

TIMS-NT v10.5x
Checklist for Uploading Student Data (UPSTU)

(Make a copy of page 1 for use as a checklist for each student upload)

Note I: On the day of your upstu, do not run any TIMS maintenance that modifies student records as it will update the student's modify date.

Note II: Your batch names may not match the names below, but the batch numbers do correspond to your district's. If you desire, you may recreate the batches so their names match the ones listed in this documentation.

Note III: If you encounter any EMU 'ERROR's in the status field while performing your student upload or if you notice that your sch/grd report in step 6 is the same as report from step 3, STOP and contact your project leader

1. ___ Exit all programs and make sure EVERYONE is out of TIMS
2. ___ Make a backup of your dataset (using eltzip or other methods you are familiar with)
3. ___ Print a **SCH/GRD** Report
4. ___ Go to "c" drive. Open the "Lost Assignments" folder and delete QMF_Before.txt and QMF_After.txt
5. ___ Go to Reports User-Defined Reports, Bus Passes, and run "Riders Ids before upstu"
6. ___ Delete any existing newstu.dat and newstu.new from the elt\live\server\export folder. Rename the file you created from the NCWISE Reporting Hub to NEWSTU.DAT and place this file in your elt\live\server\export folder.
7. ___ Run EMU: **06. UPLOAD STUDENT DATA**
8. ___ Print a SCH/GRD Report. Compare with the first Sch/Grd report (from step 3 above, if there is no difference between the two reports, STOP and call your project leader)
9. ___ Run EMU: **07. SET DATE-DELETE FLAGS**. This batch uses worklist All Students in Edulogt
10. ___ Run a 'Deleted Students' report to verify the students that will be removed during the purge.
11. ___ Run EMU: **08. PURGE FLAGGED STUDENTS**. Purges the students in the 'Deleted students' report
12. ___ Print a SCH/GRD Report and check it for accuracy
13. ___ Run EMU: **09. ADDRESS UPDATE-ADDUPD (ONLY if used in your district!!)**
** Modifies student location using the addupd.dat file. Reference QRG 9 for configuration
14. ___ Run EMU: **10. ADDRESS UPDATE-POSTSTU (ONLY if used in your district!!)**
** Inserts mapzone in student location if duplicate street names with overlapping addresses exist. Reference QRG 8 for configuration
15. ___ Run EMU: **11. STUDENT ADDRESS MATCH**
16. ___ Run EMU: **05. DUMPALL**
17. ___ Check eligibility and print a final **SCH/GRD** Report
18. ___ Go to Reports, User-Defined Reports, Bus Passes and run "Riders Ids after upstu"
19. ___ Run shortcut on Desktop "Retrieve Lost Assignments" – choose sort order and create report

-UPSTU complete -

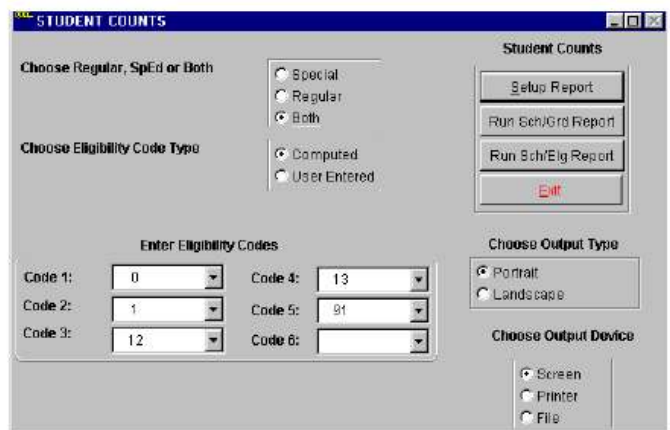
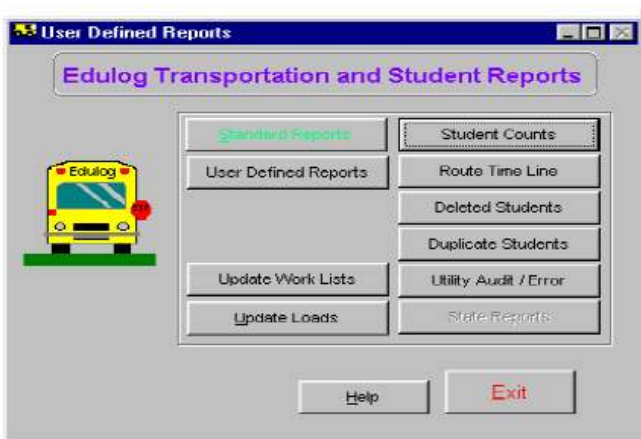
**** This utility requires an input file. If you have never run this batch before you will want to confirm with your project leader before running it.**

Uploading Student Data

This part of the document is for reference only. For example, if you needed to recreate a batch that was accidentally deleted, create a worklist used in a batch, or couldn't remember what eligibility code numbers are used to create a Sch/grd report.

