

1701 Procedures

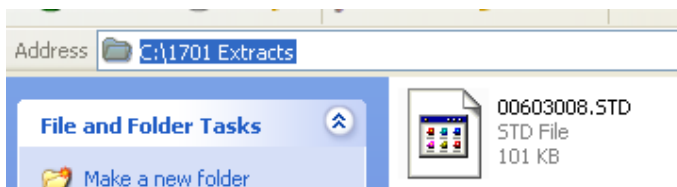
- First thing to do is to create a folder on your “c” drive called, 1701 Extracts.



- Then go to the reports tree, # 15 Exports > BC 1701 Extracts.
- Use the settings shown below with the path: c:\1701 extracts\ in the “Create Files in This Folder” field as shown below. Click “Create”.

The screenshot shows the '1701 Extract' application window. At the top, it displays 'District: Rocky Mountain' and 'School Year: 2007/2008'. Under the 'Schools' section, 'Single School' is selected with 'Selkirk Secondary School' in the dropdown menu. The 'Output Type' section has '1701 Extract' checked, 'DL1701 Reconciliation Extract' unchecked, and '1701 Verification Report' checked. The 'Additional Output Options' section includes 'Separate STD File For Each School' checked, 'Active Course Date' (empty), 'DL Extract For All Grades' (selected), 'DL Extract For Grades 10, 11, 12 and SU Only' (unselected), 'PDF' (selected), 'CSV' (unselected), 'Both' (unselected), and 'Run Report in Background' set to 'No'. At the bottom, 'Create Files In This Folder' is set to 'c:\1701 Extracts\' and 'Create Files With This Prefix' is blank. A 'Create' button is at the bottom right. Two callout boxes provide instructions: one pointing to the '1701 Verification Report' checkbox stating 'You have an option to print a report in PDF or CSV. I recommend using the Ministry's verification report.', and another pointing to the 'Create Files With This Prefix' field stating 'Leave this field blank'.

- This method will automatically create the .std file with your school code. You will also get an .fte file but just ignore this one.



- Once the extract is complete, open your browser and navigate to the Ministry's datacollections website: <http://www.bced.gov.bc.ca/datacollections/>
- Navigate to the 1701 File Load and Verification Functions page to upload the .std file found in c:\1701 extracts folder.
- Once the upload is complete, go to View Reports and select, All School Reports to download the zip file and **check for accuracy**.

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School Reports

00603008 Selkirk Secondary School

Date 1701 File Last Verified: 2007-09-21 11:01 AM
Date 1701 Data Last Modified:
Date School Reports Created: 2007-09-21 11:01 AM

Report #	Description	File Type
9000	All School Reports	ZIP

Note: PDF Files require [Acrobat Reader](#) to view or print.

- Once you have made any changes necessary in BCeSIS and run the above process again, reconfirming the accuracy of the data, you will need to select the Export link to download the .ver file that you will attach to an email for Reta. She will double check this again before submitting it to the Ministry.

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Export 1701 File

00603008 Selkirk Secondary School

To have your current 1701 Student data extracted and downloaded to your computer in the 1701 file format select the "Export 1701 File" button below.

Please ensure you save this data in a secure location.

