

TIMS to PowerSchool Transportation Data Import

Purging and Importing TIMS Data

Purging TIMS Data from PowerSchool

Importing TIMS Data into PowerSchool

TIMS Transportation Data Import for PowerSchool

Purging Existing TIMS Data in PowerSchool

As LEAs start to import TIMS Ridership Data into PowerSchool, there will be a need to update this data on a regular basis as Student Assignments will change, Stops Times and Stop Locations will change, and Bus Numbers may also change throughout the year.

In order to update Transportation Data previously imported into PowerSchool, you must first Purge the existing Transportation Data in PowerSchool and Re-Import a new TIMS Extract.

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 Transportation Data Import for PowerSchool

Purging Existing TIMS Data in PowerSchool

TIMS Tip: Do not import another TIMS extract without first purging the TIMS Data previously imported into PowerSchool. If you do not Purge before Importing, the Student Transportation Screen will show multiple transportation records.

The figure below is a student record with duplicated Ridership Data caused by not purging data prior to completing another import of TIMS Data.

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
To	166		ACHS TRANSFER @ BRES	0/0/0	0/0/0	07:45 AM
To	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

TIMS Transportation Data Import for PowerSchool

Purging Existing TIMS Data in PowerSchool

Accessing the Transportation Data Purge Interface

1. From the PowerSchool Start Page, Go to “Special Functions” from the menu on the left.
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
Load PMR Defaults	Automatically create default PMR intervals (20) fo
Athletic Eligibility	Perform Athletic Eligibility Administration Function
Medicine Administration	Perform Medicine Administration Functions
Migrant Administration	Perform Migrant Administration Functions
Teacher Certification	Perform Teacher Certification Administration Fun
Transportation Administration	Perform Transportation Administration Functions

TIMS Transportation Data Import for PowerSchool

Purging Existing TIMS Data in PowerSchool

Accessing the Transportation Data Purge Interface

1. 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

Only Enrolled Students

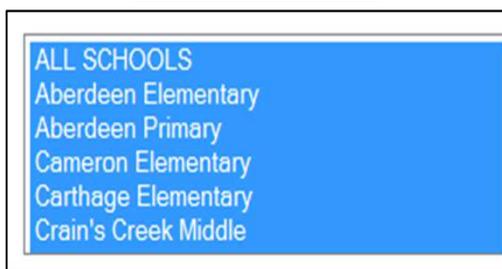
All Students

TIMS Transportation Data Import for PowerSchool

Purging Existing TIMS Data in PowerSchool

2. Users can select to Purge Transportation Data from ...

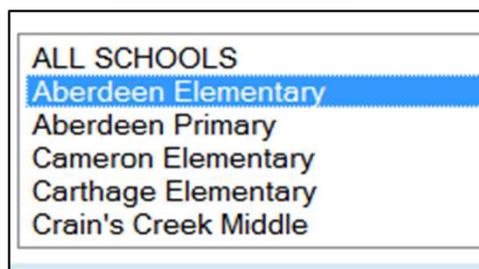
All Schools



A screenshot of a web-based selection list. The list contains the following items: ALL SCHOOLS, Aberdeen Elementary, Aberdeen Primary, Cameron Elementary, Carthage Elementary, and Crain's Creek Middle. The 'ALL SCHOOLS' option is highlighted with a blue background.

Selecting All Schools will Highlight the Entire List

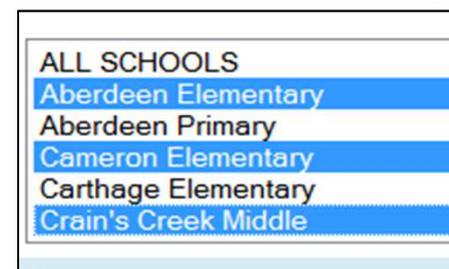
One School



A screenshot of a web-based selection list. The list contains the following items: ALL SCHOOLS, Aberdeen Elementary, Aberdeen Primary, Cameron Elementary, Carthage Elementary, and Crain's Creek Middle. The 'Aberdeen Elementary' option is highlighted with a blue background.

