

# ATHENA STUDENTS

Education Logistics, Inc.

Training  
Guide

2024



# Athena Students Training Guide

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## PURPOSE OF THIS GUIDE

The Athena Students Training Guide will provide you with explanations of the basic tools within Athena, walk you through the procedure of updating student information 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 STUDENT INTRODUCTION

Information regarding students 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 student's Athena profile:

- Basic information: Name, School, District ID, Address, and Eligibility.
- Submit student transportation requests and access their itineraries
- Update their contact information
- Include transportation needs, accessibility and accommodations.
- Link any relevant documentation to their profiles.

From here not only is the student's information able to be added to the system including their location and school of attendance, the system will be notified that there is a need for transportation. If there is a stop nearby that is within the walk to stop range, the system will "Quick Assign" the student to the stop. The ability to do this will coincide with the user's access rights. Once a student record is entered it will remain active until it is disabled.

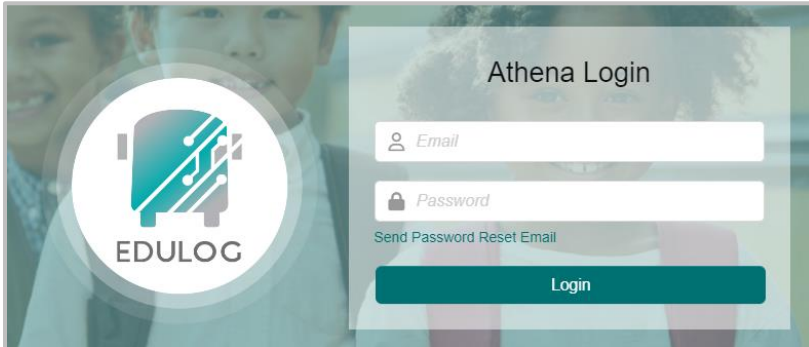
## ATHENA STUDENT MAP ASSET KEY

Symbol	Explanation	Symbol	Explanation
	Zoom to Extents		Satellite
	Zoom all		Map Overlays
	Zoom Selected		Pre-Selected Map Overlays
	Road Map View		Street View
	Hybrid View		

# NAVIGATING THE STUDENT DATA MODULE

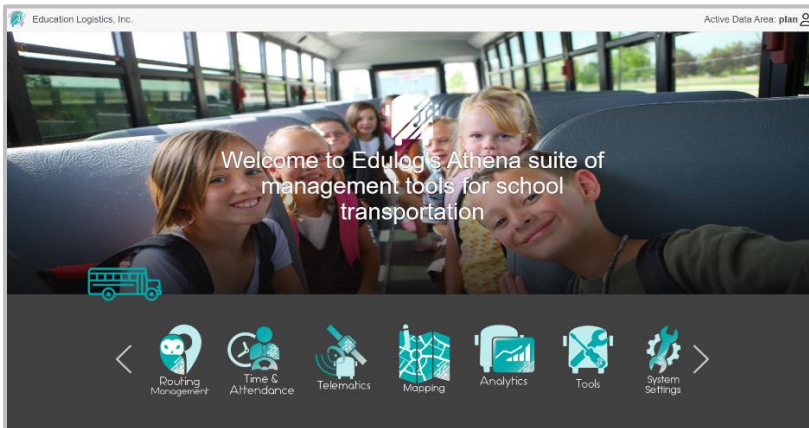
## 1. Sign In

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



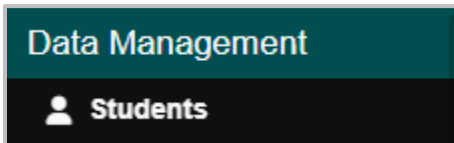
## 2. Athena Portal Home Page

Welcome to Athena Portal Home Page.



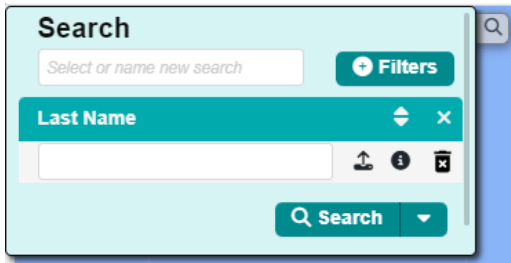
## 3. Data Management

Click on Students under Data Management in the Action Bar.



## 4. Searching Students

When entering the Students module, the Search Tray will appear

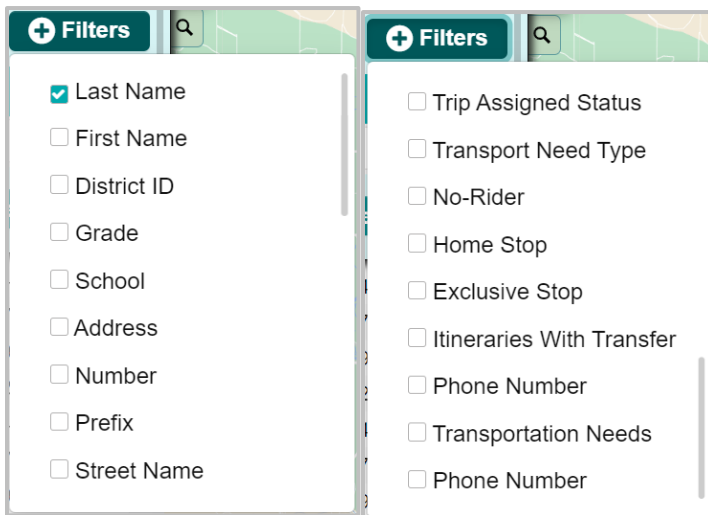


To open and close the search tray, click on the Search Tab.

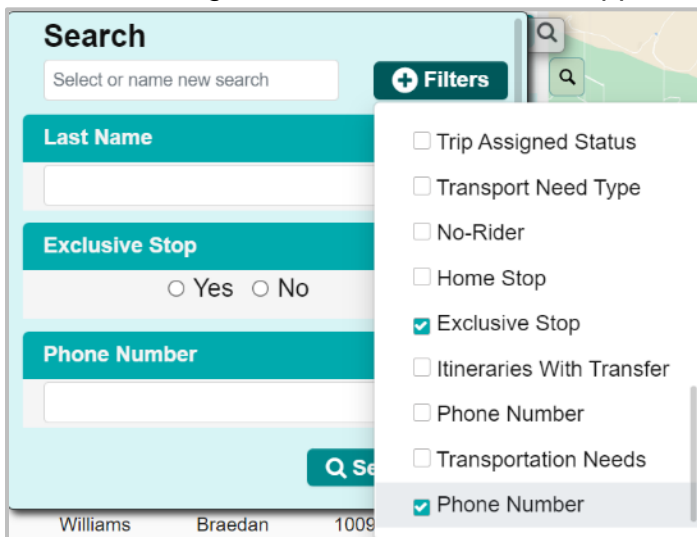


## 5. Filters

There are several filters available to narrow your search results, by selecting "+Filter" a drop-down menu will appear for you to choose one or multiple filters to add to your search.



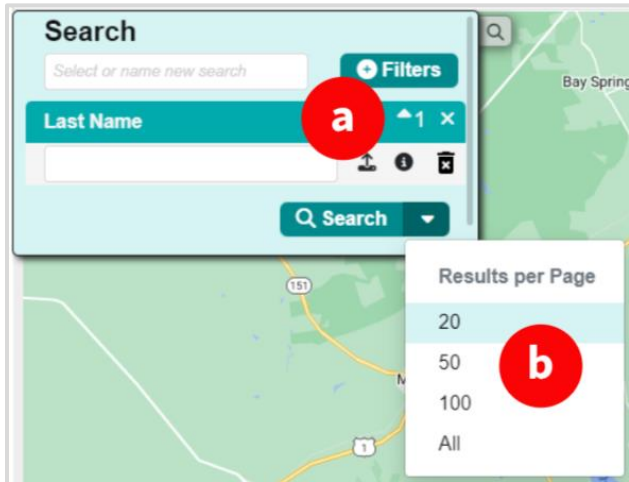
When selecting a filter, a search box will appear in the search tray.



## 6. Advanced Sorting

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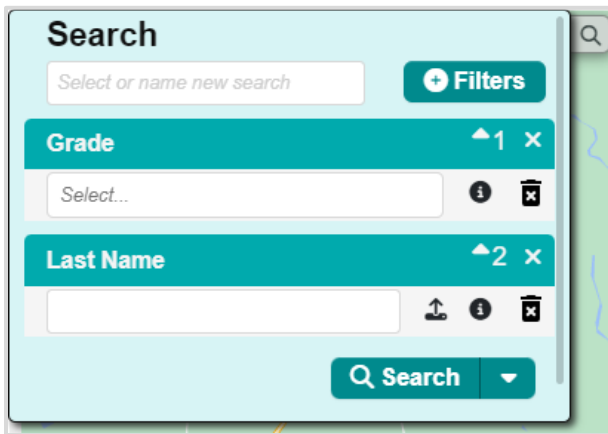
Within the search box you have access to additional sorting tools that can focus your student search even more:



### a) Sorting within the Search Box

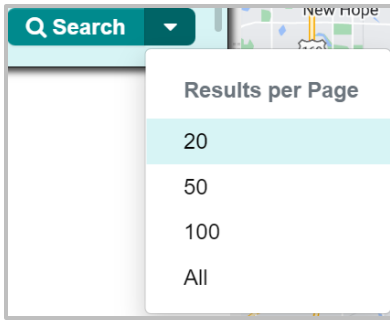
The sorting feature allows you to choose how you want your student data to be displayed within the search results.

- For example: If you choose to sort your students first by grade, and second by last name, your results will first populate in order of grade 1-12, and within each grade level, students will be alphabetized by last name.



### b) Filter Search

Select how many search results you wish to display per page. Display 20, 50, 100, or All results per page.

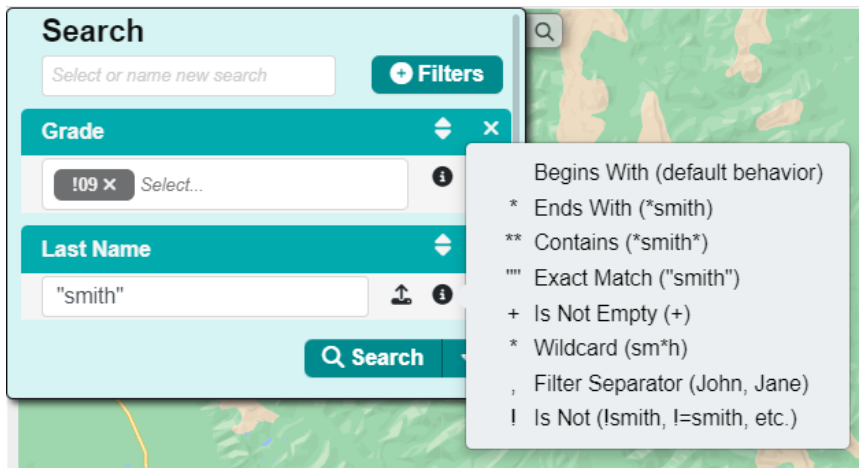


## 7. Combining Operations

The Advanced Search feature allows you to combine multiple operations via search tray into a single query—**operations being symbols to represent “or”, “and”, “starts with”, “ends with”, etc.**

When creating your search parameters, you can now select the information icon to the left of the search tray, in doing so, an “operation cheat sheet” will populate where you can click directly on the operation symbol that is appropriate to your search parameters. Once selected in the information window, the symbol will populate within your search tray.

- For example, say I would like to search for all students whose last name is “Smith”. I would enter smith in the search tray, select the information icon to the right of the tray **“” Exact Match (“smith”)**, and the quotation marks would automatically populate in the search tray signifying that search operation.
- Within all the students whose last name matches “smith”, I want to see all the students who are not in grade 9. To do so, select “Grade” from the listed filters, click “Select...” to activate a drop-down list of grades, then select “09”. Again I would navigate to the information icon to the right, and select the **! Is Not (!smith, !=smith, etc)**, in which the exclamation mark will populate in front of my data in the search tray.



Please reference the [OPERATIONS CHEAT SHEET](#) of this guide by following the provided link to **Education Logistics, Inc.** Confidential Information. Do not communicate, disclose, or make available all or any part of this document without permission.

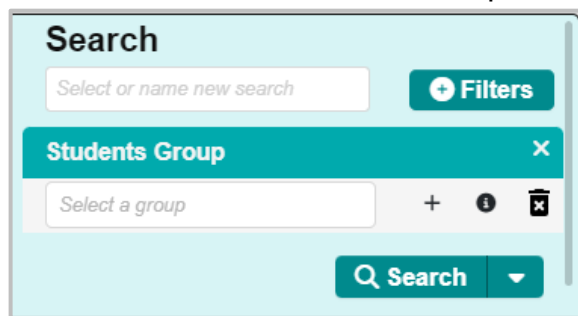


learn more about the available operations for the search field.

## 8. Group Creator Tool

The Group Creator tool allows users to group data in Athena thus allowing users to better organize “like” data in Athena, as well as expedite the process of performing batch operations.

- The tool can be accessed within the “Group” filter of all Data Management/Athena Utilities Modules.
- Within the Students in Data Management Module, users can access the Saved Group Creator window within the “Students Group” filter, by selecting the ‘+’ tool within the field.



The image shows the "Saved Groups Creator" interface. It features a teal header with the title "Saved Groups Creator" and a close icon. On the left, there is a table of students with columns for "Last ...", "First Name", "District ID", and "Eligibility". The table is filtered to show 794 records on page 1 of 40. The middle section is a map showing the geographic distribution of students, with red pins indicating their locations. On the right, there is a "Selected Students" panel with a table of selected students, including columns for "Last ...", "First Name", and "District ID". The table is currently empty, and there is a "Clear" button.

Last ...	First Name	District ID	Eligibility
<input checked="" type="checkbox"/>	Abbott Aleena	0267	Eligible
<input checked="" type="checkbox"/>	Abbott Francesca	0385	Eligible
<input checked="" type="checkbox"/>	Abbott Lyanna	0679	Eligible
<input checked="" type="checkbox"/>	Acosta Zuri	0675	Eligible
<input checked="" type="checkbox"/>	Adams Amira	0245	Eligible
<input checked="" type="checkbox"/>	Adams Delaney	0573	Eligible
<input checked="" type="checkbox"/>	Adams Hunter	0179	Eligible
<input checked="" type="checkbox"/>	Adams Kiara	0121	Eligible
<input checked="" type="checkbox"/>	Aguirre Jaxxon	0214	In walking distance
<input checked="" type="checkbox"/>	Alexa... Victoria	0219	Eligible
<input checked="" type="checkbox"/>	Alfaro Alana	0979	Eligible
<input checked="" type="checkbox"/>	Alfaro Augustus	0126	Eligible
<input checked="" type="checkbox"/>	Allen Mckenzie	0169	Eligible
<input checked="" type="checkbox"/>	Allen Salem	0509	Eligible
<input checked="" type="checkbox"/>	Allison Asher	0250	Eligible
<input checked="" type="checkbox"/>	Allison Jaylin	0359	Eligible
<input checked="" type="checkbox"/>	Allison Nathalia	0717	Eligible
<input checked="" type="checkbox"/>	Alvarez Melina	0765	Eligible
<input checked="" type="checkbox"/>	Archer Krew	0132	Eligible
<input checked="" type="checkbox"/>	Armst... Belle	0331	Eligible

## 9. Student Data Panel

All students who fit your search will appear in the left data panel. If you applied any additional filters or sorting tools to your search, the data will populate according to those search parameters.

The screenshot shows the Routing application interface. On the left, a table lists students with columns for District ID, Last Name, First Name, Eligibility, and Grade. A red box highlights the header area of this table. On the right, a detailed view for a student named Aleena Abbott is shown, including fields for First Name, Last Name, Middle Name, Suffix, Nickname, Date of Birth, District ID, Government ID, and Edulog ID. Below this, there are sections for Transportation Requests & Itinerary, Operative Itinerary, and a list of contacts and needs.

## 10. Select All Students

You can choose to select all students by clicking on the box in the heading, located in the upper left of the data panel.

