

ATHENA STUDENTS

Education Logistics, Inc.

Training
Guide

2024



Athena Students Training Guide

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Date Modified: 11/15/2024

Version: 1.67

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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.

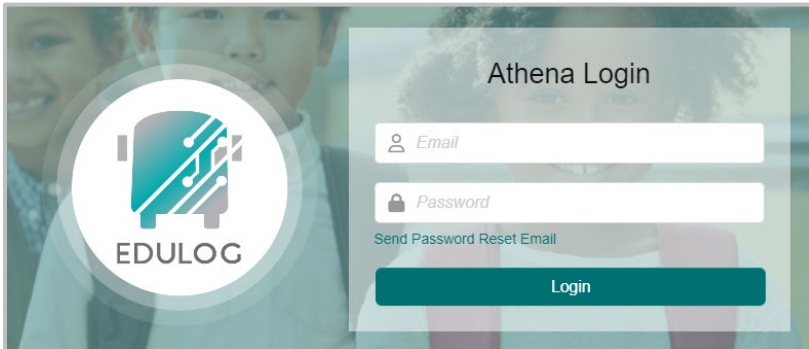
ATHENA STUDENT MAP ASSET KEY

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

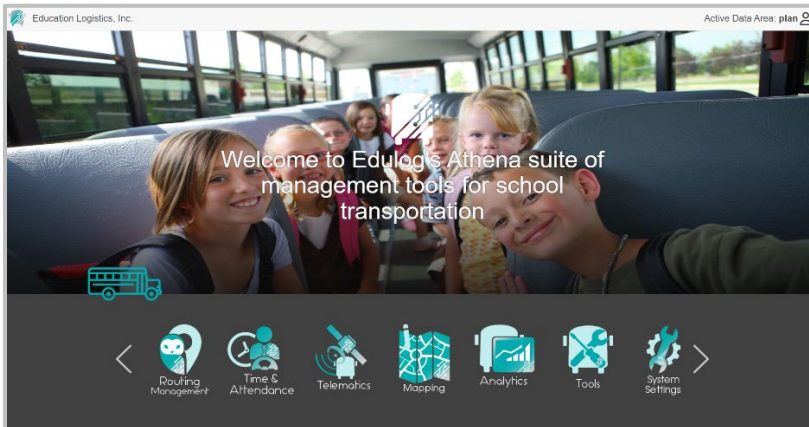
1. Sign In

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



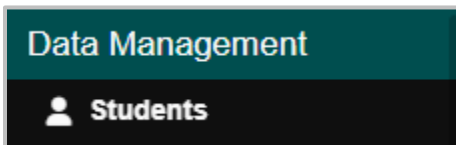
2. Athena Portal Home Page

Welcome to Athena Portal Home Page.



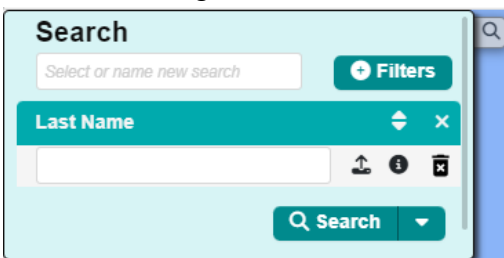
3. Data Management

Click on Students under Data Management in the Action Bar.



4. Searching Students

When entering the Students module, the Search Tray will appear

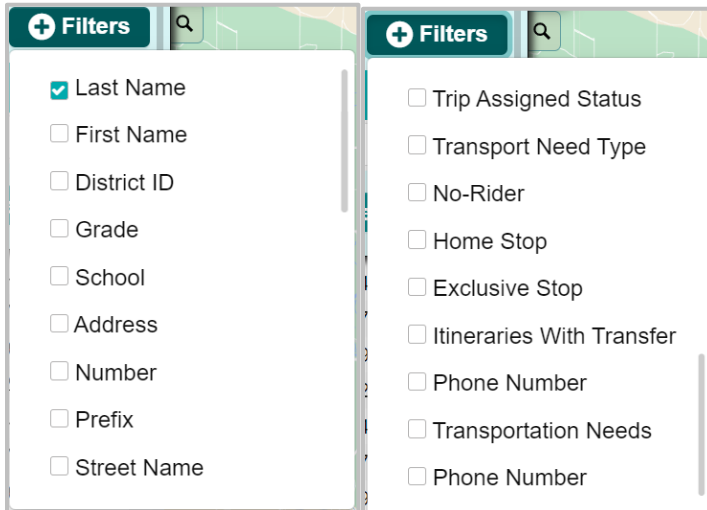


To open and close the search tray, click on the Search Tab.

