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ATHENA TOOLS

School Utilities Training Resource Guide



# School Utilities

## Training Resource Guide

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Date Modified: 03/05/2024

Version: 1.64

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# SCHOOL UTILITIES TRAINING RESOURCE GUIDE

# PURPOSE OF THIS GUIDE

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The School Utilities Resource Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of batch editing school walk boundaries, and adjusting school bell times within the software. Within this guide the user will also find specific scenarios you may encounter as you begin to independently navigate the system within the User Stories section of this guide.

## ATHENA SCHOOL UTILITIES INTRODUCTION

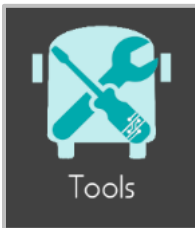
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The School Utilities module houses workflows pertinent to school data and upkeep. Some workflows of note being the ability to update and adjust both school walk boundaries and bell times, both by individual school or in batch.

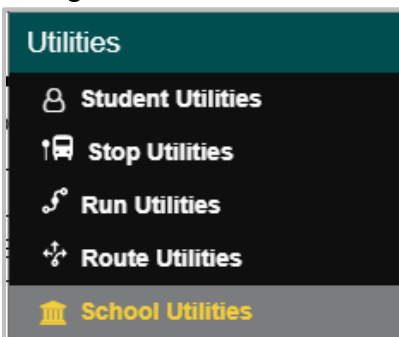
## NAVIGATING THE SCHOOL UTILITIES MODULE

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1. From the Athena Homepage, select the “Tools” application.

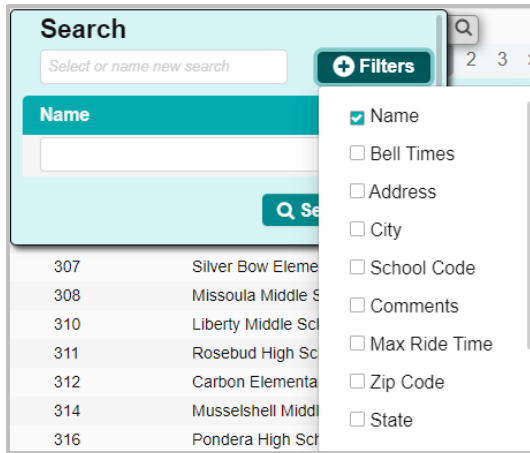


2. Navigate to the “School Utilities” Module.



3. **Search Bar:**

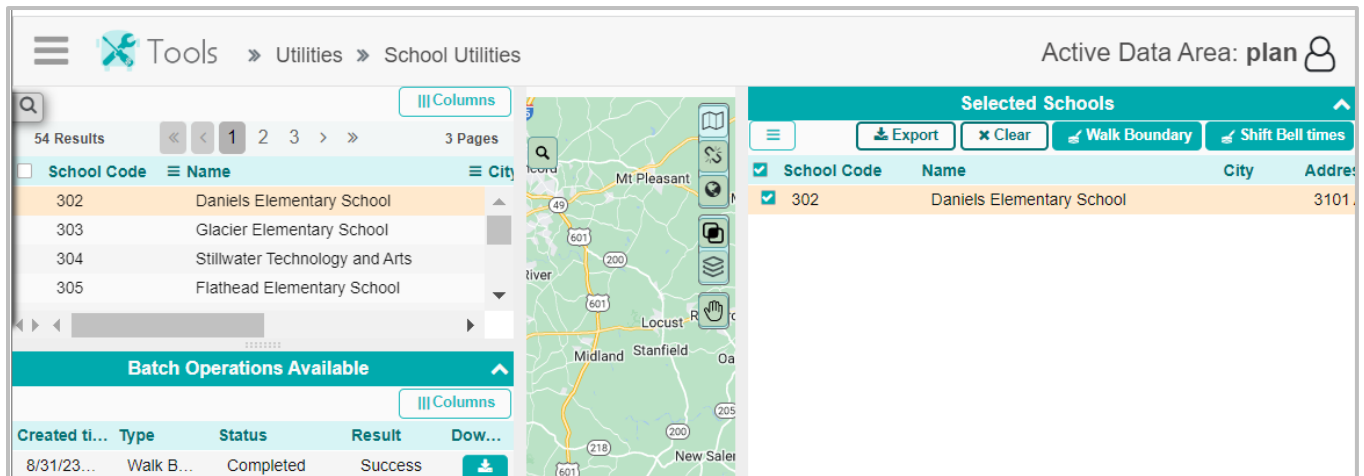
Use the search bar to query for specific schools; add filters as needed to narrow your search.