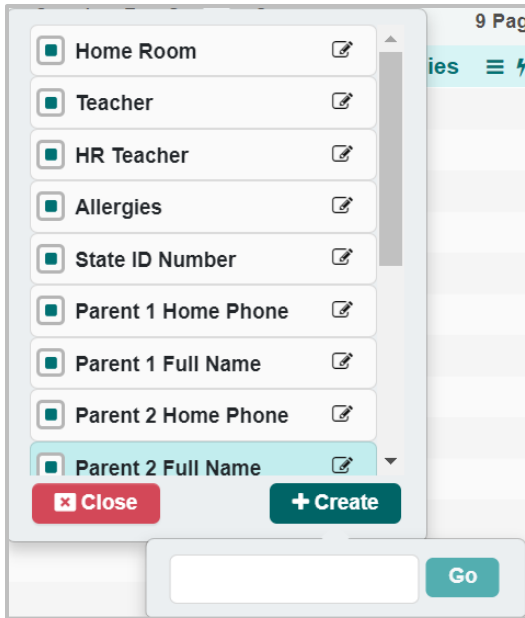
This screenshot shows a closer view of the student list. The table has columns for District ID, Last Name, First Name, Eligibility, Grade, and Address. A red circle highlights the 'Select All' checkbox in the header row, which is currently checked. A red arrow points from the checkbox to the first row of data.

## 11. User Defined Fields (UDFs)

Using the UDF tool, you are able to create new column categories to broaden your sorting capabilities. Any category you create will be added to the Columns list, and will have a lightning bolt displayed next to it to identify it as a UDF.



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## 12. Student Display in the Panels

- Students selected will highlight in the Student Data Panel.
- Student locations will show graphically in the Map Panel.
- Students selected will additionally be listed in the “Selected Students” Card.

Routing » Data Management » Students

Active Data Area: plan

890 Results

District ID	Last Name	First Name	Eligibility	Address
0267	Abbott	Aleena	Eligible	1015 HARR...
0385	Abbott	Francesca	Eligible	5125 SADDL...
0679	Abbott	Lyanna	Eligible	323 WILLOW...
0012	Acosta	Nixon	Out of area	1016 KITE CT
0675	Acosta	Zuri	Eligible	227 PARK ME...
0245	Adams	Amira	Eligible	2425 PORTS'
0573	Adams	Delaney	Eligible	600 WINTER...
0179	Adams	Hunter	Eligible	5711 LINDLE...
0121	Adams	Klara	Eligible	1265 ST JOH...
0214	Aguilre	Jaxxon	In walking...	3121 LAKEHL...
0219	Alexander	Victoria	Eligible	204 RAINBOV...
0979	Alfaro	Alana	Eligible	3908 FORES'
0126	Alfaro	Augustus	Eligible	1004 SHALFC...
0010	Allen	Kaleb	Out of area	124 E MAIN S...
0169	Allen	Mckenzie	Eligible	2001 SIPES F...
0509	Allen	Salem	Eligible	151 MARQUI...
0250	Allison	Asher	Eligible	2412 FARNSF...
0359	Allison	Jaylin	Eligible	719 YELLOW...
0717	Allison	Nathalia	Eligible	3604 ALDEN :
0765	Alvarez	M...	Eligible	449 KINARD I...
0132	Archer	M...	Eligible	3303 DELAME...
0331	Armstrong	M...	Eligible	2516 HARLIN...
0917	Arroyo	Dalary	Eligible	1412 WAYBR...
0883	Atkins	Gabrielle	Eligible	2337 WHISP...
0411	Austin	Daleyza	Eligible	3704 BUCKY...
0558	Avery	Kason	Eligible	3527 WEDD...

Selected Students

District ID	Last Name	First Name	Address
0385	Abbott	Francesca	5125 SADDL...
0012	Acosta	Nixon	1016 KITE CT
0979	Alfaro	Alana	3908 FORES'
0250	Allison	Asher	2412 FARNSF...

Student

First Name \* Last Name \* Middle Name

Francesca Abbott

Suffix Nickname Date Of Birth

1/1/1990

District ID Government ID Edulog ID

0385 Government ID 303

School - Grade - Program \*

TRD - Traditional Elementary School - 05 - DFLT

Transportation Requests & Itinerary





Contacts

Transportation Needs

Additional Needs

Documents

- Student Color Guide

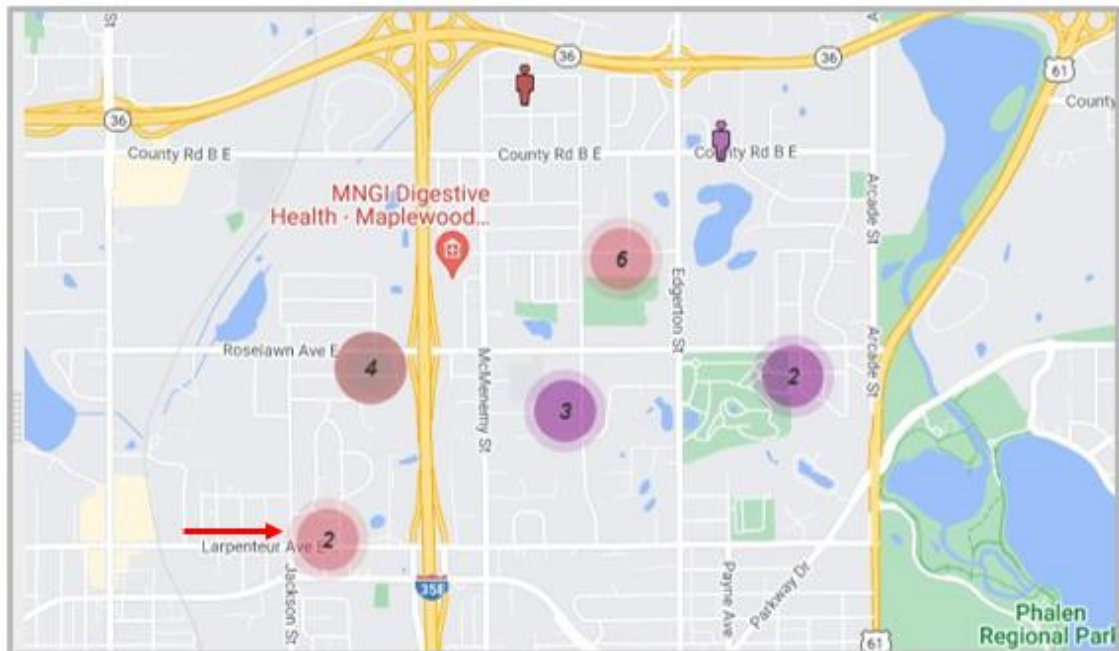
Assigned	Unassigned	Partially Assigned	Focal Student
			

Differing colors indicate different transportation statuses:

- Blue = a student who has complete transportation assigned.
- Red = a student who needs all trips filled.
- Purple = a student that is only partially assigned.
- Transparent = a student who lives out of the attendance boundary.

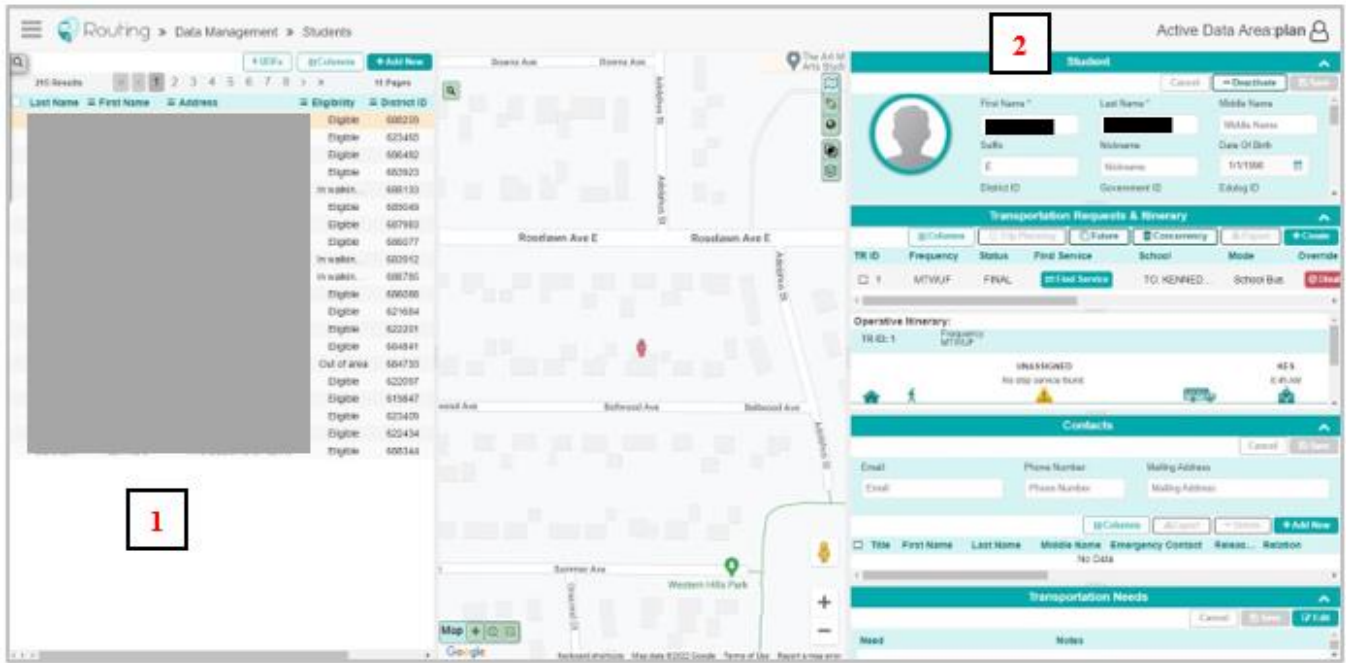
Assigned	Unassigned	Partially Assigned	Focal Student in Group
			

- When many students live in one area, the figure will appear the color of the student with the greatest need.
- If more than one student lives at a location, the icon will appear with a number indicating how many students are located at that address.
- For Example: In the image below, you see a 2 in a red circle. This indicates that 2 students live in this area, and at least one of them has no transportation assigned to them.

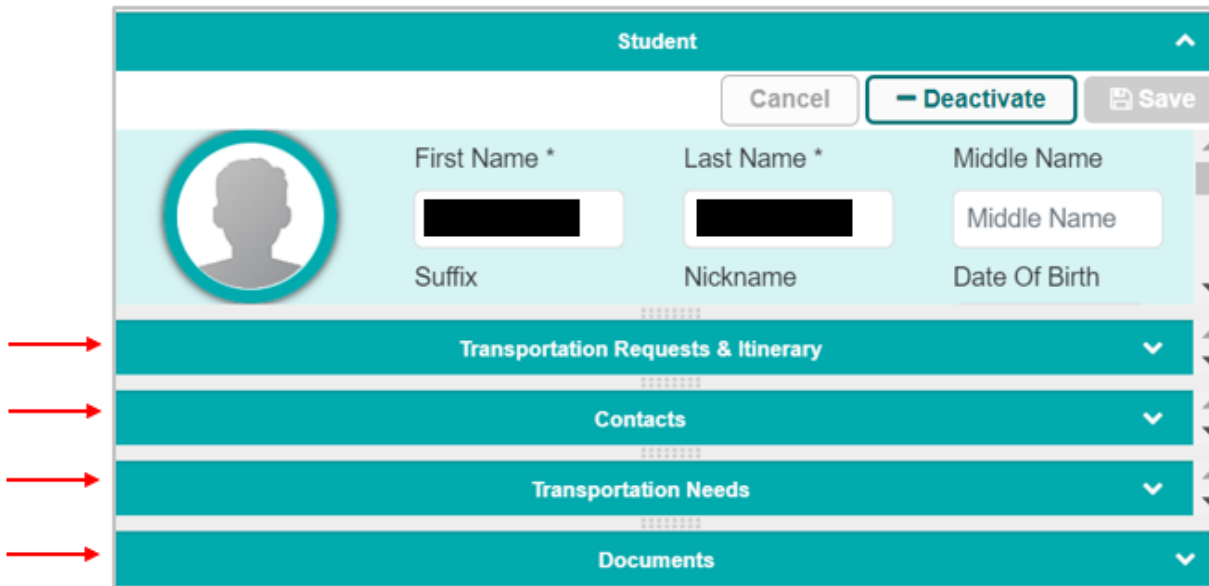


### 13. Viewing and Updating Student Information

When you are ready to update a student's info within Athena, you will (1) select that student in the data panel, the user will (2) see the Workspace Panel pull into view.



Within the Workspace Panel, the user will find multiple “cards”; Student, Transportation Request & Itinerary, Contacts, Transportation Needs, and Documents.,



#### 14. Selected Students Card

Selecting more than one student in the Data Panel will populate the Selected Students Card in the Workspace. This card allows the user to perform bulk operations on student data.

Selected Students							
<input type="button" value="Columns"/> <input type="button" value="Export"/> <input type="button" value="Address"/> <input type="button" value="SGP"/> <input type="button" value="Override Eligibility"/> <input type="button" value="Clear"/> <input type="button" value="Deactivate"/>							
<input checked="" type="checkbox"/>	District ID	Last Name	First Name	Address	Home...	Eligibility	School
<input checked="" type="checkbox"/>	685049	██████████	██████████	████████████████████	×	Eligible	KENNEC
<input checked="" type="checkbox"/>	687983	██████████	██████████	████████████████████	×	Eligible	KENNEC

Home Stop

To change any of this information for a given student, the user must check the box next to each of the appropriate students.

<input checked="" type="checkbox"/>	685049	██████████	██████████
<input checked="" type="checkbox"/>	687983	██████████	██████████

- Information that can be modified**

The below fields are available to be updated in bulk. This means you can update the following information for multiple students who share the same data points at once. An example of this being updating the address for 3 siblings at one time.

**a) Student Address**

**Bulk Edit Address**

Number  Prefix

Blank number

Street Name

Blank Street Name

Type  Suffix  Zip Code

Blank Zip Code

**b) School/Grade/Program**

**c) No Rider and Home Stop**

After the necessary changes have been made, the user simply clicks the Save button.

**15. Students Card**

The student card is where users can locate foundational information pertinent to the selected students file: Home address, SGP information (School, Grade, and Program), Date of birth, etc.

- Student Deletion**

Users have the ability to delete a student within the student card. **It is important to note, once deleted, all historic records of that student’s data will be removed from Athena.** Please speak to your SLM and Routing Team to discuss which individuals will be able to utilize this tool in Athena.

- Walk Path Tool**

Users have the ability to view a selected students NOS and Google Walk path within the student card.

- **NOS Path:** Calculated walk path based on Athena geocode.
- **Google Path:** Calculated walk path based on Google.

**Walk Path**

Walk Path Data for the student : NYRIUS ABBAA

Destination Type	Color	Destination	Location Type	Trip Status	Hazard	Distance	Engine	Google Engine
<input checked="" type="checkbox"/> STOP	Black	01.037	-	ASSIGNED	1	Path Not Calc...	NOS	<input type="button" value="Calculate"/>
<input checked="" type="checkbox"/> SCHOOL	Green	ADDAMS	GPS	-	1	Path Not Calc...	NOS	<input type="button" value="Calculate"/>
<input type="checkbox"/> STOP	Blue	01.037	-	ASSIGNED	1	279 ft	GOOGLE	-

**Note:** The Walk Path window will update for students whose walk path is interrupted by a hazardous segment. When selecting the “Walk Path” tool in the Students in Data Management Module, the window will not display an option to calculate Google Walk Distance and will display the following message within the Distance column: “Path Not Calculable”.

**Walk Path**

Walk Path Data for the student : liz hanson

Co...	Destination Type	Destination	Location Type	Trip Status	Hazard	Distance
Green	SCHOOL	DENNIS CH...	GPS	-	1	Path Not Cal...

- School Grade and Program**

A student’s SGP can be updated in the Student card, by enabling the edit tool in the field.

School - Grade - Program \*

02b - BLACK HAWK - 01 - DFLT

**Note:** When updating a student’s school, grade, and program who also have custom transportation requests in Athena, the user will be prompted to allow the custom transportation requests to be updated with the change of the student’s SGP.



**Select school information** ✕

School  
52 - SPRINGFIELD HIGH

Grade  
09

Program  
DFLT

Update Custom TRs Matching the Existing SGP

Cancel OK

- **Audit Logs**

Users can see a record of the last user to make changes Students in Data Management. These logs are found within the student card, and record the last known user's email, as well as the date and time of the change.

**Student** ↑

Cancel - Delete Create Concurrent - Walk Path Save

Address: 1015 N 12TH ST City: Springfield State: IL  
Country: Country Zip Code: 62702

Last Modified	Last Modified By	Created	Created By
10/27/2023 1:55 PM	bkobylenski@edulog.com	08/25/2023 9:42 AM	jsimonich@edulog.com

- **Stop Types**

It is important to note, that within the Student Information Panel you will have the option to select from three different stops: Home Stop, No-rider, and Exclusive Stop.

Computed Eligibility:

Eligible

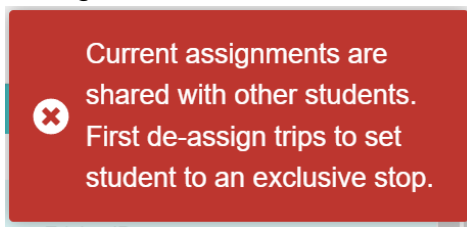
Home Stop

No-Rider

Exclusive Stop

**a) Home Stop:** When Home Stop is selected, the bus will pick that student up at their house; this is a feature often utilized when transporting students with special needs.