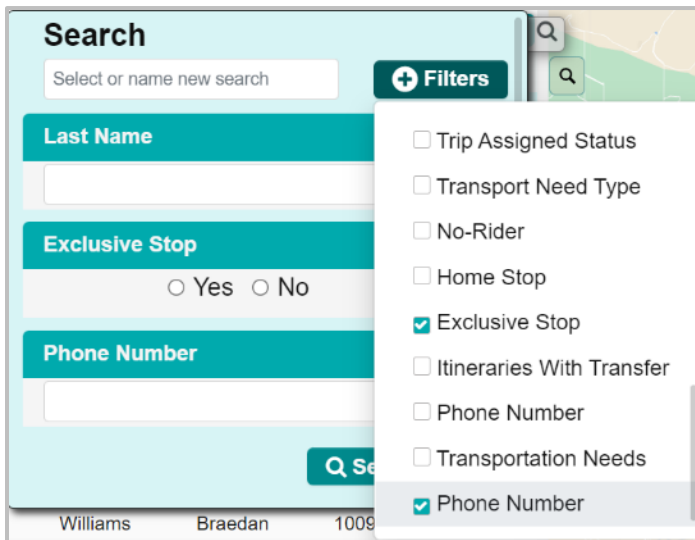


5. Filters

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.

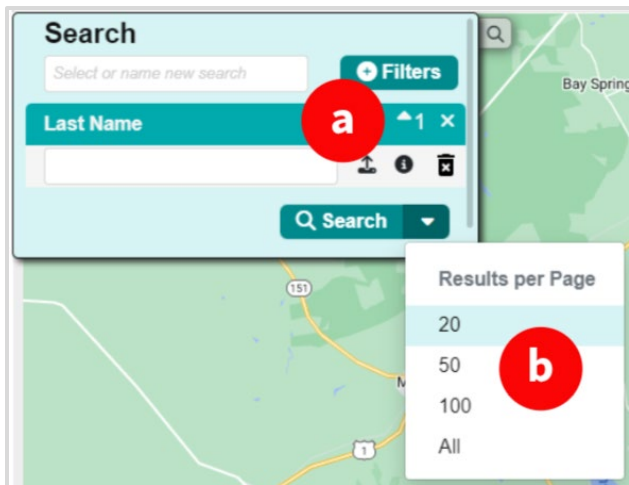


When selecting a filter, a search box will appear in the search tray.



6. Advanced Sorting

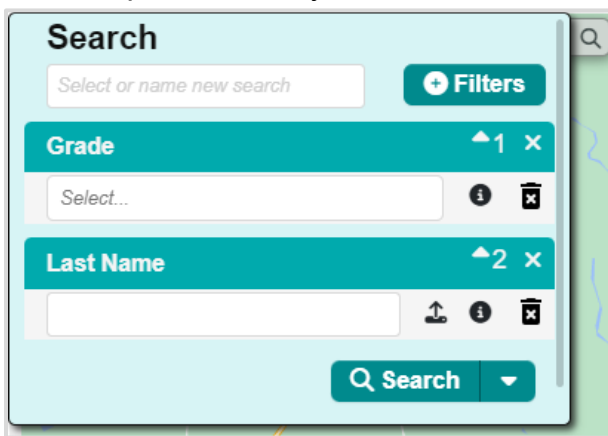
Within the search box you have access to additional sorting tools that can focus your student search even more:



a) Sorting within the Search Box

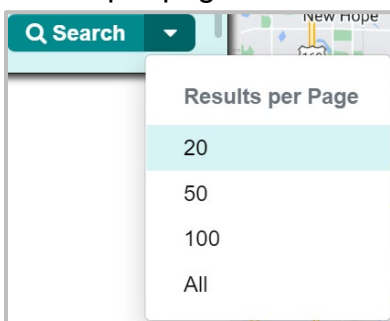
The sorting feature allows you to choose how you want your student data to be displayed within the search results.

- 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.

