USER GUIDE

Transfer Credit Awarded (TCA)

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Contents

1. Document Usage

1.1 Document Purpose

The User Guide document has been developed for Transfer Credit Awarded (TCA) provincial data collection in Alberta. The TCA User Guide is for participating institutions for TCA to help in submission of TCA data. The document provides information on the following:

- Key Terms and Definitions
- Data Elements
- Validation Rules
- Provider Operating Names for TO Institution data submissions
- XML structure to submit data
- Access to TCA module and Data Cube Account in DCaR
- Submissions Process

Additional details regarding terms and definitions are located in the TCA Data Dictionary and the vision, goals, guiding principles, data questions and system measure in the TCA Guiding Principles document.

1.2 Audience

The primary audience for the User Guide is:

- The institutions/stakeholders required to provide and/or understand TCA data.
- The ACAT Secretariat/Advanced Education, who facilitate TCA data standards and the system.

2. TCA Terms and Definitions

Key TCA Terms and Definitions that define the data set are outlined here – taken from the complete list of all TCA terms and definitions, which are located in the TCA Data Dictionary.

- **Terms marked with *** are based on Learner and Enrolment Reporting System (LERS) definitions.
- **Caveats** for the data set are listed in the TCA Data Caveats section at the end of the TCA Data Dictionary.

Transfer Credit Awarded Terms	Definitions/Descriptions for Terms
Approved Program	A structured and institutionally defined or recognized set of courses that are recorded on an institutional transcript and that are jurisdictionally, nationally, or organizationally approved, accredited or otherwise recognized (e.g., by Ministry (in alignment with the PSLA, ACF, STAEA), NIAB, WINHEC, Professional Regulatory Organizations, Professional Associations).
PLAR Credit Awarded	Credit granted based on an assessment of informal, non-formal, or experiential learning that could be used toward a course(s) or credential. PLAR credit is granted at a student level to non-graduate students following assessment (e.g., written challenge exam, oral exam or interview, performance assessment, product assessment, portfolio assessment). Credit is granted by the receiving ("To") institution in alignment with their identified PLAR assessment practices. **Note**: PLAR credit awarded data is the value/number of credits transcripted for PLAR by course. PLAR credit awarded data **excludes** both transfer credit awarded data (transfer credit is included in other TCA data fields) and instructional credit that is awarded to students who are currently enrolled in a course(s) at the receiving ("To") institution. The broader definition for Recognition of Prior Learning (RPL) includes formal (e.g., transfer credit, credential recognition) and informal, non-formal and experiential learning (e.g., PLAR). In applicable contexts for some institutions, where they are unable to award formal credit for formal learning (e.g., stale-dated courses), these institutions may have PLAR assessment practices that include assessment and awarding of PLAR credit. To Institutions must enter either TCA or PLAR credit data within one record, and must enter PLAR records if the institution has applicable records for the PLARCA definition. If PLAR credit awarded data is provided: • From Institution – must be the following default PLAR code = "Prior Learning" • From Course Code – must be the following default PLAR code = "Prior Learning" • TCA – must be the following default PLAR code = "0" (0 = Prior Learning).
Program Students	Students enrolled in an approved program.

Transfer Credit Awarded Terms	Definitions/Descriptions for Terms
Recognized Institution	All institutions that offer approved programs for which receiving ("To") Alberta Learner Pathways System member institutions award students transfer credit.
Specified Credit	A type of direct transfer credit awarded when the learning outcomes for a previously completed course or combined courses are deemed substantially equal to a specific course(s) at the receiving ("To") institution.
Transfer Credit Awarded	Formal credit assessed and granted by a receiving ("To") institution at a course, block of courses, or credential level that may be used towards an approved credential program for work completed at another recognized institution. Credit is awarded at a student level to full time and part time non-graduate students in their first enrolment in or upon their return to a specific credential program during the academic year of reporting for completed coursework in alignment with identified common transfer credit practices at institutions.

Note: Transfer credit awarded data is the value/number of transfer credits awarded.

Transfer credit awarded data **includes** AP, IB, and A Level data (with separate aggregate reporting available to PSIs for AP/IB/A Level data), University Transfer data, collaborative programs and dual admissions data, for-credit micro-credentials data, and data for students continuing at the institution in a different program.

