

## Verifying School 1701 Data on EDX

This document aims to guide you to verify your school 1701 data and summary reports such as headcount of the student in French Program, Career Program, ELL Program, Grade Enrollment, Inclusive Education and Inclusive Education Categories, Indigenous Programs, Band of Residence and Non-Funded students.

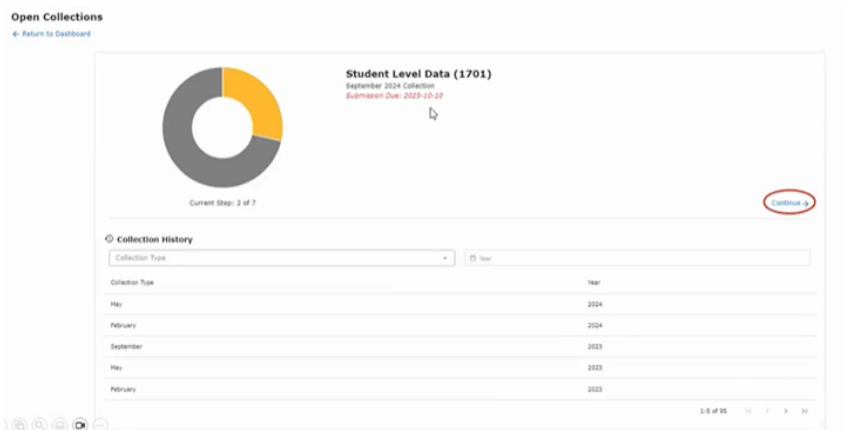
Please note that these reports will be available only after the school has resolved the errors that were generated upon uploading the verifying the 1701 extract in EDX.

**Step 1:** Login to your EDX account and Click Student Level Data Collection (1701) tile in the Dashboard. If you don't see this tile, please contact [MyEdBChelpdesk@sd42.ca](mailto:MyEdBChelpdesk@sd42.ca) or submit an IT web helpdesk ticket.

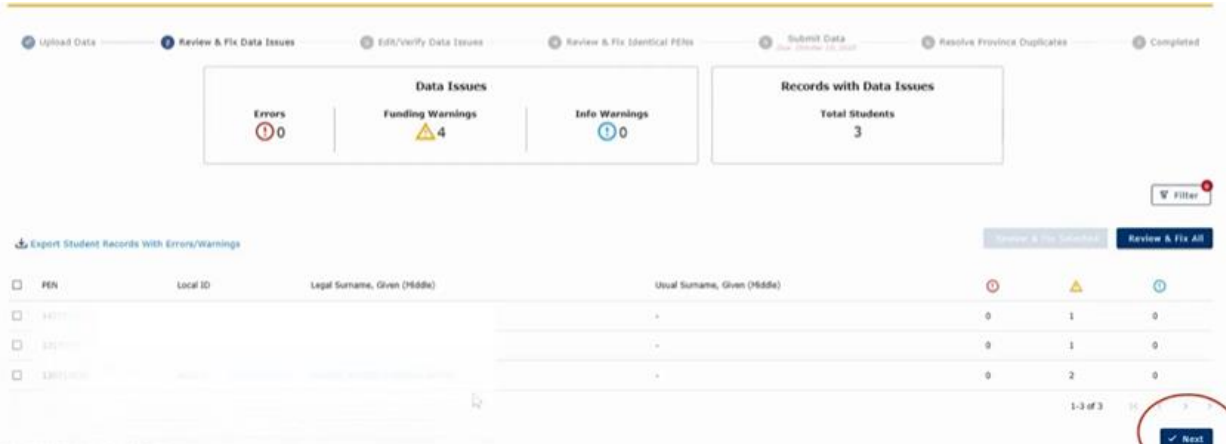


**Step 2:** Click 'Continue'

This page shows collection history from previous years which means you can access historical 1701 data for your school from previous years on this page. It also has a donut chart to show which step are you on.

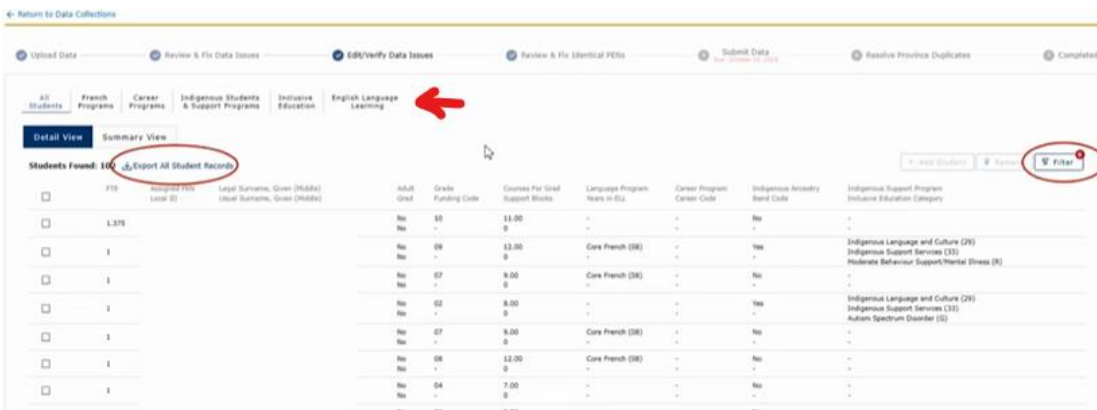


**Step 3:** The following screen shows errors, funding, and info warnings.



As long as there are errors, you will not be able to proceed to verify school data and reports. Its always nice to review the funding warning and info warning but they will not restrict you to move forward to view your school 1701 data and reports. Once Errors show 0, click ‘Next.’

**Step 4:** Review your school 1701 data and reports.



Here you can Export All Student Records to see all the students who were captured in the 1701 extract. Or you can use ‘Filter’ to filter specific type of students. The filter allows you to select multiple fields related to student record. For example, you might want to see all school ages student that are in grade 6 and have no support block. The Filter and Export All Student Record are not connected, in other words, Filter will not act as show selected. Export All Student Record will download all students reported in the 1701 extract.

You can also click on the tabs for French program, Career program, Indigenous Students and Support Programs, etc. to see the headcount of the students. In each tab, there’s downloadable pdf files as well under ‘Summary’ tab.

Once you have verified the information and satisfied, you can logout of the EDX.

If you have any questions, please feel free to contact [MyEdBCHelpdesk@sd42.ca](mailto:MyEdBCHelpdesk@sd42.ca) or submit IT WebHelpdesk Ticket.