

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. ____ 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.
5. ____ Run EMU: **06. UPLOAD STUDENT DATA**
6. ____ 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)
7. ____ Run EMU: **07. SET DATE-DELETE FLAGS**. This batch uses worklist *All Students in Edulognt*
8. ____ Run a 'Deleted Students' report to verify the students that will be removed during the purge.
9. ____ Run EMU: **08. PURGE FLAGGED STUDENTS**. Purges the students in the 'Deleted students' report
10. ____ Print a **SCH/GRD** Report and check it for accuracy
11. ____ 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
12. ____ 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
13. ____ Run EMU: **11. STUDENT ADDRESS MATCH**
14. ____ Run EMU: **05. DUMPALL**
15. ____ Check eligibility and print a final **SCH/GRD** Report

- UPSTU complete -

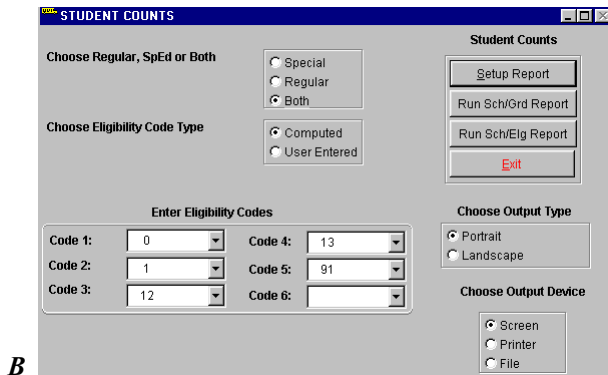
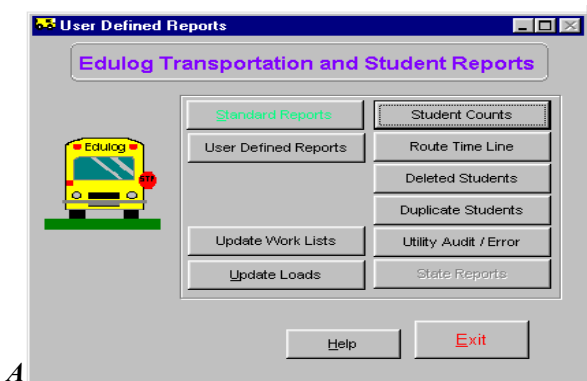
** This utility requires an input file. If you have never run this batch before you will want to confirm with your project leader before running it.

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:

Code 1 = 0	Code 4 = 13	Code 7 = 92
Code 2 = 1	Code 5 = 91	Code 8 = 93
Code 3 = 12	Code 6 = 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. ___ **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

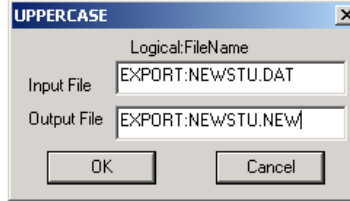
Note: There will probably be a newstu.dat and/or a newstu.new in the export folder – you need to delete these before you copy your current file into the export folder.

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

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

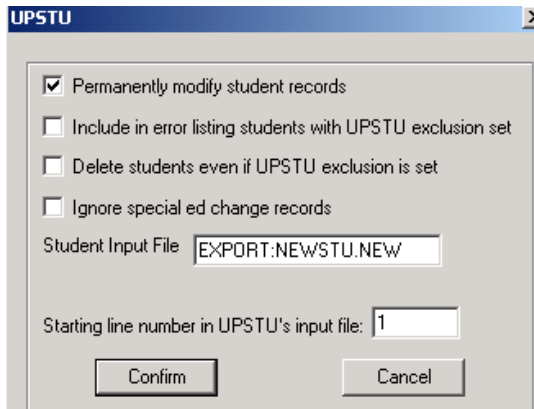
___ Add EMU utility: **UPPERCASE**

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.