Since updating student data is a multi-step process that affects so much of your data, it is essential that you perform a backup of your data before you begin the process. Also, it is very important to preserve the data on the student record. You should complete the Upstu process completely after starting.

1. ___ **Exit all programs and make sure everyone is out of TIMS.**
2. ___ **Backup Data (ELTZIP or TIMS BACKUP ZIPPER). Example of a named file: WakePREupstu**
3. ___ **Print a SCH/GRD, SCH/ELG Report**



___ Select Student Counts (figure A)

___ Run Sch/Grd Report (no eligibility fields needed for this report) (figure B)

___ Select Setup Report

___ Select Landscape under Output Type

___ Select Printer under Output Device

___ Select Run Sch/Elg Report with Elig. codes that exist in the data. Common codes are listed below:

Code1=0 Code4=13 Code7=92

Code2=1 Code5=91 Code8=93

Code3=12 Code6=99

You can run a separate report of your data to see the actual codes for your system. These codes will change as you progress through the update process.

4. ___ Open up the 'Lost Assignments' folder on your C:\ drive and delete the QMF_Before.txt and QMF_After.txt
make sure this folder is empty before you proceed

5. ___ Go to Reports>User Defined Reports>Bus Passes> and run the 'Rider IDs Before Upstu' report. This report should already be set to save to your Lost Assignments folder.

6. ___ **Rename the file you created from the NCWISE Reporting Hub to NEWSTU.DAT and place this file in your Export folder of the database you are doing the upstu in**

a. Example: ELT\LIVE\server\export

Note: There will probably be a newstu.dat and/or a newstu.new in the export folder – you need to delete these before you copy your current file into the export folder.

7. ___ **Run EMU Batch: 06. UPLOAD STUDENT DATA**

If you have to create the UPLOAD STUDENT DATA batch: use the following utilities:

___ **Add EMU utility: *UPPERCASE***

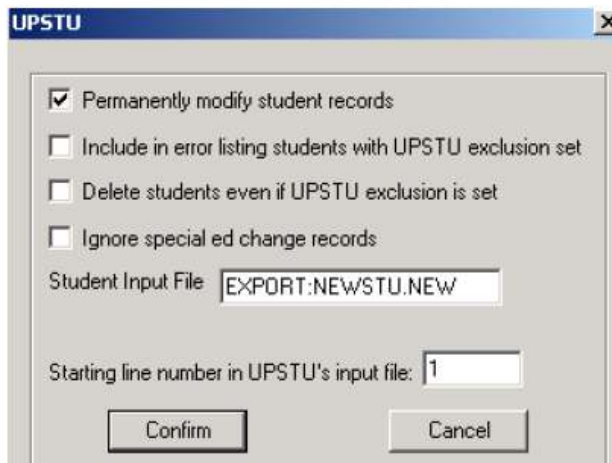
Input File: EXPORT:NEWSTU.DAT
Output File: EXPORT:NEWSTU.NEW



___ **Add EMU utility: UPSTU**

Uploads student information from auxiliary sources into Edulog.nt. An ASCII file (**export:NEWSTU.NEW**) containing the student information to upload is processed and the DYN:STUDNT.* files are updated.

This process can take a while to complete. When UPSTU is over, none of the reporting from EDLOG will reflect UPSTU changes if you do not run DUMPALL process after UPSTU



UPSTU

Several error output files are created. You may view these through EMU (via 'view files') or Notepad – they are:

ELT\EXE\EMU\OUTPUT\UPSTU.AUD

ELT\EXE\EMU\OUTPUT\UPSTU.ERR

Print as needed for reference.

