TIMS to PowerSchool Transportation Data Import

Extracting and Formatting TIMS Data

Creating the TIMS Extract(s) for PowerSchool

Extracting Student Transportation Data from TIMS

Formatting TIMS Transportation Data for Import into PowerSchool

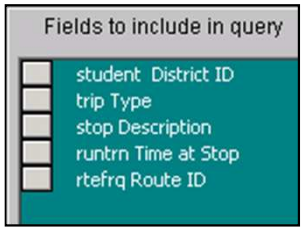
TIMS Transportation Data Import for PowerSchool

Creating the TIMS Extract for PowerSchool – All Schools

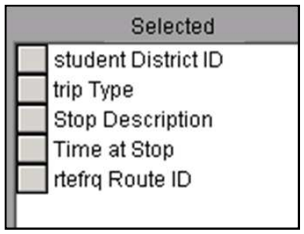
1) In TIMS Reports, go to User Defined>All Students and Transportation
2) Highlight the "Standard All Students" report and Choose Copy
3) Name the copied report "TIMS Extract for PowerSchool – All Schools"
4) Open the Report and Edit the Output Fields to include only the following variables

   a) Student District ID
   b) Trip Type
   c) Stop Description
   d) Time at Stop
   e) Route ID

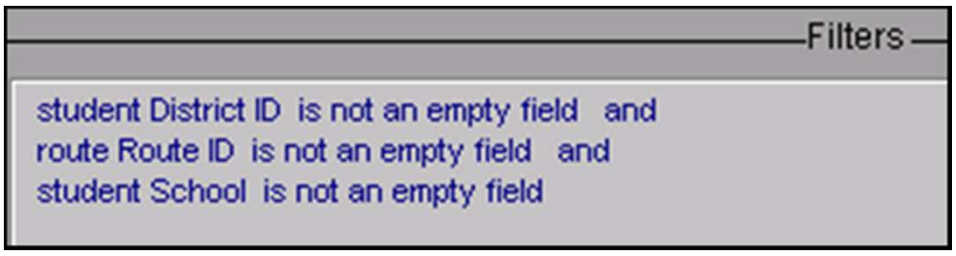
TIMS NT

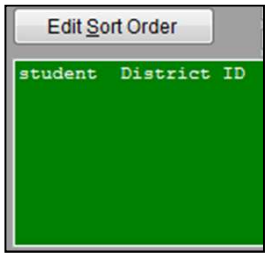


TIMS SQL



5) Next, Edit the Report Filter and Sort Order so that only Route Riders with a PowerSchool ID are Extracted and the file is sorted by Student District ID

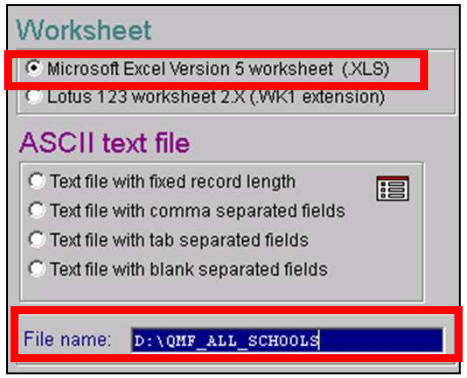




TIMS Transportation Data Import for PowerSchool

Creating the TIMS Extract for PowerSchool – All Schools

6) Next, Edit the Report Output Type so the TIMS Extract will be created as an Excel File
7) Modify the File Name and Output Path where the Extract will be generated



In this example, the Extract will be generated as an Excel File at the root of the D:Drive with the name QMF_All_Schools

Users could also create a “PowerSchool” folder where the TIMS Extract file will be generated. If so, users will need to modify the Output Path accordingly.

This completes creation of the TIMS Extract for PowerSchool – All Schools

8) Copy this Report and Modify the Filter and Output Name so the Extract can be performed for just a few Selected Schools.