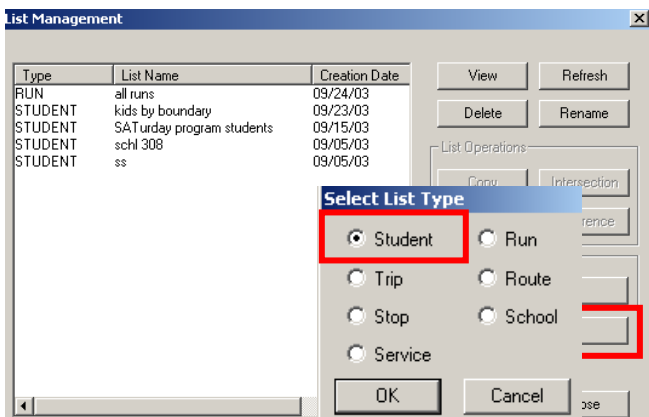
___ Add EMU utility: **REBLDKEY** (select all)

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

7. ___ Run EMU Batch **07. SET DELETION FLAGS**

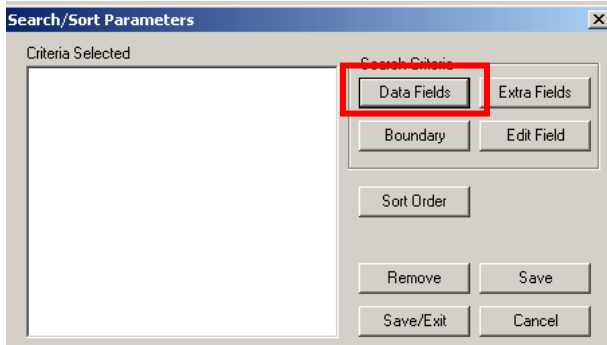
NOTE: Use the following instructions if you need to create the batch from scratch.

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

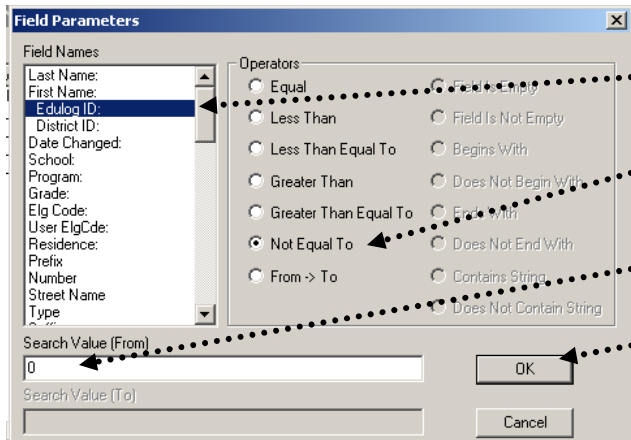


___ Select **Create New List** button.

___ Then select **Student**



_____ Select Data Fields button



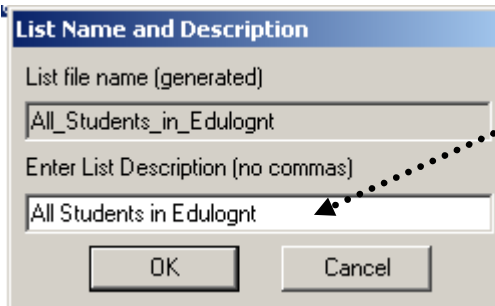
_____ Under Field Names, select **Edulog ID**

_____ 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**



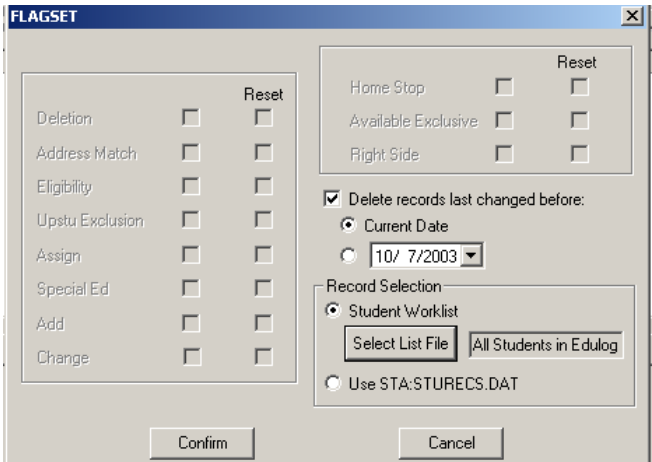
_____ Enter List Description **All students in Edulognt.**

_____ 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.

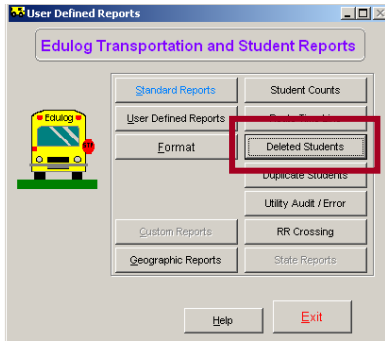


FLAGSET

- ___ Check (✓) *Delete records last changed before:*
- ___ Select Current Date
- ___ Under Select List File,
- ___ Select worklist: **All students in Edulogt**
- ___ 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.