Transfer credit awarded data **excludes** PLAR credit awarded data (there is a separate data field for PLAR credit awarded in the TCA data set), non-credit data, Open Studies data, laddering within the same program area/school within the institution, and instructional credit that is awarded to students who are currently enrolled in a course(s) at the receiving ("To") institution (e.g., credit for students on Letters of Permission and for Study Abroad/Exchange Students is excluded from the TCA data set).

If a student has more than one record for first enrolment in more than one program within the same data submission year, TCA data for the student should be submitted only once for the submission year based on their most current program enrolment or most current transfer credit awarded record available.

See TCA Data Caveats section in this document (TCA Data Dictionary). |
| Unique Student | An individual learner who is identified by their own Alberta Student Number (or jurisdictional/institutional equivalent for out-of-province member institutions' data that may be included). |
| Unspecified Credit | A type of generic transfer credit awarded when the learning outcomes for a previously completed course or combined courses are deemed not substantially equal to a specific course(s) at the receiving ("To") institution. Credit granted is associated with a year level, requirement type, advanced standing, or an area of study (e.g., BIO2XX). |

3. TCA Data Elements

TCALearner (Level 1)	TransferCredit (Level 2)	XML Tag	Type	Size	Comments/ Validation
Alberta Student Number		ASN	Mandatory	9	Learner's Alberta Student Number (ASN). Must be an active ASN* in the StakeHolder Registry (SHR), generating an error if the ASN does not exist in SHR. ASN and Birthdate should both exist in the StakeHolder Registry to confirm the ASN is assigned to the appropriate learner (same check as LERS), issuing a warning if discrepant but not stopping the data from submission. Following Provider confirmation of student Birth Date/ASN information from official student ID, institutions are strongly encouraged to contact SHR to address any identified SHR data discrepancies. Check if an ASN combination appears more than once in the records in a submission, and if so, a validation error will occur. Combination being checked = ASN + To Institution + To Institution course code + PAPRS Program ID + PAPRS Program Specialization Code + From Institution + From Institution course. **Note**: This will prevent the same ASN record combination from being submitted twice. *ASN validation exception is in place only for specific Learner Pathways System member institutions where students do not have ASNs.
Birth Date		BirthDate	Mandatory	8 (YYYYMMDD)	Learner's Date of Birth. Required for ASN validation to ensure an ASN is related to the correct learner. Learner BirthDate must be within the valid date range of submission cycle year minus 5 years and submission cycle year minus 110 years (e.g., birth date may be as recent as 5 years ago (2021 submission year – 5 years = 2016 birth date) and as long ago as 110 years (2021 submission year – 110 years = 1911)).
To Institution		Provider	Mandatory	min:2, max: 100	Learner's PSI operating name that they transferred to, and who is awarding them transfer credit. Must be a valid PAPRS institution operating name. See Provider Operating Names in this User Guide for a list of all potential "TO Institution" Alberta Learner Pathways System institution member operating names from PAPRS.
Academic Year		AcademicYear	Mandatory	YYYY	Academic year for which the TCA data is submitted. Must be the same for all records in the file. Start and end dates for the annual TCA reporting period mirror institutional LERS enrolment reporting cycle as applicable, with the TCA