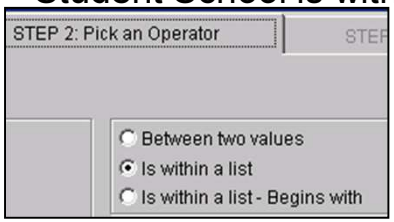
TIMS Transportation Data Import for PowerSchool

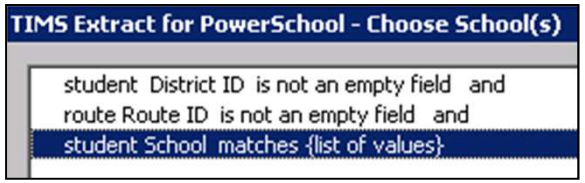
Creating the TIMS Extract for PowerSchool – Choose School(s)

When importing TIMS Transportation Data into PowerSchool, LEAs have the option to import data for All Schools or for only a Select Number of Schools. If an LEA only wants to update Transportation Data for one school or just a few schools, users will need to create a second report called TIMS Extract for PowerSchool - Choose School(s)

1) Under User Defined>All Students and Transportation; Copy the report that was just created "TIMS Extract for PowerSchool – All Schools" and name the copied report "TIMS Extract for PowerSchool – Choose School(s)
2) Edit the Report Filter so the TIMS Extract will only pull Transportation Data for Students with a certain School Code

   a) Change the filter "Student School is not an empty field" to "Student School is within a list – Ask Later"

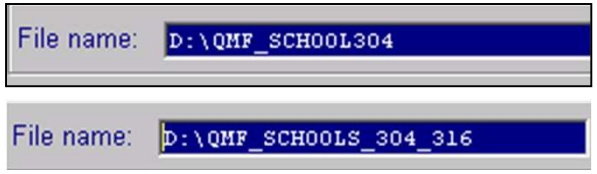




   b) After editing this filter, the system will ask which schools to include in the TIMS Extract

   c) The Output File Name also needs edited each time the Choose School(s) extract is generated. Edit the output file name to reflect the school(s) needed in the report.

   These two examples would be for School 304 and Schools 304 and 316



TIMS Transportation Data Import for PowerSchool

Extracting TIMS Data: Two Options – All Schools or Choose School(s)

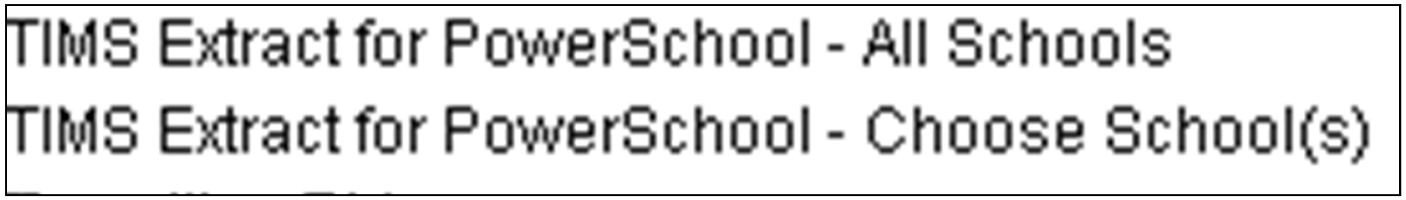
A. TIMS Extract Report Filters

1. TIMS Extract for PowerSchool - **All Schools**

   - District ID is Not Empty, Route ID is Not Empty, School is Not Empty
     - This will compile ridership data for All Schools for students who have a PowerSchool ID in TIMS and are fully assigned to a TIMS Route.

2. TIMS Extract for PowerSchool –**Choose School(s)**

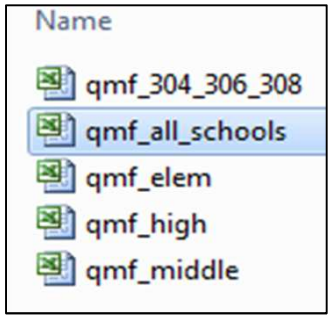
   - District ID is Not Empty, Route ID is Not Empty, School is within a List (Ask Later)
     - This allows the user to choose one or more schools to compile ridership data from. Students must have a PowerSchool ID in TIMS and be fully assigned to a TIMS Route.



