# **TIMS to PowerSchool Bus Stop Import**

The Bus Stop Import allows LEAs to upload Student Transportation Data from the Transportation Information Management System (TIMS) into the PowerSchool Student Transportation Screen.

LEAs now have the ability to import the following transportation information into PowerSchool for Each Bus Rider Assigned in TIMS for both morning and afternoon bus stop assignments:

- Bus Number
- Stop Location or Description
- Time at Stop

As transportation data changes throughout the year (Bus Numbers, Stop Times, Stop Locations, Student Ridership, etc.), there will be a need to update the information in PowerSchool.

For Daily/Weekly/Monthly changes in Routing, the Bus Stop Import procedures allow TIMS Operators to

- 1) PURGE existing bus stop information previously uploaded into PowerSchool AND THEN
- 2) IMPORT the current student transportation information from TIMS.

The PURGE option in PowerSchool allows LEAs to purge student bus stop information from one, several or all schools.

**NOTE**: LEAs must Purge the Existing Data in PowerSchool before Importing Updated TIMS Data. If the Data is Not Purged, then the New Import will Create Duplicated Transportation Records for the Student in PowerSchool.

The Bus Stop Import File extracted from TIMS can be filtered to Select Student Data from One School, One or More Schools or All Schools.

Some transportation offices stagger their school bus route updates by School. If a number of changes have been completed at one school, the user has the option of purging the PowerSchool Data from this one school and then importing the updated TIMS Data from that school, leaving all other transportation data in PowerSchool unaffected. Later, when another school has updated information in TIMS, the user can purge existing data in PowerSchool for that school and import only the new TIMS data from that school. The user also has the option to purge from multiple schools, then import only the updated data back into PowerSchool. For other LEAs that have updated TIMS data for all schools, the Purge and Bus Stop Import can be completed for all schools.

### STEP 1: TIMS – Extracting & Formatting TIMS Data for Import into PowerSchool

Before you Import TIMS Data into PowerSchool, you will want to be able to trust the information you are uploading as Parents, Teachers, Data Managers and Principals, etc. will all have access to view your TIMS Route Information.

Prior to Extracting TIMS Data for Import into PowerSchool, please make sure all of the following is correct in TIMS.

- Are all Student Assignments updated and accurate?
- Are Stop Times Accurate for each Assigned Student in TIMS?
- Are Run and Route Directions Fully Processed?
- Have you examined your Slack Time for Accuracy and Corrected any Positive or Negative Slack Time for Routes with Multiple AM or PM Runs?
- Are all Arrival and Departure Times To and From School correct?
- Are all Route IDs and Bus Numbers correct and updated in TIMS?

Once you have verified the accuracy of your data, please Run Rebuild Keys and Dumpall (only for Edulog NT Users) before Extracting the PowerSchool Bus Stop Import File from TIMS.

#### A. TIMS Bus Stop Extract Report Filters

Standard All Students Report Used as Template

- 1) TIMS Bus Stop Extract for PowerSchool-All Schools
  - District ID is Not Empty, Route ID is Not Empty, School is Not Empty
    - This will compile ridership data for all schools for students who have a PowerSchool ID in TIMS and are fully assigned to a TIMS Route.
    - 0

TIMS Bus Stop Extract for PowerSchool-All Schools											
Edit Record <u>F</u> ilter	For <u>m</u> at	Pick Output <u>T</u> ype	A text file(comma separators)(UD)								
student District ID is not rtefrq Route ID is not an student School is not an	an empty field and empty field and empty field										

- 2) TIMS Bus Stop Extract for PowerSchool-Choose School(s)
  - District ID is Not Empty, Route ID is Not Empty, School is within a List (Ask Later)
    - This will compile ridership data for one or more schools for students who have a PowerSchool ID in TIMS and are fully assigned to a TIMS Route.



#### **B. TIMS Bus Stop Extract Output Fields**

- Student District ID
- Trip Type
- Stop Description
- RunMil Time at Stop
- RteFrq Route ID

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student District trip Type stop Description runmil Time at Sto rtefrq Route ID	ID 🗾

#### C. TIMS Bus Stop Extract Output Type

- ASCII File User Defined Lengths
- Text File with Comma Separated Fields

**Important:** Currently, the Stop Description Field in PowerSchool Only Accepts 30 Characters (More Characters Coming Soon, so this is a Temporary Workaround). As a result, the Stop Descriptions with 31+ Characters will need to be truncated to 30 Characters before Exporting the Data Out of TIMS – See Export Specs Below for Each TIMS Variable.