#### 4. School Utility Spaces:

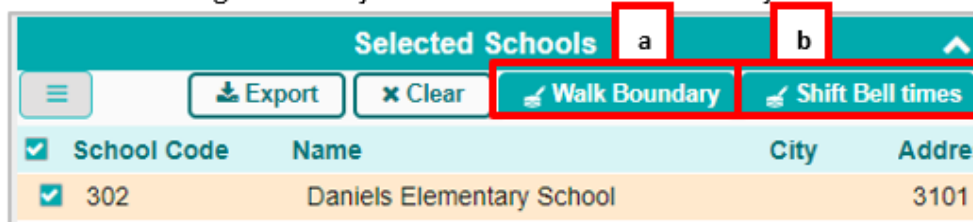
The School Utilities Module displays the familiar panels within Athena: Data Panel, Map Panel, and Workspace Panel—the only card the user will find in the Workspace Panel is the “Selected Schools” card.

- The user will see the addition of the “Batch Operations Available” card within the Data Panel, which will display all operations that were performed within the module, whether they were a ‘Fail’ or a ‘Success’.



#### 5. Selected Schools Card:

Within the “Selected Schools” card the user can perform individual or batch operations for the following skills: adjust Walk Boundaries and adjust Bell Times.



a. **Walk Boundary:** Selecting the “Walk Boundary” tool, always you to set a new walk boundary for the selected school or schools either in feet or meter measurements.

➤ **Note:** The Walk Boundary has direct effect on student transportation eligibility; ensure the new boundary is correct before making final changes.

b. **Shift Bell Times:** To adjust a school’s bell times, a user can utilize the “Shift Bell Time” tool. To learn more about how to navigate the “Shift Bell Time” tool, reference the [Shift Bell Time User Story](#).

School	Grades	Programs	Type	Clear Locks	Bell	Offset	Earliest	Latest	Off
01	01, 02, 03...	BD, ECA...	ARRIVAL	<input type="checkbox"/>	9:06 AM		8:40 AM	8:55 AM	▲
01	01, 02, 03...	DFLT	ARRIVAL	<input type="checkbox"/>	9:13 AM		8:30 AM	9:12 AM	
01	PK	ECAM	DEPART	<input type="checkbox"/>	11:30 AM		11:36 AM	11:40 AM	
01	01, 02, 03...	BD	DEPART	<input type="checkbox"/>	2:30 PM		2:31 PM	2:35 PM	
01	01, 02, 03...	DFLT	DEPART	<input type="checkbox"/>	3:30 PM		3:31 PM	3:40 PM	
01	01, 02, 03...	SPED	DEPART	<input type="checkbox"/>	3:30 PM		3:31 PM	3:40 PM	
04	PK	ECAM	ARRIVAL	<input type="checkbox"/>	8:30 AM		8:15 AM	8:25 AM	
04	01, 02, 03...	AM, DFLT	ARRIVAL	<input type="checkbox"/>	9:00 AM		8:40 AM	8:50 AM	
04	PK	ECAM	DEPART	<input type="checkbox"/>	11:00 AM		11:05 AM	11:10 AM	
04	KH	AM	DEPART	<input type="checkbox"/>	12:00 PM		12:01 PM	12:05 PM	
04	01, 02, 03...	DFLT	DEPART	<input type="checkbox"/>	3:30 PM		3:31 PM	3:35 PM	▼

#### 4.2 Batch Operations Available Card:

Any operations completed within the School Utilities module will display in the “Batch Operations Available” card. Each entry will show the date the operation was completed, the type of operation (Walk Boundary or Shift Bell Time), and the status and result detailing whether the operation failed or was successful.