TIMS Transportation Data Import for PowerSchool

Extracting & Formatting TIMS Data

The TIMS Extract will generate a Microsoft Excel File containing the necessary TIMS information for import into PowerSchool.



	A	B	C	D	E
1	dist_id___	triptype__	stp_desc__	dir_time__	route_id__
2	000000104888	1	N PRINCE HENRY WAY & BIRNAM LN	7:39 AM	59
3	000000104888	2	N PRINCE HENRY WAY & BIRNAM LN	4:04 PM	59
4	000000169858	1	BLUES CROSSING	7:54 AM	274
5	000000169858	2	BLUES CROSSING	4:30 PM	274

There will be one line of data for each Student Trip in TIMS. So for each student who rides To School and From School, there will be two lines of data, one for AM and one for PM.

Each line will contain the following:

- Student PowerSchool ID
- Trip Type (To/From School)
- Stop Description or Location
- Time at Stop
- TIMS Route ID or Bus Number

TIMS Transportation Data Import for PowerSchool

Extracting & Formatting TIMS Data

In order for this file to import correctly into PowerSchool, you will need to make a few minor edits to the spreadsheet.

1) First, you need to Rename Each Column Header to Match the Field Names in PowerSchool

- Column A = Student_Number (must have underscore, no space)
- Column B = FromTo (no space or underscore)
- Column C = Description
- Column D = DepartureTime (no space or underscore)
- Column E = BusNumber (no space or underscore)

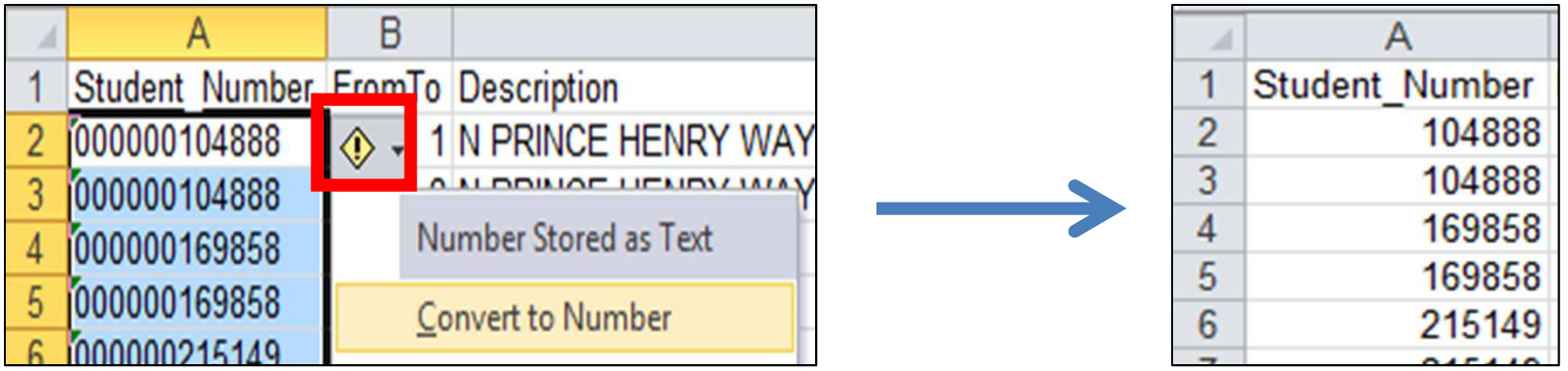
When finished editing the column labels, your spreadsheet should look like this.

