

## Uploading Student Data (UPSTU) into TIMS

The process of performing an UPSTU is the same in NT as it is in SQL – *except where noted*.

This document is intended to be used by the operator as a CHECKLIST to mark their progress during the upstu process.

If at any time an EMU status of **ERROR** is encountered, please STOP and call your project leader for assistance.

### Preliminary steps:

1. \_\_\_\_ Download the latest TIMS extract from POWERSCHOOL. It will download as NEWSTU.TXT.
2. \_\_\_\_ Rename NEWSTU.TXT as NEWSTU.DAT and move into the D:\ELT\db\SERVER\EXPORT folder.  
Overwrite existing. (**db** = the database name in which you are performing the upstu. ie LIVE, FALL, etc).
3. \_\_\_\_ Make sure everyone is out of TIMS.
4. \_\_\_\_ Make a BACKUP the dataset.
5. \_\_\_\_ From Reports, Student Counts, print a School Grade Report
  - a. Select all Schools (click >>) and be sure to *update data* before running the report.
  - b. Use this report to compare enrollment numbers after the UpStu to ensure no problems occurred
6. \_\_\_\_ From Reports, User Defined, Bus Passes, run Rider IDs before UPSTU. *If using Lost Assignments program.*
  - a. Part 1 of 2 reports needed for the Lost Assignments Program to work correctly

### UPSTU processing steps:

7. \_\_\_\_ **SQL sites:** Run EMU: 05. STOP TOMCAT / ESQL. Will shut down the webservices for eSQL.
8. \_\_\_\_ Run EMU: 06. UPLOAD STUDENT DATA.
  - a. Review the UPSTU.AUD report in EMU under View Files.
9. \_\_\_\_ Run EMU: 07. SET DATE-DELETE FLAGS. Flags recent graduates or students no longer enrolled in your LEA.
  - a. Print a 'Deleted Students' report if you want to verify which students will be purged.
10. \_\_\_\_ Run EMU: 08. PURGE FLAGGED STUDENTS. Removes the students identified (flagged) from the prior step.
11. \_\_\_\_ Run EMU: 09. ADDRESS UPDATE-ADDUPD. Will modify a student's location using a customized addupd file.  
*Reference QRG 9 for information on using and configuring.*
12. \_\_\_\_ Run EMU: 10. ADDRESS UPDATE- POSTSTU. Appends a zip code to the student's location if duplicate street names with overlapping addresses exist. *Reference QRG 8 for information on using and configuring.*
13. \_\_\_\_ Run EMU: 11. STUDENT ADDRESS MATCH. TIMS will now attempt to match student records to the geocode.
14. \_\_\_\_ **NT sites:** Run EMU: 05. DUMPALL. Updates all Reports.
15. \_\_\_\_ **SQL sites:** Run EMU: 12. START TOMCAT / ESQL. Restarts the webservices for eSQL.

## Post UPSTU steps:

16. \_\_\_\_ From Reports, Student Counts, print a School Grade Report.
  - a. Select all Schools (click >>) and be sure to *update data* before running the report
  - b. Compare with report from step 5.
  - c. Look for extreme differences that may indicate an error during Upstu
  - d. Enrollment Numbers should be somewhat consistent (by school, grade and total)
  
17. \_\_\_\_ From Reports, User Defined, Bus Passes, run Rider IDs after UPSTU. *If using Lost Assignments program.*
  - a. Part 2 of 2 reports needed for the Lost Assignments Program to work correctly
  - b. Run Lost Assignments Report (Open Lost Assignments Database or use Desktop Icon)
  - c. This report lists all of the students who no longer have a Bus Assignment in TIMS but they did have one before UpStu
  - d. It is typically Address Changes and School Changes that will result in a Lost Assignment
  
18. \_\_\_\_ From Reports, User Defined, All Students and Transportation, run a Student No-Match list (names vary)
  - a. Provides a list of students who's location address does not match the geocode
  - b. The steps to fix address errors in PowerSchool varies by LEA
  - c. Some TIMS Folks fix them all, others send lists to their Data Managers
  - d. Address errors need to be fixed in PowerSchool, otherwise they will come in incorrect every time you UpStu