TCALearner (Level 1)	TransferCredit (Level 2)	XML Tag	Type	Size	Comments/ Validation
					academic year based on institutional fiscal year start and end dates and not by calendar year.
					For Example: Academic Year for TCA and LERS Reporting/Institutional Fiscal Year End Dates:
					For March 31st institution fiscal year ends, enrolment reporting cycle is May 1 – April 30.
					For June 30th institution fiscal year ends, enrolment reporting cycle is July 1 to June 30.
					Note: Academic year is included in data submissions identified by a single year (e.g., 2021 for the 2021-2022 academic year), and annual data submissions are provided based on the institution's start and end dates for their previously completed fiscal year. For example, if your fiscal year starts May 1, 2021 and ends April 30, 2022, and you are assessing and awarding transfer credit for a student for a course(s) in January 2022, this credit would be reported in your 2021 (2021/2022) submission, not in your 2022 (2022/2023) submission.
PAPRS Program ID		ProgramID	Mandatory	min: 1, max: 30	Program ID for which learners got transfer credit awarded.
					Must be defined in PAPRS and be an existing PAPRS Program ID for an active program for Alberta publicly funded "To" institutions.
					For Institutions that are not required to use PAPRS or that have data requirement limitations for some programming, must use "0" and provide your institution's own Program ID and Name in Notes.
PAPRS Program Specialization Code		SpecializationID	Mandatory	min: 1, max: 10	Specialization Code for which learners got transfer credit awarded.
					Must be defined in PAPRS and be an existing PAPRS Program Specialization Code for Alberta publicly funded "To" institutions.
					For Institutions that are not required to use PAPRS or that have data requirement limitations for some programming, must use "0" and provide your institution's own Program Specialization Code and Name in Notes.
					Note: TCA aggregate data analysis will include assessment of any instances of multiple Program Specialization Code records for the same From Institution + From Course(s) offerings.
	From Institution	FromInstitution	Mandatory	Min:2, max:100	FROM Institution where Learner completed work to get credit.
					For all FROM Institutions, where the From Institution Location = 1 (in Alberta), 2 (outside of Alberta in Canada), 3 (outside of Canada), or 4 (unknown), FROM Institutions will be validated against postsecondary PESC Global Education Organization (GEO) Codes for all countries (geocode.pesc.org).

TCALearner (Level 1)	TransferCredit (Level 2)	XML Tag	Type	Size	Comments/ Validation
					PESC GEO Codes = seven digits (two digit alpha ISO country code followed by a five digit numeric institution code, e.g., "CA00005").
					For data with IB, AP, or A Level course codes, the From Institution name must be "High School" or "HIGHSCL".
					For data with PLAR course codes, the From Institution name must be "Prior Learning" or "PRIOR".
					For records that include Affiliated Institutions, the institution listed on the student's transcript should be the one listed in the TCA record as the FROM Institution.
					Please see sample XML file.
					Notes: See Provider Operating Names in this User Guide for a list of all potential "TO Institution" Alberta Learner Pathways System institution member operating names from PAPRS.
					In DCaR TCA, to support user experience, both the GEO Code and its corresponding From Institution name will display in two separate columns in the module after XML file upload. Validation errors for GEO Codes are not editable in the From Institution name field, but are editable using the GEO Code field in the module, or by uploading an updated XML file.
					If editing GEO Code errors in the GEO Code field within the DCaR TCA module, the short code "**HIGHSCL**" for "High School" and "**PRIOR**" for "Prior Learning" **must** be used. Either HIGHSCL or High School and PRIOR or Prior Learning can be used in XML file upload. Both versions (short codes and complete words) will pass validation.
					If the GEO Code's corresponding From Institution name (pulled from PESC GEO Codes database) exceeds 100 characters, the name will be truncated to a maximum of 100 characters.
	From Institution Location	FILocation	Not Required	1	System-generated referential data field based on the GEO Code for each From Institution in each record in the submission. The system will auto-populate the correct geographical location of the institution where the learner completed the course(s) being awarded transfer credit based on the GEO Code's identified Country location and on the Province location for Alberta.
					Calculated value will be: "1" = Alberta "2" = Outside of Alberta in Canada "3" = Outside of Canada "4" = Unknown
					High School and Prior Learning courses will be assigned the geographical value of "4".
					Submissions can remove the FILocation field or leave the FILocation field in their XML file. Data for this field is **not** required in the submission.