	A	B	C	D	E
1	Student_Number	FromTo	Description	DepartureTime	BusNumber
2	199043	To	314 SUNRISE AV	7:52 AM	13
3	199043	From	314 SUNRISE AV	4:20 PM	13
4	312474	To	254 OAK LEAF RD	8:06 AM	44
5	312474	From	254 OAK LEAF RD	4:23 PM	44
6	577301	To	BREWER ST & N ELM ST	7:58 AM	108
7	577301	From	BREWER ST & N ELM ST	3:46 PM	108
8	592336	To	TIPTON DR & TABOR CT	8:08 AM	108
9	592336	From	TIPTON DR & TABOR CT	3:56 PM	108
10	592471	To	GREENVALE RD & N FAYETTEVILLE	7:50 AM	13
11	592471	From	GREENVALE RD & N FAYETTEVILLE	4:19 PM	13
12	592503	To	2118 OLD FARMER RD	7:50 AM	44

TIMS Transportation Data Import for PowerSchool

Extracting & Formatting TIMS Data

2) Next, you will need to remove the leading zeros from the Student PowerSchool Number. This is accomplished by highlighting all of the PowerSchool IDs in Column A and converting from Text format to Number format. After highlighting from Cell A2 to the end of Column A, move back to the top of the spreadsheet and use this icon  to convert to Number.



TIMS Transportation Data Import for PowerSchool

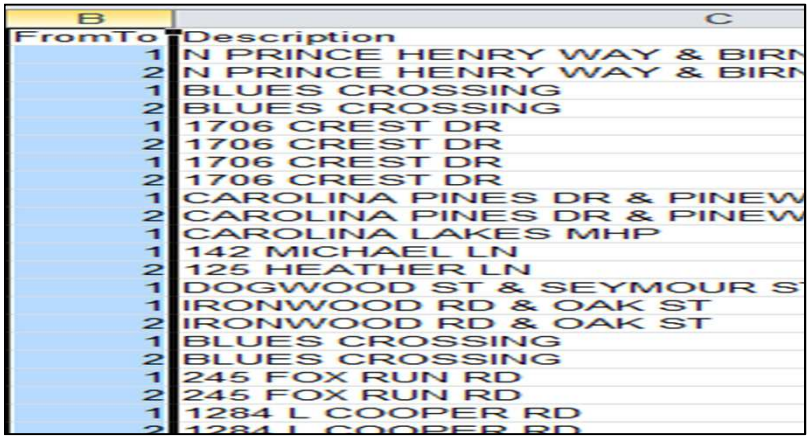
Extracting & Formatting TIMS Data

3) PowerSchool will only accept the words “To” or “From” in Column B, so you will need to perform a search and replace on this data. The data from TIMS in Column B is the Student Trip Type, where

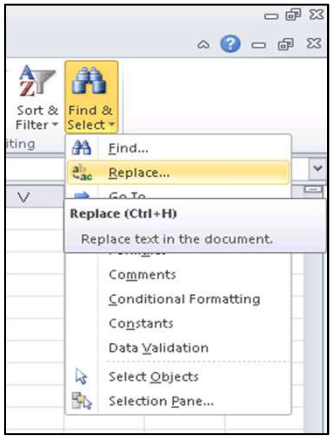
- 1 = “To School” Trip
- 2 = “From School” Trip

To edit this data, select Column B and then under the Home Tab, Choose Find & Select>Replace. Replace the “1” with “To” and the “2” with “From”

TIMS Tip: LEAs with Complex Routing Operations may have additional Trip Types (3, 4, 5, 6, etc.) for some students. If so, perform a Search and Replace on these additional Trip Types as well.



