

ATHENA SCHOOLS

Education Logistics, Inc.

Training
Guide

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Athena Schools

Training Guide

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Education Logistics, Inc.

3000 Palmer St.

Missoula, Montana 59808

(406) 728-0893

support@edulog.com

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PURPOSE OF THIS GUIDE

The Athena Schools Training Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of creating and editing Schools within the software, as well as provide you with specific scenarios you may encounter as you begin to independently navigate the system within the User Stories section of this guide.

ATHENA SCHOOLS INTRODUCTION

Information regarding schools can be found in the Data Management area of the actions bar. In this space you will be able to locate and update all fundamental data associated to a school within Athena:

- Basic Information: School Code, Name, Grades, Programs, and Contact Information.
- Update School Bell Times and Programs.
- Create School Clusters.
- Adjust established Eligibility Rules.
- Create alternative pick-up or drop-off locations.

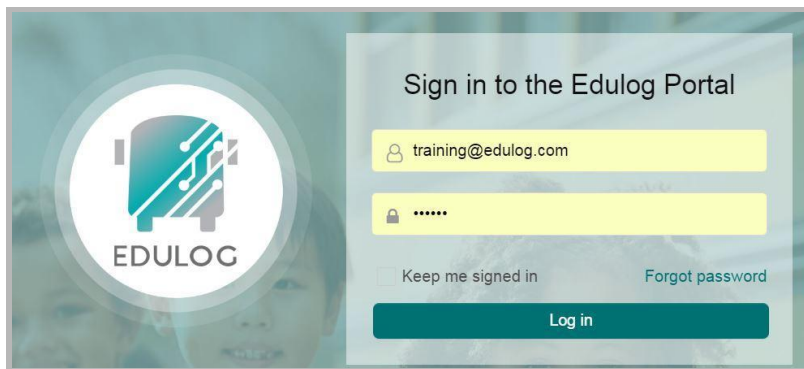
Additionally, any user will be able to update school information so long as transportation is not impacted, including adding a new school location and relocating schools as needed. Moreover, if a school location is no longer in use, it can become disabled if no other object is associated with it.

NAVIGATING THE SCHOOLS MODULE

GETTING STARTED

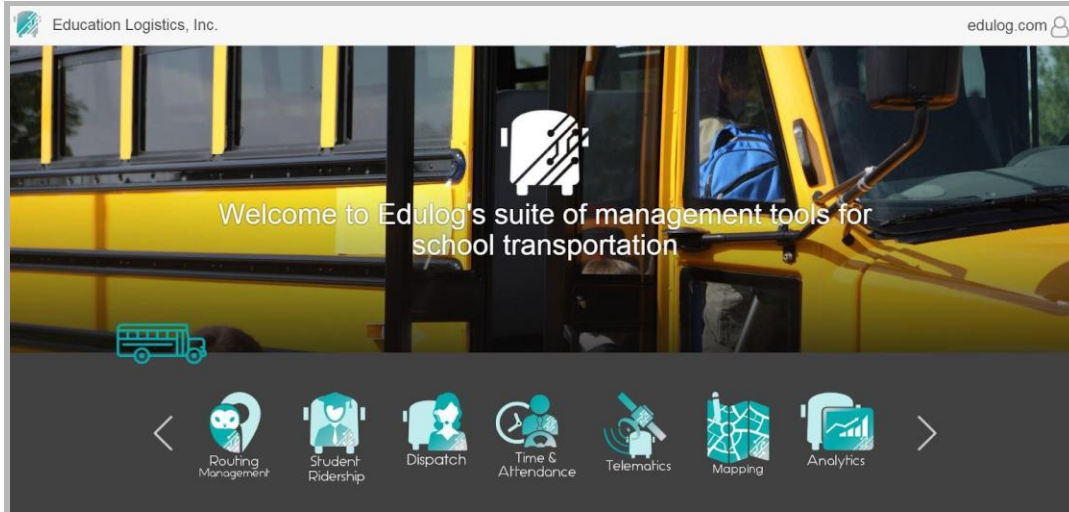
1. Sign In

You will first come to the Sign In page. Where you will enter your Username (email) and Password.



2. Athena Portal Home Page

Once logged in, you will come to the Athena Portal Home Page, where at the bottom of this screen are Athena applications that interact with each other.