- b) **No-Rider:** The student does not need transportation; however, the student's information will remain in Athena should their transportation need change.
- c) **Exclusive Stop:** Exclusive Stops are meant to limit the riders at a stop to just one student and others at the same address, such as a sibling, often this will also be a "Home Stop" student.
- When a student is created, and Exclusive Stop is selected, no attempt will be made by the system to assign additional trips from the selected bell time to that stop. **Only if Home Stop is also selected will the trips be assigned to a stop, and able to make a stop request.**
  - If a student is already assigned to a stop with other riders and Exclusive Stop is set to "True", when trying to save you will be met with this notification, and unable to save your changes.



- After the student is created, then the trips can only be assigned to a stop manually, and only to stops that have no other riders already assigned.
- In Bell Time, Exclusive stops are indicated in the Trips Card, in the "Excl Stop" Column, and an umbrella icon will appear on the map when hovering over the stop.

[Reference the "[Exclusive Stop for Single School Runs](#)" and "[Exclusive and Home Stop Order of Operations for Multi-School Runs](#)" User Stories for more details.]

- **Create Concurrent Student Record**

The Create Concurrent tool allows users to create an alternate student record for students who have a secondary address they will need to be transported From. A primary use example would be for split custody students.

The screenshot shows a 'Student' form with the following fields and values:

- Buttons:** Cancel, Deactivate, Delete, **Create Concurrent** (highlighted), Save.
- Personal Information:**
  - First Name: Test
  - Last Name: AAA
  - Middle Name: Middle Name
  - Suffix: Suffix
  - Nickname: Nickname
  - Date Of Birth: mm/dd/yyyy
- Identification:**
  - District ID: 0000012
  - Government ID: Government ID
  - Edulog ID: 9878
- School Information:**
  - School - Grade - Program: 492 - Initial Point High School - 09 - DFLT
- Address and Enrollment:**
  - Gender: [Dropdown]
  - Address: 260 N LINDER AVE, 83634
  - Enrollment Date: mm/dd/yyyy
  - Withdraw Date: mm/dd/yyyy
- Eligibility and Notes:**
  - Computed Eligibility: Eligible
  - Notes: Notes
  - Home Stop:
  - No-Rider:

- **Create Concurrent vs. Alternate Transportation Request:**

Users are able to identify when to employ the creation of a Concurrent Record vs the creation of an Alternate Transportation Request by identifying the frequency of the desired trip.

- Concurrent Record: If the student is being transported from a secondary address on alternating weeks, the creation of a concurrent record would be more appropriate.
- Alternate Transportation Request: If the student is being transported from the secondary address on alternating days, the creation of an alternate transportation request would be more appropriate.

- **Concurrent Record Display**

Upon the creation of a concurrent record, the user will note that a number of fields within the student card will be disabled (identified by their greyed-out appearance). The following fields are editable within a concurrent record: SGP, Address, Notes, Home Stop, No-Rider, and Exclusive Stop.

**Student**

Cancel - Delete Create Concurrent Save

First Name \* Test Last Name \* AAA Middle Name Middle Name

Suffix Suffix Nickname Nickname Date Of Birth mm/dd/yyyy

District ID 0000012\_ALT1 Government ID Government ID Edulog ID 9878\_ALT1

School - Grade - Program \* 492 - Initial Point High School - 09 - DFLT

Gender Gender Address Multi 114 E MORRIS CT, Kuna, ID 83634

Enrollment Date: mm/dd/yyyy

Withdraw Date: mm/dd/yyyy

Computed Eligibility: Eligible

Notes

Home Stop

No-Rider

- **Searching for Concurrent Records**

Concurrent records can be identified by the addition of “ALT#” at the end of the student’s District and Edulog ID’s. Below, please review an optional search criterion to better identify these records within Athena student data.

- The number identified following the “ALT” suffix indicates the # of concurrent records. For example, if the below student had a second concurrent record made, the District ID would read as “0000012\_ALT2”.

District ID	Government ID	Edulog ID
0000012_ALT1	Government ID	9878_ALT1

**Example Search Criteria:**

### Search

+ Filters

**District ID** ⬆️ ⬆️ ✕

**Edulog ID** ✕

🔍 Search
▼

## 16. Transportation Requests & Itinerary

Select the arrow to the right-hand side of the Transportation Requests and Itinerary bar in order to open the Transportation Requests and Itinerary card. You will see the Transportation Request trip information and Operative Itinerary. The itinerary will provide you with trip information, stop times, ride times, and school bell times.

Transportation Requests & Itinerary							
TR ID	Frequency	Status	Find Service	School	Mode	Override	Eligibility
<input type="checkbox"/> 40...	MTWUF	FINAL		TO: WASHIN...	School Bus	<span style="background-color: #f44336; color: white; padding: 2px 5px; border-radius: 3px;">🚫 Disable Transportation</span>	Eligible
<b>Operative Itinerary:</b>							
TR ID: 40026	Frequency: MTWUF	Route: <a href="#">036</a>	Run: <a href="#">44.036</a>	Vehicle#:	Vehicle Name:		
🏠	35.322 🚶	35.322 7:28 AM 📍	21 min 🚌	44 7:50 AM 🏫			
TR ID: 40026	Frequency: MTWUF	Route: <a href="#">036</a>	Run: <a href="#">44.136</a>	Vehicle#:	Vehicle Name:		
44 2:31 PM 🏫	20 min 🚌	35.322 2:50 PM 📍	35.322 🚶	🏠			

On the Operative Itinerary, hover your mouse over the stop icon to reveal the stop description. Hovering over your school icon will similarly display a tooltip containing the school name.

Transportation Requests & Itinerary							
TR ID	Frequency	Status	Find Service	School	Mode	Override	Eligibility
40...	MTWUF	FINAL		TO: WASHIN...	School Bus	<span style="color: red;">⏏ Disable Transportation</span>	Eligible
<b>Operative Itinerary:</b>							
TR ID: 40026	Frequency: MTWUF	Route: <a href="#">036</a>	Run: <a href="#">44.036</a>	Vehicle#:	Vehicle Name:		
	35.322	35.322	7:28 AM	21 min	44 7:50 AM		
TR ID: 40026	Frequency: MTWUF	Route: <a href="#">036</a>			Vehicle Name:		
	44	35.322	2:50 PM	20 min	35.322		
	2:31 PM						

The Operative Itinerary also allows users to navigate to the assigned Route, Run, Stop, Vehicle and School Data Management modules by clicking on the corresponding ID or icon within the itinerary.

Transportation Requests & Itinerary							
TR ID	Frequency	Status	Find Service	School	Mode	Override	Eligibility
14...	MTWUF	FINAL		TO: FRANKLI...	School Bus	<span style="color: red;">⏏ Disable Transportation</span>	
<b>Operative Itinerary:</b>							
TR ID: 14028	Frequency: MTWUF	Route: <a href="#">091</a>	Run: <a href="#">41.091</a>	Vehicle#:	Vehicle Name:		
	41.259	41.259	7:16 AM	13 min	41 7:30 AM		
TR ID: 14028	Frequency: MTWUF	Route: <a href="#">091</a>	Run: <a href="#">41.191</a>	Vehicle#:	Vehicle Name:		
	41	41.259	2:46 PM	16 min	41.259		
	2:31 PM						

Navigate to the [ATHENA USER STORIES](#) section of this guide to learn how to create a Transportation Request.

## 17. Contacts

The Contacts panel displays quick reference contact information for the student as well as a list of contacts associated with the student.

- The selected student's email, phone number, and mailing address are listed and can be

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updated in the fields available. After modifying any information, the user simply clicks the Save button to apply the changes.

<input type="checkbox"/>	Title	Relation	Last Name ↑	First Name	Primary phone	Primary phon...	Err
<input type="checkbox"/>		PARENTS	[REDACTED]	[REDACTED]	[REDACTED]	MOBILE	

- Creating a New Student Contact by clicking the Add New button. It will launch the Contact Details window that lets the user create a new contact for the selected student.

## 18. Transportation Needs

The transportation needs card lets users identify and document student needs that could impact how they are transported.

Need	Notes
Wheelchair	
Oxygen	

Notes: Notes

To Add a new need, click the “Edit” button. A pop-out window will appear with options that you can select by checking the boxes next to each option:

The screenshot shows a window titled "Select Student Needs" with a close button (X) in the top right corner. The window is divided into two sections:

- Opt Supported System Transportation Needs:** This section contains a list of items with checkboxes. The items are: Air conditioning, Car Seat, Seatbelt, Safety Vest, Monitor, Integrated Seat, Wheelchair (checked), and Oxygen (checked).
- Custom Transportation Needs ?**: This section contains a list of items with checkboxes: Harness, Foldable wheelchair, Nurse, Equipment for nurse, t, K - 05 Seat Capacity, and 06 - 12 Seat Capacity.

At the bottom of the window, there are two buttons: "Cancel" on the left and "Proceed" (with a checkmark icon) on the right.

Please note: items on the first half of the list under the title, “Opt Supported System Transportation Needs” are supported items to use for *Special Needs Run Optimization*. Any items selected under the “Custom Transportation Needs” section, will not be supported under the *Special Needs Run Optimization*.

## 19. Additional Needs

The Additional Needs card is designed to identify and document individual student needs that a driver might need to be aware of to safely transport students. At this time, *Additional Needs* are only available for routers that are working within the Students module to view. By selecting the “Edit” button within the card, the following window will populate where the user will be able to identify potential accommodations:

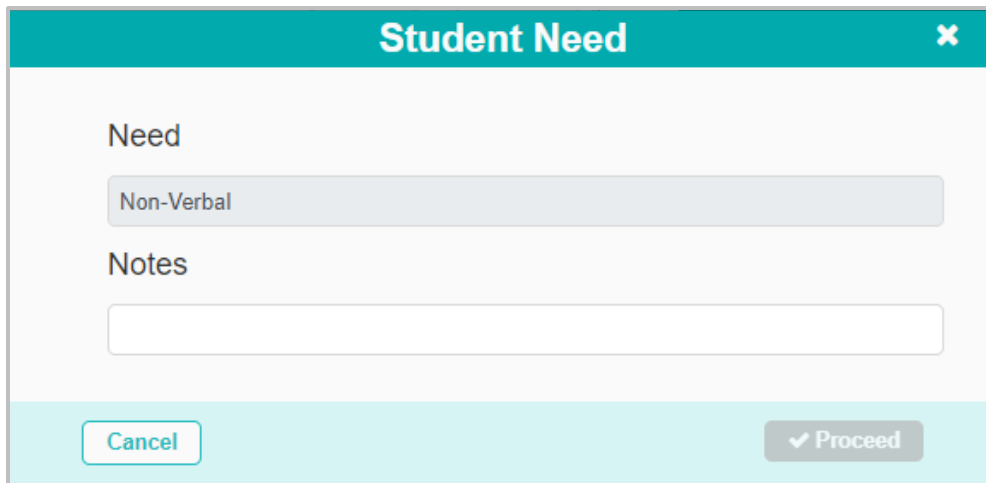
The screenshot shows a window titled "Select Student Needs" with a close button (X) in the top right corner. The window contains a list of additional needs with checkboxes:

- Self-release OK
- Non-Verbal
- Seizures
- Release To
- Deaf or Hard of Hearing
- Health Plan
- Other Health Impaired

At the bottom of the window, there are two buttons: "Cancel" on the left and "Proceed" (with a checkmark icon) on the right.

Selecting a need in this window will populate a secondary window, the fields in the window are unique to the selected need, where the user is able to expand on the accommodation.



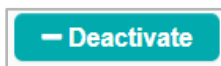


The image shows a confirmation dialog box titled "Student Need" with a close button (X) in the top right corner. It contains two input fields: "Need" with the value "Non-Verbal" and "Notes" which is empty. At the bottom, there are two buttons: "Cancel" and "Proceed" (with a checkmark icon).

## 20. Deactivate Student

Once a student record is entered, it will remain active until it is disabled. A student can only be disabled if he or she is not associated to any other object in the system (ie. Stop or School).

- The Deactivation button becomes enabled when activated student(s) are selected in the search result grid. Upon clicking the Deactivate button, a confirmation popup window will open with the selected student(s) listed, allowing the user to confirm the deactivation.



## 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: Search [Student Address](#)
- [Adding a New Student](#)
- [Bulk Student Change Address](#)
- [Advanced Search in Student Module](#)
- [Creating a Transportation Request](#)
- [Search for Data Outside of the Polygon](#)
- [Exclusive and Home Stop Order of Operations](#)
- [Exclusive Stop for Single School Runs](#)
- [Exclusive and Home Stop Order of Operations for Multi-School Runs](#)
- [Create a Student Group](#)

---

## Search Student Address

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You are a school secretary. A parent calls wanting to know if their student's address has been updated since moving over the summer. You can search for the student by last name and view the student's information in the Data Panel, and access additional information within the Workspace Panel.

**Here's How:**

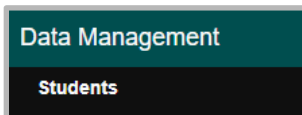
**1. Routing Management**

Enter Routing Management - click on Athena the wise Owl.



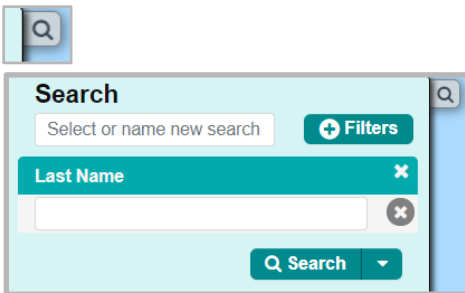
**2. Students Module**

Click on Students under Data Management in the Action Bar.



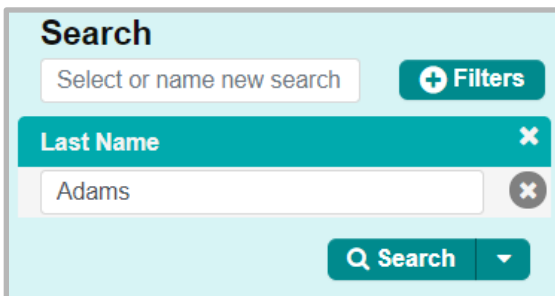
**3. Student Search**

Click on the Search Tab and the Search Tray will appear.



**4. Search by Last Name**

- Enter the last name in the search box.
- Then click on Search.



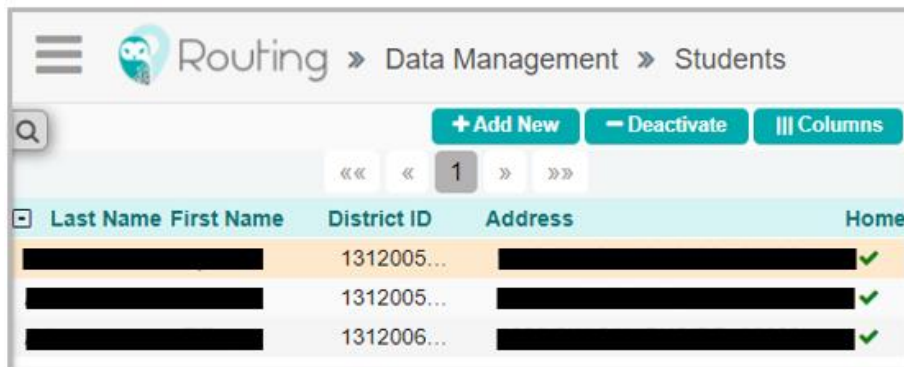
**5. Select Student**

- Select the student by clicking on the student's name in the Data Panel.
- The student's name will be highlighted yellow and his location will be displayed on the map graphically.



## 6. Address

To view the address, expand the Address column in the Data Panel.



## Adding a New Student

You are the school secretary. You were notified this morning that you will have a new student transferring to your school from another district. As a frequent user, you have special user rights that allow you to input new students; you enter the required information within Athena, and click save. If Home Stop is selected, the system will automatically assign transportation, however if the student does not have a home stop, one will be created and the student will be assigned to it.

### Here's How:

#### 1. Routing Management

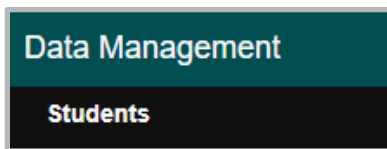
Enter Routing Management - click on Athena the wise Owl.



#### 2. Students Module

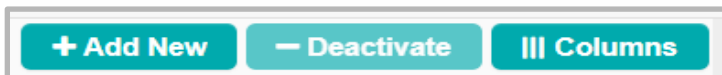
**Education Logistics, Inc.** Confidential Information. Do not communicate, disclose, or make available all or any part of this document without permission.

