

Summary of Steps for Purging TIMS Data from PowerSchool

1. Choose Special Functions from the PowerSchool Start Page
2. Choose Transportation Administration from North Carolina Special Functions Section
3. Select the School(s) to Purge Transportation Data From
4. Confirm the Purging of Transportation Records

Summary of Steps for Importing TIMS Data into PowerSchool

1. Choose Special Functions from the PowerSchool Start Page
2. Choose Importing & Exporting from the Functions Section
3. Choose Data Import Manager from the Importing Section
4. Choose the Source File (Newly Edited CSV) to Import
5. Choose Transportation under the "Import Into" Dropdown Menu
6. Choose "Comma" as the Field Delimiter
7. Double Check the Field Names from the Import File Match those in PowerSchool
8. Make sure "Check to exclude first row (contains headers)" is selected
9. Make sure "Update Existing Record" is selected
10. Refresh the Import Results page as needed until Import is Completed
11. Research any import errors and correct as needed