Created time	Type	Status	Result	Download
8/31/23, 2:14 ...	Walk Boundary	Completed	Success	

# ATHENA USER STORIES

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The User Stories section of this guide will offer you scenarios that are applicable to some of the workflows you might encounter in your day-to-day tasks within Athena. Some scenarios that will be discussed include:

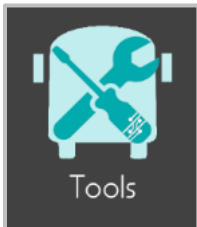
- [Adjust Schools Walk Boundary](#)
  - [Shift Bell Time](#)
- 

## 1. Adjust Schools Walk Boundary

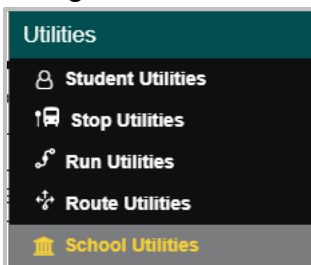
You are working with the district office to update your school boundaries, and Deer Lodge Elementary school's walking boundary is being updated for the upcoming school year. To adjust the walk boundary, the user will navigate to the School Utilities Module where they will use the "Walk Boundary" tool to make the appropriate changes.

### Here's How:

1. From the Athena Homepage, select the "Tools" application.



2. Navigate to the "School Utilities" Module.

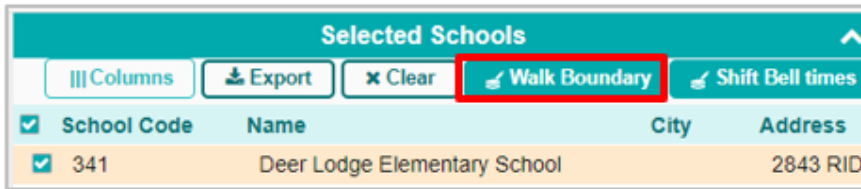


3. Select the school in the Data Panel.

<input type="checkbox"/>	School Code	Name	City	Address	Programs
	302	Daniels Elementary School		3101 ANTI...	DFLT
	303	Glacier Elementary School		320 REID ...	DFLT
	304	Stillwater Technology and Arts		1200 CON...	DFLT

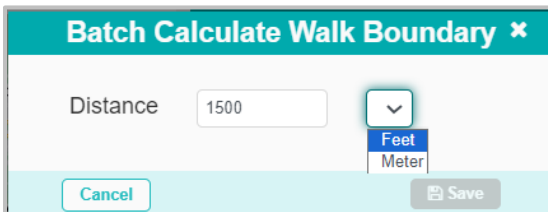


4. Selecting a school in the Data Panel will populate the “Selected Schools” card, where the user will select the school and enable the “Walk Boundary” tool.

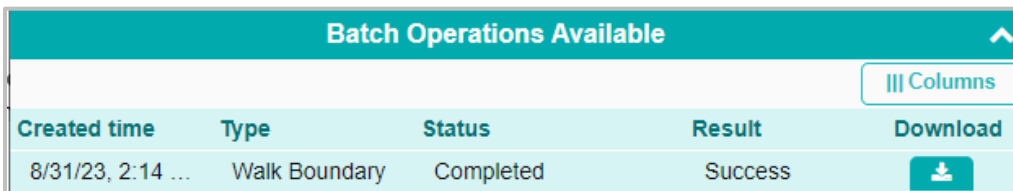


5. Selecting the “Walk Boundary” tool will populate the “Batch Calculate Walk Boundary” tool where the user will dictate a new walk boundary measured in either feet or meters.

- **Note:** The Walk Boundary has direct effect on student transportation eligibility; ensure the new boundary is correct before making final changes.



6. Once the operation is completed, the user will see a record of its completion populate within the “Batch Operations Available” card.



## 2. Shift Bell Time

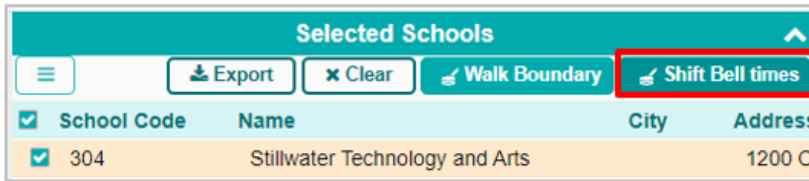
You district has decided to move the school start and end time 10 minutes later than the previous year’s bell times. To adjust the School Bell Times, the user will use the Bell Time Shift tool to adjust the appropriate bell times.