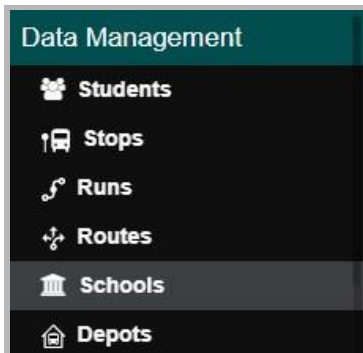
3. Routing Management

Click on the owl icon to enter the Routing Management.



4. Schools Module

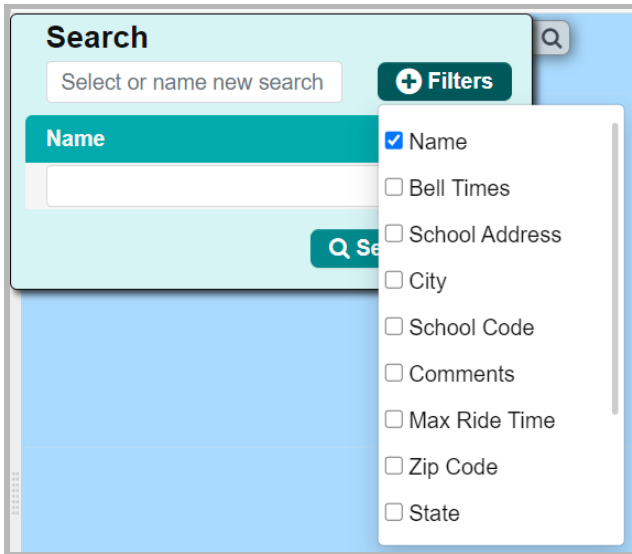
In the Action Bar, click on Schools under Data Management.



5. Search Tray

In the search tray Filters button, there are several different search criteria to choose from.

- For example, selecting Name in Filters, a Name search box will appear in the Search Tray. Enter your Name then click on the Search button.
- If you want to search all schools, leave the box empty and click on the Search button.



6. Schools in the Data Panel

The Schools will be listed in the Data Panel by School Code.

The screenshot shows a data panel with a search bar at the top left and 'Columns' and 'Add New' buttons at the top right. Below the search bar, it indicates '12 Results' and '1 Page'. The table has the following columns: School Code, Name, City, and Address. The Name and Address columns are redacted with black boxes. The data rows are as follows:

School Code	Name	City	Address
103		Kuna	
105		Kuna	
106		Kuna	
107		Kuna	
108		Kuna	
109		Meri...	
202		Kuna	
203		Kuna	
224		Kuna	
401		Meri...	
402		Kuna	
492		Kuna	

7. Schools in the Workspace Panel

When selecting a school in the data panel, all school information will be listed in the workspace panel.

The screenshot shows a workspace panel with a list of items, each on a teal background with a menu icon on the left and a dropdown arrow on the right:

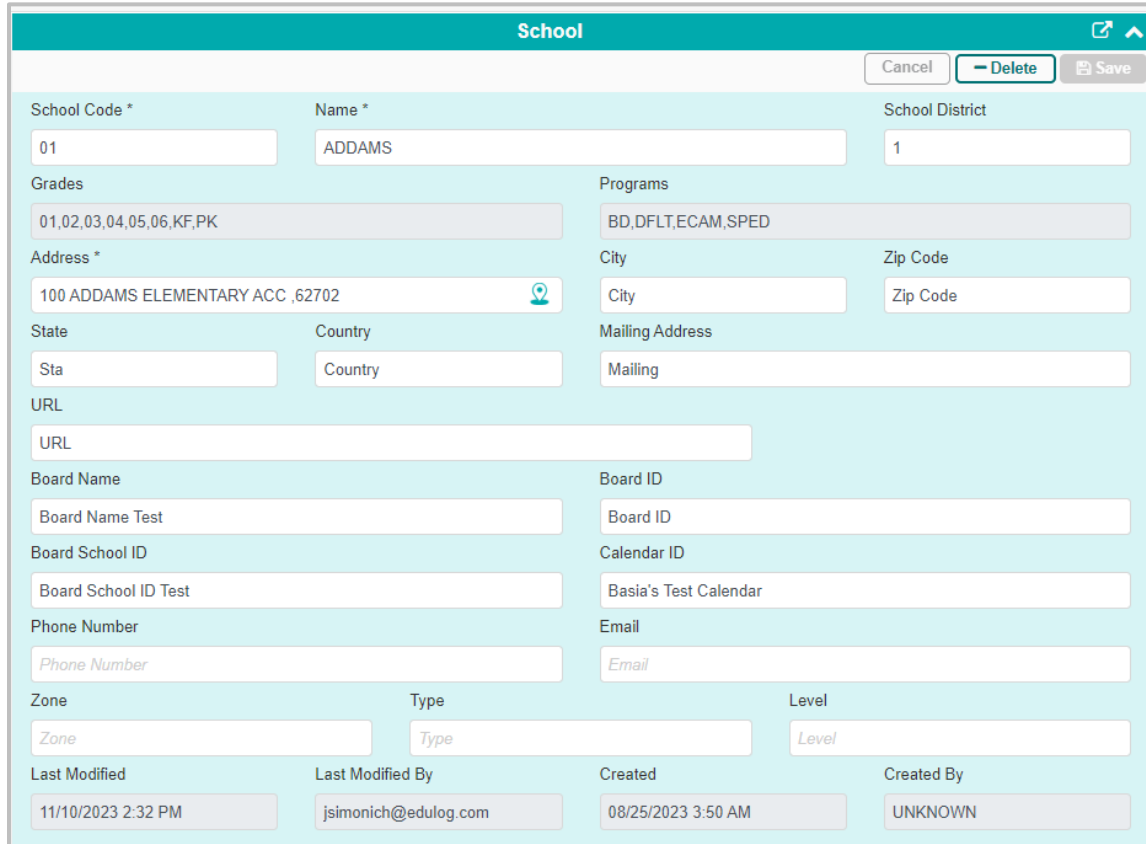
- School
- School Operations
- Clusters
- Eligibility Rules
- School Premises