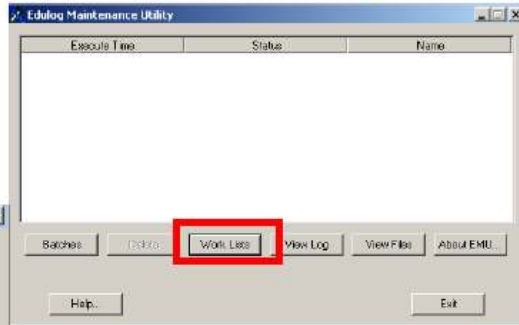
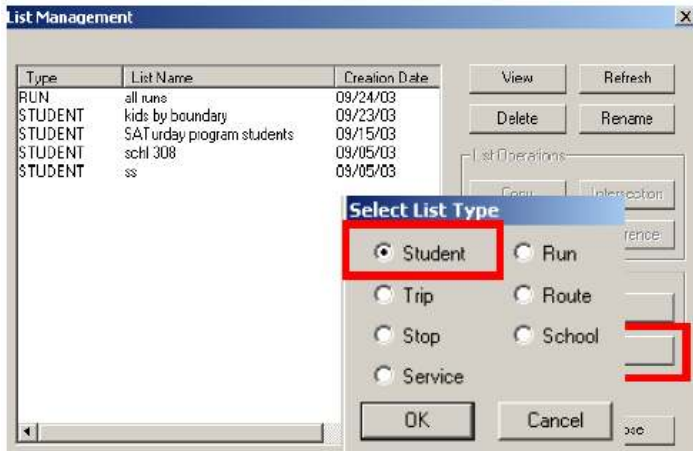
___ **Add EMU utility: REBLDKEY (select all)**

8. ___ **Print SCH/GRD Report** again and compare to initial student count. (see step #3 above)

9. ____ Run EMU Batch **07. SET DELETION FLAGS**

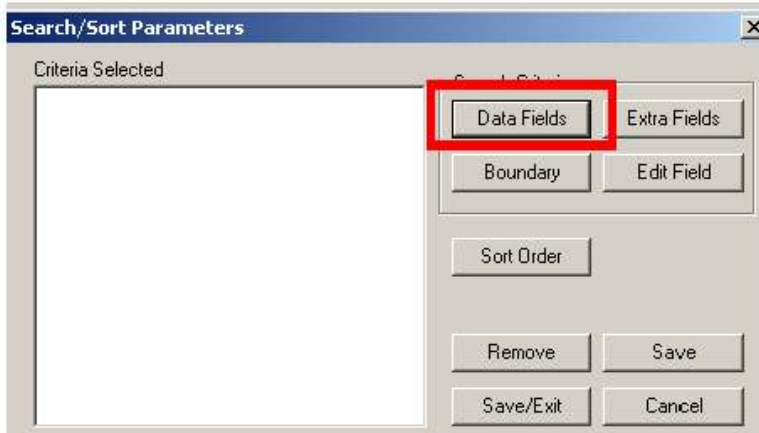
NOTE: Use the following instructions if you need to create the batch from scratch.