TCALearner (Level 1)	TransferCredit (Level 2)	XML Tag	Type	Size	Comments/ Validation
					Any data submitted in this field will not be processed. The values for this field will be populated based on GEO Code.
	Course Code at From Institution	FICourseCode	Mandatory	min:1, max: 100	From Institution Course Code (Course Code = Code and Number with a separating white space, E.g., CHEM 201 or Chem 201) for which the Learner got credit.
					When entering multiple From Institution Course Codes within one record, separate the course codes with commas, and no white spaces before or after the comma and the next course code.
					If white/blank spaces exist before/after commas, DCaR will automatically strip out those white spaces.
					For block transfer credit or credential laddering, indicate From Institution Course Code by identifying the name and/or type of credential (e.g., FICourseCode="Business Administration Diploma" or "Diploma").
					For High School IB, AP, or A Level FICourseCodes, the course code indicated should be the full course name/description similar to the actual IB, AP, or A Level course name and not an institution-specific short code.
					For PLAR data use "Prior Learning" for the Course Code at From Institution.
					Please see sample XML file.
	Date course taken at From institution	FIAcademicYearCourseTaken	Mandatory	YYYY	Academic Year in which Learner took the course at the From Institution.
					Where multiple courses are included for transfer credit awarded, use the later academic year, e.g. Learner took CourseA in 2015 and CourseB in 2017, use 2017.
					For PLAR credit awarded, use the latest year of experience for which the credit is being awarded, e.g., Learner relevant experience is between March 2015 – Dec 2017 put 2017. If experience period is not known enter 9999.
	Course Code at To institution	TCACourseCode	Mandatory	min:1, max: 100	To Institution Course Code (Course Code = Code and Number with a separating white space, E.g., CHEM 201 or Chem 201) for which the Learner gets credit.
					When entering multiple To Institution Course Codes within one record, separate the course codes with commas, and no white spaces before or after the comma and the next course code.
					If white/blank spaces exist before/after commas, DCaR will automatically strip out those white spaces.
					For block transfer credit or credential laddering, indicate To Institution Course Code by identifying the name and type of credential (e.g., TCACourseCode="Credential Laddering Diploma to Bachelor of Management Degree").

TCALearner (Level 1)	TransferCredit (Level 2)	XML Tag	Type	Size	Comments/ Validation
	Transfer Credit Awarded	TCA	Mandatory	###.##	Value of transfer credits awarded by course(s). Values include the number of credits awarded. Data may include one or more of the following: 1 course to 1 course 1 course to many courses Many courses to many courses Many courses to 1 course 1 credential laddered to 1 credential.
	Date transfer credit was awarded at receiving institution	TCAAcademicYear	Mandatory	YYYY	Academic Year in which the Learner was assessed to receive transfer credit at the To Institution. Must be the same year for which the TCA data is submitted, i.e. same as Academic Year.
	PLAR Credit Awarded	PLARCA	Optional	###.##	Value of credits transcripted for PLAR credit awarded by course. Must enter PLARCA records if the institution has applicable records for the PLARCA definition. The field is marked "optional" only because some institutions do not offer PLARCA credit. Must enter either TCA or PLAR credit data within one record. When TCA data fields are populated, the PLAR credit awarded data field should be null.* *(In XML, a null PLARCA value is specified by not including the PLARCA attribute (data field) for the TransferCredit element (record) (e.g., PLARCA data field is removed from the record when there is no PLARCA present in that record). This is the XML standard for specifying null attribute values (see XML Sample). Numbers or blank spaces (e.g., "0", "0.00"," ") cannot be provided for PLARCA when recording null PLARCA values or the record will fail validation. The PLARCA data field must be removed from a record when there is no PLARCA present.) If a PLAR assessment was done and zero credit was awarded, "0" (versus null) is a valid entry for PLARCA and must be entered in the PLAR credit awarded data field. If PLAR credit awarded data is provided, the following fields must be populated with the identified codes: • From Institution – must be the following default PLAR code = "Prior Learning" or "PRIOR" • From Course Code – must be the following default PLAR code = "Prior Learning" • TCA – must be the following default PLAR code = "0" (0 = Prior Learning). • FILocation – must be the following default geographical value for PLAR = "4".

TCALearner (Level 1)	TransferCredit (Level 2)	XML Tag	Type	Size	Comments/ Validation
	Notes	Notes	Optional	min:1, max: 1000	For PSI to provide comments on transfer credit awarded where relevant. For Institutions that are not required to use PAPRS or that have data requirement limitations for some programming, they will use "0" in the PAPRS Program ID and PAPRS Program Specialization Code data fields and provide program name and program specialization name details in the Notes data field.

4. TCA Validation Rules

Access to the TCA validation rules is available in the DCaR TCA Submissions module. Open the TCA Submission module, select the correct submission year, and select the Validate Data button to see the rules. Rules may vary by submission cycle, and by type of institution (e.g., differences for institutions that do not use ASNs or PAPRS).