• District ID – Length of 12, Starting Position 1

Set Lengths	ed Lengths	to User Define	ed Spe	_□× cifications
Field_name:	STUDNT.DIST_D C Partial String C Right C Left	Length: 12 Starting Position: 1 Starting position only used for P	artial String.	
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• Trip Type – Length of 1, Starting Position 20



• Stop Description – Length 30, Starting Position 25

Field_name:	STOPS.STP_DESC			
	C Partial String C Right	Length: 30		
		Starting Position. 23	,	
		Starting position only us	ed for Partial String.	

Time at Stop – Length of 11, Starting Position 60
 Set Length

Field_name:	RUNDIR2.DIR_TIME_			
	C Partial String C Right C Left	Length:	60	
		Starting position only u	used for Partial String.	

• Route ID – Length of 10, Starting Position 75

Set Lengths				
Set Fixe	d Length	s to User Def	ined Spec	ifications
Field_name:	RUNDIRROUTE.ROU	TE_ID		
	C Partial String C Right C Left	Length: 10 Starting Position: 75		
		Starting position only used	for Partial String.	
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#### D. TIMS Bus Stop Extract Sort Order

- District ID
- Trip Type



#### E. TIMS - Bus Stop Extract Output Path

The CSV Text File can be exported to any file folder convenient for the User. On the ELT Drive where TIMS is Located, Create a Folder named "BusStopExtract" and Direct the Output Path to this Folder.



The two output files should be named as such:

- QMF\_BusStopExtract\_AllSchool
- QMF\_BusStopExtract\_OneSchool

*Note:* When Running the Extract for one or more schools but not the entire LEA, the user could modify the Output Name to reflect the School(s) within the file, such as:

- QMF\_BusStopExtract\_Elem
- QMF\_BusStopExtract\_Middle
- QMF\_BusStopExtract\_High
- QMF\_BusStopExtract\_304\_308

#### F. Editing the Bus Stop Extract in Excel for Import into PowerSchool

After Generating the Bus Stop Extract, Open an Empty Worksheet in Microsoft Excel. Then go to File>Open and browse to the Bus Stop Extract Folder where the file was created. (*Hint: You may need to switch the file type to "All Files" in order to view the Bus Stop Extract in the folder*)

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Since the TIMS File is a CSV Text File, Excel will open the Text Import Wizard and ask how you want the Data Displayed in Excel.

1) Choose Delimited and Select Next

Text Import Wizard - Step 1 of 3	? ×
The Text Wizard has determined that your data is Delimited.	
If this is correct, choose Next, or choose the data type that best describes your data.	
_Original data type	
Choose the file type that best describes your data:	
Delimited - Characters such as commas or tabs separate each field.	
Fixed width - Fields are aligned in columns with spaces between each field.	
Start import at row: 1 🔁 File origin: 437 : OEM United States	-
Preview of file D:\RouteExtract\QMF_RTE_EXTRACT_ALL_SCHOOL.TXT.	
1 "000000258290","1","BLEVINS EXPRESS RD & US HWY 22","7:05 AM","184"	
2 "000000258290", "2", "BLEVINS EXPRESS RD & US HWY 22", "4:24 PM", "182"	
3 "000000302633","2","417 WILL VANNOY RD","4:42 PM","187" 4 "000000311484" "1" "916 JOINES RD" "6:40 AM" "163"	
5 "000000311484","1","ACHS TRANSFER @ BRES","7:45 AM","166"	-
	▸
Cancel < Back <u>Next</u> Eir	ish

2) Unselect "Tab" and Choose "Comma" as the Delimiter. The Import Wizard Box should then show how the data will be parsed into Columns.

Text Import Wizard - Step 2 of 3	×
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.	
Delimiters         I ab         Semicolon         I genicolon         I genicolon         Treat consecutive delimiters as one         I genicolon         Text gualifier:         I genicolon         Data greview	
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 After choosing Comma as the Delimiter, you can skip "Next" and Choose "Finish". Your Data should now be parsed into columns and ready for the final edits to be completed.