Click on Students under Data Management in the Action Bar.



### 3. Add New

Then select +Add New in the Data Panel heading.




### 4. Student Information

The student information form will appear in the Workspace panel. Fill out the form with all the student information. *Note: Items with an \* are required.*

A screenshot of a "Student" information form. The form has a teal header with the title "Student" and an upward arrow. Below the header are buttons for "Cancel", "Deactivate", and "Save". On the left is a circular profile picture placeholder. The form contains several input fields: "First Name \*", "Last Name \*", "Middle Name", "Suffix", "Nickname", "Date Of Birth" (with a calendar icon), "District ID", "Government ID", "Edulog ID", "School - Grade - Program \*" (with an edit icon), "Gender" (dropdown), "Address" (with a location pin icon and a "Multi" toggle), "Enrollment Date" (with a calendar icon), "Withdraw Date" (with a calendar icon), "Computed Eligibility" (dropdown), "Notes" (text area), "Home Stop" (checkbox), "No-Rider" (checkbox), "SIS Address", and "SIS Address" (text field). At the bottom, there is a "User-Defined Fields" section with a downward arrow.

### 5. School, Grade, Program

Click on the edit icon  and the Select School Information window will open. Select the School, Grade and Program from the dropdown menus.

- a) **School:** The school that the student is assigned to attend.
- b) **Grade:** The grade that the student is in. Grades that are invalid or do not have bell times associated will not be proposed for selection.
- c) **Program:** The program that the student is enrolled in.

**Note:** When updating a student’s school, grade, and program who also have custom transportation requests in Athena, the user will be prompted to allow the custom transportation requests to be updated with the change of the student’s SGP.

## 6. Address

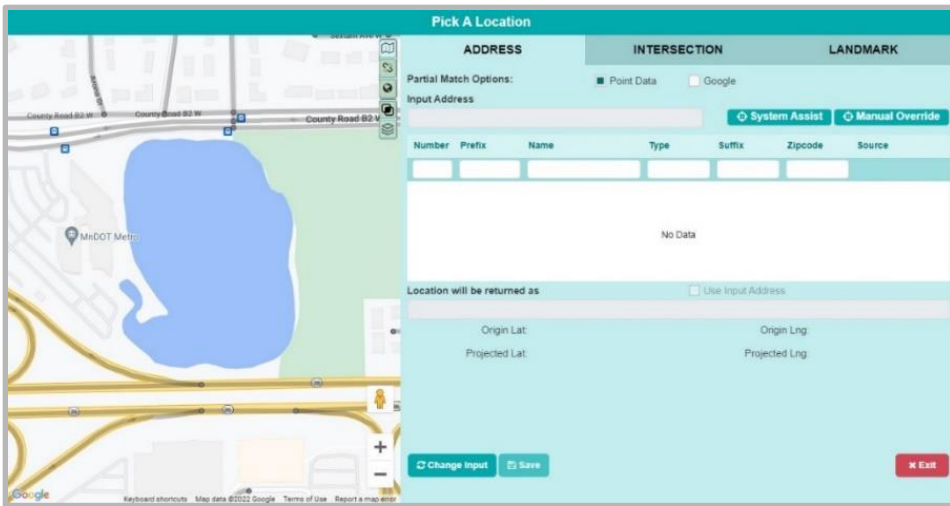
Enter the student’s physical address. This information is used to determine Eligibility based on location in relation to school boundaries.

The address should be matched to the geographic data. If the student location is not matched to the geographic data, the student will not receive default trip information.

## 7. Address Matching

If the system does not automatically match the address, click on the location icon and the Pick a Location window will open.





When typing the street and number, several options will appear in the list. Select the correct address and Save.



**Note:** Refer to Student Import Resource Guide for additional information about the Pick a Location window.

## 8. Home Stop

If the address is a Home Stop, be sure to select the Home Stop button before saving.

Home Stop  
 No-Rider

## 9. Save

Once the form is complete, click on Save in the upper right corner of the Student form.

---

## Bulk Student Change Address

A family with 3 students has just moved to a new house within the same boundary lines, they will continue to attend the same school, however need their address changed in Athena. Follow the instructions below to change their address.

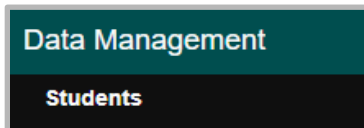
### Here's How:

#### 1. Routing Management

Enter Routing Management - click on the owl.

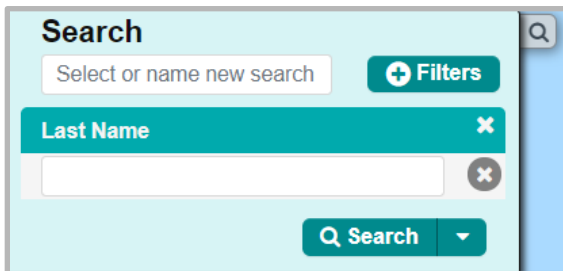
#### 2. Students Module

Click on Students under Data Management in the Action Bar.



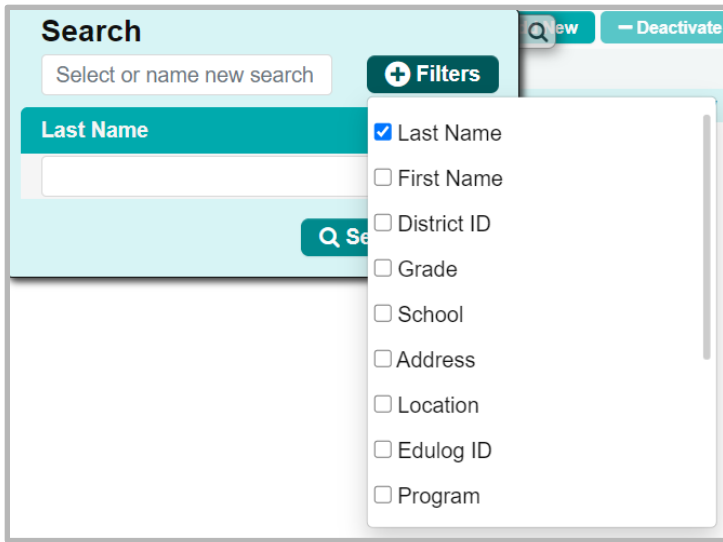
#### 3. Student Search

Click on the Search Tab and the Search Tray will appear.



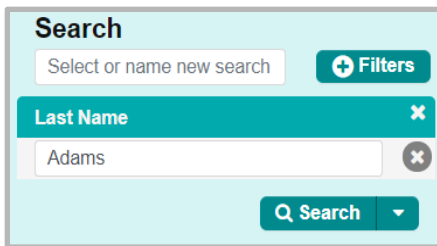
#### 4. Add Filter

There are several different search options in the Filters button. Check Last Name to use for your search.



### 5. Search by Last Name

Enter the last name in the search box, then click on Search.



### 6. Select Students

In the Data Panel, select the students by clicking on the first student's name then hold down the shift key on your keyboard and then click on the last student's name.

<input type="checkbox"/>	Last Name	First Name	Address	Eligibility
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Eligible
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Eligible
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Eligible
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Eligible
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	In walkin...
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Eligible
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Eligible
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	Eligible
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	In walkin...

The students will be highlighted in yellow and appear in the Workspace Panel.



Selected Students						
District ID	Last Name	First Name	Address	Home...	Eligibility	School
<input checked="" type="checkbox"/> 685049	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Eligible	KENNEC
<input checked="" type="checkbox"/> 687983	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Eligible	KENNEC

**7. Check Box**

In the workspace panel, check the check box for each student.

<input checked="" type="checkbox"/> 685049	[REDACTED]
<input checked="" type="checkbox"/> 687983	[REDACTED]

**8. Change Address**

Then select the Address button, and the “Bulk Edit Address” window will open.



**Bulk Edit Address**

Number  Prefix

Blank number

Street Name

Blank Street Name

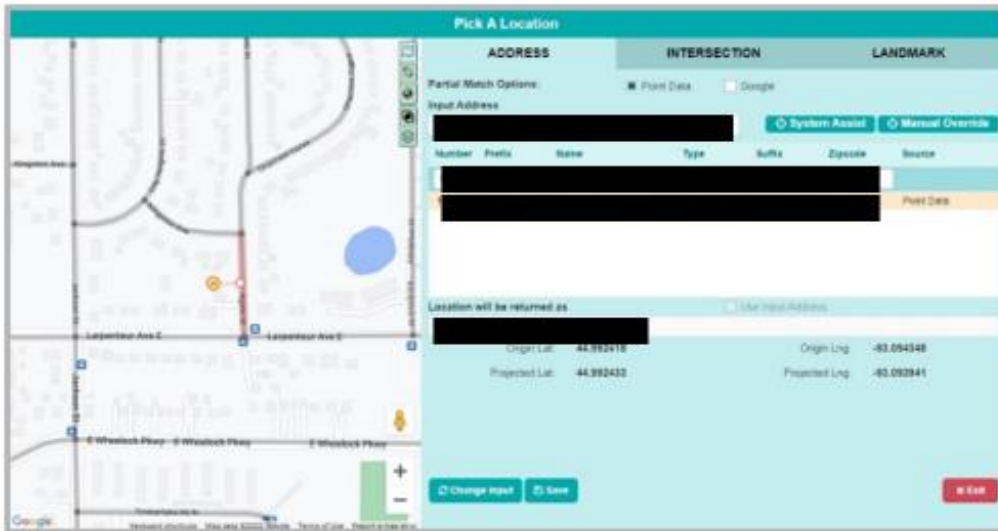
Type  Suffix  Zip Code

Blank Zip Code

Fill out the information and then select Save.

**9. Pick a Location**

If the address cannot be found, the “Pick a Location” window will open. Find the address and then select Save.



**Note:** Refer to Student Import Resource Guide for additional information about the Pick a Location window.

## Advanced Search in Student Module

You are working with your team to update student ridership information; to best split the work, each team member will take a grade range and the first two letter of a last name. You want to see how many students in grades 10 or 11 attending Emmett High School have a last name starting with “Sm”.

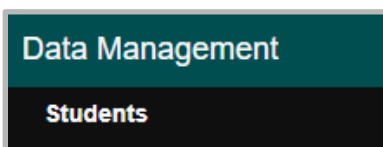
You will utilize the first graph from the [OPERATIONS CHEAT SHEET](#) to help you formulate your search.

### 1. Routing Management

Enter Routing Management - click on Athena the wise Owl.

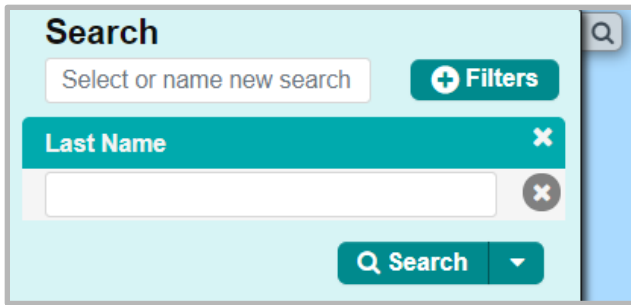
### 2. Students Module

Click on Students under Data Management in the Action Bar.



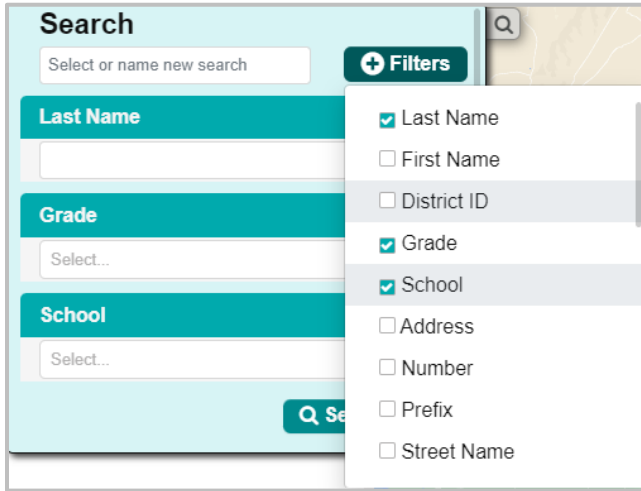
### 3. Student Search

Click on the Search Tab and the Search Tray will appear.

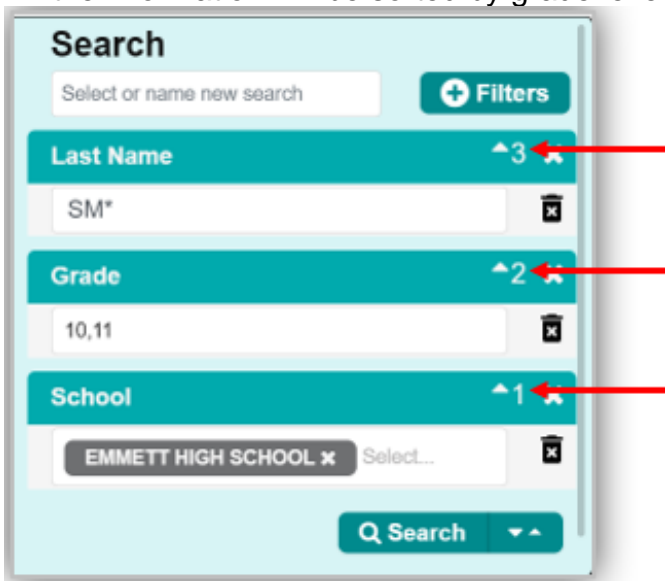


#### 4. Filters

Browser the "Filters", and select the following to add to your search: Last Name, Grade, and School.



Within the search tray you can sort the order in which the information populates in the Data Panel. For example, in this graphic we are sorting the information first by school, within the school search the information will be sorted by grade level and then alphabetical order by last name.



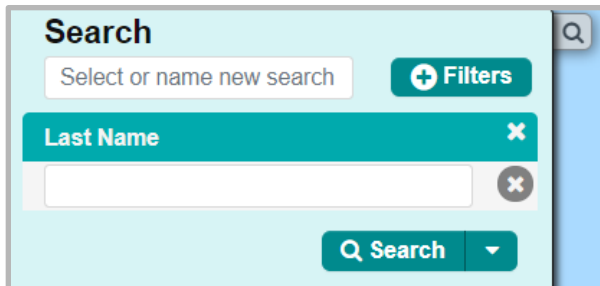
## Creating a Transportation Request

You are working with your team to add transportation requests to student files. Some of the transportation requests being added are for students who take the bus to another parent's house on certain days of the week, students who take the bus to an after-school program off campus, or elementary students who take the bus to the high school where their parent picks them and their sibling up.

### Here's How:

#### 1. Student Search

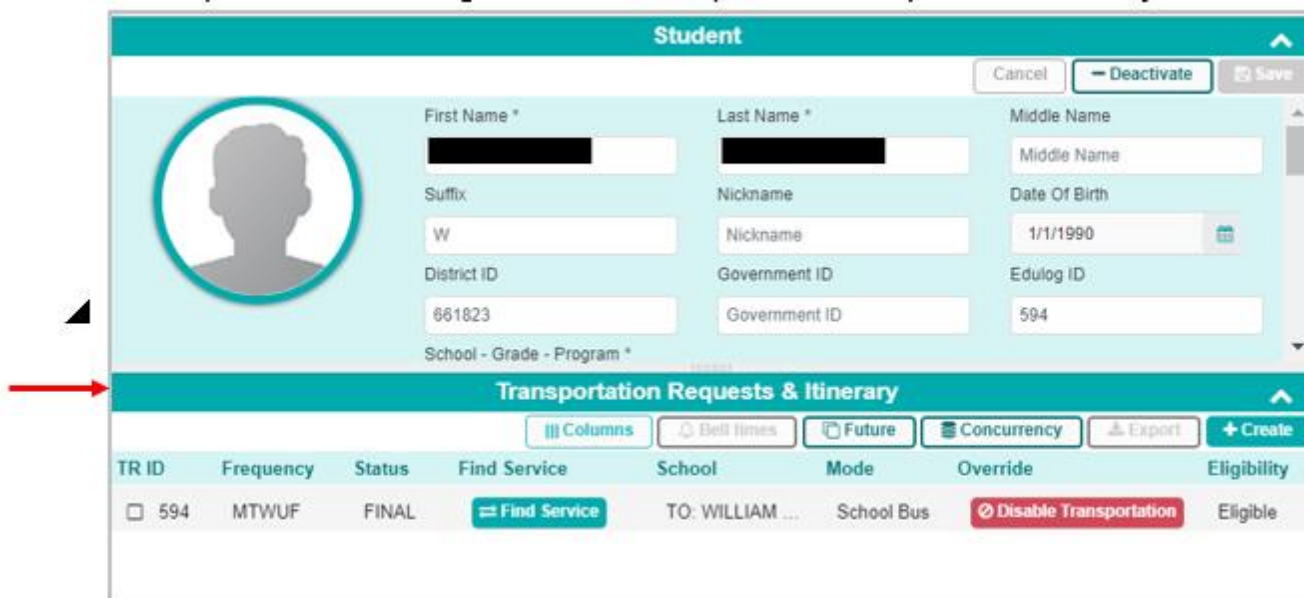
Click on the Search Tab and the Search Tray will appear.