In EMU, select the **Work List** button

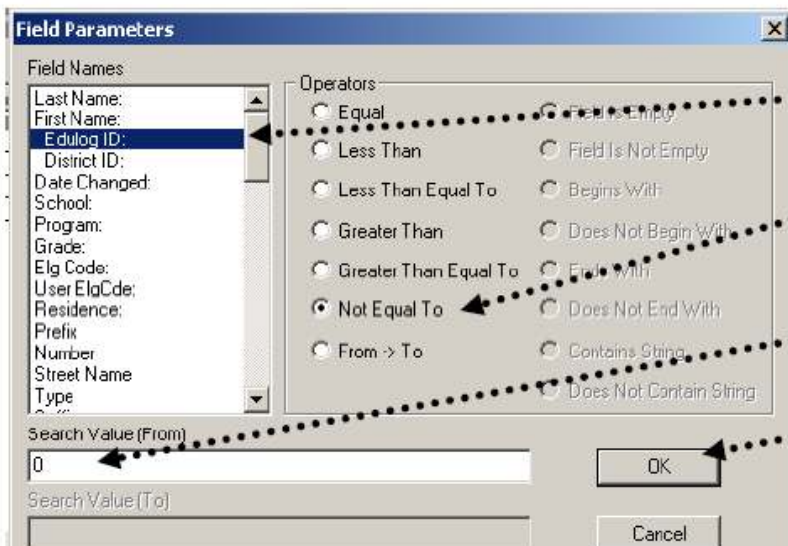


____ Select **Create New List** button.

____ Then select **Student**



____ Select **Data Fields** button



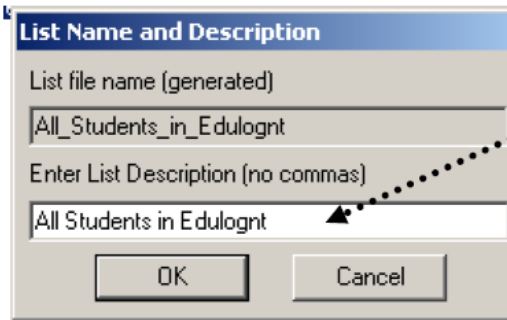
____ Under Field Names, select **Edulog ID**

____ Under Operators, select **Not Equal To**

____ Under Search Value(from), enter **0**

____ When finished Click **OK** (figure A)

___ Select the criteria created, and then click **Save/Exit**



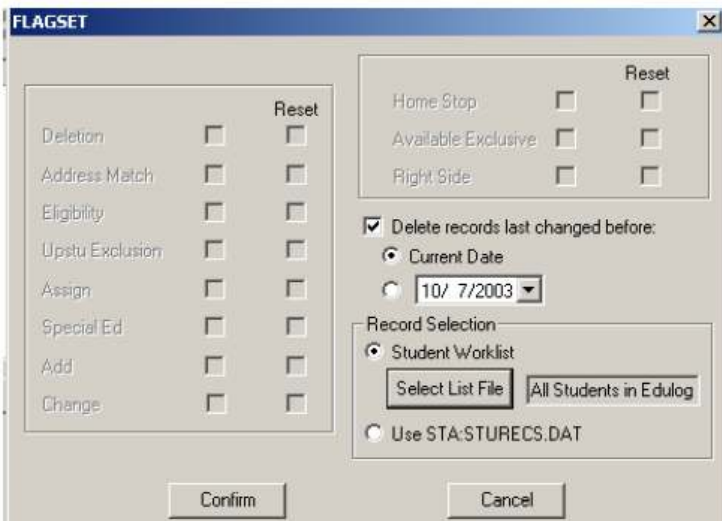
___ Enter List Description **All students in Edulognt.**

___ Click OK

After the work list is created you will not need to create it again.

When the **All Students in Edulognt** worklist has been created, you are ready to create the **07. SET DELETION FLAGS** batch in EMU.

___ Create an EMU batch called **07. SET DELETION FLAGS** using utility **FLAGSET**.



FLAGSET

___ Check (✓) **Delete records last changed before:**

___ Select **Current Date**

___ Under **Select List File,**

Select worklist: **All students in Edulognt**

___ Confirm & save as **UPSTUFLAGSET**

Now that the deletion flags for your students are set, run a 'deleted students' report and verify that the students flagged are the ones that you indeed want to purge.

*creating a 'deleted students' report to verify which students will be purged.



If creating this report for the first time, name it 'students to be deleted'.

The record query should include 'tmp student deletion flag > 0'

Select the output fields you wish to include in the report (such as; student last/first name, school code, grade, etc)

Sort the report by school code.

Run the report



10. ___ Run a 'Deleted Students' report to verify the students that will be removed during the purge.

11. ___ Run EMU Batch: **08. PURGE FLAGGED STUDENTS**

This batch contains the following utilities in order of execution:

STUDENTPURGE and **REBLDKEYS (ALL)**

12. ___ Print SCH/GRD report again. Check if correct.

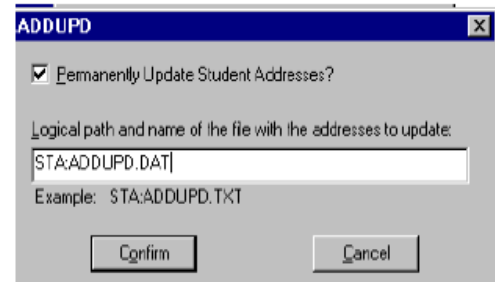
13. ___ Run EMU Batch: **09. ADDRESS UPDATE -ADDUPD** Refer to QRGnt-9 for instructions on how to configure the input file required by this batch.

