled Program Code:	<input type="text" value="00"/> <input type="text" value="00"/>
Home Language Spoken Code:	<input type="text"/>		<input type="text" value="00"/> <input type="text" value="00"/>
* Postal Code:	<input type="text" value="V8V1V2"/>		<input type="text" value="00"/> <input type="text" value="00"/>
Number of Support Blocks:	<input type="text" value="0"/>	*indicates required value	

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Errors for this student when data verified on : 2022-07-22 02:49 PM

33 Code for prim. lang. spoken in home is invalid or blank.
 FTE Consequence: None
 Default Value: Set to 943 (English).

67 Personal Education Number is invalid.
 FTE Consequence: None
 Default Value: Original PEN reassigned or new PEN assigned.

Verify all Selected Schools

When you click on this button, the system will submit a verification request for all schools you have selected in the left hand column. This will allow you to verify your 1701 files before sending them to the Ministry as well as enable you to print off your reports for checking. After clicking the button you will see the following status message:

Once you have submitted your files you can check the status of the verification process by clicking the "Refresh" button or the "[File Status](#)" link in the Quick Menu.

Delete all Selected Schools

You will be able to delete the selected school(s) from the verification process. You will be prompted to confirm this action before proceeding.

Export all Selected Schools

When selected the system will extract the student information and create a 1701 file for each selected school. The system will compress all of these 1701 files into a zip file and prompt you for a location to save it on your computer. This will export all selected school 1701 information onto your computer for future reference. (This will not send your 1701 files to the ministry for processing.)

Submit All Selected to Ministry

This is where you will actually submit the school files to the ministry. Place a check mark next to the schools whose data has been verified as error free and click this button to submit the data. You should see the following message letting you know that your file(s) have been received by the Ministry for processing. In addition, the submission date and time will be displayed next to the school name in the "1701 School File Processing Screen"

Submit Verified 1701 File to Ministry

03600000

Thank You, your file has been received, and assigned submission # 45384

Note: Do not close your browser or exit this screen until you see the above message, otherwise the transfer will be incomplete.

District Reports

Choosing this option will present you with the following screen. See below for an explanation of each option.

Please refer to the District Echo Instructions online for details on interpreting the reports below:
<http://www.bced.gov.bc.ca/datacollections/september/>

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[Generate a New Set of District Reports](#)

(This request will take approx 20 minutes to process).

Report #	Description	File Type	Info
8000	All District Reports	ZIP	Generated on 2021-08-13 09:48 AM
9000	All School Reports	ZIP	When you click on this link a ZIP file will be created with the latest existing School Reports for your District.

- **Generate a new Set of District Reports** - the system will generate a new job for the request and display a message as follows. (This button will not be displayed if no school files have been loaded.)

File Verification Status and Report Request Status

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[Refresh](#)

File Verification Requests (Submission # 571391):

Date & Time 1701 File Submitted for Verification: 2022-07-22 02:48 PM

Estimated Date & Time to Completion: 2022-07-22 02:53 PM

- **All District Reports** – This will present you with an option to open or download a zip file. Save the file to a location on your computer (such as your desktop) and open it (Mac users will need a zip extraction utility such as Stuffit Expander). This zip file contains a series of district level PDF reports related to the 1701 data collection and a text version of your duplicate report. There are also two spreadsheets; an extract of all your student details and an “FTE by Grade Within Schools” report, both in Excel (XLS) format. These reports will only be available for school data that has been loaded and verified. The Excel formatted reports allow you to sort your data by selecting certain criteria not readily available in the individual reports (i.e. you would like to view all your grade 5 students who are taking Core French).
- **All School Reports** - This will present you with an option to open or download a zip file. Save the file to a location on your computer (such as your desktop) and open it (Mac users will need a zip extraction utility such as Stuffit Expander). Inside this zip file you will find a separate zip file for each of the schools for which data has been loaded and verified. Each one of these files contains a series of school level PDF reports related to the 1701 data collection along with an extract of all student details for that school in Excel (XLS) format. The Excel formatted report allows you to sort your data by selecting certain criteria not readily available in the individual reports (i.e. you would like to view all your grade 5 students who are taking Core French).

File Verification and District Report Request Status

With this option you will be able to check the status of your 1701 file verification or district report request. It will be the only link available in the Verification Web Main Menu while a 1701 file is being verified. This page will display the date and time of the last 1701 File verification submission and the estimated time to completion as shown here.

File Verification Status and Report Request Status

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[Refresh](#)

File Verification Requests (Submission # 571391):

Date & Time 1701 File Submitted for Verification: 2022-07-22 02:48 PM

Date & Time 1701 File Verification Completed: 2022-07-22 02:49 PM

District Report Requests (Submission # 570053):

Date & Time District Reports Requested: 2021-08-13 09:48 AM

Date & Time 1701 District Reports Completed: 2021-08-13 09:48 AM

Last Ministry 1701 Submission # 571338:

Date & Time 1701 File Submitted to Ministry: 2022-06-21 02:38 PM

Please note that during peak periods the completion time may be later than listed above.

SLD Web Home

Clicking on this link will bring you back to the main menu where you first logged in.

Logoff

Clicking on this link will log you out of the Verification Web Application and end your session.