The screenshot shows a search interface with a title "Search" and a search icon. Below the title is a text input field with the placeholder "Select or name new search" and a "+ Filters" button. A teal bar labeled "Last Name" contains a search input field and a close button. At the bottom, there is a "Q Search" button with a dropdown arrow.

#### 2. Select Students

Select the student from the Data Panel, where their additional information will populate in the Workspace Panel. Navigate to the Transportation Requests & Itinerary card.

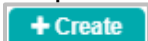


The screenshot shows a student profile form with fields for First Name, Last Name, Middle Name, Suffix, Nickname, Date Of Birth, District ID, Government ID, and Edulog ID. Below the profile is a "Transportation Requests & Itinerary" card. A red arrow points to the card. The card has a table with columns: TR ID, Frequency, Status, Find Service, School, Mode, Override, and Eligibility. The table contains one row with TR ID 594, Frequency MTWUF, Status FINAL, School TO: WILLIAM ..., Mode School Bus, and Eligibility Eligible. There are buttons for "Columns", "Bell times", "Future", "Concurrency", "Export", and "+ Create".

TR ID	Frequency	Status	Find Service	School	Mode	Override	Eligibility
594	MTWUF	FINAL	<a href="#">Find Service</a>	TO: WILLIAM ...	School Bus	<a href="#">Disable Transportation</a>	Eligible

#### 3. Transportation Requests

To create a new Transportation Request, select the "+Create" tool within the "Transportation Request & Itinerary" card.



**Create Transportation Request** ✕

Advanced Concurrent Transportation Requests

Student Name: [Redacted] District ID: 661823  
 School: [Redacted] Edulog ID: 594  
 Grade: 11  
 Program: Default  
 Service Time Out: 2:30 PM MTWUF  No Transportation

**a**  To & From School  To School  From School

Origin: 100 WILLIAM CLARK HIGH SCHOOL ACC : WILLIAM CLARK

↓

[Redacted] **b**

Other Location

**c** Frequency:  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

Cancel Save

The user has the ability to distinguish whether the new request is servicing to and from school, to school, or only from school.

Pick a Location: To add the new address, the user will select “Other Location” within the address box, doing so will open the “Pick a Location” window where the user can use point data or google to add the new address.

**Pick A Location**

ADDRESS INTERSECTION LANDMARK

Partial Match Options:  Point Data  Google

System Assist Manual Override

Number	Prefix	Name	Type	Suffix	Zipcode	Source
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Location will be returned as: [Redacted] Use Input Address

Origin Lat: 44.300456 Origin Lng: -93.56037  
 Projected Lat: 44.36923 Projected Lng: -93.56039

Change Input Save End

Frequency: The user has the ability to identify the days of the week that the bus will be servicing this new request.

No-Rider: Additionally, within this window the user can identify days of the week a student does not take the bus by enabling the “No-Rider” button, and selecting the days of the week the student will not be taking the bus within the “Frequency” section of the window.

When the user is done making changes in the “Create Transportation Request” window, selecting save will populate the new request within “Transportation Requests & Itinerary” card.

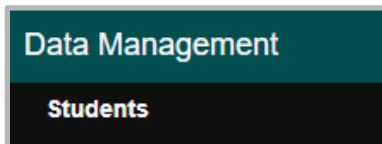
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## Search for Data Outside of the Polygon

You recently completed an import and noted some out of district students within the data. You would like to verify those out of district student were correctly marked as no-rider, and would therefore like to see all out of district students in the Data Panel. To do so, you will utilize the location search within Students in Data Management to search outside of your district’s boundaries.

### 1. Students Module

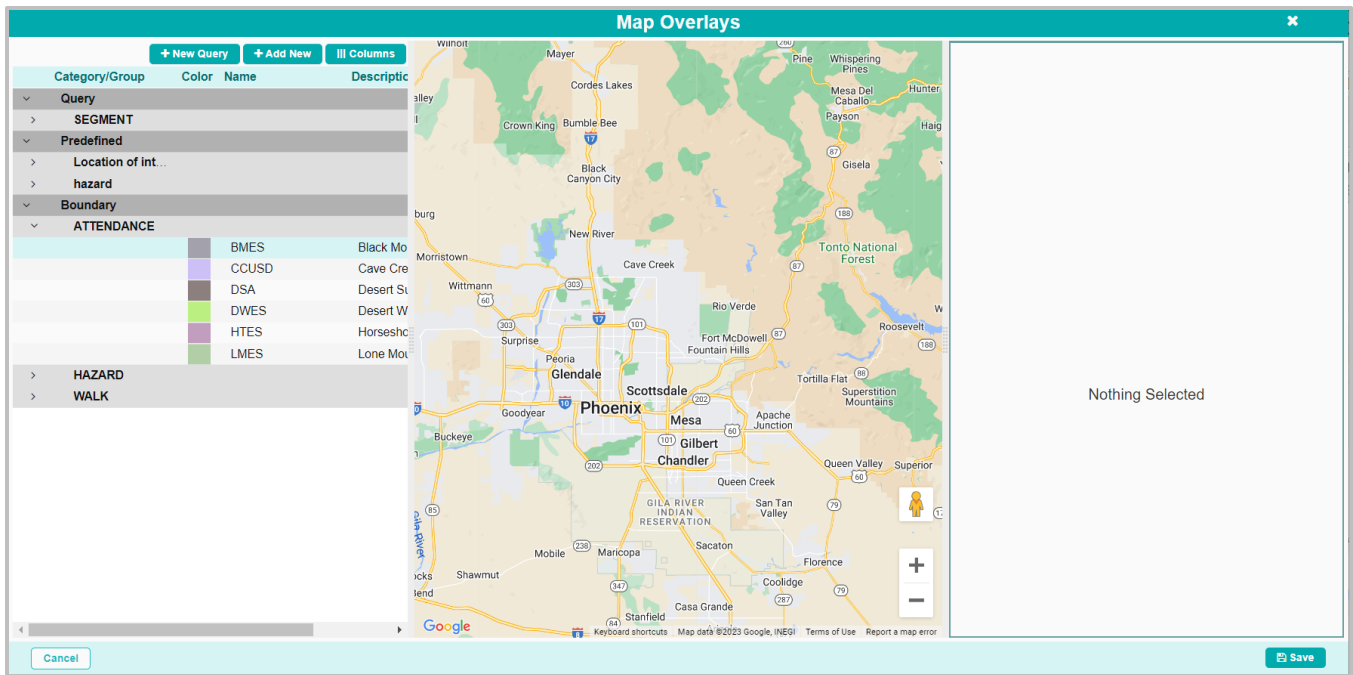
Click on Students under Data Management in the Action Bar.



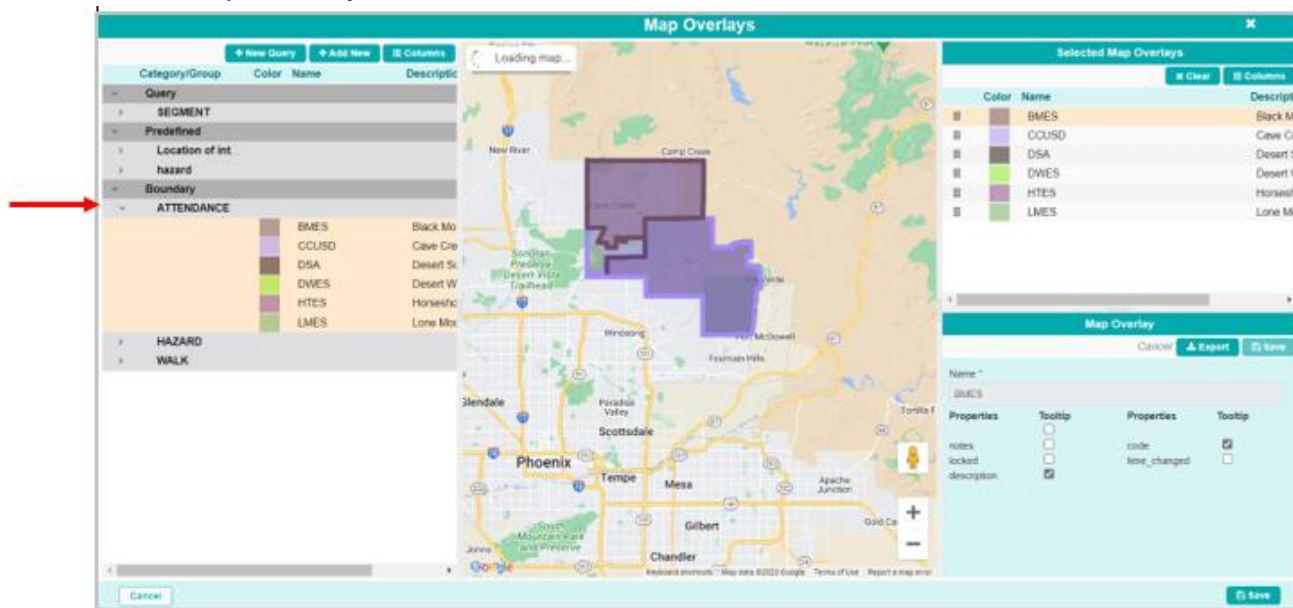
### 2. Before search for students, navigate to the “Map Overlays” tool within the Map Panel.



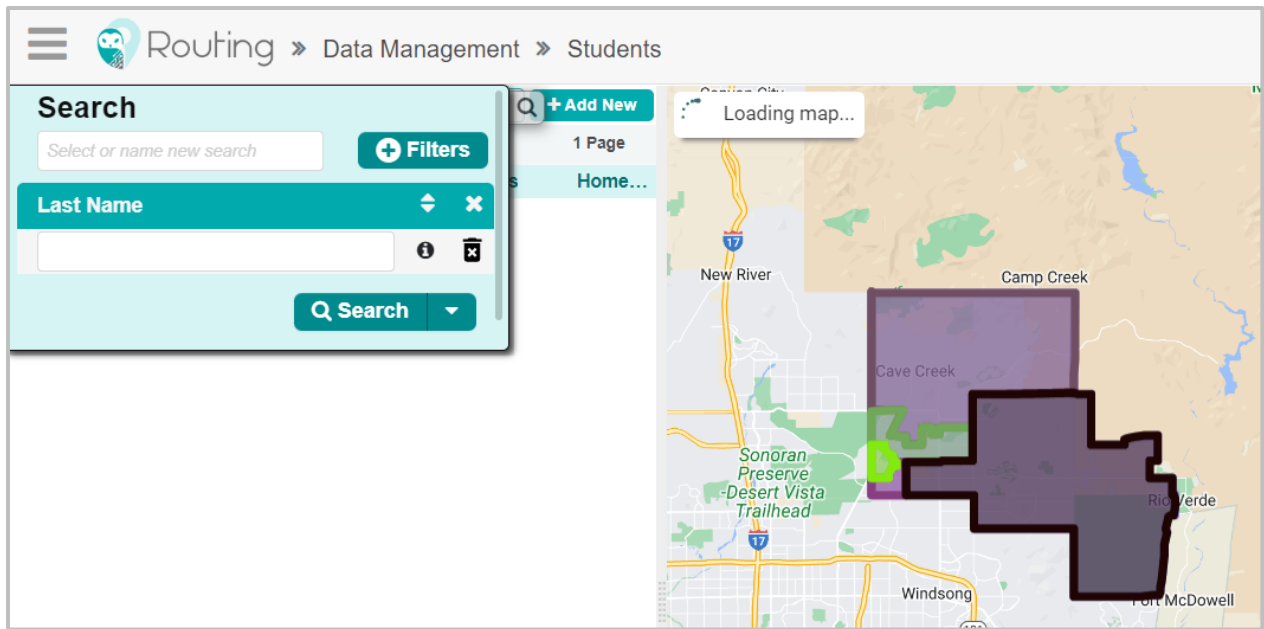
Selecting the tool will populate the “Map Overlays” window.



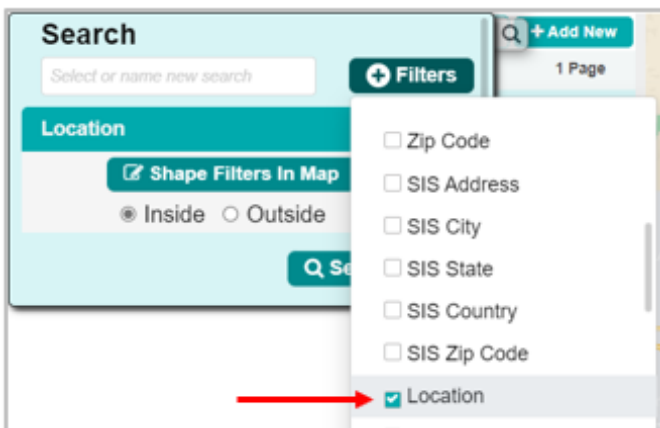
- In the Map Overlays window, select all the attendance boundaries listed, and select save.



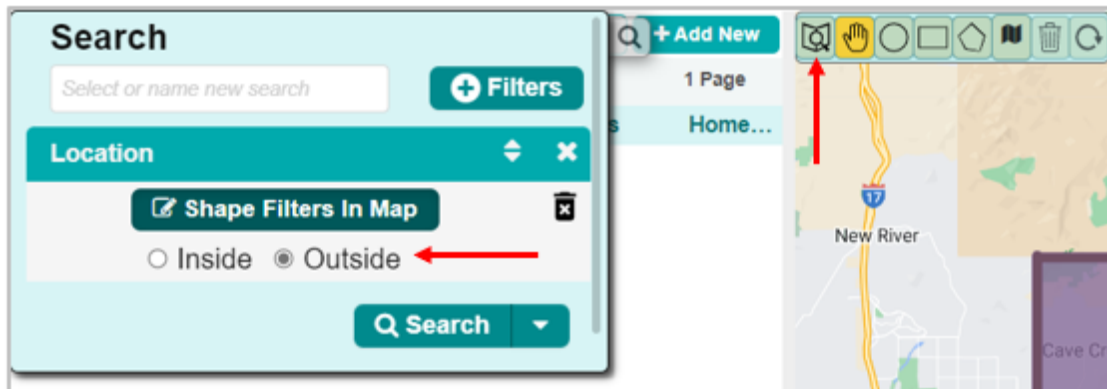
Saving will display all the attendance boundaries within the Students Map Panel.



4. Navigate back to the search tray, and selected the “Location” field within the “Filters” drop down.

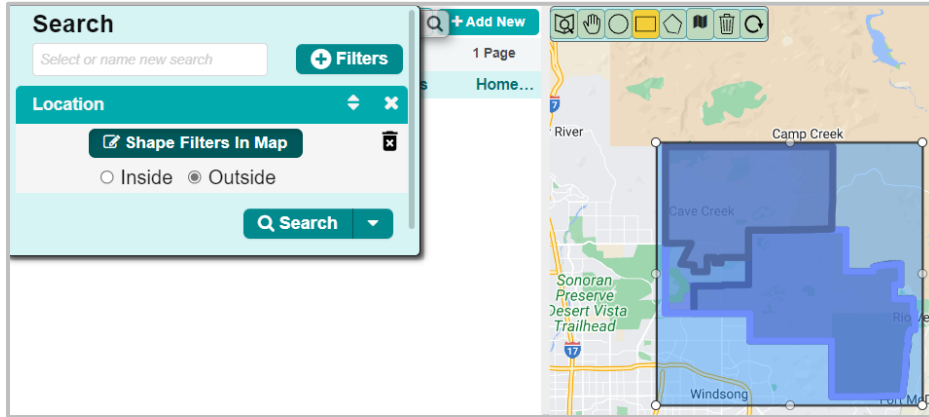


- Select “Outside” within the location search field, and then select “Shape Filters in Map”. The polygon search tools will populate in the upper left corner of the Map Panel.