Click on the School Name to Highlight just One School

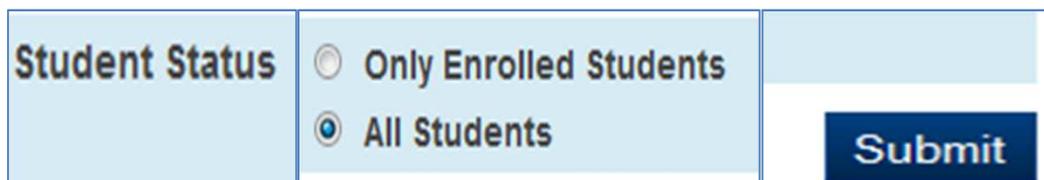
Multiple Schools



A screenshot of a web-based selection list. The list contains the following items: ALL SCHOOLS, Aberdeen Elementary, Aberdeen Primary, Cameron Elementary, Carthage Elementary, and Crain's Creek Middle. The 'Aberdeen Elementary', 'Cameron Elementary', and 'Crain's Creek Middle' options are highlighted with a blue background.

Control-Click to Highlight Multiple Schools

3. After choosing the School(s) you want to purge data from, leave the Student Status field defaulted to "All Students" and Click "Submit"



A screenshot of a form section. On the left, the text 'Student Status' is displayed. To its right are two radio button options: 'Only Enrolled Students' (which is unselected) and 'All Students' (which is selected). To the right of these options is a dark blue button with the word 'Submit' in white text.

TIMS Transportation Data Import for PowerSchool

Purging Existing TIMS Data in PowerSchool

4. 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, Click Continue to Proceed with Purging the Previously Uploaded TIMS Transportation Data.

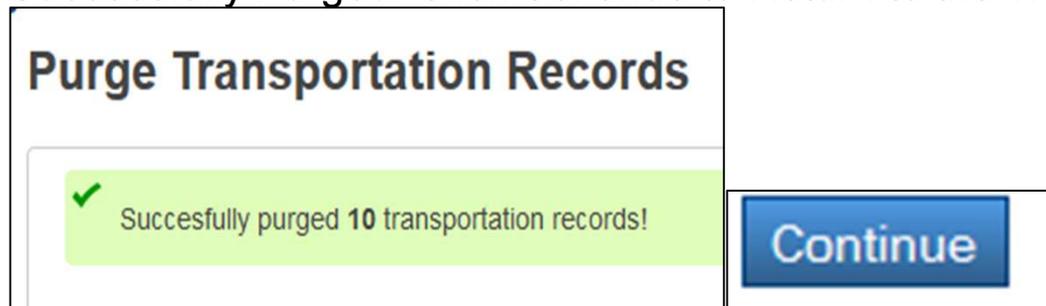


Purge Transportation Records

Are you sure you want to purge 10 records?

Continue

5. 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

✓ Successfully purged 10 transportation records!

Continue

6. Transportation Data Purge Complete.
You may now Import the Edited CSV File from TIMS.

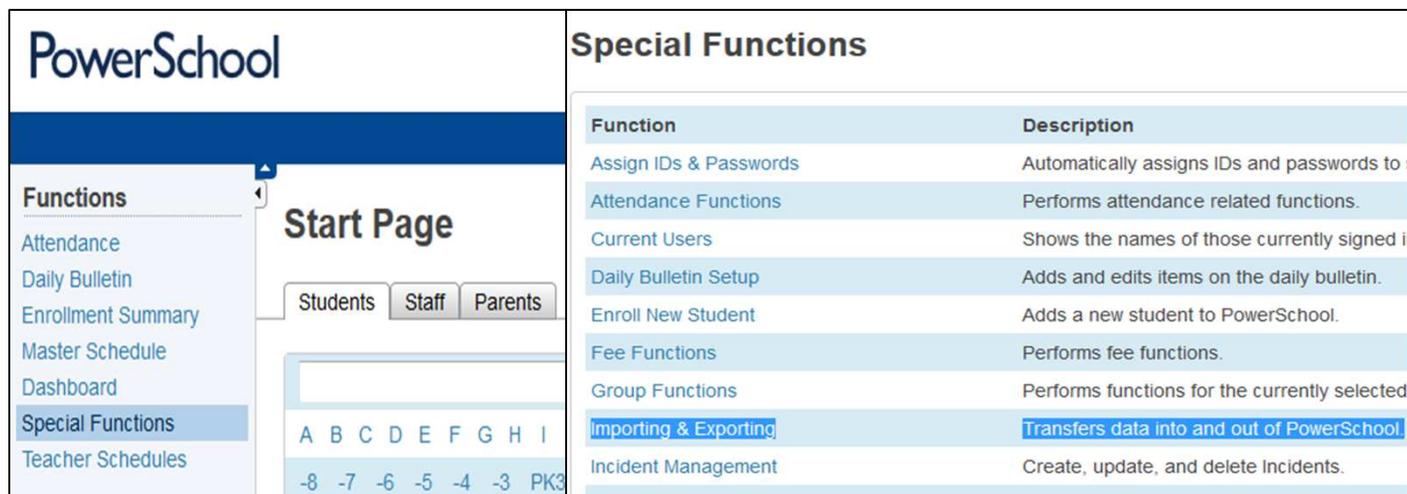
TIMS Transportation Data Import for PowerSchool

