

**Board OEN Data Transfer Information**  
**The Homework Help Project**  
2011-12

In preparation for Homework Help at your board, you should be aware that Ontario Educational Numbers (OEN) are to be used by the Ministry to track student activity on the Independent Learning Centre's interactive after-school homework help site. Participating boards are being asked to identify the person who will be responsible for this data transfer to the ILC as soon as possible through their e-Learning Contact (eLC). School boards are being requested to provide to the ILC the following information:

*For all students registered in Grades 7, 8, 9, and 10 Math in the 2012-12 school year,*

- School board*
- OEN*
- date of birth*
- grade*
- course code*
- participating*

The information from your board is to be provided to the ILC by September 25, 2011. For detailed instructions, please see Appendix 1. Sample files have been provided by the ILC in the formats required with instructions (please see attached file).

It should be noted that the ILC, through the constituting legislation of the Ontario Educational Communications Authority, has the authority to collect, use, or require the OEN for purposes related to providing educational services which in this case is the services of after-school Homework Help.

As the year progresses, the ILC will be forwarding information about the student activity to the ministry and ministry staff who will be conducting the research to evaluate the Homework Help project.

This OEN requirement has already been discussed with MISA PNC leaders at a teleconference held on September 1, 2011 and hosted by Lisa Lumley, MISA Liaison with the Ministry's Education Statistics and Analysis Branch. We have appreciated the involvement of MISA leaders in the discussion and look forward to their ongoing co-operation with the e-Learning Contact at your board in providing the necessary OEN and supporting information to the ILC.

Should anyone at your board have further questions regarding the technical details of the data requirement for the ILC, please have them contact your board's e-Learning Contact.

## Appendix 1

Dear MISA Leader/OEN Upload Assignee -

You will need to supply ILC with the following data for all grade 7 to 10 math students in your Board, before September 25, 2011, via our web-site for Homework Help.

The URL used to upload your OEN data files is:

[misa.ilc.org](http://misa.ilc.org)

To log into this site, you will use the secure **username** and **password** supplied to you in a separate email.

### File Formats:

*The OEN File Processing system will allow you to upload and process files in either **CSV** or **XML** format.*

*Please note: SCHOOLBOARDCODE and COURSECODE are both placeholders in the examples for the valid School Board indication code, and the valid Course Code, as selected from the lists below.*

File naming convention example:

**hscdscb\_oen\_transfer.csv** (replace hscdscb with your Board code)

- **Example data formatted in CSV:**

**format:**

schoolboardcode	oen	date_of_birth	grade	coursecode	participating
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**example:**

TDSB	999888777	1980-06-28	9	MFM1P	1
TDSB	888666555	1979-10-15	8		1
TDSB	777444333	04-12-1979	7		0
TDSB	666222111	11-25-1978	10	MPM2D	1

This example includes data for 4 students, 3 of which are participating in Homework Help this year, and one of which is not (OEN:777444333).

For more examples, please see the example file attached.

- **Example data formatted in XML:**

**format:**

```
<?xml version="1.0" encoding="utf-8" ?><student_list board="schoolboardcode">
```

```
<student><oen>NNNNNNNNN</oen><date_of_birth>YYYY-MM-DD</date_of_birth>
<grade>N</grade><course>coursecode</course><participating>X</participating> </student>
</student_list>
```

**example:**

```
<?xml version="1.0" encoding="utf-8" ?><student_list board="TDSB">
<student><oen>999888777</oen><date_of_birth>1980-06-28</date_of_birth>
<grade>9</grade><course>MFM1P</course><participating>0</participating> </student>
<student><oen>888666555</oen><date_of_birth>10-15-1979</date_of_birth>
<grade>8</grade><course></course><participating>1</participating> </student>
<student><oen>777444333</oen><date_of_birth>1979-04-12</date_of_birth>
<grade>7</grade><course></course><participating>0</participating> </student>
<student><oen>666222111</oen><date_of_birth>11-25-1978</date_of_birth>
<grade>10</grade><course>MPM2D</course><participating>1</participating> </student>
</student_list>
```

**IT IS NOT RECOMMENDED THAT YOU USE MICROSOFT EXCEL TO CREATE EITHER CSV OR XML FILES.**

Accepted Data Inputs for ‘**SCHOOLBOARDCODE**’:

<b>ADSB</b>	<b>GEDSB</b>	<b>KAEA</b>	<b>OCTCSA</b>	<b>SGDSB</b>
<b>ALCDSB</b>	<b>GECDsb</b>	<b>LDSB</b>	<b>OCDSB</b>	<b>TVDSB</b>
<b>AMDSB</b>	<b>HCDSB</b>	<b>LKDSB</b>	<b>PDSB</b>	<b>TBCDSB</b>
<b>BSA</b>	<b>HDSB</b>	<b>LIDSB</b>	<b>PPSSB</b>	<b>TCDSB</b>
<b>BWDSB</b>	<b>HWCDsb</b>	<b>LDCSB</b>	<b>PVNCCDSB</b>	<b>TDSB</b>
<b>BHNCDSB</b>	<b>HWDSB</b>	<b>MFIDSAB</b>	<b>RDSB</b>	<b>TLDSB</b>
<b>BGCDSB</b>	<b>HPEDSB</b>	<b>MDSAB</b>	<b>RRDSB</b>	<b>UCDSB</b>
<b>CCSA</b>	<b>HPCDSB</b>	<b>NNDSB</b>	<b>RCCDSB</b>	<b>UGDSB</b>
<b>CDSBEA</b>	<b>HSCDSB</b>	<b>NCDSB</b>	<b>RCDSB</b>	<b>WACDSB</b>
<b>DSBN</b>	<b>JBLSSB</b>	<b>NPCCSA</b>	<b>SICDSB</b>	<b>WRDSB</b>
<b>DSBONE</b>	<b>JMCCSA</b>	<b>NPSC</b>	<b>SMCDsb</b>	<b>WCDSB</b>
<b>DPCDSB</b>	<b>KPRDSB</b>	<b>NECDsb</b>	<b>SCCDsb</b>	<b>WECDsb</b>
<b>DCDSB</b>	<b>KPDSB</b>	<b>TNCDsb</b>	<b>SUCDSB</b>	<b>YCDSB</b>
<b>DDSB</b>	<b>KCDsb</b>	<b>OCSB</b>	<b>SNCDsb</b>	<b>YRDSB</b>

Full list of Board/Authority names and acronyms attached.

Accepted Data Inputs for ‘**COURSECODE**’:

**MAT1L**  
**MFM1P**  
**MPM1D**  
**MAT2L**  
**MFM2P**  
**MPM2D**

Accepted Data inputs for 'OEN':  
'NNNNNNNNNN'

- 9 numbers [0-9]
- No spaces
- No special characters (for example, \*, -, .)
- Must have leading 0 or 0s if necessary

Accepted Data inputs for 'date\_of\_birth'

'YYYY-MM-DD'

- Data Scheme A.  
(YYYY-MM-DD):  
[0-9][0-9][0-9][0-9]-[0-1][0-9]-[0-3][0-9]
- Data Scheme  
B.(MM/DD/YYYY):  
[0-1][0-9]/[0-3][0-9]/[0-9][0-9][0-9][0-9]

Please note that, while **YYYY-MM-DD** is the preferred format, we can accept and parse **MM/DD/YYYY**

Please note that both day (**DD**) and month (**MM**) must have a leading zero (**0**) or zeroes

Accepted Data inputs for 'participating':

'0' or '1'

0 = not participating  
1 = participating

To upload your data file to ILC please follow the **ABC** instructions below:

**A. Prepare your information:**

1. Locate the secure **username** and **password** sent to you under separate email.
2. On your local computer, locate the file containing your Board's Student data (OEN, Date of Birth, Grade, Course, Participating)
3. Check that the file is in the correct format as per examples attached and as listed above.

**B. Connect to the Homework Help site:**

1. Launch a web browser
2. Go to [misa.ilc.org](http://misa.ilc.org)
3. Log in using your username and password
4. Click on 'Upload File'
5. Locate and select your OEN data file
6. Your file will upload immediately
7. You can track the progress of the upload and receive feedback of any errors that may occur.

**C. Checking your file to the Homework Help site:**

1. A progress bar shows the ingest progress of OEN data from the data file.
2. The system is set to a limit of 20 errors, at which stage the transfer will abort.
3. All fields successfully ingested to that point will remain in the database.
4. You can view the error feedback for each set of fields.
5. Errors must be corrected and resubmitted.

**D. MISA Leader/OEN Upload Assignee Forum:**

1. A forum for MISA Leaders/OEN Upload Assignees has been created and is accessible from [misa.ilc.org](http://misa.ilc.org)
2. This forum will enable the sharing of information about, and scripts to help create, the OEN CSV or XML files

That's all, you're done! The student information in that file will be used to create Homework Help accounts in preparation for the school year.

You may update the file on the website as often as you like, daily, weekly, monthly. The frequency of updating will be dictated by how many students you are adding to the database in order for them to be able to register with Homework Help.