B	C
FromTo	Description
1	N PRINCE HENRY WAY & BIRN
2	N PRINCE HENRY WAY & BIRN
1	BLUES CROSSING
2	BLUES CROSSING
1	1706 CREST DR
2	1706 CREST DR
1	1706 CREST DR
2	1706 CREST DR
1	CAROLINA PINES DR & PINEW
2	CAROLINA PINES DR & PINEW
1	CAROLINA LAKES MHP
1	142 MICHAEL LN
2	125 HEATHER LN
1	DOGWOOD ST & SEYMOUR S
1	IRONWOOD RD & OAK ST
2	IRONWOOD RD & OAK ST
1	BLUES CROSSING
2	BLUES CROSSING
1	245 FOX RUN RD
2	245 FOX RUN RD
1	1284 L COOPER RD
2	1284 L COOPER RD



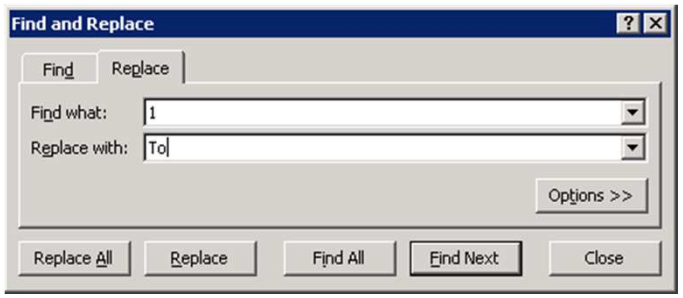
TIMS Transportation Data Import for PowerSchool

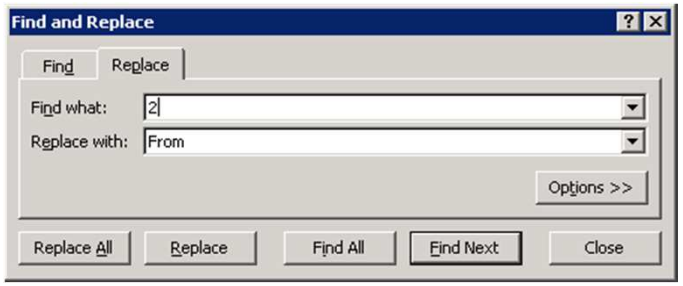
Extracting & Formatting TIMS Data

3) PowerSchool will only accept the words “To” or “From” in Column B, so you will need to do a search and replace on this data. The data from TIMS in Column B is the Student Trip Type, where

- 1= “To School” Trip
- 2 = “From School” Trip

To edit this data, select Column B and then under the Home Tab, Choose Find & Select>Replace. Replace the “1’s” with “To” and the “2’s” with “From.





	A	B	C
1	Student_Number	FromTo	Description
2	258290	To	BLEVINS EXPRESS RD & US HWY 22
3	258290	From	BLEVINS EXPRESS RD & US HWY 22
4	302633	From	417 WILL VANNOY RD
5	311484	To	916 JOINES RD

TIMS Transportation Data Import for PowerSchool

Extracting & Formatting TIMS Data

Additional Edit Needed Prior to February 2016 PowerSchool Update:
Truncating the TIMS Stop Description to 30 Characters

The default design of the Student Transportation Screen in PowerSchool limits the Student Stop Description to 30 characters or less. In TIMS, the Stop Description can contain up to 60 characters. Therefore, LEAs who wish to import TIMS Bus Stop Locations or Descriptions must manually truncate TIMS data to a maximum 30 characters prior to importing TIMS Data into PowerSchool.

Note: The February 2016 PowerSchool Update is scheduled extend the character length of the Stop Description Field to 60 characters, making this additional step obsolete after the update is completed.

Use the following steps to manually truncate the TIMS Stop Description to 30 Characters.