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5	311484	1	ACHS	TRANSF	ER@B	RES			7:45 AM	166		
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4) Insert a new Row 1 at top of the spreadsheet. (Hint: Right-Click on Row 1 and Choose Insert)

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- 5) Now you need to Label Each Colum to Match the Field Names in PowerSchool
- Column A = Student\_Number
- Column B = FromTo
- Column C = Description
- Column D = DepartureTime
- Column E = BusNumber

(must have underscore, no space) (no space or underscore)

- (no space or underscore)
- (no space or underscore)

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З	258290	2	BLEVINS EXPRESS RD & US	HWY 22	4:24 PM	182							
4	302633	2	417 WILL VANNOY RD		4:42 PM	187							
5	311484	1	916 JOINES RD		6:40 AM	163							
6	311484	1	ACHS TRANSFER @ BRES		7:45 AM	166							
7	388340	2	584 BEN BOLEN RD		4:31 PM	183							

When finished labeling the columns, your spreadsheet should look like this.

6) PowerSchool will only accept the words "To" or "From" in Column B, so you must complete a Search and Replace on the data in Column B.

The data from TIMS in Column B is the Student Trip Type, where

- 1 = "To School" Trip
- 2 = "From School" Trip

To edit this data, select Column B and then under the Home Tab, Choose Find & Select>Replace

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5		31148	4 To	916 JOINES R	D					6:40 AM	163				Calad Objects
6		31148	4 To	ACHS TRANS	FER @ BRE	S				7:45 AM	166	i		145 150	Selection Pane
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PowerSchool 8.3 – 05/15/2015 Doc # -Revision 1 In the Find and Replace Window, Enter "1" into "Find What" and "To" into "Replace With" and Choose "Replace All".

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Then repeat this step by Entering "2" into "Find What" and "From" into "Replace With" and Choose "Replace All".

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After completing both Find and Replace steps, your spreadsheet should look like this.

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7) The final step before importing into PowerSchool is to save the edited file as a CSV.

Choose File > Save As and change the "Save Type" to CSV (Comma Delimited).

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When saving the file, you may receive a message saying that some features are not compatible with CSV. Do you want to keep the workbook in this format? This is Ok. Please Click Yes to Proceed with Saving the File. After saving the edited CSV File, you should now have a new Microsoft Excel CSV file inside the BusStopExtract Folder. This will be the file that is imported into PowerSchool.

<ul> <li>→ data (D:) → BusStopExtract</li> </ul>	
ry 🔻 Share with 👻 New folder	
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QMF_BUSSTOP_EXTRACT_ALL_SCHOOL     QMF_BUSSTOP_EXTRACT_ALL_SCHOOL	Microsoft Excel Comma Separated Values File TXT File

# Step 2: Importing TIMS Data into PowerSchool

*Note:* TIMS Users will need access to PowerSchool and the Newly Edited file on the same Computer/Server to complete these next steps. You should log in to PowerSchool on the TIMS server if possible. If Internet Access is blocked on your TIMS Server, then you will need to transfer the Newly Edited File to your Office Computer to complete the Bus Stop Import.

1) From the Start Page in PowerSchool, choose "Special Functions" from the Menu on the Left.

PowerScho	ol
Functions	1 1
Attendance	Start Page
Daily Bulletin Enrollment Summary	Students Staff Parents
Master Schedule	
Dashboard	
Special Functions	ABCDEFGHI
Teacher Schedules	-8 -7 -6 -5 -4 -3 PK3

2) In the Top Section of the Special Functions Menu, click on the link called "Importing and Exporting".

Special Functions	
Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerScho
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the currently selected student(s).
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.

3) In the Importing Section, click on the link called "Data Import Manager".

mporting & Exporting	
Importing	
Quick Import	Import records from an ASCII text file. Quick import supports import into: • Core tables, such as Students, Teachers, Sections, Courses, and n • State/Provincial virtual tables. • Schedule-related tables.
Quick Import for State-Specific Extended Tables	Import records from an ASCII text file.
Import Using Template	Import records from an ASCII text file using an import template for Studer
Templates for Importing	Configure import mapping templates for common imports into Student, S
Data Import Manager	Import manager with support for importing into. <ul> <li>Data sets, such as Student Email, incidents, and Transportation.</li> <li>Custom database tables.</li> <li>Additional data sets to be added in future updates.</li> </ul>

4) On the Data Import Manager Page, you will first need to choose the Source File for Import into PowerSchool. Select Browse and Locate the Newly Edited CSV File in the Bus Stop Extract Folder.