Sincerely,

Bruce R. Jones  
Director, ILC Interactive & Publishing  
[bjones@tvo.org](mailto:bjones@tvo.org)  
416.484.2600 ext. 2287

Algoma District School Board	<b>ADSB</b>
Algonquin and Lakeshore Catholic District School Board	<b>ALCDSB</b>
Avon Maitland District School Board	<b>AMDSB</b>
Bloorview School Authority	<b>BSA</b>
Bluewater District School Board	<b>BWDSB</b>
Brant Haldimand Norfolk Catholic District School Board	<b>BHNCDSB</b>
Bruce-Grey Catholic District School Board	<b>BGCDSB</b>
Campbell Children's School Authority	<b>CCSA</b>
Catholic District School Board of Eastern Ontario	<b>CDSBEA</b>
District School Board of Niagara	<b>DSBN</b>
District School Board Ontario North East	<b>DSBONE</b>
Dufferin-Peel Catholic District School Board	<b>DPCDSB</b>
Durham Catholic District School Board	<b>DCDSB</b>
Durham District School Board	<b>DDSB</b>
Grand Erie District School Board	<b>GEDSB</b>
Greater Essex County District School Board	<b>GECDSB</b>
Halton Catholic District School Board	<b>HCDSB</b>
Halton District School Board	<b>HDSB</b>
Hamilton-Wentworth Catholic District School Board	<b>HWCDSB</b>
Hamilton-Wentworth District School Board	<b>HWDSB</b>
Hastings & Prince Edward District School Board	<b>HPEDSB</b>
Huron Perth Catholic District School Board	<b>HPCDSB</b>
Huron-Superior Catholic District School Board	<b>HSCDSB</b>
James Bay Lowlands Secondary School Board	<b>JBLSSB</b>
John McGivney Children's Centre School Authority	<b>JMCCSA</b>
Kawartha Pine Ridge District School Board	<b>KPRDSB</b>
Keewatin-Patricia District School Board	<b>KPDSB</b>
Kenora Catholic District School Board	<b>KCDSB</b>
KidsAbility Education Authority	<b>KAEA</b>
Lakehead District School Board	<b>LDSB</b>
Lambton Kent District School Board	<b>LKDSB</b>
Limestone District School Board	<b>LIDSB</b>
London District Catholic School Board	<b>LDCSB</b>
Moose Factory Island District School Area Board	<b>MFIDSAB</b>
Moosonee District School Area Board	<b>MDSAB</b>
Near North District School Board	<b>NNDSB</b>
Niagara Catholic District School Board	<b>NCDSB</b>
Niagara Peninsula Children's Centre School Authority	<b>NPCCSA</b>
Nipissing-Parry Sound Catholic District School Board	<b>NPSC</b>
Northeastern Catholic District School Board	<b>NECDSB</b>
The Northwest Catholic District School Board	<b>TNCDSB</b>

Ottawa Catholic District School Board	<b>OCSB</b>
Ottawa Children's Treatment Centre School Authority	<b>OCTCSA</b>
Ottawa-Carleton District School Board	<b>OCDSB</b>
Peel District School Board	<b>PDSB</b>
Penetanguishene Protestant Separate School Board	<b>PPSSB</b>
Peterborough Victoria Northumberland and Clarington Catholic District School Board	<b>PVNCCDSB</b>
Rainbow District School Board	<b>RDSB</b>
Rainy River District School Board	<b>RRDSB</b>
Renfrew County Catholic District School Board	<b>RCCDSB</b>
Renfrew County District School Board	<b>RCDSB</b>
Simcoe County District School Board	<b>SICDSB</b>
Simcoe Muskoka Catholic District School Board	<b>SMCDSB</b>
St Clair Catholic District School Board	<b>SCCDSB</b>
Sudbury Catholic District School Board	<b>SUCDSB</b>
Superior North Catholic District School Board	<b>SNCD SB</b>
Superior-Greenstone District School Board	<b>SGDSB</b>
Thames Valley District School Board	<b>TVDSB</b>
Thunder Bay Catholic District School Board	<b>TBCDSB</b>
Toronto Catholic District School Board	<b>TCDSB</b>
Toronto District School Board	<b>TDSB</b>
Trillium Lakelands District School Board	<b>TLDSB</b>
Upper Canada District School Board	<b>UCDSB</b>
Upper Grand District School Board	<b>UGDSB</b>
Waterloo Catholic District School Board	<b>WACDSB</b>
Waterloo Region District School Board	<b>WRDSB</b>
Wellington Catholic District School Board	<b>WCDSB</b>
Windsor-Essex Catholic District School Board	<b>WECD SB</b>
York Catholic District School Board	<b>YCDSB</b>
York Region District School Board	<b>YRDSB</b>