5. Provider Operating Names

List of current institution **Operating Names (From PAPRS) for Learner Pathways System member institutions, which are to be used by institutions in "TO Institution" Provider data fields for TCA data submissions**. Publicly funded member institutions in black font are required to submit TCA data (with the exception of Banff Centre for Arts and Creativity). First Nations College, Indigenous Adult Learning Provider, Private Not-for-Profit, and Out-of-Province member institutions in green font are encouraged but not required to submit TCA data.

Provider Operating Name
Alberta Bible College
Alberta University of the Arts
Ambrose University
Athabasca University
Aurora College
University nuhelot'ine thaiyots'i nistameyimakanak Blue Quills (Note: If your institution's Student Information System allows a maximum of 50 characters for this data field, you may truncate the spelling of this institution name in your TCA data records to read: "University nuhelot'ine thaiyots'i nistameyimakanak".)
Bow Valley College
Briercrest College and Seminary
Burman University
College of the Rockies
Columbia College
Concordia University of Edmonton

Provider Operating Name
Grant MacEwan University
Keyano College
Lakeland College
Lethbridge College
Maskwacis Cultural College
Medicine Hat College
Mount Royal University
Nechi Institute Centre of Indigenous Learning
NorQuest College
Northern Alberta Institute of Technology
Northern Lakes College
Northwestern Polytechnic
Nunavut Arctic College
Olds College
Portage College
Prairie Bible Institute
Red Crow Community College
Red Deer Polytechnic
Rocky Mountain College
Saskatchewan Indian Institute of Technologies
Saskatchewan Polytechnic
Southern Alberta Institute of Technology
St. Mary's University
King's University, The
Thompson Rivers University – Open Learning
University of Alberta
University of Calgary
University of Lethbridge
University of Regina
Yellowhead Tribal College
Yukon University

6. XML Structure

TCA data has two levels, the first level contains details about the Learner and the Institution, referred to as TCALearner (XML tag) and the second level has details of the learner's transferred courses and credits, referred to as TransferCredit. Each TCALearner must have one or more TransferCredit records.
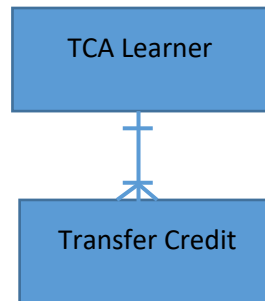
Refer to Data Elements section for elements under TCALearner and TransferCredit.

Download a copy of the TCA XML Schema file and TCA XML Sample files* at https://acat.alberta.ca/research/current-research/transfer-credit-awarded/.

*The **TCA Schema file** and the **Sample TCA XML files** match the TCA data standard that is referenced in the **TCA Data Elements** section earlier in this document.

There are **two approaches** that can be used to construct a valid TCA XML file. Examples of these two approaches can be found under the two **TCA XML Sample files** tabs on the TCA webpage on the ACAT website, and are also illustrated here.

- **TCA XML Sample – Student Records Grouped Under their ASN** (e.g. below from sample file)

```
<TCA xmlns="http://psdata.iae.alberta.ca/tca/v2">
    <TCALearner ASN="100006642" BirthDate="19790428" Provider="Athabasca University"
    AcademicYear="2021" ProgramID="0058XX" SpecializationID="GLM">
        <TransferCredit FromInstitution="CA00009" FILocation="1" FICourseCode="CM1"
        FIAcademicYearCourseTaken="2015" TCACourseCode="TEST XXX" TCA="3.00"
        TCAAcademicYear="2021" Notes="test" />
        <TransferCredit FromInstitution="CA00009" FILocation="1" FICourseCode="MATH-
        1127" FIAcademicYearCourseTaken="2021" TCACourseCode="TEST 100" TCA="3.000"
        TCAAcademicYear="2021" />
        <TransferCredit FromInstitution="CA00009" FILocation="1" FICourseCode="ENGL-
        1223" FIAcademicYearCourseTaken="2021" TCACourseCode="TEST 101" TCA="3.000"
        TCAAcademicYear="2021" />
        <TransferCredit FromInstitution="CA00009" FILocation="1" FICourseCode="DRFT-
        1140" FIAcademicYearCourseTaken="2021" TCACourseCode="TEST 102" TCA="3.000"
        TCAAcademicYear="2021" />
    </TCALearner>
    <TCALearner ASN="107344376" BirthDate="19980624" Provider="Athabasca University"
    AcademicYear="2021" ProgramID="0058XX" SpecializationID="GLM">
```

```
        <TransferCredit FromInstitution="Prior Learning" FILocation="4" FICourseCode="Prior
        Learning" FIAcademicYearCourseTaken="2015" TCACourseCode="HIST 100"
        TCA="0.00" TCAAcademicYear="2021" PLARCA="3.00" Notes="test" />
    </TCALearner>
    <TCALearner ASN="115103228" BirthDate="19701206" Provider="Athabasca University"
    AcademicYear="2021" ProgramID="0058XX" SpecializationID="GLM">
        <TransferCredit FromInstitution="High School" FILocation="1"
        FICourseCode="Geography" FIAcademicYearCourseTaken="2015"
        TCACourseCode="TEST 3XX" TCA="3.00" TCAAcademicYear="2021" Notes="test" />
    </TCALearner>
</TCA>
```