Importing TIMS Data into PowerSchool

After completing edits to the TIMS Extract and purging the previously imported TIMS Data from PowerSchool, you are ready to Import the most current Transportation Data from TIMS.

Accessing the Data Import Manager Interface

1. From the PowerSchool Start Page, Go to “Special Functions” from the menu on the left.
2. In the top section of Special Functions, click on the link titled “Importing and Exporting”



The screenshot displays the PowerSchool interface. On the left, a 'Functions' menu is visible with 'Special Functions' selected. The main area shows the 'Start Page' with tabs for 'Students', 'Staff', and 'Parents'. Below the tabs, there are navigation links for 'A B C D E F G H I' and '-8 -7 -6 -5 -4 -3 PK3'. On the right, the 'Special Functions' section is open, displaying a table of functions. The 'Importing & Exporting' function is highlighted in blue.

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to s
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in
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
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.

TIMS Transportation Data Import for PowerSchool

Importing TIMS Data into PowerSchool

Accessing the Data Import Manager Interface

3. In the Importing Section at the top, click on the link titled “Data Import Manager”

The screenshot shows a web interface titled "Importing & Exporting". Under the "Importing" sub-section, there are several links and descriptions:

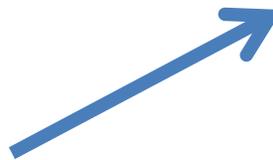
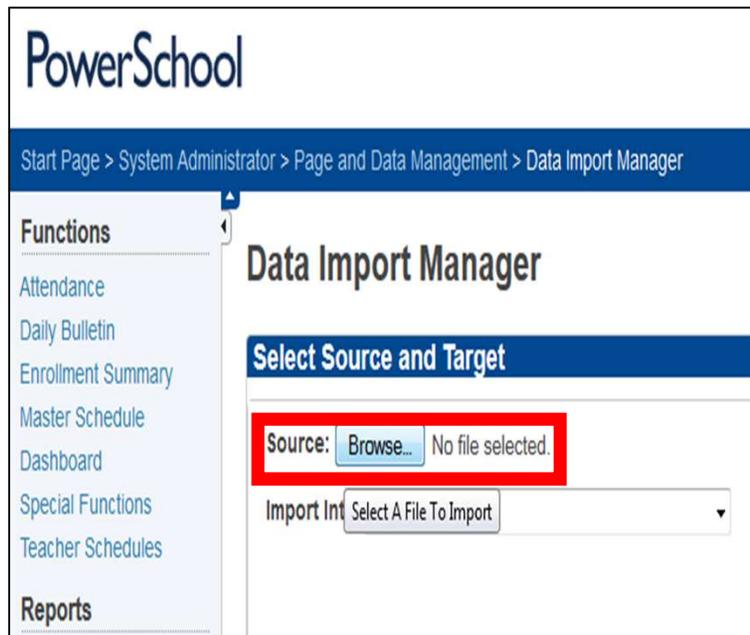
- Quick Import**: Import records from an ASCII text file. Quick Import supports import into:
 - Core tables, such as Students, Teachers, Sections, Courses, and m
 - State/Provincial virtual tables.
 - Schedule-related tables.
- Quick Import for State-Specific Extended Tables**: Import records from an ASCII text file.
- Import Using Template**: Import records from an ASCII text file using an import template for Studen
- Templates for Importing**: Configure import mapping templates for common imports into Student, ST
- Data Import Manager**: Import manager with support for importing into:
 - Data sets, such as Student Email, Incidents, and Transportation.
 - Custom database tables.
 - Additional data sets to be added in future updates.

TIMS Transportation Data Import for PowerSchool

Importing TIMS Data into PowerSchool

On the Data Import Manager Page, you will first need to choose the Source File for Import into PowerSchool.