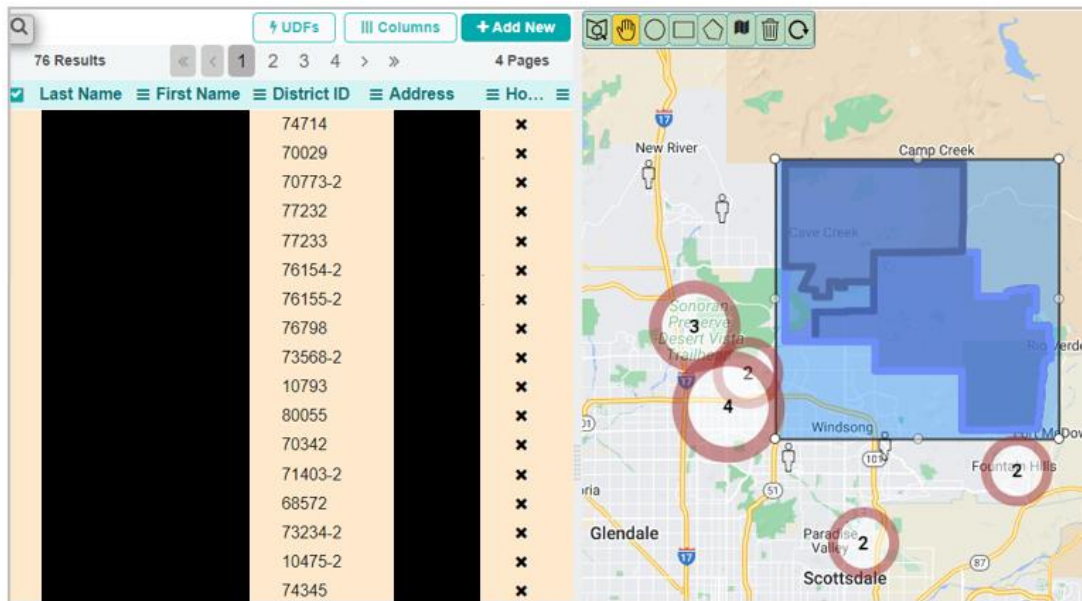




- Select the rectangle tool, and draw a rectangle around the displayed boundaries on the map.



- Select search in the tray, and all students found outside of the drawn polygon will populate within the Data Panel. Select all the students in the Data Panel to view them graphically on the map.



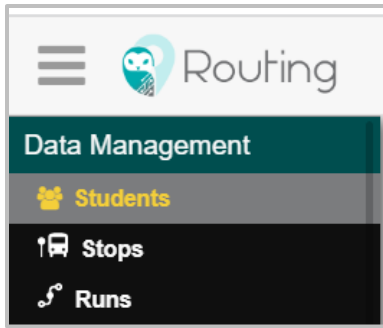
## Exclusive Stop for Single School Runs

You are working within Students in Data Management to identify your special need students, and to specifically flag SPED students who need a 'home stop'. You come across an elementary student who has need for a car seat, and will additionally need that stop to be flagged as 'exclusive' to prevent other students from being able to utilize it.

### 1. Students in Data Management

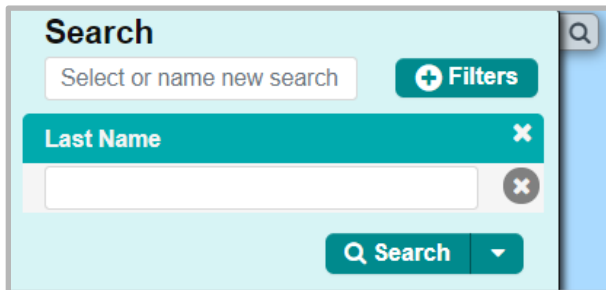
Navigate to Students in Data Management.

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## 2. Student Search

Click on the Search Tab and the Search Tray will appear. Search by last name or use additional filters to query for the SPED student record.



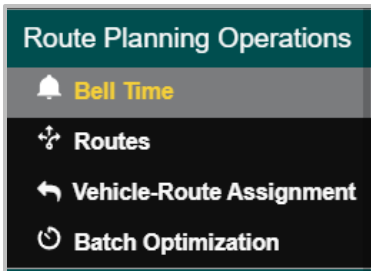
## 3. Flag Home and Exclusive Stop

Once you have completed your search, select the student within the Data Panel, and reference the "Student" card where you will then flag "Home" and "Exclusive" stop as "True". Save your changes in the "Student" card.

The image shows a 'Student' card form. At the top is a dropdown for 'School - Grade - Program' with the value '108 [redacted] Elementary School - 01 - DFLT'. Below this are fields for 'Gender' (set to 'F'), 'Address' (with a location pin icon), 'Enrollment Date' (8/14/2023), and 'Withdraw Date' (5/31/2024). There is a 'Computed Eligibility' dropdown set to 'Eligible' and a 'Notes' text area. At the bottom, there are three checkboxes: 'Home Stop' (checked), 'No-Rider' (unchecked), and 'Exclusive Stop' (checked). Red arrows point to the 'Home Stop' and 'Exclusive Stop' checkboxes.

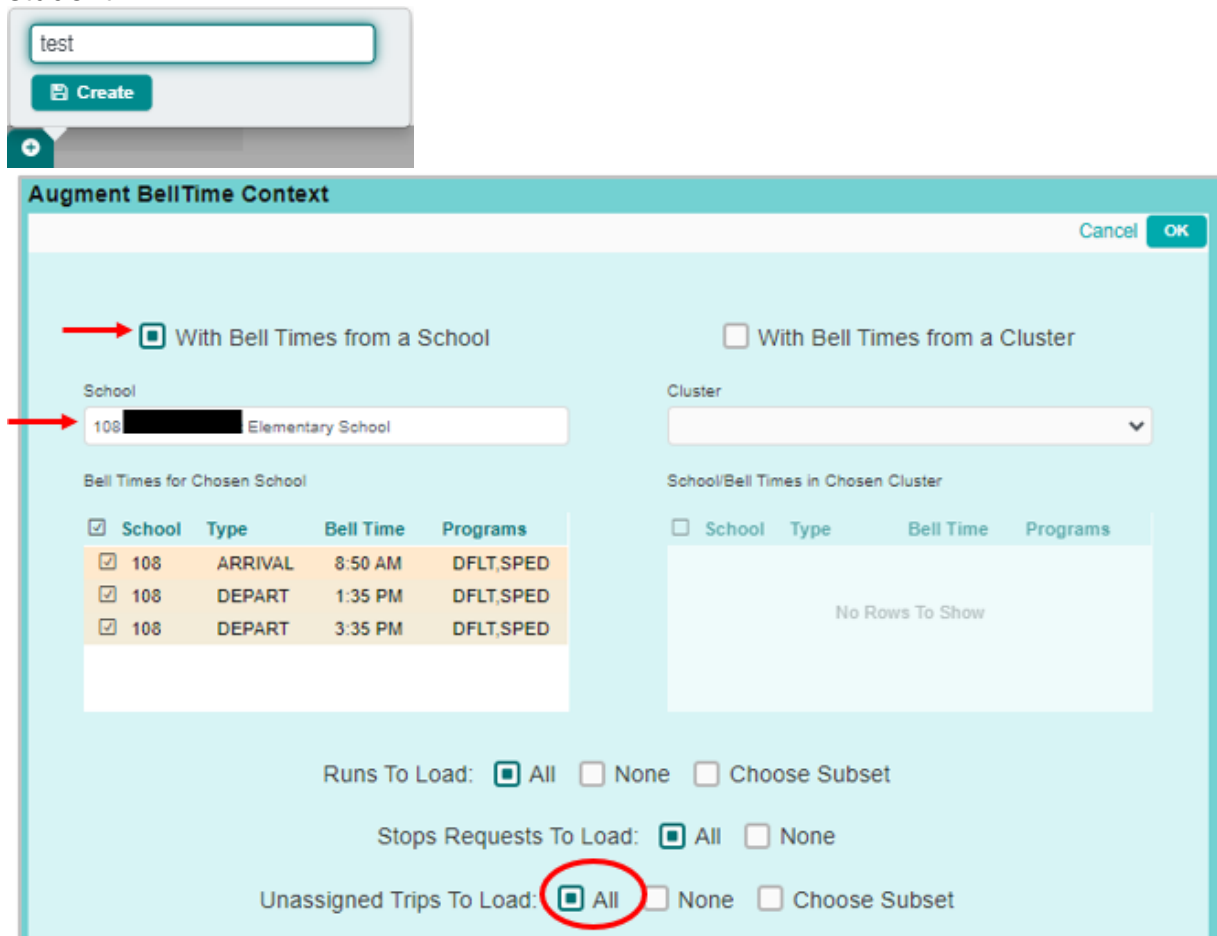
#### 4. Bell Time Module

Navigate back to the menu, and move into the Bell time Module.



- Create a Task

Create a new task in the Bell Time Module, and load the School/Bell Times for the elementary student.



(Be sure to enable “All Unassigned Trips to Load”).

#### 4. SPED Trip Assignment

Following the load of bell times, first select the AM Bell time within the Bell Time Views Card, and query for the student within the Trips card.

Bell Time Views				
School	Name	Type	Bell Time	
<input checked="" type="checkbox"/> 108	[REDACTED]	Elementary Sch...	ARRIVAL	8:50 AM
<input type="checkbox"/> 108	[REDACTED]	Elementary S...	DEPART	1:35 PM
<input type="checkbox"/> 108	[REDACTED]	Elementary S...	DEPART	3:35 PM

The SPED student was flagged as a home stop, so within the “Trips” card the user may filter for all students who are flagged as “home stop” to better navigate the student trip information.

Home ... Excl Stop Frequency Edu

Yes  Yes  No

All None

Student Trip:

Trips				
Last Name	First Name	Status	Stop	Home ...
[REDACTED]	[REDACTED]	PARTIAL	STOP(85)	Yes

Assigned vs. Partial Status:

When a student is flagged as a home stop, two potential assignments can be made dependent on whether a stop already exists for that student’s home address:

Partial Assignment: If there is no stop location that already exists for that students address, the system will create one and assign the student to the stop, resulting in a partial assignment.

Trips				
Last Name	First Name	Status	Stop	Home ...
[REDACTED]	[REDACTED]	PARTIAL	STOP(85)	Yes

Assigned: The home stop already exists and is placed on a run, so when the student is assigned, their trip is fully taken care of. They are assigned to a stop and run automatically.

Trips				
Last Name	First Name	Status	Stop	Home ...
[REDACTED]	[REDACTED]	ASSIGNED	STOP(84)	Yes

Place Partial Stop on a Run:

Once the user has verified the student was placed on the stop for both the AM/PM Bell Times, the user's final step is to place the stop on a run if the student is flagged as "Partially" assigned, to complete their trip assignment.

The screenshot displays the software interface with three main panels on the left and a map on the right. The 'Bell Time Views' panel shows a table with columns for School, Name, Type, and Bell Time. The 'Runs' panel shows a table with columns for Run ID, NeedEnbl, NeedUsed, Vehicle, and Route. The 'Stops' panel shows a table with columns for Stop ID, NeedUsed, Type, Run ID, and School(s). Red arrows point to the checked checkboxes in each of these tables. The map on the right shows a route with a red line and a yellow dot representing a stop. The 'Layers' menu at the top right is set to 'Run Masters'.

Confirm the Assignment:

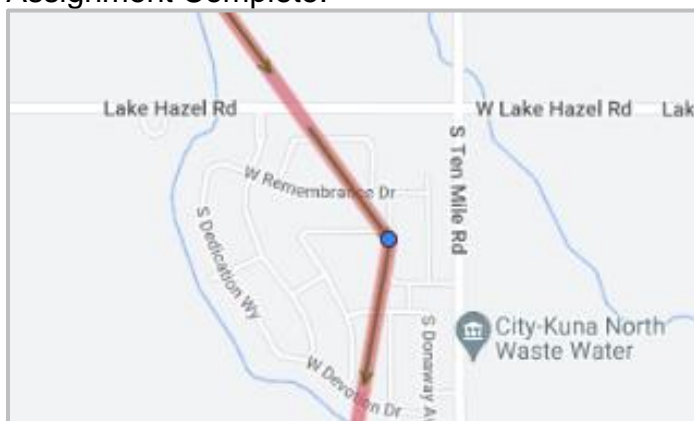
The confirmation dialog box is titled 'Confirm this change?' and shows the action 'Insert STOP(85) on run TEST1'. It compares the 'Before' and 'After' states of the runs table. The 'Before' state shows a run with a load of 0 and a duration of 8m 13s. The 'After' state shows the same run with a load of 1 and a duration of 10m 23s. The 'Proceed' button is circled in red.

Run	Vehicle	Frequency	Load	Duration	Distance
<input type="checkbox"/> TEST1		MTWUF	0	8m 13s	5.14 mi
<input type="checkbox"/>		MTWUF	0	8m 13s	5.14 mi

Run	Vehicle	Frequency	Load	Duration	Distance
<input type="checkbox"/> TEST1		MTWUF	1	10m 23s	5.53 mi
<input type="checkbox"/>		MTWUF	1	10m 23s	5.53 mi

Assignment Complete:



---

## Exclusive and Home Stop Order of Operations for Multi-School Runs

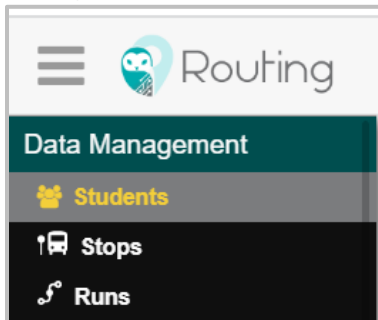
You are working within Students in Data Management to identify your special need students, and to specifically flag SPED students who need a 'home stop'. You come across a student who has a wheelchair, and will additionally need that stop to be flagged as 'exclusive' to prevent other students from being able to utilize it. This identified student also has a sibling who lives at the same address who will need to share the stop.

You will follow a specific order of operations to create an exclusive home stop for the identified SPED student, and assign their sibling to the same stop/run for the AM/PM Bell Times.

### Here's How:

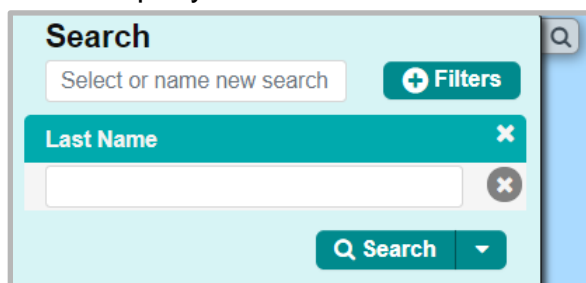
#### 1. Students in Data Management

Navigate to Students in Data Management.



#### 2. Student Search

Click on the Search Tab and the Search Tray will appear. Search by last name or use additional filters to query for the SPED student record.



#### 3. Flag Home and Exclusive Stop

Once you have completed your search, select the student within the Data Panel, and reference the "Student" card where you will then flag "Home" and "Exclusive" stop as "True". Save your changes in the "Student" card.

**Student**

Cancel   - Deactivate   Create Concurrent   **Save**

School - Grade - Program \*

492 - ██████ High School - 11 - DFLT

Gender: F   Address: ██████████   Multi:

Enrollment Date: 3/6/2023

Withdraw Date: 6/2/2023

Computed Eligibility: Eligible

Notes: Notes

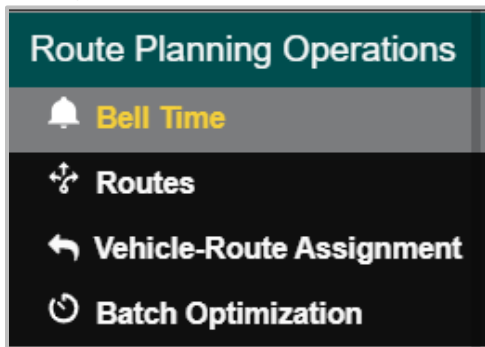
Home Stop

No-Rider

Exclusive Stop

#### 4. Bell Time Module

Navigate back to the menu, and move into the Bell time Module.