___ Configuring EMU utility: ADDUPD

___ Select **Permanently Update Student Addresses**

___ Address Filename is: **STA:ADDUPD.DAT**

___ Confirm



ADDUPD

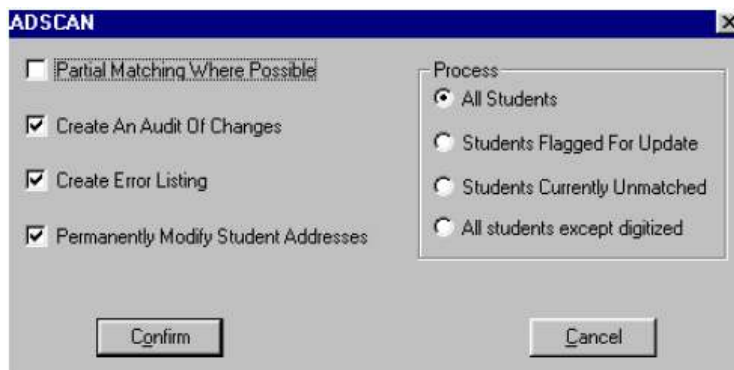
14. ___ Run EMU Batch: **10. ADDRESS UPDATE -POST STU** Refer to QRGnt-8 for instructions on setting up the input files required by this batch.

15. ___ Run EMU Batch: 11. STUDENT ADDR MATCH

This batch contains the following utilities in this order:

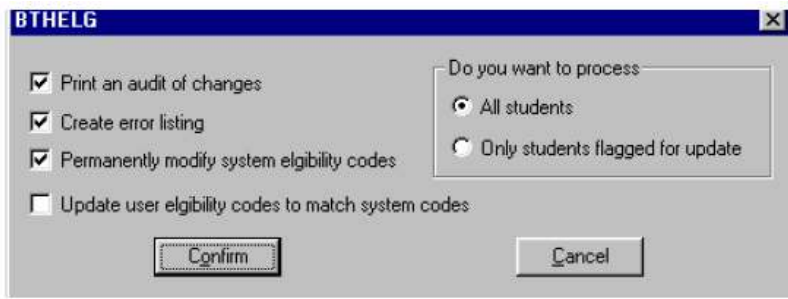
- a. ADSCAN (requires configuration; see below)
- b. BTHELG
- c. SCHDST
- d. STUDST
- e. STUSTOPDIST

___ Configuring EMU utility: ADSCAN



- ___ Select Create An Audit of Changes
- ___ Select Create Error Listing
- ___ Select Permanently Modify Student Addresses
- ___ Under **Process**, Select All Students
- ___ Confirm

___ Configuring EMU utility: BTHELG

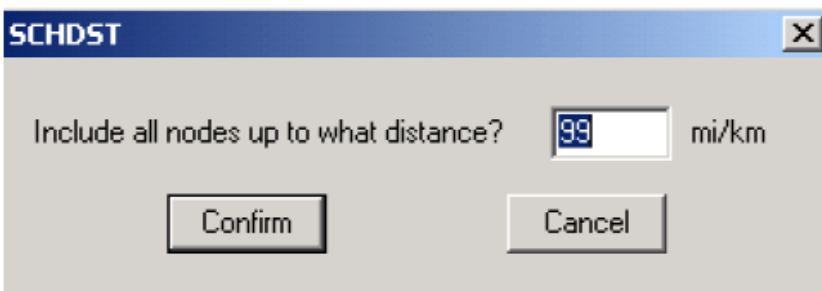


- ___ Select Print an audit of Changes
- ___ Select Create error listing
- ___ Select Permanently modify system eligibility

- ___ Select All Students

- ___ Confirm

___ Configuring EMU utility: SCHDST



- ___ Enter 99

- ___ Confirm

___ Add EMU utility: STUDST (no configuration required)

___ Add EMU utility: STUSTOPDIST (no configuration required)

16. ___ Run EMU Batch: 05. DUMPALL

17. ___ Check Eligibility and print a final SCH/GRD Report.

18. ___ Go to Reports>User Defined Reports>Bus Passes> and run the 'Rider IDs After Upstu' report. This report should already be set to save to your Lost Assignments folder.

19. ___ Run the shortcut on your Desktop 'Retrieve Lost Assignments' . You may see a message referencing a 'potential security concern' – it is safe to go ahead and click on open.

When it opens, use the drop down arrow to choose a sort order, then click on the create report button. A report will show on your screen that lists the Edulog ID's of all students who lost their bus assignments during the upstu process due to either a school code or address change.

UPSTU PROCESS COMPLETE