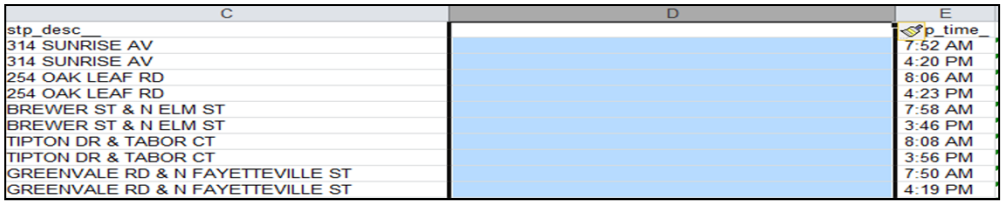
1. In the spreadsheet, insert an additional blank column after the Stop Description
2. Highlight the column containing the Stop Description
3. Under the Data Tab, Choose Text to Columns
4. Select Fixed Width and Next
5. Split the Column into two by inserting a break at the 30 Character mark
6. Click Finish to complete Text to Columns
7. Delete the additional column created and save the file as a CSV

TIMS Transportation Data Import for PowerSchool

Extracting & Formatting TIMS Data

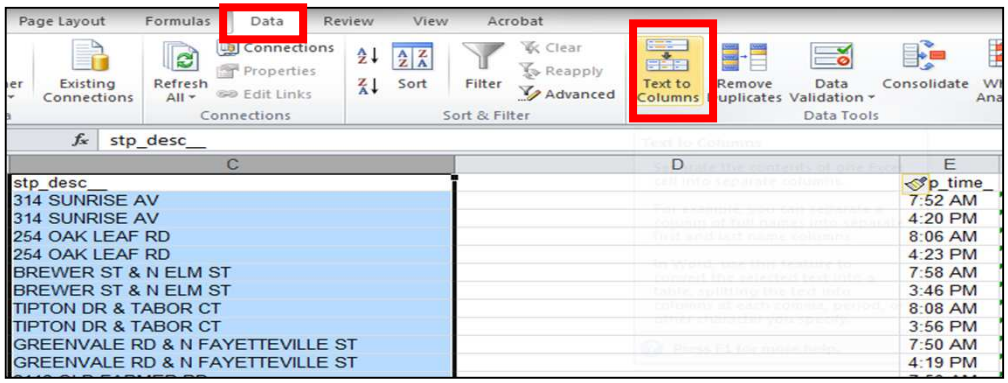
Truncating the Stop Description Field to 30 Characters

Step 1: Insert a Blank Column after Stop Description



C	D	E
stp_desc__		p_time_
314 SUNRISE AV		7:52 AM
314 SUNRISE AV		4:20 PM
254 OAK LEAF RD		8:06 AM
254 OAK LEAF RD		4:23 PM
BREWER ST & N ELM ST		7:58 AM
BREWER ST & N ELM ST		3:46 PM
TIPTON DR & TABOR CT		8:08 AM
TIPTON DR & TABOR CT		3:56 PM
GREENVALE RD & N FAYETTEVILLE ST		7:50 AM
GREENVALE RD & N FAYETTEVILLE ST		4:19 PM

Step 2: Highlight the column containing Stop Description
Step 3: Under the Data Tab, Choose Text to Columns

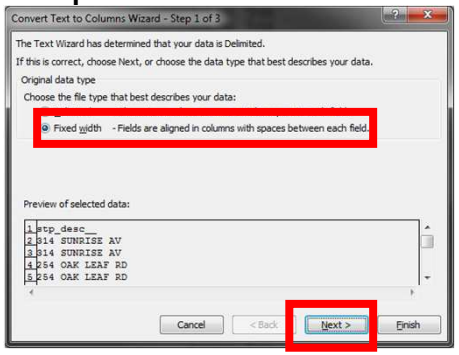


TIMS Transportation Data Import for PowerSchool

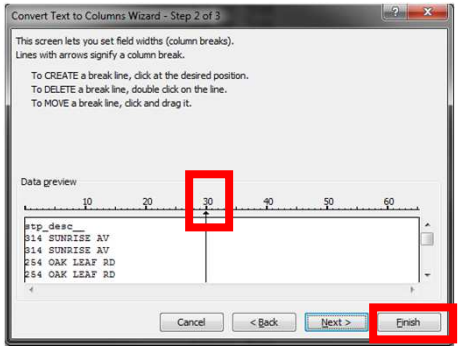
Extracting & Formatting TIMS Data

Truncating the Stop Description Field to 30 Characters

Step 4: Select “Fixed Width” and then Next



Step 5: Split the Column into two by inserting a column break at the 30 Character Mark.
Hint: Click on the number 30 to set the maximum character length for the Stop Description field, then Finish to complete Text to Columns



