

Performing a Student Rollover in TIMS

The process of performing a Student Rollover is the same in NT as it is in SQL – *except where noted*. It is recommended that you perform the Student Rollover (or pre-transition upstu) in the FALL database that contains a recent copy of your LIVE data.

Decision time: to Perform a Student Rollover or Pre-transition UPSTU?

If POWERSCHOOL has completed entering Pre-Transition data, then an Pre-trans UPSTU could be performed instead of a Student Rollover. **If you choose the Pre-Trans UPSTU option, ask your project leader to verify that the parameter files in your Fall database are properly adjusted to read in the next school and next grade information from the NEWSTU.DAT. Reference QRG-xx for completing the pre-trans UPSTU.**

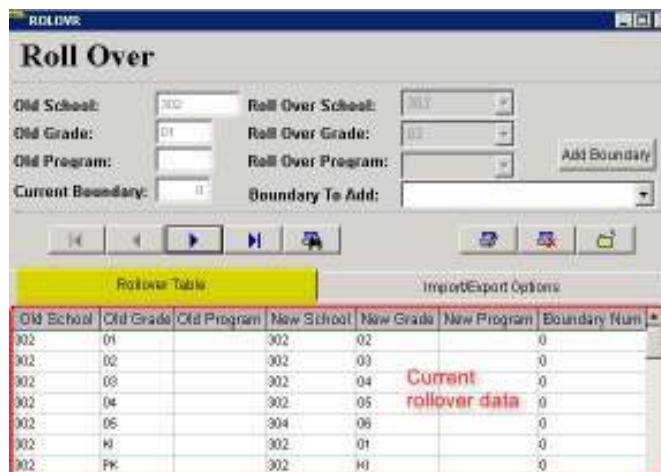
The rollover process is used to remove graduating seniors from the system and advance the remaining students to the next grade level at the end of the school year. Note that you have the option of running the rollover in “non-permanent” mode if you want to do a test run and examine the resulting audit reports without permanently modifying student records.

Currently, you complete this process in two steps:

1. Using the Roll Over program in buildtxt.exe, create the rollover files that tell the system how each school and grade should be rolled over.
2. Run the Rolovr utility in EMU to make the promotions that you setup in step #1

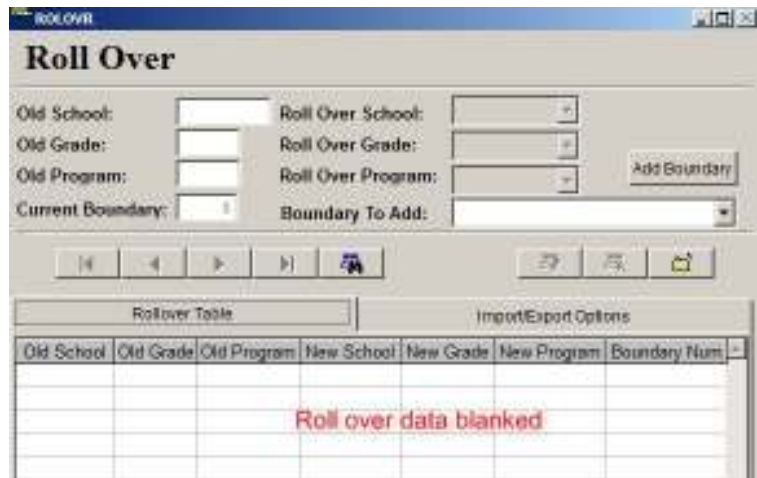
Creating and Modifying the Rollover Data File

1. From the Buildtxt menu, under **Edit Files**, click on Roll Over.



2. If there is no data showing and you have not used the roll over feature before, you may be able to import this file from ELT\FALL\Server\STA. If the current roll over data looks good, continue to step 3.

If the data under your Rollover Table tab is substantially incorrect, you may want to clear this file. To do so, from the Buildtxt menu, under Clear Files click Roll over. The Roll over data is now blank.





Next, from the Buildtxt menu, under Edit Files, click on Roll Over.

To build a new roll over file, choose the Import/Export options tab, then select Build New File.