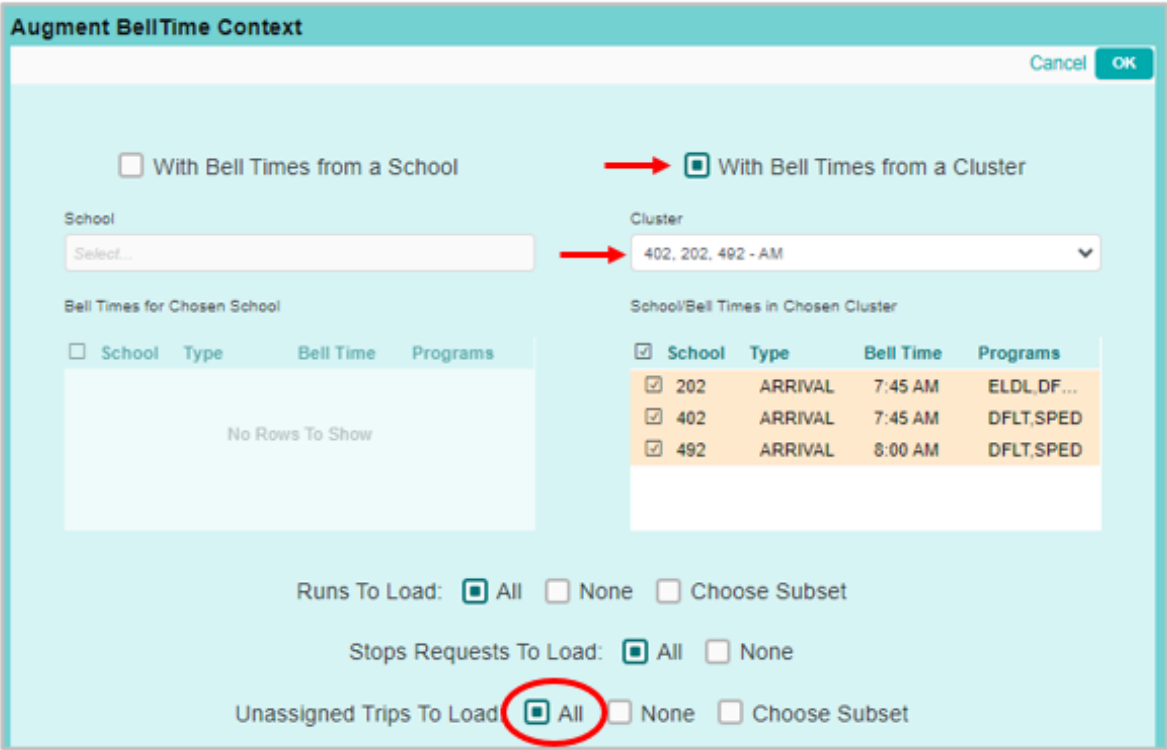


- **Load the Bell Time**

Create a task within the Bell Time Module, and load clustered AM Bell Time that contains both student's School/Bell Time.

TEST

Create

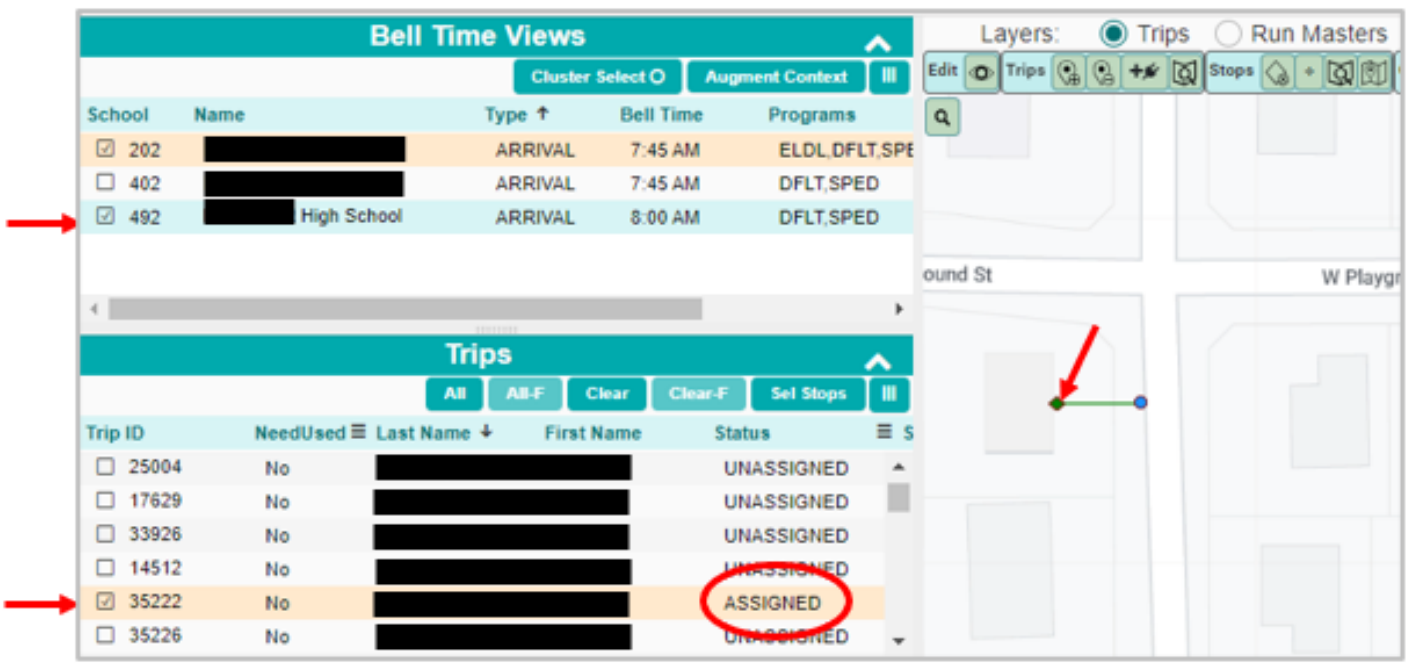


(Be sure to enable “All Unassigned Trips to Load”).

### 5. SPED Trip Assignment

Following the load of the Bell Times, first select the SPED student’s AM Bell Time, and filter for the student within the “Trips” card within the Trips Bell Time Layer.

#### AM Bell Time





## 5. Assign Sibling to Stop for AM/PM Bell Time

Select the siblings School/Bell Time from the Bell Time Views card, and query for the home stop within the “Stops” card and for the student within the “Trips” card. Assign the sibling to the stop using the assign Trip tool.

- Select the stop and the trip, before selecting the “Assign Trip” tool. Assign the student to the stop within the AM and PM Bell Times.



**Bell Time Views**

School	Name	Type	Bell Time	Programs
<input checked="" type="checkbox"/> 202	████████ Middle School	ARRIVAL	7:45 AM	ELDL,DFLT,SPE
<input type="checkbox"/> 402	████████	ARRIVAL	7:45 AM	DFLT,SPED
<input checked="" type="checkbox"/> 492	████████	ARRIVAL	8:00 AM	DFLT,SPED

**Trips**

Trip ID	NeedUsed	Last Name	First Name	Status
<input type="checkbox"/> 35222	No	████████	████████	ASSIGNED
<input checked="" type="checkbox"/> 35226	No	████████	████████	UNASSIGNED
<input type="checkbox"/> 35134	No	████████	████████	UNASSIGNED

- **Selecting the Correct Stop Service**

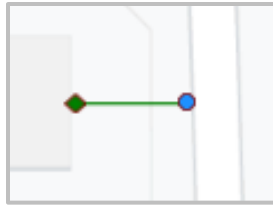
In some instances, the same stop will be used on multiple runs, so when assigning the sibling to the stop, the user will need to verify they are utilizing the correct stop service by verifying the ‘Run ID’ within the “Stops” card.

**Stops**

Stop ID	NeedUsed	Type	Run ID	School(s)	Bell Times	Frequencies	Load
<input type="checkbox"/> STOP(84)	No	S	KFKA.123				0
<input checked="" type="checkbox"/> STOP(84)	No	S	TESTM	202,492	7:45 AM,8...	MTWU,MTW...	2

Above we see two entries for “STOP(84)”; this stop is being used on run “KFKA.123” and “TESTM”. We identify which stop to have selected to assign the sibling to by identifying the run the sibling students will be riding on, that being run “TESTM”.

- Once the user has selected the correct stop, assign the trip to the stop. The user will see the trip turn from a red unassigned trip, to a green assigned trip.



## 5. PM Bell Time

Follow the above steps to validate/assign the student trips within the clustered PM Bell Times.

School	Name	Type	Bell Time	Programs
202	████████ Middle School	DEPART	2:21 PM	ELDL,DFLT,SPE
492	████████ High School	DEPART	2:30 PM	DFLT,SPED

Trip ID	NeedUsed	Last Name	First Name	Status
35223	No	████████	████████	ASSIGNED
35227	No	████████	████████	ASSIGNED

- If you hover over the stop, you will be able to view the following stop information:
  - **Stop ID**
  - **Stop Address**
  - **Stop Type:**
    - Home stop = house symbol.
    - Exclusive stop = umbrella symbol.



## 6. Assignment Complete

Following the assignment of both the SPED student and their sibling to their school's AM/PM Bell Times, their trips are complete and ready to be assigned to a run.

- The stop the student trips are assigned to will not allow additional students to be assigned to it unless they share the sibling's address.

The user can view their assignment status by right clicking on the stop to view the "stack" to better see both siblings' assignment status, as well as review their trips within the "Trips on Selected Stops" card.

Managing the stack of trips at [REDACTED]

In Play	Selected	NeedUsed	Last Name	First Name	Status	Frequency	School	Bell Time	Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	[REDACTED]	[REDACTED]	ASSIGNED	MTWUF	202	7:45 AM	07
<input type="checkbox"/>	<input type="checkbox"/>	No	[REDACTED]	[REDACTED]	ASSIGNED	MTWU	492	8:00 AM	12

Close

Trips On Selected Stops

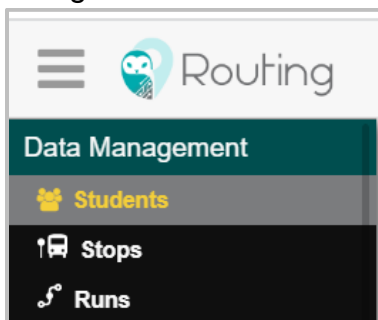
<input type="checkbox"/>	Trip ID	Stop	Home Stop	Excl Stop	NeedUsed	Last Name
<input type="checkbox"/>	35223	STOP(84)	Yes	Yes	No	[REDACTED]

## Create a Student Group

You have been assigned by your district to build a student group for your districts SPED students to make the performance of batch operations easier. Following the creation of the SPED student group, the user will navigate to the Student Utilities module to update all SPED students to a home stop at the same time using the newly created group.

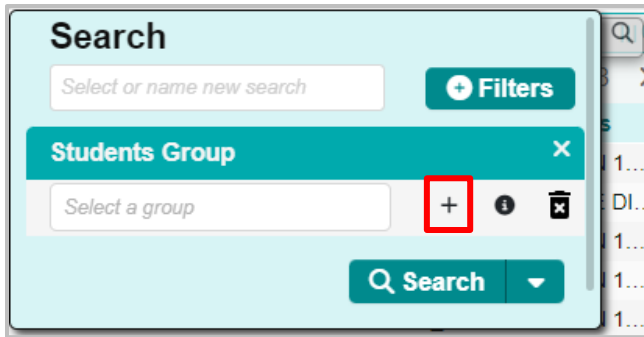
### Here's How:

1. Students in Data Management  
Navigate to Students in Data Management.

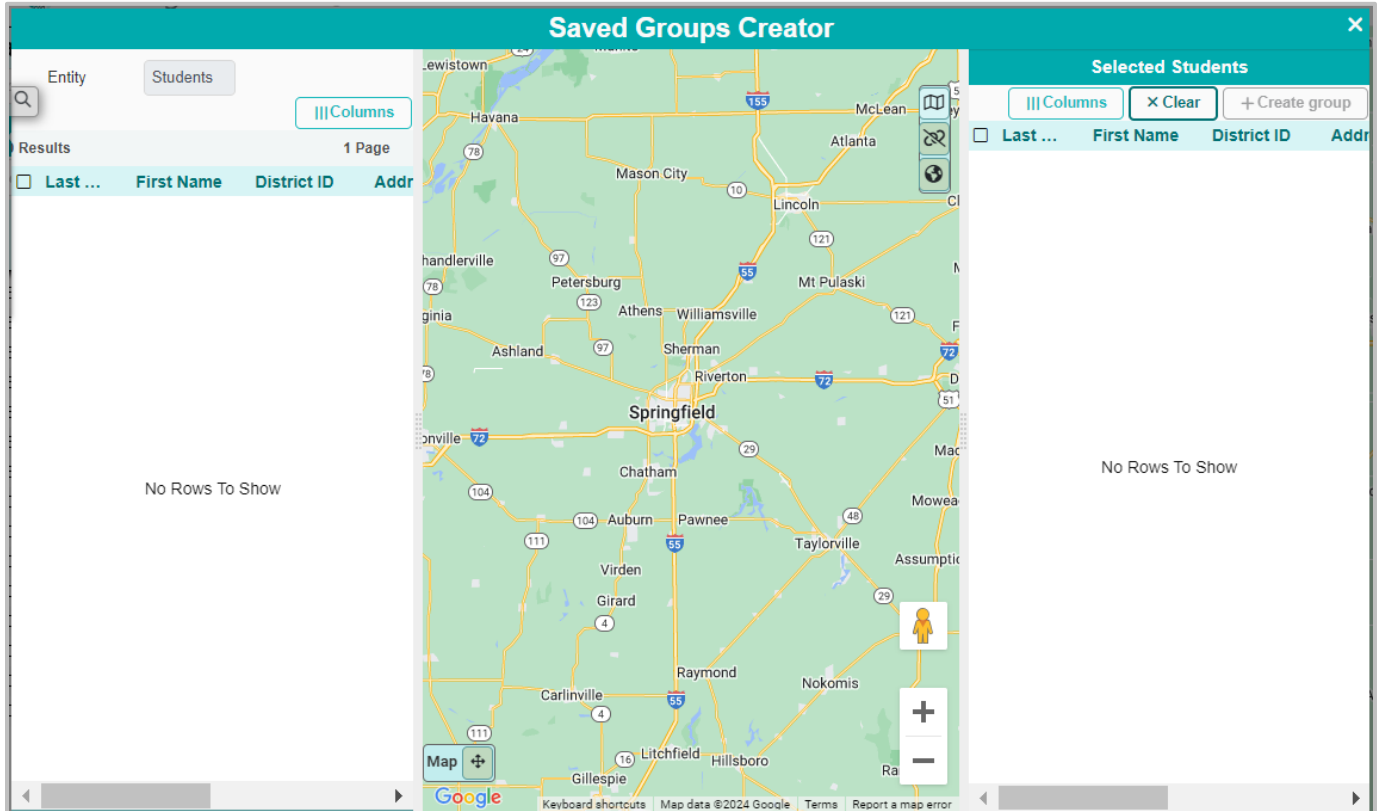


2. Navigate to the "Saved Group Creator" Window

Click on the Search Tab and the Search Tray will appear. Add the "Students Group" filter to the search tray.

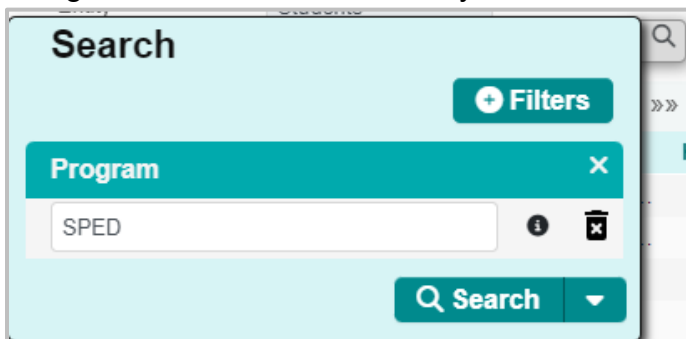


Select the “+” icon within the field to populate the “Saved Group Creator” window.



### 3. Search for Student Data

Within the window, select the magnifying glass icon to populate the search tray. Add the “Program” filter to the search tray, and search for “SPED” students.



Selecting ‘Search’ will populate all SPED students within the left-hand Data Panel of the window.

**Saved Groups Creator**

Entity:  Columns

907 Results: « « 1 2 3 4 5 6 7 8 » » 46 Pages

<input type="checkbox"/>	Last ...	First Name	District ID	Address	Ho...	Exc...
<input type="checkbox"/>			1401815	400 E MA...	X	X
<input type="checkbox"/>			1404863	400 E MA...	X	X
<input type="checkbox"/>			ALT1_12...	203 W M...	X	X
<input type="checkbox"/>			1405334	32 IMPE...	✓	X
<input type="checkbox"/>			1407693	1528 SE...	X	X
<input type="checkbox"/>			1406597	941 ROA...	X	X
<input type="checkbox"/>			1406617	DICKINS...	✓	X
<input type="checkbox"/>			1407769	15 FORE...	X	X
<input type="checkbox"/>			1405108	3 CANDL...	✓	X
<input type="checkbox"/>			1394545	3 CANDL...	✓	X
<input type="checkbox"/>			1405925	720 FOR...	X	X
<input type="checkbox"/>			1402267	2715 S M...	✓	X
<input type="checkbox"/>			1401869	20 WOO...	✓	X
<input type="checkbox"/>			1403062	2005 E L...	X	X
<input type="checkbox"/>			1397553	2304 S S...	✓	X
<input type="checkbox"/>			1405718	2609 SA...	X	X
<input type="checkbox"/>			1408971	1919 FAI...	✓	X
<input type="checkbox"/>			1407697	110 W LA...	X	X
<input type="checkbox"/>			1403229	400 OUT...	X	X
<input type="checkbox"/>			1383273	1501 S S...	✓	X

#### 4. Create a Group

Selecting all SPED students within the Data Panel will populate those students within the "Selected Students" card of the Workspace Panel.

