
Version 10 and newer**Note: Upstu vs. Performing a Student Rollover**

If a scheduling year (**SIMS sites only**) download from each school has been received, then an Upstu can be done instead of a Student Rollover. Before relying on this information, verify that the promotions are correct by looking at some of the students from each school.

You use the edulog.nt student rollover process 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:

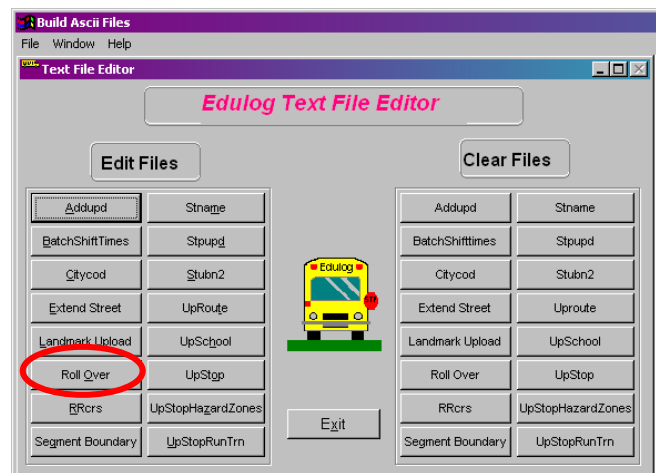
1. Using the Roll Over program in buildtxt.exe, create the rollover files that tell the system how each school and grade should be rolled over.
2. Run the Rolovr utility in EMU to make the promotions that you setup in step #1

Note

After you perform a student rollover, you should run the BADSTU process in EMU to find invalid school/grade/program combinations. Look in the Elt\Exe\Emu\Output folder or by clicking on the View Files button in EMU to review the BADSTU.ERR and BADSTU.AUD.

Creating and Modifying the Rollover Data File

1. Using Buildtxt.exe, under Edit Files, click on Roll Over.





2. If there is no data showing and you have not used the roll over feature since being converted to Edulog.NT you can import this file from ELT\Server\STA. If you have used the roll over feature you will import this file from ELT\Server\Export .

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 pull 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!

Also Note: If the data under your Rollover Table tab is substantially incorrect, you may want to clear this file by clicking on Roll Over under Clear Files and then import the rollover.dat file from the Elt\Server\Export

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 number to the school/grade program. It is helpful to have a boundary list by number available to insure you choose the correct boundary.

- a. To add a boundary, select a grade you want to modify from the Old Grade column.
- b. Click the arrow next to the Boundary to Add box and using the pull down selection for the boundaries that exist, select the boundary the students will promote to.
- c. Choose 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)
- d. After you have finished adding the boundary rollover information to the file, choose Edit/Revert Record.
- e. Click the arrow next to the Roll Over School box and select the school the students will be attending. Repeat this process for each school. **Please note a “quirky” situation I found – it added a complete new school/grade promotion by boundary record at the end of the file instead of adding the boundary number on the line I thought I was editing!! After saving the record, be sure to scroll down to the end of the file to see if the record was added instead of updated. If this happens to you as you are editing the file, be sure to delete the duplicate record.**
- f. When you are finished modifying the rollover data file, choose Add/Save Record to confirm your cha 

- g. Choose the Exit Forms button.



1. Choose the Import/Export Options tab. Choose Export File and save to Elt\Server\Export.
2. When the process is complete, choose Exit form to close the program.

Running Rolovr 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.
4. Choose the Edit button.
5. In the Edit Utility Configuration dialog box, choose New.
6. Select the Use Newly Created Rolovr.dat File check box.
7. Choose OK.
8. Type ROLOVRTEST as the batch name, then choose OK.
9. Choose Exit.
10. Make sure ROLOVR is still selected in the Create/Edit Batch dialog box, then click the green arrow pointing to the right.
11. Select the ROLOVRTEST batch you created, then choose OK.
12. In the Batch Name text box, type ROLOVRTEST, then choose OK.
13. Choose OK from the dialog box indicating that the batch was saved successfully.
14. Select ROLOVRTEST from the Batch Work list box, then choose Run.
15. Choose Yes to confirm that you want to run the process now.
16. Choose Exit from Batch Work dialog box.

Note: If the batch file queues up but does not run, do not try to delete it. First see if any *.lck files exist in the \Elt\Exe\Emu directory on the Server computer, then check to

make sure that the time on the Server's clock matches the time on the Workstation computer.

17. When the EMU list box displays **Done** in the status column for the ROLOVRTEST batch, you can examine the Rolovr.aud, Rollovr.chk, and Rolovr.err files by clicking on the view files button. You may also want to examine the Rolovr.dat file in \Elt\Server\Export to see the old and new school/grade combinations.

Note: If you get an ERROR when running ROLOVRTEST in EMU files **the rollover did not take place!** Look at the rolovr.err file under view files in EMU or in your ELT\EXE\EMU\Output folder. Print the error file to view the school/grade combinations that are incorrect; then edit the rolovr.dat file to insure the correct school/grade are defined correctly.

When you have examined the audit file and determined that the system is making the desired changes, then perform the following steps.

18. Do an ELTZIP of your data.
19. Repeat the previous steps to create another batch in EMU for Rolovr: this time naming the batch ROLOVRPERM. In step 6, make sure to select the Make Changes Permanent check box, but do not select Use Newly Created Rolovr.dat File.
20. Run the ROLOVRPERM batch, as discussed in steps 14 through 16.
21. 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.
22. Start edulog.nt, and check your student records to verify that the process made the desired changes.