### Here’s How:

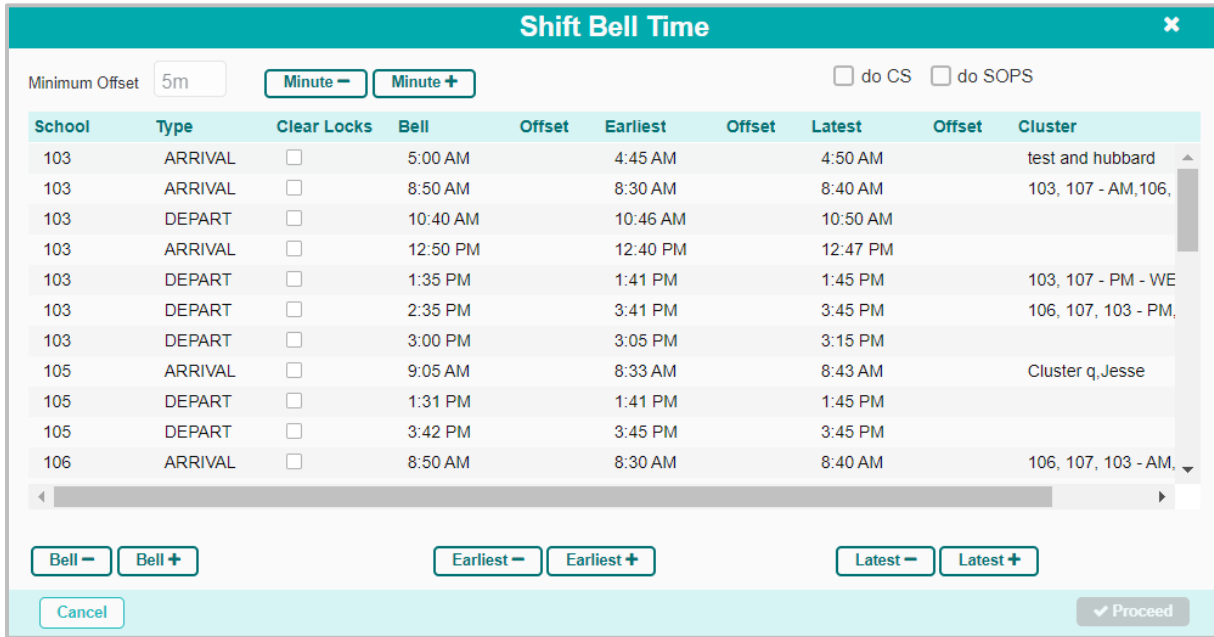
7. Select the school in the Data Panel.

School Code	Name	City	Address	Programs
302	Daniels Elementary School		3101 ANTI...	DFLT
303	Glacier Elementary School		320 REID ...	DFLT
304	Stillwater Technology and Arts		1200 CON...	DFLT

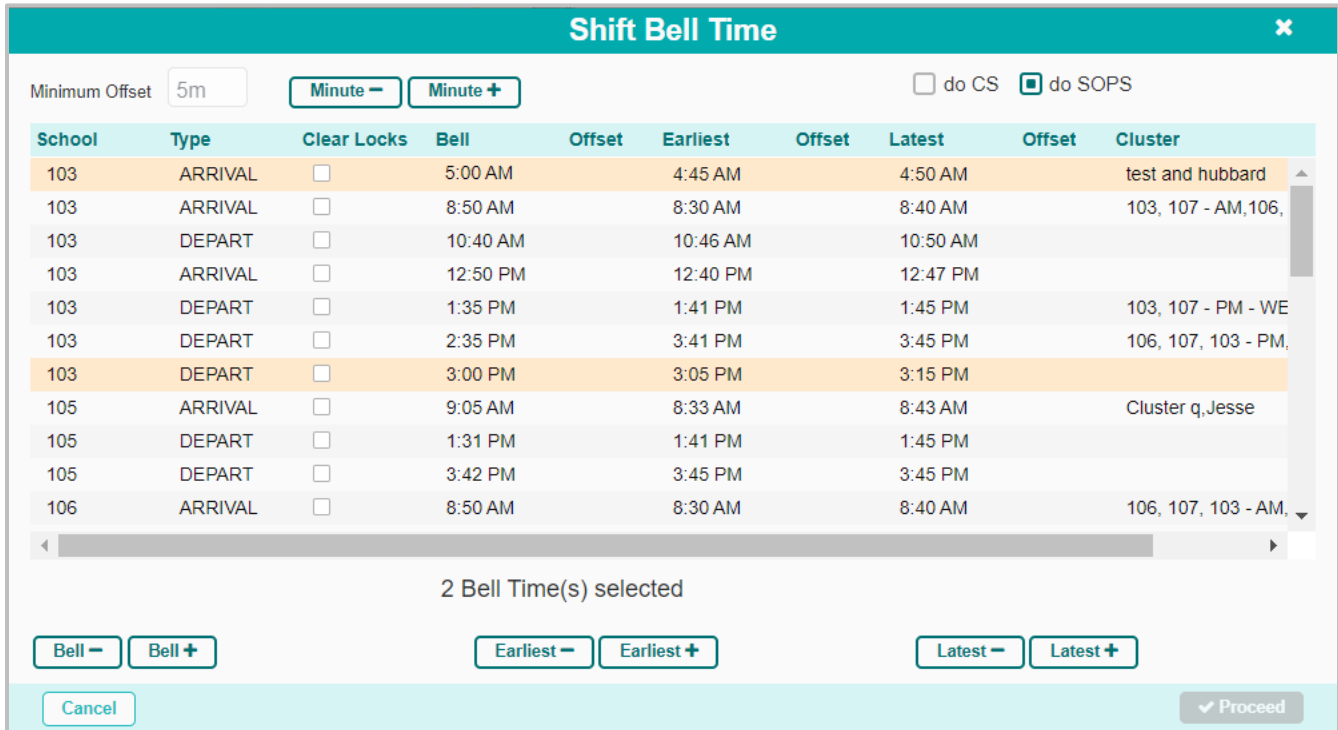
- In the "Selected Schools" card, enable the "Shift Bell Times" tool.