- **School Information**

The School card provides the user with all the basic information relevant to the selected school, including: School Code, Grades, Programs, Address, and Contact Information.

Additional Capabilities within the School card:

- Delete a School
- Relocate a School
- Add Zone to School Details



- **School Operations**

The School Operations card provides the user with an overview of the Programs and Bell Times that are associated with the selected school. In this card the user can perform the following functionality:

- Create a New Bell Time
- Shift Established Bell Times
- Adjust Max Distance and Hazard Type

School Operations						
<input type="checkbox"/>	In Bell Time	In Early Time	In Late Time	Out Bell Time	Out Early Ti...	Out Late Time F
<input checked="" type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM
<input type="checkbox"/>	8:50 AM	8:30 AM	8:40 AM	2:35 PM	3:41 PM	3:45 PM
<input type="checkbox"/>	8:50 AM	8:30 AM	8:40 AM	1:35 PM	1:41 PM	1:45 PM
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM

- **Clusters**

A cluster is created when two schools that share the same Bell Time would like to share transportation—allowing the user to create runs and routes for both schools at the same time. When a School Cluster is created, it will be listed with the Cluster Name, Schools and Bell Times.

Clusters			
<input type="checkbox"/>	Cluster Name	Schools	Bell Times
<input checked="" type="checkbox"/>	103, 107 - AM	Ross Elementary School	8:50 AM
		Hubbard Elementary School	8:50 AM
<input type="checkbox"/>	103, 107 - PM - WED	Ross Elementary School	1:35 PM
		Hubbard Elementary School	1:35 PM
<input type="checkbox"/>	106, 107, 103 - AM	Hubbard Elementary School	8:50 AM
		Ross Elementary School	8:50 AM
		Indian Creek Elementary School	8:50 AM
<input type="checkbox"/>	106, 107, 103 - PM	Hubbard Elementary School	2:35 PM
		Ross Elementary School	3:35 PM

- **Eligibility Rules**

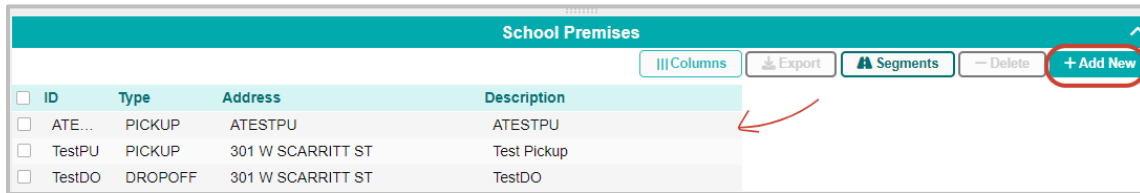
The Eligibility Rules card provides the user with an overview of the current boundary postings that make up their school’s transportation Eligibility: Attendance, Walk, and Hazard. Within this card the user can:

- Add New Boundaries
- Adjust Grades and Programs the Boundaries apply to

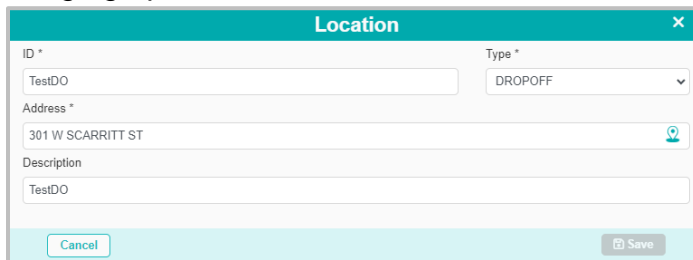
Eligibility Rules							
<input type="checkbox"/>	Name	Description	Grades	Programs	Attendance	Walk	Hazard
<input checked="" type="checkbox"/>	Hubbard		KG, 01, 02, 03	DFLT			
<input type="checkbox"/>	Hubbard		PK	AM, PM			
<input type="checkbox"/>	Hubbard		01, 02, 03, KG	SPED			

- **School Premises**

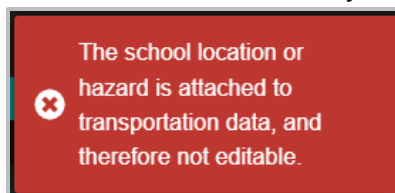
The School Premises card is where the user can edit or add additional pick-up/drop-off locations.



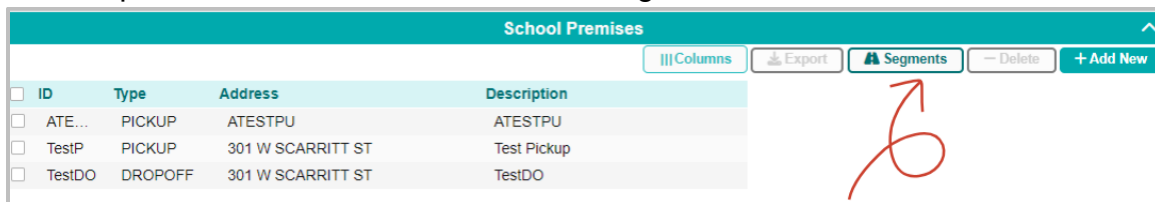
By clicking the “+ Add New” button, a child window will appear with the “Location” title. If you want to update an existing location, you can left click the line you wish to update, bringing up the same child window.

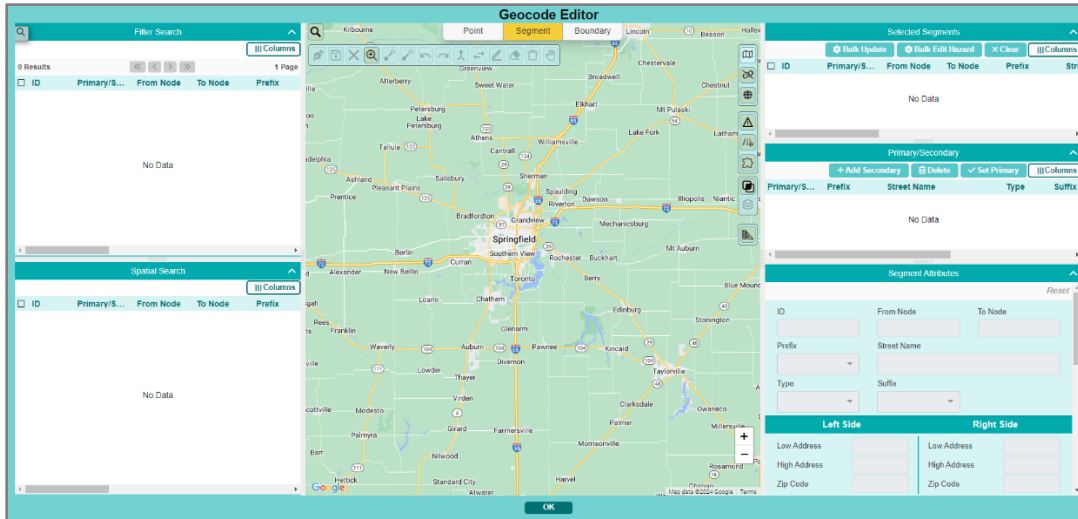


Please note that you should only change the *Location ID*, *Location Type*, and *Location Description* from here. If you try to update the *Location Address* and it is already assigned to a run, it will not allow you to save:



Additionally, within this card, the user can enter the Geocode Editor within a pop-out window to add any missing segments or points that might prevent the user from adding a new drop-off location. To do so, click the “Segments” button.