- **TCA XML Sample – Student Records Listed by Repeating their ASN** (e.g. below from sample file).

```
<TCA xmlns="http://psdata.iae.alberta.ca/tca/v2">
    <TCALearner ASN="100006642" BirthDate="19790428" Provider="Athabasca University"
    AcademicYear="2021" ProgramID="0058XX" SpecializationID="GLM">
        <TransferCredit FromInstitution="CA00009" FILocation="1" FICourseCode="CM1"
        FIAcademicYearCourseTaken="2015" TCACourseCode="TEST XXX" TCA="6.00"
        TCAAcademicYear="2021" Notes="test" />
    </TCALearner>
    <TCALearner ASN="100006642" BirthDate="19790428" Provider="Athabasca University"
    AcademicYear="2021" ProgramID="0058XX" SpecializationID="GLM">
        <TransferCredit FromInstitution="CA00009" FILocation="1" FICourseCode="Math 1127"
        FIAcademicYearCourseTaken="2015" TCACourseCode="TEST 100" TCA="6.00"
        TCAAcademicYear="2021" Notes="test" />
    </TCALearner>
    <TCALearner ASN="100006642" BirthDate="19790428" Provider="Athabasca University"
    AcademicYear="2021" ProgramID="0058XX" SpecializationID="GLM">
        <TransferCredit FromInstitution="CA00009" FILocation="1" FICourseCode="ENGL 1223"
        FIAcademicYearCourseTaken="2015" TCACourseCode="TEST 101" TCA="6.00"
        TCAAcademicYear="2021" Notes="test" />
    </TCALearner>
    <TCALearner ASN="100006642" BirthDate="19790428" Provider="Athabasca University"
    AcademicYear="2021" ProgramID="0058XX" SpecializationID="GLM">
        <TransferCredit FromInstitution="CA00009" FILocation="1" FICourseCode="DRFT 1140"
        FIAcademicYearCourseTaken="2015" TCACourseCode="TEST 102" TCA="6.00"
        TCAAcademicYear="2021" Notes="test" />
    </TCALearner>
    <TCALearner ASN="107344376" BirthDate="19980624" Provider="Athabasca University"
    AcademicYear="2021" ProgramID="0058XX" SpecializationID="GLM">
        <TransferCredit FromInstitution="Prior Learning" FILocation="4" FICourseCode="Prior
        Learning" FIAcademicYearCourseTaken="2015" TCACourseCode="HIST 100" TCA="0.00"
        TCAAcademicYear="2021" PLARCA="3.00" Notes="test" />
    </TCALearner>
```

```
                    <TCALearner ASN="115103228" BirthDate="19701206" Provider="Athabasca University"
                    AcademicYear="2021" ProgramID="0058XX" SpecializationID="GLM">
                         <TransferCredit FromInstitution="High School" FILocation="2"
                         FICourseCode="Geography" FIAcademicYearCourseTaken="2015"
                         TCACourseCode="TEST 3XX" TCA="3.00" TCAAcademicYear="2021" Notes="test" />
                    </TCALearner>
               </TCA>
```

It is recommended to validate the TCA XML file against the TCA schema (XSD) before using DCaR to submit to the ministry. As part of the submission, the data file is validated against the schema and the business rules. A file with errors can be imported and validated, but cannot be submitted until any errors are addressed.

