

Uploading Student Data (UPSTU) into TIMS

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.

1. ____ Using the ESM tool, Backup your data.
2. ____ Retrieve the TIMS extract from POWERSCHOOL. It will download as NEWSTU.TXT.
3. ____ Rename NEWSTU.TXT as NEWSTU.DAT and place in **ELT\dataset\Server\Export** folder. Overwrite any existing.
4. ____ From Reports\Student Counts, Print a School Grade Report
5. ____ From Reports\User Defined\Bus Passes, run Rider IDs before UPSTU
6. ____ Run EMU: **05. STOP TOMCAT**
7. ____ Run EMU: **06. UPLOAD STUDENT DATA**
8. ____ Run EMU: **07. SET DATE-DELETE FLAGS**
9. ____ Run EMU: **08. PURGE FLAGGED STUDENTS**
10. ____ Run EMU: **09. ADDRESS UPDATE-ADDUPD**
11. ____ Run EMU: **10. ADDRESS UPDATE- POSTSTU**
12. ____ Run EMU: **11. STUDENT ADDRESS MATCH**
13. ____ Run EMU: **12. START TOMCAT**
14. ____ Review the UPSTU.AUD file found in EMU under View Files (can then be saved to your desktop)

Post UPSTU steps:

15. ____ From Reports\Student Counts, print a School Grade Report
 - Compare with report from step 4 looking for extreme differences that may indicate an error during UPSTU
 - Enrollment Numbers should be somewhat consistent (by school, grade and total)
16. ____ From Reports\User Defined\Bus Passes, run Rider IDs after UPSTU.
 - Run Lost Assignments Report (Open Lost Assignments Database or use Desktop Icon)
 - This report lists all of the students who lost their Bus Assignment due to a school or address change
17. ____ From Reports\User Defined\Students withTrips, run a Student No-Match list
 - Lists students whose location address does not match the geocode
 - Address errors should be corrected in PowerSchool

We encourage LEAs to perform UPSTU as often as possible, with the ultimate goal of a daily UPSTU. This operation keeps your data current and enables you to provide the most reliable data possible to your drivers and administrators.

Other Useful Reports Pre/Post UPSTU

- Student Ride Times>Riders Report
- All Students Before UpStu Spreadsheet