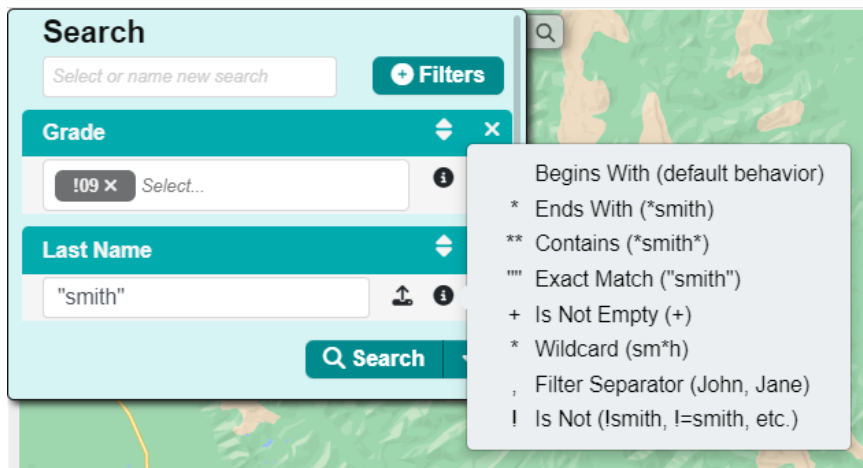


7. Combining Operations

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 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.

Search

Select or name new search Filters

Students Group X

Select a group + ⓘ X

Search ▼

Saved Groups Creator X

Entity: Students

784 Results Columns

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

Selected Students Columns X Clear

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

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.

Routing » Data Management » Students Active Data Area: plan

890 Results Columns + Add New

District ID	Last Na...	First Name	Eligibility	Grade
0267	Abbott	Aleena	Eligible	02
0385	Abbott	Francesca	Eligible	05
0679	Abbott	Lyanna	Eligible	04
0012	Acosta	Nixon	Out of area	02
0675	Acosta	Zuri	Eligible	05
0245	Adams	Amira	Eligible	05
0573	Adams	Delaney	Eligible	03
0179	Adams	Hunter	Eligible	04
0121	Adams	Kiara	Eligible	01
0214	Aguirre	Jaxxon	In walking...	04
0219	Alexander	Victoria	Eligible	04
0979	Alfaro	Alana	Eligible	04
0126	Alfaro	Augustus	Eligible	01
0010	Allen	Kaleb	Out of area	03
0169	Allen	Mckenzie	Eligible	04
0509	Allen	Salem	Eligible	04
0250	Allison	Asher	Eligible	05
0359	Allison	Jaylin	Eligible	04
0717	Allison	Nathalia	Eligible	02
0765	Alvarez	Melina	Eligible	05

Student

Cancel Deactivate Delete Create Concurrent Save

First Name *	Last Name *	Middle Name
<input type="text" value="Aleena"/>	<input type="text" value="Abbott"/>	<input type="text" value="Middle Name"/>
Suffix	Nickname	Date Of Birth
<input type="text" value="Suffix"/>	<input type="text" value="Nickname"/>	<input type="text" value="1/1/1990"/>
District ID	Government ID	Edulog ID
<input type="text" value="0267"/>	<input type="text" value="Government ID"/>	<input type="text" value="224"/>
School - Grade - Program *		

Transportation Requests & Itinerary

Columns Bell times Future Concurrency Export

TR ID	Frequency	Status	Find Service	School
<input type="checkbox"/>	49...	MTWUF	FINAL	TO: Traditional...

Operative Itinerary:

TR ID:	Frequency:	Route:	Run:	Vehicle#:	Vehicle Name:
49907	MTWUF	TRD.02	TRD.02		
001.028		001.028	6:50 AM	10 min	TRD
			7:00 AM		

