

## Setting up courses for the Numeracy Assessment and Literary Assessment.

There are 2 new course codes which are to be used in TRAX to report students who have completed the Numeracy and Literary Assessment courses.

The codes are

NME (Numeracy Assessment English)  
NMF (Numeracy Assessment French Immersion)  
LME (Literary Assessment English)  
LMF (Literary Assessment French Immersion)

Begin by going to Class lists, Setup, Setup classes

Bring up the course that will use for Numeracy Assessment (or create a new course)  
In the Ministry code, enter NME.  
In the Ministry level, leave it blank.  
And under Exam, enter ME\* (with an asterisk).  
Set credits to 0.00 and weight to 0.00.

Name	School	Grade	Homefo
▶ Leatch, Garratt	95001	F	11 8A
MacDonald, Betty E.	890015	F	11 11A
Ponsonby, Heronymous Xavier	1234	M	12 11A
*			

Enter the section # (or create a new section) and type in all the students who are taking the class.

Repeat this process for the Literary Assessment course if required.

The assessment courses will be included in the Trax transfer to the Ministry in the XAM file. The courses will be printed separately on the Trax TVR and BC transcript reports.

You can also go to Specials, BC, BC Setup, TRAX courses and enter the same information for the Ministry course code, level and type.

Course #	Course name	Type	Ministry Crs	Lvl	Credits	Weight	BAA Course Description	Subject	Subject name
114	ICT: APPLIED DIGITAL COMMU	MK	ICT	11	4.00	1.00			
ICT12	ICT: INTRODUCTION TO DIGIT	MK	ICT	12	4.00	1.00			
JPN11	Japanese 11A		JPN	11A	4.00	1.00			
9082	Journalism				4.00	1.00			
LSKLS99	Life Skills 11 – Arabic		LSKLS	9	0.00	1.00			
LA11	LONG COURSE NAME 11	MK	LA	11	4.00	1.00			
MA11(8)	M5 (Intro Math) 11		MA	11	4.00	1.00			
MA10	Math 10	MK	MA	10	4.00	1.00	BAA2		
MA12(AE)	Math 12 (Adult Ed)	ME	MA	12	4.00	1.00			
MA88	Math 8		MMA	8	0.00	1.00			
MA89	Math 9		MMA	9	0.00	1.00			
MECH11	Mechanics 11	MK	MECH	11	2.00	1.00			
100	Numeracy Assessment	ME	NME		4.00	1.00			
246	PE 10 FK	MK	PE	10	4.00	1.00			
PE10	PHYSICAL EDUCATION 10	MK	PE	10	4.00	1.00			
PE11	PHYSICAL EDUCATION 11	MK	PE	11	4.00	1.00	BAA3		
PE88	PHYSICAL EDUCATION 8		PE	8	0.00	1.00			
PE89	PHYSICAL EDUCATION 9		PE	9	0.00	1.00			
88	PHYSICS 11	ME	PH	11	4.00	1.00			

You can also set the completion date for the class. If your students are expected to complete the class, then you don't have to do anything – the program will assume the course will be completed in June.

But, if students are expected to complete the course in January, or any other date, you can assign the completion date by going to Specials, BC, Data entry, Set TRAX data.

Click OK to begin

Select your course from the drop down list.

Course: NME Numeracy Assessment (NME)

Section: 1

Year: 2018  Clear data

Month: 01  Clear data

Exam type:  Clear data

Exam case:  Clear data

E/C type:  Clear data

F/A/B type:  Clear data

Related Crs:  Clear data

Related Lvl:  Clear data

Related Desc:  Clear data

OK Close

Enter the year and month when students are expected to complete the course. You can leave all the other fields blank. Then click OK to assign the data.

Marks assigned to the Numeracy and Literary Assessment courses are on a scale from 1 to 4, which correspond to these proficiency categories:

(1) Emerging

The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.

(2) Developing

The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.

(3) Proficient

The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.

(4) Extending

The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.