

# MEMORANDUM

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From: Wayne Smiley/Sandra Whiting  
Date: Thursday, October 06, 2016  
To: **Principal/Secondary SADE secretaries**  
Re: S.A.D.E. Reporting

**The SADE extract is due on October 30th. DX2 site is open October 1st to October 30th.**

- ◆ Start by running an Exceptions Report from MyEd. (Student Top Tab > Reports > Ministry Reporting > Student Achievement Data Extract Exceptions). Check for errors & correct in MyEd. (\*\*Note: You can run this Exception Report by Student Name, not just PEN.\*\*)
- ◆ When creating your SADE extract be sure to include "current and previous" (to update any "I's" from previous submissions).

◆  
Access for SADE import is at <http://www.bced.gov.bc.ca/datacollections/> then DX2 application.

**Download: (from Ministry site or <http://www.sd79.bc.ca/departments/technology/sade-procedures/>)**

- ◆ User Instructions a detailed list of errors and how to fix them (very useful)
- ◆ In the Ministry's Tips and Tricks (for SADE) you will find "Files Edited" for **Mac computer instructions**

## **Instructions for export and import:**

1. MyEd > Options > Exports > Exports > Student Achievement Data Exchange (SADE)
2. For all reporting periods choose Current and Previous. Dates are preset by MyEd. (This process will catch any mark changes that may have been done since the last submission.)
3. Save to desktop or wherever you would save your files.
4. Log onto Ministry Data collection site and upload files to DX2. Verify files and correct any reported errors **in MyEd**. Re-run extract and run thru DX2 until you have no errors. When you have no errors please let me know and I will release the file to the Ministry.

## **To identify students with I's or missing Final Marks:**

In MyEd > Grades Top Tab > Transcript Side Tab > SD79 Mark Verification Field Set > Exporting to Excel is probably the simplest way. Then you can manipulate and sort your data as you need to.

Please contact us if you have any questions or problems.

Wayne  
Sandra