Contacts Transportation Needs Additional Needs Documents

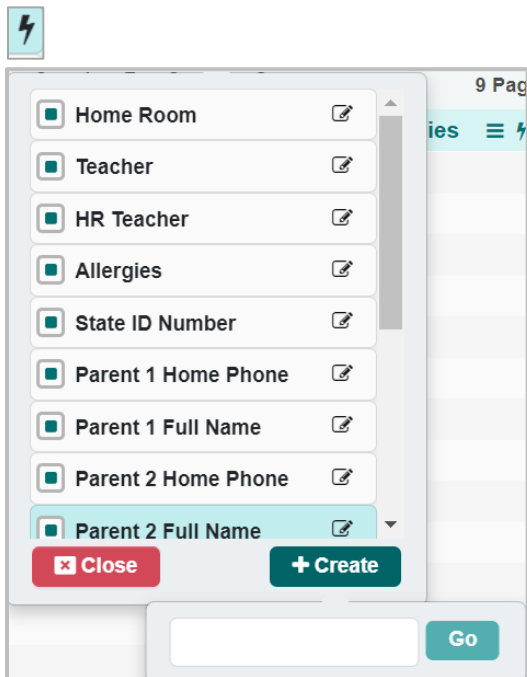
10. Select All Students

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

<input checked="" type="checkbox"/>	District ID	Last Name	First Name	Eligibility	Grade	Address
	0267	Abbott	Aleena	Eligible	02	1015 HARR
	0385	Abbott	Francesca	Eligible	05	5125 SADD
	0679	Abbott	Lyanna	Eligible	04	323 WILLOV
	0012	Acosta	Nixon	Out of area	02	1016 KITE C
	0675	Acosta	Zuri	Eligible	05	227 PARK M
	0245	Adams	Amira	Eligible	05	2425 PORT
	0573	Adams	Delaney	Eligible	03	600 WINTER
	0179	Adams	Hunter	Eligible	04	5711 LINDL
	0121	Adams	Kiara	Eligible	01	1265 ST JO
	0214	Aguirre	Jaxxon	In walking...	04	3121 LAKEP

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.



12. Student Display in the Panels

- Students selected will highlight in the Student Data Panel.
- Student locations will show graphically in the Map Panel.

c) Students selected will additionally be listed in the “Selected Students” Card.

The screenshot displays a routing software interface. On the left, a table lists 890 results with columns for District ID, Last Name, First Name, Eligibility, and Address. A red circle 'a' highlights a student named Archer. In the center, a map shows student locations with colored icons and numbers: blue (complete assignment), red (needs all trips filled), and purple (partially assigned). A blue circle 'b' highlights a specific location. On the right, a 'Selected Students' card shows a list of selected students and a detailed view of a student's information, including name, address, and school details. A red circle 'c' highlights a student in the 'Selected Students' list.

• **Student Color Guide**

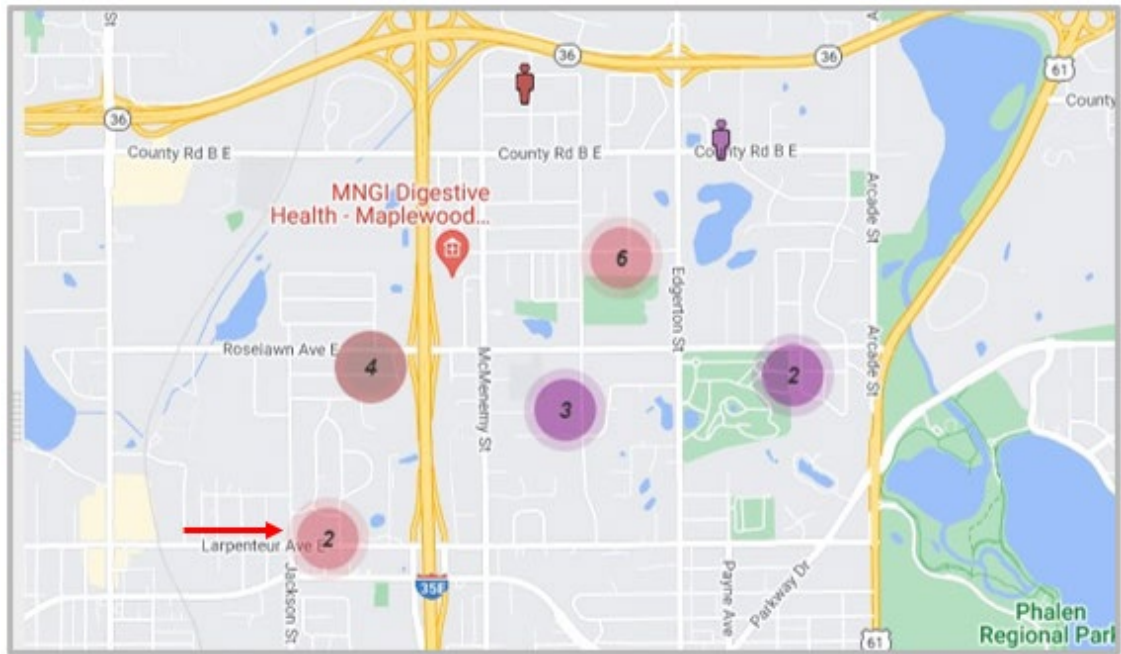
Assigned	Unassigned	Partially Assigned	Focal Student

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.