### Saved Groups Creator

Entity: Students

Columns: Last ... First Name District ID Addr

Pages: 1 2 3 4 5 6 7 8 46 Pages

Selected Students

Columns: Last ... First Name District ID Addr

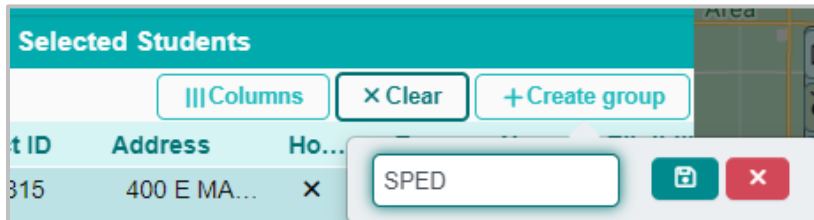
Buttons: Clear Create group

	Last ...	First Name	District ID	Addr
<input checked="" type="checkbox"/>			1401815	400
<input checked="" type="checkbox"/>			1404863	400
<input checked="" type="checkbox"/>			ALT1_12...	203
<input checked="" type="checkbox"/>			1405334	32
<input checked="" type="checkbox"/>			1407693	152
<input checked="" type="checkbox"/>			1406597	941
<input checked="" type="checkbox"/>			1406617	DIC
<input checked="" type="checkbox"/>			1407769	15
<input checked="" type="checkbox"/>			1405108	3 C
<input checked="" type="checkbox"/>			1394545	3 C
<input checked="" type="checkbox"/>			1405925	720
<input checked="" type="checkbox"/>			1402267	271
<input checked="" type="checkbox"/>			1401869	20
<input checked="" type="checkbox"/>			1403062	200
<input checked="" type="checkbox"/>			1397553	230
<input checked="" type="checkbox"/>			1405718	260
<input checked="" type="checkbox"/>			1408971	191
<input checked="" type="checkbox"/>			1407697	110
<input checked="" type="checkbox"/>			1403229	400
<input checked="" type="checkbox"/>			1383273	150

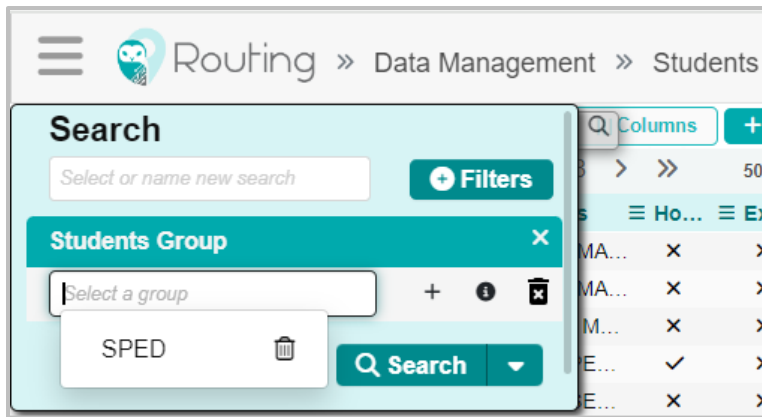
Select all the students within the Workspace Panel.

Selected Students						
		Columns	Clear	Create group		
<input checked="" type="checkbox"/>	Last ...	First Name	District ID	Address	Ho...	Exc...
<input checked="" type="checkbox"/>			1401815	400 E MA...	x	x
<input checked="" type="checkbox"/>			1404863	400 E MA...	x	x
<input checked="" type="checkbox"/>			ALT1_12...	203 W M...	x	x
<input checked="" type="checkbox"/>			1405334	32 IMPE...	✓	x
<input checked="" type="checkbox"/>			1407693	1528 SE...	x	x
<input checked="" type="checkbox"/>			1406597	941 ROA...	x	x
<input checked="" type="checkbox"/>			1406617	DICKINS...	✓	x
<input checked="" type="checkbox"/>			1407769	15 FORE...	x	x
<input checked="" type="checkbox"/>			1405108	3 CANDL...	✓	x
<input checked="" type="checkbox"/>			1394545	3 CANDL...	✓	x
<input checked="" type="checkbox"/>			1405925	720 FOR...	x	x
<input checked="" type="checkbox"/>			1402267	2715 S M...	✓	x
<input checked="" type="checkbox"/>			1401869	20 WOO...	✓	x
<input checked="" type="checkbox"/>			1403062	2005 E L...	x	x
<input checked="" type="checkbox"/>			1397553	2304 S S...	✓	x
<input checked="" type="checkbox"/>			1405718	2609 SA...	x	x
<input checked="" type="checkbox"/>			1408971	1919 FAI...	✓	x
<input checked="" type="checkbox"/>			1407697	110 W LA...	x	x
<input checked="" type="checkbox"/>			1403229	400 OUT...	x	x
<input checked="" type="checkbox"/>			1383273	1501 S S...	✓	x

- Select the “Create Group” tool to populate a drop-down field where the user can name the new group. Select the save button within the field to save the group.

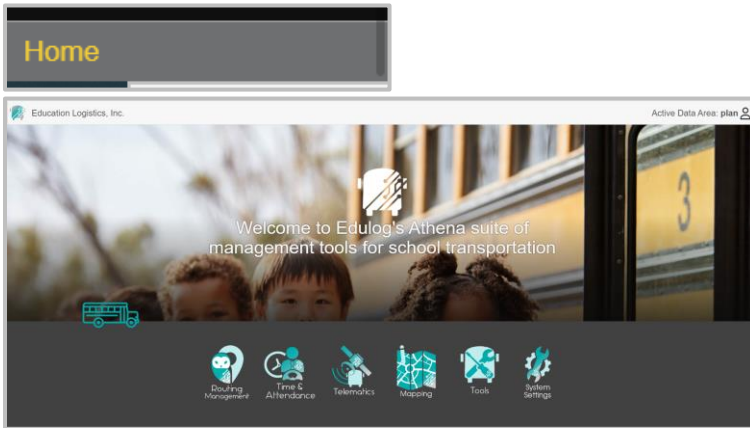


- Once saved, the user can exit the “Saved Group Creator” window, and within the Students in data Management Search Tray, click in the “Students Group” filter to view the newly created group.



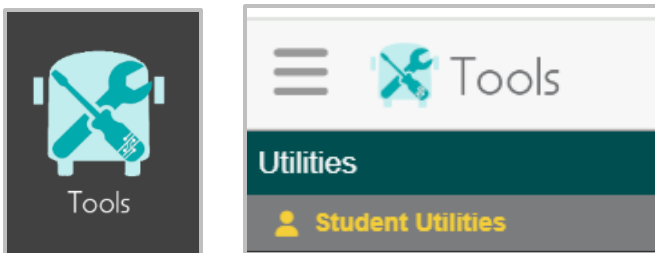
## 5. Home

Navigate back to the Athena homepage through the Athena Action Bar.



## 6. Tools

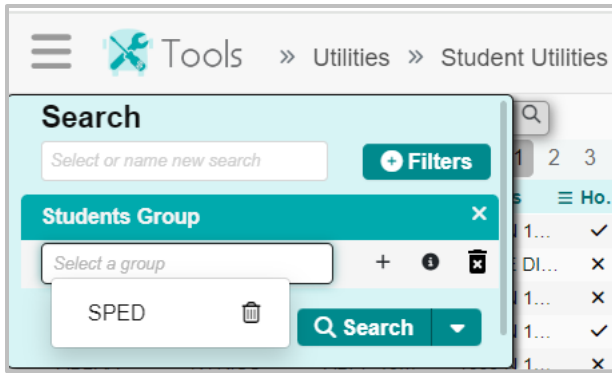
Navigate into the Tools application, and select the Student Utilities Module.



## 7. Student Group

Within the Search Tray of the Student Utilities Module, add the "Students Group" filter, and load the SPED Group into the field.





- Selecting search will populate all SPED students found in the group within the Data Panel—select all students within the Data Panel.

20 Results 1 Page

<input checked="" type="checkbox"/>	Last Name	First Name	District ID	Address	Ho...	Exc...	No-...
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1401815	400 E MA...	x	x	x
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1404863	400 E MA...	x	x	x
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	ALT1_12...	203 W M...	x	x	x
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1405334	32 IMPE...	✓	x	x
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1407693	1528 SE...	x	x	✓
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1406597	941 ROA...	x	x	x

### 8. Batch Assign Home Stop

Select all students within the Selected Students card of the Workspace Panel, before selecting the “Change Home Stop” tool.

Selected Students									
<input checked="" type="checkbox"/>	Last Name	First Name	District ID	Address	Ho...	Exc...	No-...	Eligibility	UPDATE
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1401815	400 E MA...	x	x	x	Out of area	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1404863	400 E MA...	x	x	x	Out of area	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	ALT1_12...	203 W M...	x	x	x	No Postings	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1405334	32 IMPE...	✓	x	x	Eligible	SP 22-23
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1407693	1528 SE...	x	x	✓	Eligible	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1406597	941 ROA...	x	x	x	Eligible	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1406617	DICKINS...	✓	x	x	Out of area	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1407769	15 FORE...	x	x	x	Eligible	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	1405108	3 CANDL...	✓	x	x	Eligible	

Selected Students								
	District ID	Address	Ho...	Exc...	No-...	Eligibility	UPDATE	
	1401815	400 E MA...	×	×	×	Out of area		
	1404863	400 E MA...	×	×	×	Out of area		
	ALT1_12...	203 W M...	×	×	×	No Postings		
	1405334	32 IMPE...	✓	×	×	Eligible	SP 22-23	

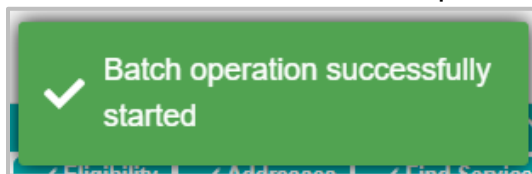
- Selecting the “Change Home Stop” tool will populate the “Batch Change Home Stop” window where the user will select the “Add Home Stop” option.

### Batch Change Home Stop ×

Add home stop     
  Remove home stop

Cancel
Save

Saving the “Add home stop” function, will populate a confirmation message, and will flag all selected students as home stop.



## 9. Confirmation of Change

Users can confirm the operation was successful within the “Batch Operations Available” card:

Batch Operations Available					
Created time ↓	Type	Status	Result	Download	
1/2/24, 5:00 PM	Change Home Stop	Completed	Warning		

Selecting the download button of the recent operation will populate a csv file where the user can review the batch operation in further detail.

	A	B	C	D	E	F	G	H	I	J	K
	Job key	Job Status	Creation date	Task status	Student's	Description	Message				
1	6db15c33-	COMPLETED	2024-01-03T00:	SUCCESS			Successfully updated student home stop				
2	6db15c33-	COMPLETED	2024-01-03T00:	WARNING			Student already has desired home stop value				
3	6db15c33-	COMPLETED	2024-01-03T00:	WARNING			Student already has desired home stop value				
4	6db15c33-	COMPLETED	2024-01-03T00:	SUCCESS			Successfully updated student home stop				
5	6db15c33-	COMPLETED	2024-01-03T00:	SUCCESS			Successfully updated student home stop				
6	6db15c33-	COMPLETED	2024-01-03T00:	WARNING			Student already has desired home stop value				

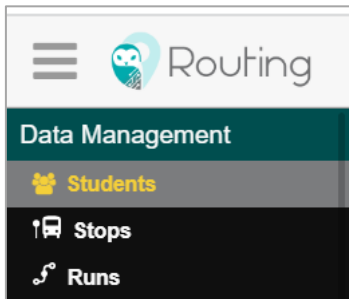
## Display Student Walk Path

Your district is removing a hazard for a construction zone that lies within a school's walk boundary. This change would affect older students for the upcoming year. You are trying to see what a student's walk path would look like if the hazard was not in place.

### Here's How:

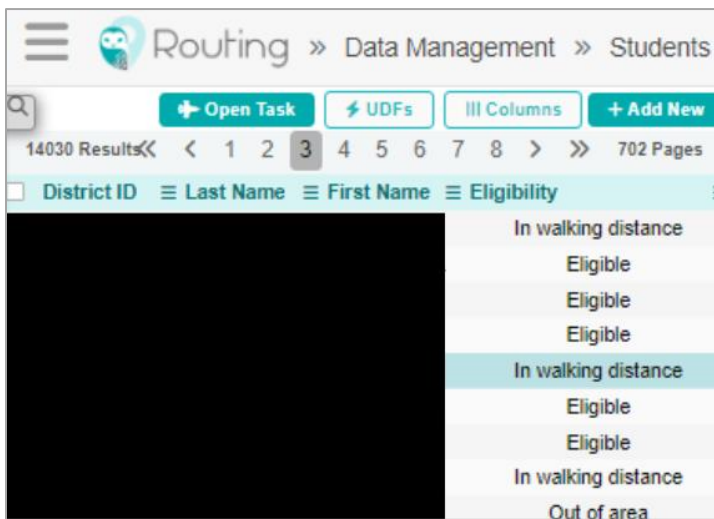
#### 1. Students in Data Management

Navigate to Students in Data Management.



#### 2. Select Student

Select a Student from the Data Panel with an "In walking distance" eligibility.



#### 3. Path To Location

Click the Path to Location button

**Student**

Cancel — Deactivate — Delete **— Path To Location** Save

First Name \* [Redacted] Last Name \* [Redacted] Middle Name [Middle Name]

Suffix [Suffix] Nickname [Nickname] Date Of Birth [Redacted]

District ID [Redacted] Government ID [Government ID] Edulog ID [Redacted]

School - Grade - Program \* [Redacted]

Gender [Redacted] Address [Redacted] Multi

**4. Unrestricted Walk Travel**  
 Display the Unrestricted Walk Travel Mode

**Path To Location**

Walk Path Data for the student: [Redacted] Travel mode:  Unrestricted Walk  Walk  Drive

Destination Type	Color	Trip ID	Frequency	To Or From	Travel Mode	Time	Destination	Location Type	Trip Status	Hazard	Distance	Engine
SCHOOL	Green	81	MTWJF	To School	Unrestricted Walk	-	[Redacted]	GPS	ASSIGNED	-	1.69 mi	NOS
SCHOOL	Black	82	MTWJF	From School	Unrestricted Walk	-	[Redacted]	GPS	ASSIGNED	-	1.89 mi	NOS

Map showing a route from a school to a destination via an unrestricted walk path. The route is highlighted in green and black on a street map. Landmarks include Landoner High School, Lawless Park, and various streets like E Black Ave and E Converse St.

**OPERATIONS CHEAT SHEET**

**Reminder:** Operations are symbols that represent “or”, “and”, “starts with”, “ends with”, etc, that you employ within the search tray to further narrow your search results.

Operation	Symbol/Symbol Placement:	Example for Field Last Name:	Definition of Search Query Example:
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OR	—, —	ABRAHAM,ALBERT	Query for all students who have a last name starting with <i>ABRAHAM</i> or a last name starting with <i>ALBERT</i> .
AND	N/A	N/A	The AND operation is only used in between fields (like in first name = Maria AND last name = Albert)
STARTS WITH	—*	AB*	Query for all students who have a last name starting with <i>AB</i> .
ENDS WITH	*—	*AM	Query for all students who have a last name ending with <i>AM</i> .
CONTAINS	*—*	*LB*	Query for all students who have a last name that includes the string <i>LB</i> .
DOES NOT CONTAIN	!—	!ALBERT	Query for all students who have a last name that does not start with the string <i>ALBERT</i> .
EQUALS	" — "	"ABRAHAM"	Query for all students who have a last name that exactly matches the string <i>ABRAHAM</i> .

Operation	Symbol/Symbol Placement:	Example for Field Phone Number:	Definition of Search Query Example:
NON-EMPTY	+	+	Query for all students whose Phone Number field is non-empty (contains data).
EMPTY	!+	!+	Query for all students whose Phone Number field is empty (contains no data).
CONTAINS + SIGN	+_ _+_ _+	+001 5+5 001+	Query for all students whose Phone Number field contains: +001/5+5/001+

#### Numeric Fields:

Operation	Symbol/Symbol Placement:	Example for (Street) Number:	Definition of Search Query Example:
GREATER THAN	>_	>200	Query for all students who have a street number greater than 200.
LESS THAN	<_	<400	Query for all students who have a street number lower than 400.