PowerScho	ol		
Start Page > System Admi	nistrator > Page and Data Management > Data Import Manager		
Functions	Data Import Manager		
Attendance Daily Bulletin	Select Source and Target	▼ data (D:) ▼ BusStopExtract	
Enrollment Summary Master Schedule			
Dashboard Special Functions	Import Inf Select A File To Import	Name *	Туре
Teacher Schedules			Microsoft Excel Comma Separated Values File
Reports		OMF_BUSSTOP_EXTRACT_ALL_SCHOOL	TXT File

- 5) Next you will need to choose where in PowerSchool you want to Import this Data.
  - a. Under "Import Into", scroll all the way to the bottom and choose "Transportation".
  - b. Then change the "Field Delimiter" to "Comma" and Choose "Next".

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import into:		•		
	S_NC_WAPT_IMPORT_HISTORY	*		
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	S_SEC_CRDC_X		Field Delimiter: Comma - Character Set: Windows Ansi -	
Select Opti	SCHOOLSCOREFIELDS			
	SCHOOLSSUCCESSNETFIELDS		Tab	
	Student Email		Comma	
	STUDENTCOREFIELDS	-		
	Transportation	=	Other	
	USERSCOREFIELDS	-		Next >

6) Because you previously entered the correct Field Names in the Spreadsheet, PowerSchool sees this and correctly pairs it with the transportation field names. a. If all Variables under "Import File Column" and "PowerSchool Field" are Paired Correctly, Click Next to Proceed. If not, the first row of the spreadsheet should be edited so that the field names will match.

rt File Column	PowerSchool Field
dent_Number	Student_Number -
mTo	FromTo -
cription	Description -
partureTime	DepartureTime -
Number	BusNumber -

- 7) On the next screen, make sure "Check to Exclude First Row (contains headers)" is Checked and then choose the bubble for "Update Existing Record".
  - a. Once both selections are made, Click Import

N	lap Columns	
S	elect Options	
	Check to exclude the first row (contains headers).	V
	If a record in the import file matches an existing record in the database, how would you like that record processed?	<ul> <li>Do not process record</li> <li>Update existing record</li> </ul>

- 8) Depending on the Size of your LEA and the Number of Records you are trying to Import, the next step will take varying amounts of time.
  - a. At the top it will display the number of processed records (0 of ####) to begin with.
  - b. You can click the "Refresh" Button in the upper right of the page and the page will refresh to show you how many records have been processed and how many remain.
  - c. For those who may be worried the import is not working, feel free to click Refresh along the way.



#### **TIMS to PowerSchool Bus Stop Import**

After the system attempts to process all records in the file, you will be notified of how many were correctly processed and how many records failed to process. If a record failed to process, the system will provide information as to why it failed to import. Failed records could occur for several reasons, such as an Incorrect PowerSchool ID not finding a match or perhaps the Student is No Longer Enrolled in Your LEA but is still in TIMS. Transportation Offices should be regularly performing a student upload as this will help remove any students who have transferred out of the LEA.

After the successful import of TIMS Data, you are now able to view Ridership Information on the Student Transportation Screen.

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
To	88		HIDDENWOOD LN & NC 73 HWY	0/0/0	0/0/0	06:16 AM
From	46		HIDDENWOOD LN & NC 73 HWY	0/0/0	0/0/0	04:21 PM

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
То	111		SUGAR LN & BOYDEN RD	0/0/0	0/0/0	07:22 AM
From	111		SUGAR LN & BOYDEN RD	0/0/0	0/0/0	03:24 PM

# Step 3: Updating Ridership Data in PowerSchool

As LEAs import TIMS Ridership Data into PowerSchool, there will be a need to update this information on a regular basis as Student Assignments will change, Stops Times and Locations will change, and Bus Numbers may change too as buses are shuffled around to different schools or are parked/replaced throughout the year.

