

Working with the Course Enrolment and Completion extract

Understanding Course Enrolment and Completion data extract	Read the following documents: <ul style="list-style-type: none">• <i>Course Enrolment and Completion field definitions</i>• Ministry of Education data masking policy
How can I work with this data set in Microsoft Excel?	The following tutorials may be helpful: <ul style="list-style-type: none">• Importing text (.txt or .csv) files into Excel• Auto-filtering in Excel• Keeping leading zeros and large numbers in Excel

Conventions in this document

Bolded	Indicates a column name (for example, DATA_LEVEL)
'Text within single quotation marks'	Indicates a column value (for example, 'DISTRICT LEVEL')

Instructions

1. Open your local copy of the file.
2. Apply auto-filtering to the heading row. (This is not essential, but it makes it easier to work with the data when you have more than a screen's worth of rows.)
3. Use the auto-filter on the **DATA_LEVEL** column to select either 'Province Level' or 'District Level'.
4. The next column to work with depends on which value you just selected:
 - If you selected 'Province Level', the results are for the province total (public and independent).
 - If you selected 'District Level', use either **DISTRICT_NUMBER** or **DISTRICT_NAME** to select the district whose results you want to see. (Note that independent schools do not have school districts, but the independent school authorities are included in **DISTRICT_NAME**.)
5. Use the auto-filter on **SCHOOL_YEAR** to select data from a specific school year (e.g. '2018/2019').
6. Use **LOCAL_COURSE_CODE** to narrow the results by course code.
7. Use the **COURSE_DESC** column to filter by the course name (e.g. 'HISTORY 12').
8. To remove all masked data ('Msk'), use the auto-filter to deselect 'Msk' from the aggregate columns (I and J).

Sample Questions

Question:

In BC in 2019/2020, how many students completed Electronics 12?

Path to answer:

1. Filter **DATA_LEVEL** to 'Province Level'
2. Filter **SCHOOL_YEAR** to '2019/2020'
3. Filter **COURSE_DESC** to 'ELECTRONICS 12'
4. Column J (**COMPLETED**) = 333

Question:

At the Traditional Learning Society of BC in 2018/2019, how many students enrolled in Career-Life Education?

Path to answer:

1. Filter **SCHOOL_YEAR** to '2018/2019'
2. Filter **DISTRICT_NAME** to 'TRADITIONAL LEARNING SOCIETY OF BC (IATHNBR:349)'
3. Filter **COURSE_DESC** to 'CAREER-LIFE EDUCATION'
4. Column I (**ENROLMENT**) = 109