ATHENA USER STORIES

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:

- [Relocate a School](#)
- [Create New Bell Time](#)
- [Edit Hazard and Max Distance](#)
- [Shift Bell Time](#)

Relocate a School

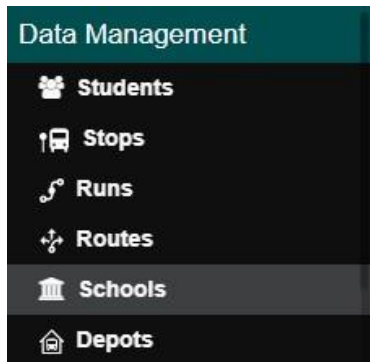
You are a school administrator, and your district allocated the funds to begin construction on a new High School, and the local Middle School would take over its old location. Over the summer construction of the new High School was completed; now before students transition back to school, you need to update the location of the High School in Athena.

Here's How:

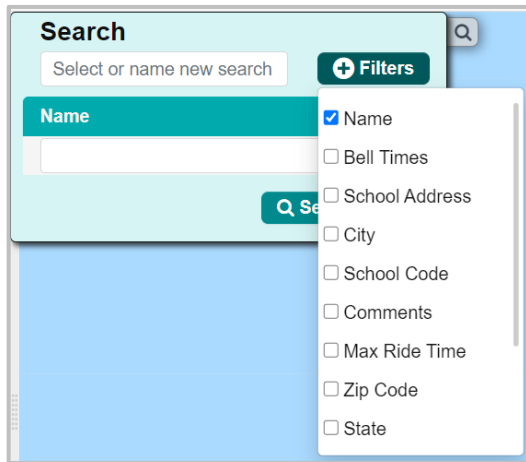
1. Once logged in, click on the owl icon to enter the Routing Management.



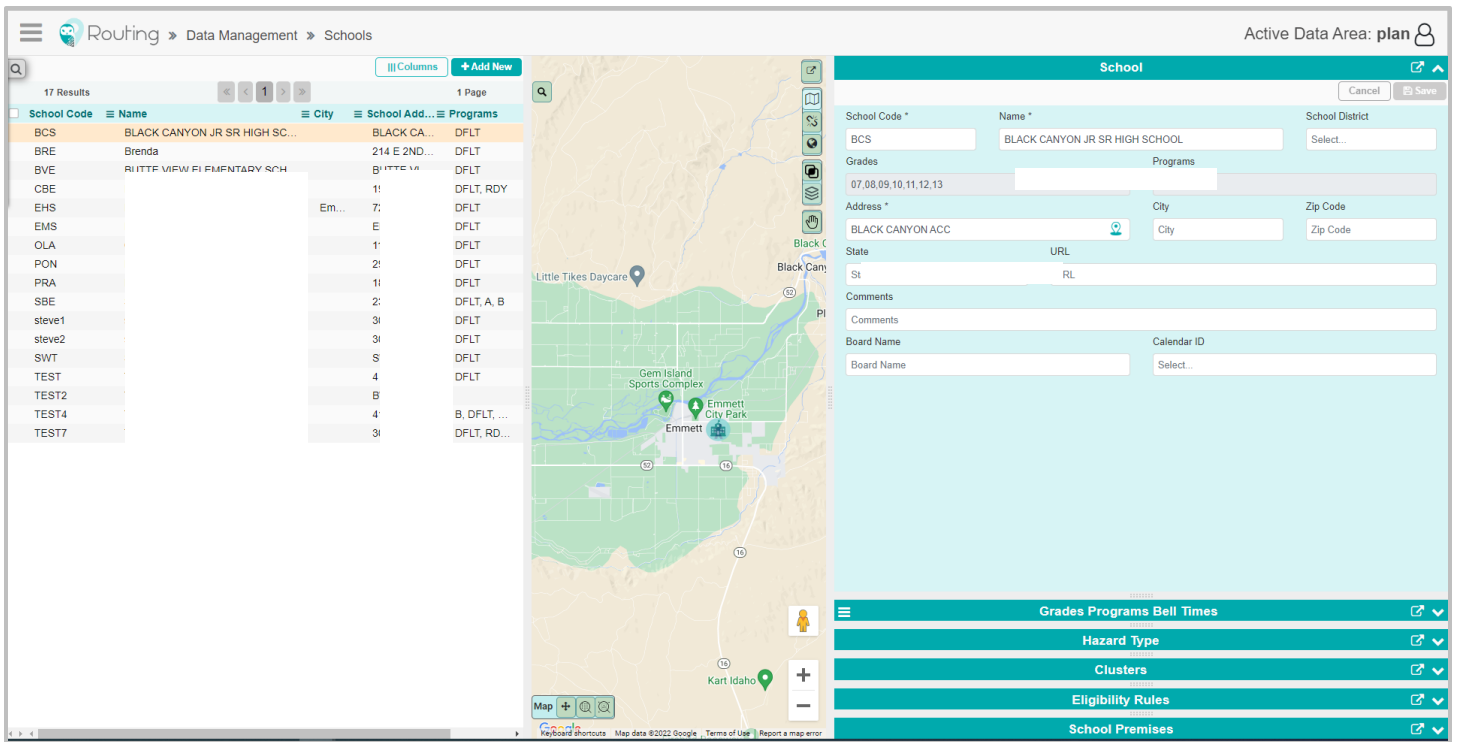
2. In the Action Bar, click on Schools under Data Management.