TIMS Transportation Data Import for PowerSchool

Extracting & Formatting TIMS Data

Truncating the Stop Description Field to 30 Character

Step 6: Click Finish to Complete Text to Columns

- Column C will contain the first 30 Characters of the TIMS Stop Description
- Column D will contain characters 31 to 60 of the TIMS Stop Description

Note: Stop Descriptions that are more than 30 Characters typically contain additional data (ex: Boys and Girls Club) and/or are Stops located at a corner. The majority of TIMS Stop Descriptions are generally less than 30 Characters.

C	D	E
stp_desc__		stop_time_
621 FRANKS ST BOY'S / GIRL'S	CLUB	2:45 PM
621 FRANKS ST BOY'S / GIRL'S	CLUB	2:45 PM
621 FRANKS ST BOY'S / GIRL'S	CLUB	2:45 PM
621 FRANKS ST BOY'S / GIRL'S	CLUB	2:45 PM
VALLEY DALE LA & MAPLE RIDGE R	D	7:40 AM
VALLEY DALE LA & MAPLE RIDGE R	D	4:06 PM
OLD CEDAR FALLS RD & STONE HAV	EN DR	7:56 AM
OLD CEDAR FALLS RD & STONE HAV	EN DR	3:57 PM
MCCRANFORD RD & CEDAR GROVE DR	EX	7:09 AM
MCCRANFORD RD & CEDAR GROVE DR	EX	3:03 PM
N MCCRARY ST & LORD RANDOLPH C	IR	7:15 AM
N MCCRARY ST & LORD RANDOLPH C	IR	7:15 AM
N MCCRARY ST & LORD RANDOLPH C	IR	2:44 PM
N MCCRARY ST & LORD RANDOLPH C	IR	7:15 AM
N MCCRARY ST & LORD RANDOLPH C	IR	2:44 PM
N MCCRARY ST & LORD RANDOLPH C	IR	7:15 AM
N MCCRARY ST & LORD RANDOLPH C	IR	2:44 PM
DUNLAP ST & MARTIN LUTHER KING	J DR	7:09 AM
DUNLAP ST & MARTIN LUTHER KING	J DR	2:31 PM

Step 7: Delete the newly created Column D and Save the File as a CSV

TIMS Transportation Data Import for PowerSchool

Extracting & Formatting TIMS Data

Truncating the Stop Description Field to 30 Character

After completing all of the necessary edits to the TIMS Extract, the spreadsheet should look similar to the image below.

	A	B	C	D	E
1	Student_Number	FromTo	Description	DepartureTime	BusNumber
2	199043	To	314 SUNRISE AV	7:52 AM	13
3	199043	From	314 SUNRISE AV	4:20 PM	13
4	312474	To	254 OAK LEAF RD	8:06 AM	44
5	312474	From	254 OAK LEAF RD	4:23 PM	44
6	577301	To	BREWER ST & N ELM ST	7:58 AM	108
7	577301	From	BREWER ST & N ELM ST	3:46 PM	108
8	592336	To	TIPTON DR & TABOR CT	8:08 AM	108
9	592336	From	TIPTON DR & TABOR CT	3:56 PM	108
10	592471	To	GREENVALE RD & N FAYETTEVILLE	7:50 AM	13
11	592471	From	GREENVALE RD & N FAYETTEVILLE	4:19 PM	13
12	592503	To	2118 OLD FARMER RD	7:50 AM	44

The final step is to save the edited TIMS Extract as a CSV file.