4. Select Browse and locate the Newly Edited CSV File.



Name	Type
qmf_304_306_308	Microsoft Excel 97-2003 Worksheet
qmf_all_schools	Microsoft Excel Comma Separated Values File
qmf_all_schools	Microsoft Excel 97-2003 Worksheet
qmf_elem	Microsoft Excel 97-2003 Worksheet
qmf_high	Microsoft Excel 97-2003 Worksheet
qmf_middle	Microsoft Excel 97-2003 Worksheet

TIMS Transportation Data Import for PowerSchool

Importing TIMS Data into PowerSchool

Next you will need to choose where in PowerSchool you want to Import this Data

5. Under “Import Into”, scroll all the way to the bottom and choose “Transportation”
6. Then change the “Field Delimiter” to “Comma” and Choose “Next”

The image displays two screenshots of the 'Data Import Manager' software interface. The left screenshot shows the 'Select Source and Target' section with the source file 'QMF_RTE_EXTRACT_ALL_SCHOOL.csv' and the 'Import Into' dropdown menu open, listing various target tables. 'Transportation' is highlighted at the bottom of the list. The right screenshot shows the same interface with the 'Field Delimiter' dropdown menu open, showing 'Comma' as the selected option. The 'Next' button is also highlighted in the bottom right corner.

TIMS Transportation Data Import for PowerSchool

Importing TIMS Data into PowerSchool

Because the correct PowerSchool Field Names were edited in the Spreadsheet, PowerSchool sees field headers and correctly pairs TIMS Data with PowerSchool Data.

If all the variable names under “Import File Column” and “PowerSchool Field” are paired correctly...

7. Click Next to Proceed

The screenshot displays a data import configuration window. It features two columns: 'Import File Column' and 'PowerSchool Field'. The 'Import File Column' column contains the following entries: Student_Number, FromTo, Description, DepartureTime, and BusNumber. The 'PowerSchool Field' column contains corresponding dropdown menus with the same labels: Student_Number, FromTo, Description, DepartureTime, and BusNumber. Red arrows point from each entry in the 'Import File Column' to its respective dropdown in the 'PowerSchool Field' column. To the right of these columns is a 'Next >' button, which is highlighted with a red box.

Import File Column	PowerSchool Field
Student_Number	Student_Number
FromTo	FromTo
Description	Description
DepartureTime	DepartureTime
BusNumber	BusNumber

Next >

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Importing TIMS Data into PowerSchool

On the next screen

8. Make sure “Check to Exclude First Row (contains headers)” is Checked
9. Then choose the bubble for “Update Existing Record”.
10. Once both selections are made, Click Import

Select Options

Check to exclude the first row (contains headers).

If a record in the import file matches an existing record in the database, how would you like that record processed?

Do not process record

Update existing record

Import ▶

TIMS Transportation Data Import for PowerSchool

Importing TIMS Data into PowerSchool

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.

The top of this screen displays the number of processed records (0 of #)

- 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.
- For those who may be worried the import is not working, feel free to click Refresh along the way.

Processed 0 out of 4,093 records

Refresh

TIMS Transportation Data Import for PowerSchool

Importing TIMS Data into PowerSchool

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, PowerSchool will provide information as to which records failed as well as the reason why they failed to import.

Failed records could occur for several reasons, such as Incorrect PowerSchool ID: not finding a match or perhaps the Student is No Longer Enrolled in the 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 and will prevent errors during the Import of TIMS Data into PowerSchool.

Other errors could occur if the Trip Type column was not edited correctly, or if leading zeros were not removed from the PowerSchool ID or if Stop Descriptions were not truncated to a maximum of 30 Characters.

TIMS Transportation Data Import for PowerSchool

Importing TIMS Data into PowerSchool

After the successful import of TIMS Data, Ridership Information is now visible 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
To	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

TIMS Transportation Data Import for PowerSchool

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

TIMS Transportation Data Import for PowerSchool

Advantages of Implementing the TIMS Transportation Data Import for PowerSchool

1. School Data Managers, Principals, and other Administrators will be able to view Student Transportation Information in PowerSchool (Bus Numbers, Stop Locations, Stop Times)
2. Fewer calls to the Transportation Department about basic Student Bus Stop Information
3. PowerSchool Coordinators and School Data Managers can generate lists of assigned students from PowerSchool by Bus Number, Stop Location, School, Grade, etc.
4. Student Lists from PowerSchool can be used in conjunction with School Messenger, All-Call Services and other Robo-Call software to notify parents in the event of a bus delay or bus accident.