3. Click on the Rollover Table tab

This function allows you to examine the existing combinations of schools and programs to create the Rolovr.dat file.

To make changes, choose the school/grade line where you wish to make an edit. Next choose the Edit/Revert Record button . This allows you to make the necessary edits using the arrow drop down boxes. Be sure to click on ADD/SAVE RECORDS  after each change.

Note: You will not “see” the changes you have just made unless you save them or scroll down a line beyond the line you are changing!


4. Choose the Exit Forms button when you are done.

Boundary Related Rollovers

If you have any boundary-related rollovers, you need to add the boundaries for your target school/grade/program rollover by adding the receiving boundary name to the school/grade program. To add a boundary, select a school/grade you want to modify from the Old Grade column.

- a. Click the drop down arrow next to **Boundary to Add:** and choose the school boundary that the students will promote to.
- b. Click **Add Boundary** to add the boundary to the list. Repeat this process for each grade. (BE SURE TO CLICK ON THE ADD BOUNDARY BOX – just saving the record doesn't seem to make the link)

Note: This process adds a complete new school/grade promotion by boundary record instead of just adding the boundary number on the line you are editing; you may have to scroll to the bottom of the list to see the new record. Be sure to delete the duplicate record. (the one without the boundary number)

- c. Choose the Import/Export Options tab. Choose Export File and save to
D:\EIt\FALL\Server\STA. (or database you are doing the rollover in)
- d. Choose the Exit Forms button. 

Setting up and using the Rolovr Utility in EMU

In the preceding steps you created the files that tell the system exactly how to modify each student record with new school/grade combinations. You now need to run a process in EMU to make those changes to student records. **First print a student count report to have on hand to examine changes as they are made.**

Note

You can run the Rolovr utility in one of two different ways: permanent or non-permanent mode. We recommend that you first run Rolovr in the non-permanent mode, then examine the Rolovr.aud file to make sure that the system makes the desired changes.

1. In EMU, choose the Batches button.
2. In the Batch Work dialog box, choose Create.
3. In the Create/Edit Batch dialog box, select Rolovr from the list on the left. (select it by clicking on the green arrow pointing to the right or double clicking on it)
4. In the Edit Utility Configuration dialog box, choose New.
5. Select the Use newly created ROLOVR.DAT file check box.
6. Choose OK.

7. Type ROLL OVER TEST as the configuration name, then click OK.
8. Choose Add>> to add this utility to your batch.
9. In the Batch Name text box, type ROLL OVER TEST, then click OK.
10. Choose OK from the dialog box indicating that the batch was saved successfully.
11. Select ROLL OVER TEST from the Batch Work list box, then choose Run.
12. Choose Yes to confirm that you want to run the process now.
13. Choose Exit from Batch Work dialog box.
14. EMU's status will display '**Done**' if the roll over test has completed successfully. Afterwards, from View Files, examine the Rolovr.aud to verify that your roll over meets your expectations.

*If the EMU status returns an '**ERROR**' when running ROLL OVER TEST **then rollover did not take place!** View the rolavr.err file to determine which school/grade combinations are incorrect; then using buildtxt, correct the schools and/or grades that are defined incorrectly. *Make sure to export the rolavr.dat file again once you have made corrections in Buildtxt.**

When you have examined the audit file and determined that the system is making the desired changes, then perform a PERMANENT ROLL OVER.

15. Create a Backup of your data.
16. Repeat the previous steps to create another batch in EMU for Rolovr: this time naming the batch ROLL OVER *PERMANENT*. In step 5, make sure to select the Make Changes Permanent check box, but **do not** select Use newly created ROLOVR.DAT file.
17. Run the ROLL OVER PERMANENT batch.
18. When the process is complete, exit EMU. Print another Student Count report and make comparisons with the first report to insure desired changes took place.
19. Start TIMS, and check your student records to verify that the process made the desired changes.

Note :After you perform a student rollover, you should run the BADSTU process in EMU to find invalid school/grade/program combinations. Click EMU > View Files button to review the BADSTU.ERR and BADSTU.AUD.