Student

Cancel — Deactivate — Delete Create Concurrent — Path To Location Save

First Name * Last Name * Middle Name

Suffix Nickname Date Of Birth

Transportation Requests & Itinerary

Contacts

Transportation Needs

Additional Needs

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

Export Rematch Address Address School - Grade - Program Override Eligibility Clear Delete Deactivate

<input type="checkbox"/>	District ID	Last Name	First Name	Home...	Exclu...	No-Ri...	Eligibility	School	Address
<input checked="" type="checkbox"/>	1390122	ABBEY	KALISE	✓	×	×	Eligible		
<input type="checkbox"/>	1339862	ABBEY_05	KAMARE	✓	✓	×	Out of area		
<input type="checkbox"/>	1404863	ABBOTT_02	JAMARI_	×	×	✓	Out of area		

Cancel Save Home stop No-Rider

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

Selected Students

Export Rematch Address Address School - Grade - Program Override Eligibility Clear Delete Deactivate

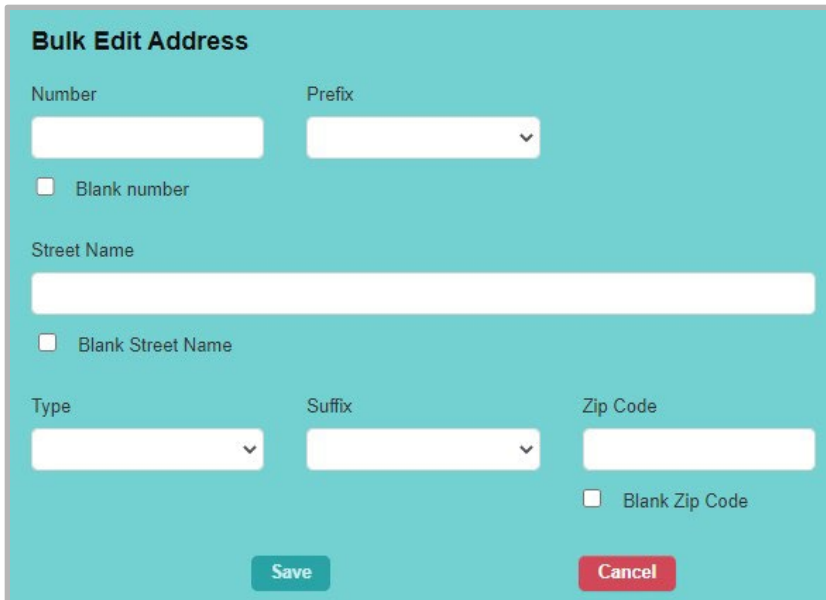
<input type="checkbox"/>	District ID	Last Name	First Name	Home...	Exclu...	No-Ri...	Eligibility	School	Address
<input checked="" type="checkbox"/>	1390122	ABBEY	KALISE	✓	×	×	Eligible		
<input type="checkbox"/>	1339862	ABBEY_05	KAMARE	✓	✓	×	Out of area		
<input type="checkbox"/>	1404863	ABBOTT_02	JAMARI_	×	×	✓	Out of area		

Cancel Save Home stop No-Rider

- **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

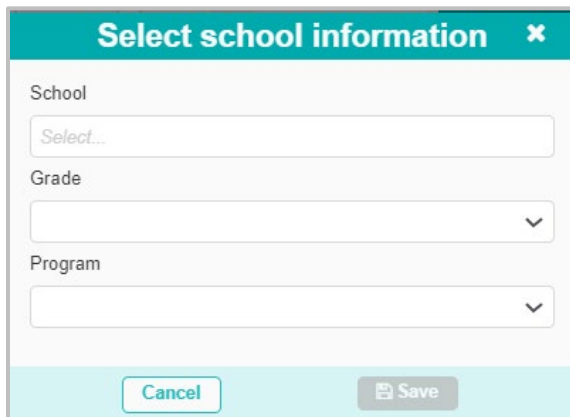
Street Name

Blank Street Name

Type Suffix Zip Code

Blank Zip Code

b) School/Grade/Program



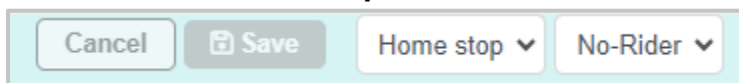
Select school information ✕

School

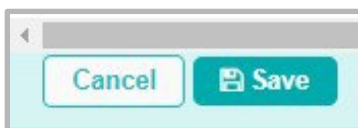
Grade

Program

c) No Rider and Home Stop



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



15. Student 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.

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.