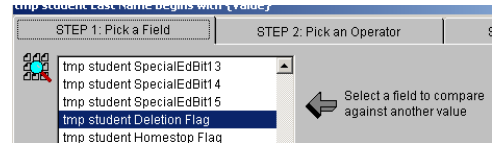
If creating this report for the first time, name it 'students to be deleted'.

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



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

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

This batch contains the following utilities in order of execution:

STUDENTPURGE and REBLDKEYS (ALL)

9. ___ Print SCH/GRD report Counts again. Check if correct.

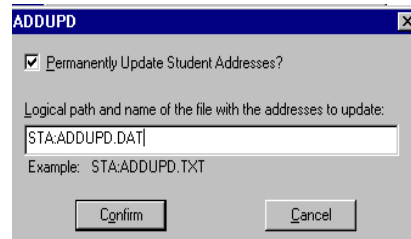
10. ___ Run EMU Batch: **09. ADDRESS UPDATE - ADDUPD** Refer to **QRGnt-9** for instructions on how to configure the input file required by this batch.

___ Configuring EMU utility: ADDUPD

___ Select **Permanently Update Student Addresses**

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

___ Confirm



ADDUPD

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

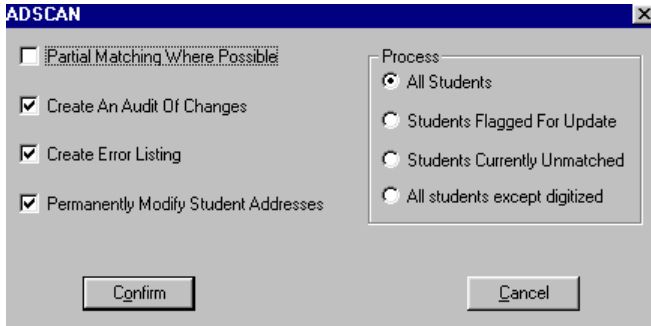
12. ___ Run EMU Batch: **11. STUDENT ADDR MATCH**

This batch contains the following utilities in this order:

- a. ADSCAN (requires configuration; see below)

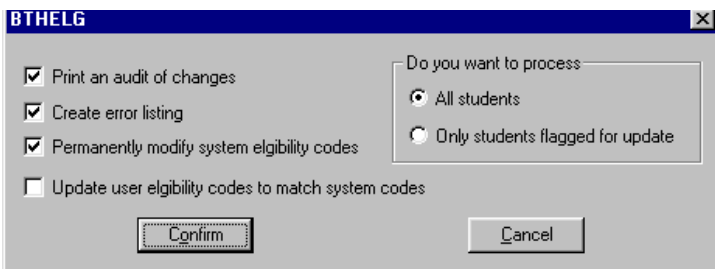
- b. BTHELG
- c. SCHDST
- d. STUDST
- e. STUSTOPDIST

___ Configuring EMU utility: ADSCAN



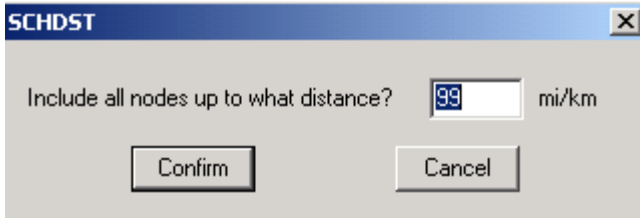
- ___ Select Create An Audit of Changes
- ___ Select Create Error Listing
- ___ Select Permanently Modify Student Addresses
- ___ Under Process, Select All Students
- ___ Confirm

___ 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)

13. ___ **Run EMU Batch: 05. DUMPALL**
14. ___ **Check Eligibility and print a final SCH/GRD Report.**