- Within the School Operations Card, by selecting directing on a bell time, the Shift Bell Times window will open.



- Select your school bell time in the window.



4.1 Over on the right there are options to do CS (Cluster Schools) or do SOPS (School Operation Pairs).

do CS  do SOPS

- Do CS = when selected, it will select the associated cluster.
- Do SOPS = when selected, it will select the associated pair.

Selecting either option, enables all clustered, or associated bell times to be adjusted simultaneously.

11. Set the “Minimum Offset”—how many minutes you would like to adjust the bell times by, at a time—by either typing in the offset time, or using the minute tools to adjust the increment.

Minimum Offset

12. Use the Bell Time tools at the bottom of the window to adjust the anchor Bell Time, Earliest, and Latest times.

The screenshot shows the 'Shift Bell Time' window with a table of school bell times and adjustment tools. The table has columns for School, Type, Clear Locks, Bell, Offset, Earliest, Offset, Latest, Offset, and Cluster. Two rows are highlighted in orange, and their corresponding Bell, Earliest, and Latest times are circled in red. Below the table, there are three pairs of adjustment buttons: 'Bell -' and 'Bell +', 'Earliest -' and 'Earliest +', and 'Latest -' and 'Latest +'. A 'Proceed' button is located at the bottom right.

School	Type	Clear Locks	Bell	Offset	Earliest	Offset	Latest	Offset	Cluster
103	ARRIVAL	<input type="checkbox"/>	5:10 AM	10m	4:50 AM	5m	4:55 AM	5m	test and hubbard
103	ARRIVAL	<input type="checkbox"/>	8:50 AM		8:30 AM		8:40 AM		103, 107 - AM, 106,
103	DEPART	<input type="checkbox"/>	10:40 AM		10:46 AM		10:50 AM		
103	ARRIVAL	<input type="checkbox"/>	12:50 PM		12:40 PM		12:47 PM		
103	DEPART	<input type="checkbox"/>	1:35 PM		1:41 PM		1:45 PM		103, 107 - PM - WE
103	DEPART	<input type="checkbox"/>	2:35 PM		3:41 PM		3:45 PM		106, 107, 103 - PM,
103	DEPART	<input type="checkbox"/>	3:10 PM	10m	3:10 PM	5m	3:20 PM	5m	
105	ARRIVAL	<input type="checkbox"/>	9:05 AM		8:58 AM		8:45 AM		Cluster q, Jesse
105	DEPART	<input type="checkbox"/>	1:31 PM		1:41 PM		1:45 PM		
105	DEPART	<input type="checkbox"/>	3:42 PM		3:45 PM		3:45 PM		
106	ARRIVAL	<input type="checkbox"/>	8:50 AM		8:30 AM		8:40 AM		106, 107, 103 - AM,

13. Select the Proceed button when the Bell Times have been shifted to the user’s satisfaction.

4.1 All associated stops will be updated to accommodate the changes and retain their original proportions.