In case the file is created manually or to validate a system generated file, one of the tools to use is NotePad++ with a XML plugin. The details on how to use NotePad++ to validate XML against an XSD are available [here](#).

If an institution requires assistance creating their XML file or converting their file to XML, they may contact ae.lps@gov.ab.ca and use the *Share Files* tab in the DCaR TCA module to receive assistance.

7. TCA Module & Data Cube Access – Data Collection and Reporting (DCaR)

Users must have an Alberta.ca basic account to login to DCaR.

TCA Permissions:

To get access to TCA in DCaR, the gatekeeper at the institution needs to send a request to the ACAT Secretariat/Advanced Education at ae.lps@gov.ab.ca to request TCA module and/or TCA Cube Account access for the specific PSI user(s), providing the name and email address of the user(s).

- TCA module to complete data "Submissions" and view SSRS aggregate data "Reporting"
- TCA Cube Account to view your institution's TCA data as a TO and FROM Institution in a pivot table

Users granted access to the TCA Module will also be given access to the TCA Cube unless otherwise instructed by the institution. Additional institution user(s) access to the TCA Cube can also be requested by the institution. Additional information about the TCA Cube is available at https://acat.alberta.ca/alberta-transfer-pathways/transfer-credit-awarded-data-cube/ .

TCA Login:

When access to the DCaR TCA module is granted, the User will login using the following DCaR URL:

https://psdata.ae.alberta.ca/dcar.web.external/

Users will mass upload their previous academic year's TCA data annually (TCA academic year is based on each institution's fiscal year start and end dates) using the DCaR TCA Submissions module according to the TCA data elements/data standard and definitions outlined in this document.
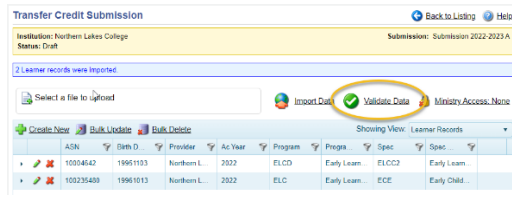
Users will also view SSRS aggregate data reports in the TCA module, and view their institution's TCA data as a TO and FROM Institution in the TCA Cube as the annual data set/results are available.
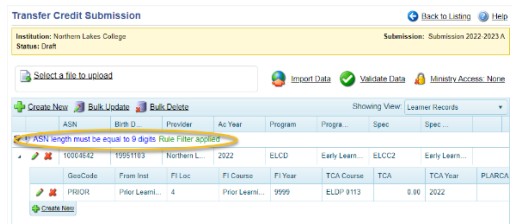
TCA Submissions Process:

- Institution selects **submission year, selects file to upload,** and **imports** submission XML file
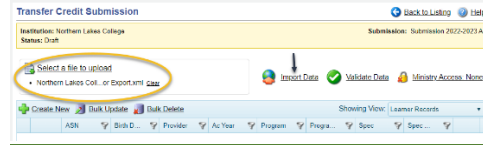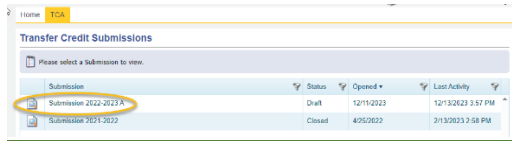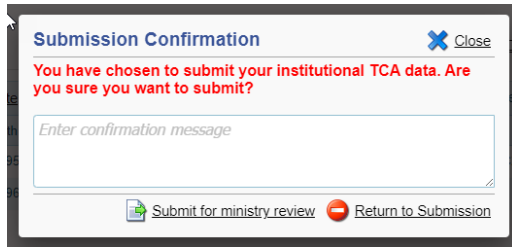

- Institution **validates** submission file

- If **validation errors** occur, institution **edits** submission records in DCaR TCA or re-submits an edited XML file and **re-validates**

- Institution **submits cleanly validated** submission file and **confirms** their submission

- ACAT Secretariat **approves/rejects** institution submission, providing feedback if rejected

- Institution **sign-off** of approved submission.

Classification: Protected A