3. The Search Tray will open, where you will select the Search Tray Filters button. There are several different search criteria to choose from. For example, select "Name" and enter the school name then click on the Search button.



- If you want to search all schools, leave the box empty and click on the Search button.
4. The Search results will be displayed in the "Data Panel", select the school you wish to work with, and its information will populate in the "Workplace Panel".



- Navigate to the “School” card in the Workspace Panel, where you will find the selected schools basic information: School Code, Grades, District, Address, and more.

- Update the address within the “School” card and save—if the school location needs to be moved a distance greater than 500m, you will need to make multiple moves before the system will accept the new address.

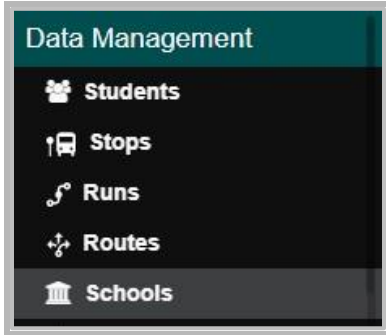
Address *	City	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	URL	
<input type="text"/>	<input type="text"/>	

Create New Bell Time

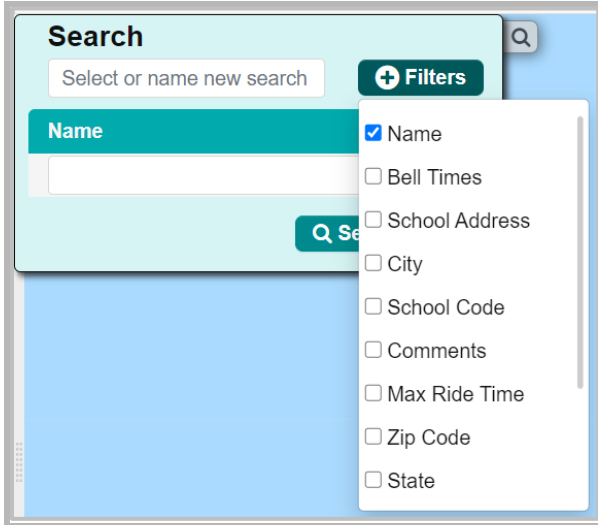
Your district has decided to make all Wednesday's a half day for the local Elementary school, and the record this change, you will need to create a new bell time using the "School Operation Creation" window.

Here's How:

1. In the Action Bar, click on Schools under Data Management.



2. Search for the school in the Search Tray.



3. Select the school within the Data Panel.

12 Results

<< < 1 > >>

<input type="checkbox"/>	School Code	Name	City
<input type="checkbox"/>	103		Kuna
<input type="checkbox"/>	105		Kuna
<input type="checkbox"/>	106		Kuna
<input type="checkbox"/>	107		Kuna
<input type="checkbox"/>	108		Kuna
<input type="checkbox"/>	109		Meri...
<input type="checkbox"/>	202		Kuna
<input type="checkbox"/>	203		Kuna
<input type="checkbox"/>	224		Kuna
<input type="checkbox"/>	401		Meri...
<input type="checkbox"/>	402		Kuna
<input type="checkbox"/>	492		Kuna