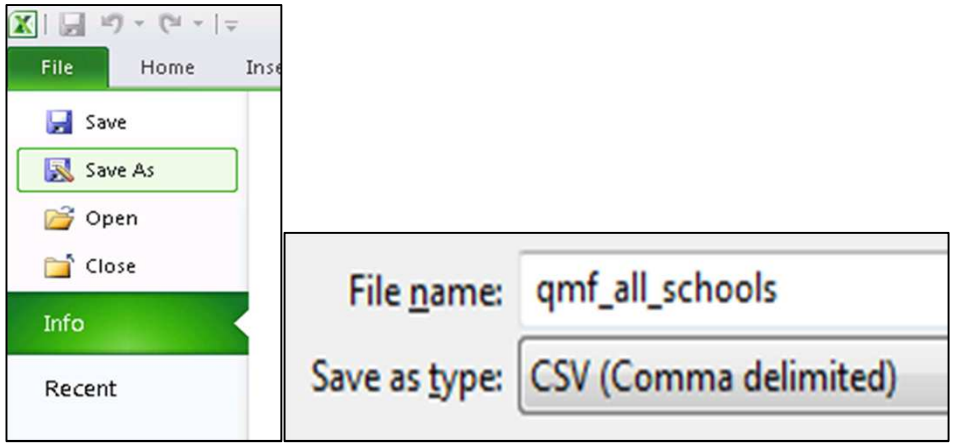
See Next Slide.

TIMS Transportation Data Import for PowerSchool

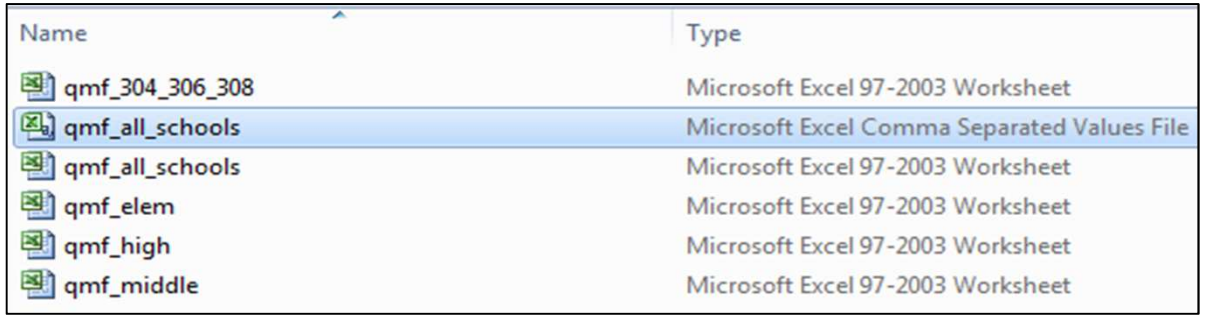
Extracting & Formatting TIMS Data

4) The final step before importing into PowerSchool is to save the edited file as a CSV.

Choose File>Save As and change the “Save as Type” to CSV (Comma Delimited)



When completed, you will have a CSV (Comma Separated Values) File ready for Import.



TIMS Transportation Data Import for PowerSchool

Summary of Steps to Complete the Extraction and Formatting of the TIMS to PowerSchool Bus Stop Import File

1) Run the Bus Stop Extract Report as needed for…
    a) All Schools
    b) One School
    c) One or More Schools
2) Rename the Column Headers to Match the PowerSchool Field Names
    a) Column A = Student_Number (must have underscore, no space)
    b) Column B = FromTo (no space or underscore)
    c) Column C = Description
    d) Column D = DepartureTime (no space or underscore)
    e) Column E = BusNumber (no space or underscore)
3) Remove the Leading Zeros from the PowerSchool ID
    a) Highlight all IDs and Convert to Number Format
4) Search and Replace Trip Types in Column B
    a) 1= “To School” Trip
    b) 2 = “From School” Trip

4a) Truncate Stop Description to 30 Characters (prior to February 2016 Update to PowerSchool)

5) Save the Newly Edited File as a CSV (Comma Delimited)
    a) File>Save As> CSV (Comma Delimited)