In order to update Ridership Data previously loaded into PowerSchool, you must first Purge the Existing Data in PowerSchool and Re-Import a new Bus Stop Extract from TIMS. The PURGE option allows LEAs to choose

- A. One School to Purge Data From
- B. One or More Schools to Purge Data From
- C. Or to Purge Data from ALL SCHOOLS

#### **TIMS to PowerSchool Bus Stop Import**

**Warning:** Do Not Import Another Route Extract from TIMS Without First Purging the Transportation Records in PowerSchool. If you Do Not Purge before Importing, the Student Transportation Screen will Show Duplicated Transportation Records: The figure below is a student record with duplicated Ridership Data caused by not purging data prior to import.

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
То	166		ACHS TRANSFER @ BRES	0/0/0	0/0/0	07:45 AM
То	166		ACHS TRANSFER @ BRES	0/0/0	0/0/0	07:45 AM
From	183		584 BEN BOLEN RD	0/0/0	0/0/0	04:31 PM
From	183		584 BEN BOLEN RD	0/0/0	0/0/0	04:31 PM

*Note:* Transportation data manually edited in this section of the transportation page can NOT be uploaded into TIMS. Any needed changes should be communicated directly to those responsible for maintaining bus routes in your LEA.

## STEP 4: Instructions to Access the Interface to Purge Transportation Records

1) From the PowerSchool Start Page, Go to Special Functions from the Menu on Left

PowerSchool				
Functions				
Attendance	Start Page			
Daily Bulletin	Otudente Oteff Derente			
Enrollment Summary	Students Stan Parents			
Master Schedule				
Dashboard				
Special Functions	ABCDEFGHI			
Teacher Schedules	-8 -7 -6 -5 -4 -3 PK3			

2) From the Special Functions Page, Scroll to the North Carolina Special Functions Section at the Bottom of the page and Choose "Transportation Administration".

North Carolina Special Functions	
AIG Student Listing	Display a list of all students currently associated with an A
Load PMR Defaults	Automatically create default PMR intervals (20) for schools
Athletic Eligibility	Perform Athletic Eligibility Administration Functions
Medicine Administration	Perform Medicine Administration Functions
Migrant Administration	Perform Migrant Administration Functions
Teacher Certification	Perform Teacher Certification Administration Functions
Transportation Administration	Perform Transportation Administration Functions
ACCESS Record Discrepancies	View ACCESS import discrepancies
LEP Administration	Perform LEP Administration Functions
W-APT Administration	Perform W-APT Administration Functions
Lottery Exception Codes	Manage Lottery Exception Codes

3) The next page displays the Interface to Purge Transportation Records.

Purge Transportation Records				
Process Preferences				
Select School(s) to Process	ALL SCHOOLS  Aberdeen Elementary Aberdeen Primary Cameron Elementary Carthage Elementary Crain's Creek Middle			
Student Status	<ul><li>Only Enrolled Students</li><li>All Students</li></ul>			

From the Purge Transportation Records Interface, you can select to purge records from

A. All Schools (this will highlight the entire list)



B. One School (click on the school name to Highlight just one school)

× 3
-

C. Multiple Schools (Control-Click to Highlight Multiple Schools)

ALL SCHOOLS	*
Aberdeen Elementary	
Aberdeen Primary	
Cameron Elementary	
Carthage Elementary	
Crain's Creek Middle	÷

D. There is also an option labeled "Student Status" where you can select to purge records for "All Students" or "Only Enrolled Students". After choosing the School(s) from which you want to purge data, leave the Student Status field defaulted to "All Students" and Click "Submit".



E. The system will then ask you to confirm the Number of Transportation Records you wish to purge. If you believe this number is correct for the School(s) you selected to purge from, Click Continue to Proceed with Purging the Previously Uploaded TIMS Ridership Data.



F. You will then see a message notifying you of how many Transportation Records were Successfully Purged. Click Continue to Return to the Transportation Purge Interface.

Purge Transportation Records	
Succesfully purged <b>10</b> transportation records!	Continue

G. Once you are finished purging the necessary transportation records, you can return to the PowerSchool Start Page and Begin the Process of Importing Your Updated Transportation Records from TIMS.

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