4. Navigate to the School Operations card within the Workspace Panel, and select “Add New”.

School Operations								
<input type="checkbox"/>	In Bell Time	In Early Time	In Late Time	Out Bell Time	Out Early Ti...	Out Late Time	Frequency	Grade
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	02
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	03
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	04
<input type="checkbox"/>	8:50 AM	8:30 AM	8:40 AM	2:35 PM	3:41 PM	3:45 PM	MTUF	01

Selecting “Add New” will populate the “School Operation Creation” window for the selected school. In this window the user will create a new Bell Time and associate the affected grades and programs.

a.) Create Bell Time: Using the arrows or by typing directly into the spaces, create your new bell time. Be aware if the early or late bell times are not correct based on the anchor bell time (In Bell Time / Out Bell Time) the system will provide you with a timeline warning until it is corrected.

b.) Select Frequency

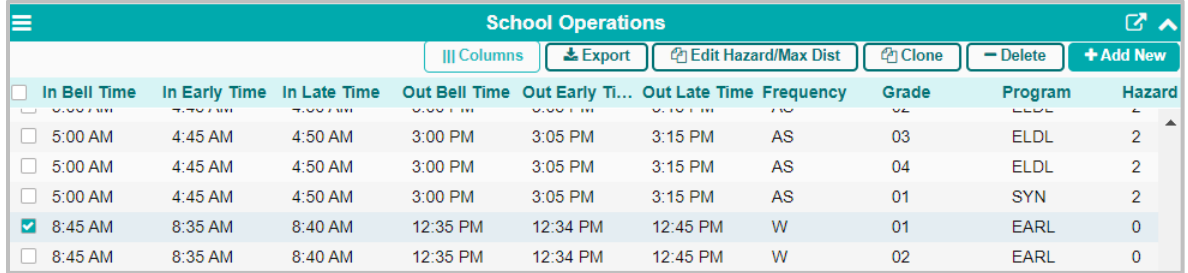
c.) Select Grades: Select the appropriate grades within the “School Grades” list, and use the

top arrow to move them into the “Grades Selected” list.

d.) Select School Program: If a program is missing within the School Program list, reach out to your SLM to walk you through adding a new program to your site data.

e.) Set Hazard Type and Max Distance: Modifying the hazard or max distance for a school operation will change it for all the frequencies of that school operation.

- Once you are satisfied with your changes in the School Operations window, save and the new Bell Time will populate within the School Operations card.

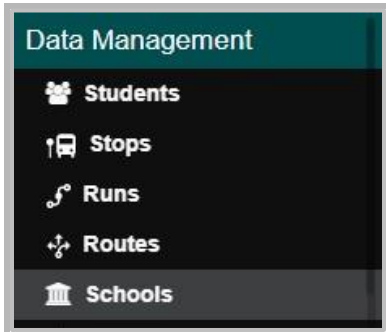


	In Bell Time	In Early Time	In Late Time	Out Bell Time	Out Early Ti...	Out Late Time	Frequency	Grade	Program	Hazard
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	02	ELDL	2
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	04	ELDL	2
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	01	SYN	2
<input checked="" type="checkbox"/>	8:45 AM	8:35 AM	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	01	EARL	0
<input type="checkbox"/>	8:45 AM	8:35 AM	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	02	EARL	0

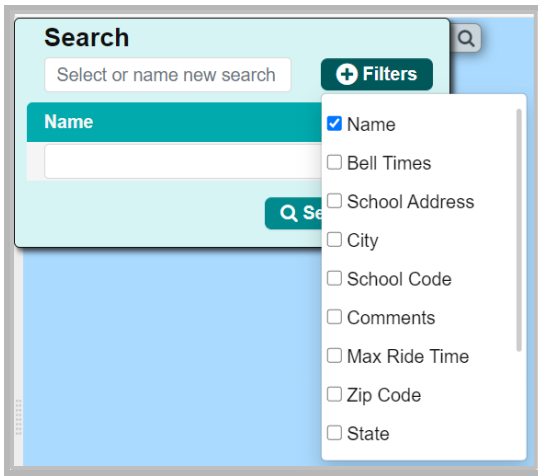
Edit Hazard and Max Distance

Here's How:

1. In the Action Bar, click on Schools under Data Management.



2. Search for the school in the Search Tray.



3. Select the school within the Data Panel.

12 Results

<input type="checkbox"/>	School Code	Name	City
<input type="checkbox"/>	103		Kuna
<input type="checkbox"/>	105		Kuna
<input type="checkbox"/>	106		Kuna
<input type="checkbox"/>	107		Kuna
<input type="checkbox"/>	108		Kuna
<input type="checkbox"/>	109		Meri...
<input type="checkbox"/>	202		Kuna
<input type="checkbox"/>	203		Kuna
<input type="checkbox"/>	224		Kuna
<input type="checkbox"/>	401		Meri...
<input type="checkbox"/>	402		Kuna
<input type="checkbox"/>	492		Kuna

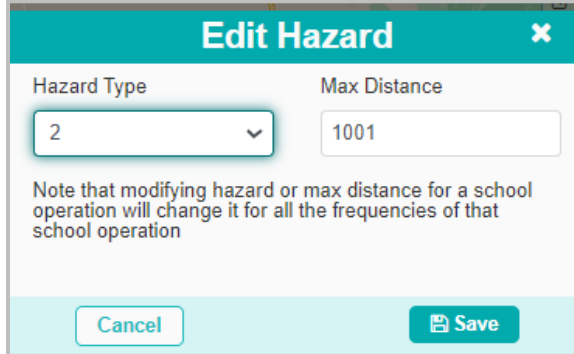
4. Navigate to the School Operations card within the Workspace Panel, and select the Bell Time that you would like to adjust the Max Walk Distance or Hazard Type.

School Operations										
<input type="checkbox"/>	ime	In Late Time	Out Bell Time	Out Early Ti...	Out Late Time	Frequency	Grade	Program	Hazard	Max Dist
<input type="checkbox"/>		8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	01	EARL	0	1010 ft.
<input type="checkbox"/>		8:40 AM	2:35 PM	3:41 PM	3:45 PM	MTUF	02	DFLT	0	1001 ft.
<input type="checkbox"/>		8:40 AM	1:35 PM	1:41 PM	1:45 PM	W	02	DFLT	0	1001 ft.
<input type="checkbox"/>		8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	03	EARL	0	1001 ft.
<input type="checkbox"/>		8:40 AM	2:35 PM	3:41 PM	3:45 PM	MTUF	03	DFLT	1	5280 ft.
<input type="checkbox"/>		8:40 AM	1:35 PM	1:41 PM	1:45 PM	W	03	DFLT	1	5280 ft.
<input checked="" type="checkbox"/>		8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	04	EARL	1	1010 ft.

- Following the selection of the Bell Time, select the “Edit Hazard/Max Dist” tool within the School Operations card to populate the “Edit Hazard” window.



- Once you have made the appropriate changes to the fields select “Save”.



- Those changes will be reflected within the School Operations card.

<input type="checkbox"/>	8:30 AM	8:40 AM	1:35 PM	1:41 PM	1:45 PM	W	03	DFLT	1	5280 ft.
<input checked="" type="checkbox"/>	8:35 AM	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	04	EARL	2	1001 ft.

Shift Bell Time

You district has decided to move the school start and end time 10 minutes later then the previous years bell times. To adjust the School Bell Times, the user will use the Bell Time Shift feature to adjust all Bell Times associated with the DFLT program.

Here's How:

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

Shift Bell Time ✕

Minimum Offset do CS do SOPS

School	Type	Clear Locks	Bell	Offset	Earliest	Offset	Latest	Offset	Cluster
103	ARRIVAL	<input type="checkbox"/>	5:00 AM		4:45 AM		4:50 AM		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"/>	3:00 PM		3:05 PM		3:15 PM		
105	ARRIVAL	<input type="checkbox"/>	9:05 AM		8:33 AM		8:43 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,

2. Select your school bell time in the window.

Shift Bell Time ✕

Minimum Offset do CS do SOPS

School	Type	Clear Locks	Bell	Offset	Earliest	Offset	Latest	Offset	Cluster
103	ARRIVAL	<input type="checkbox"/>	5:00 AM		4:45 AM		4:50 AM		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"/>	3:00 PM		3:05 PM		3:15 PM		
105	ARRIVAL	<input type="checkbox"/>	9:05 AM		8:33 AM		8:43 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,

2 Bell Time(s) selected

- 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.

3. 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

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

Shift Bell Time ✕

Minimum Offset do CS do SOPS

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"/>	3:10 PM	10m	3:10 PM	5m	3:20 PM	5m	106, 107, 103 - PM,
105	ARRIVAL	<input type="checkbox"/>	9:05 AM		8:30 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,

2 Bell Time(s) selected

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

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