- **SPED/IEP Check Box**

Users can differentiate SPED/IEP students from General Ed students by clicking the SPED/IEP Check box within a student record.

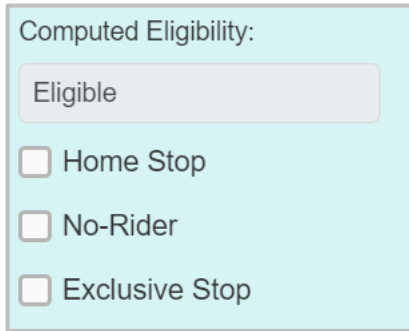
- **Audit Logs**

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.

Last Modified	Last Modified By	Created	Created By
10/08/2024 0:00 AM	dgoldberg@edulog.com	02/10/2023 0:00 AM	UNKNOWN

- **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

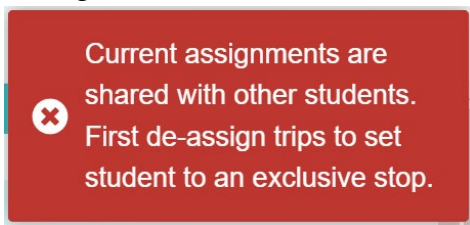
Home Stop

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 web form titled "Student" with a teal header. At the top right of the form, there are several buttons: "Cancel", "Deactivate", "Delete", "Create Concurrent" (highlighted with a red box), "Path To Location", and "Save". The form contains various input fields for student information:

- First Name *: KALISE
- Last Name *: ABBEY
- Middle Name: MYKAYLA
- Suffix: Suffix
- Nickname: Nickname
- Date Of Birth: [Calendar icon]
- District ID: [Empty field]
- Government ID: Government ID
- Edulog ID: 12951
- School - Grade - Program *: 15 - LINCOLN MAGNET - 07 - DFLT
- Gender: [Dropdown menu]
- Address: [Text field]
- Enrollment Date: mm/dd/yyyy [Calendar icon]
- Withdraw Date: mm/dd/yyyy [Calendar icon]
- Computed Eligibility: Eligible
- Notes: Notes
- Home Stop:
- No-Rider:
- Exclusive Stop:

- **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

First Name *
 Last Name *
 Middle Name

Suffix
 Nickname
 Date Of Birth

District ID
 Government ID
 Edulog ID

School - Grade - Program *
 SPED/IEP

Gender
 Address
 Multi

Enrollment Date:

Withdraw Date:

Computed Eligibility:

Home Stop
 No-Rider
 Exclusive Stop

Notes

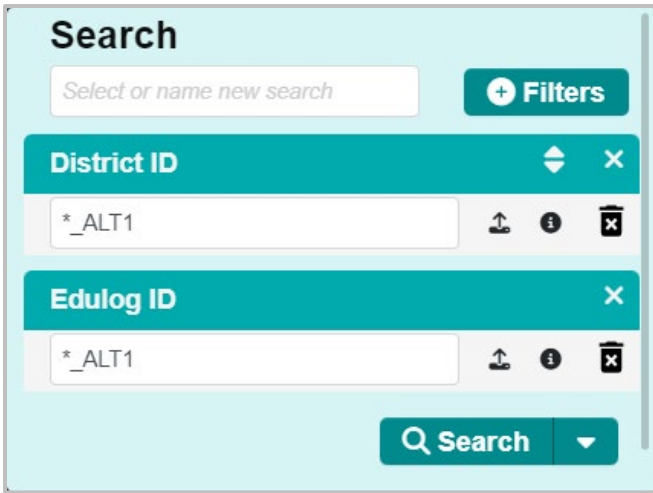
- Searching for Concurrent Records**

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 “000012_ALT2”.

District ID	Government ID	Edulog ID
<input type="text" value="000012_ALT1"/>	<input type="text" value="Government ID"/>	<input type="text" value="9878_ALT1"/>

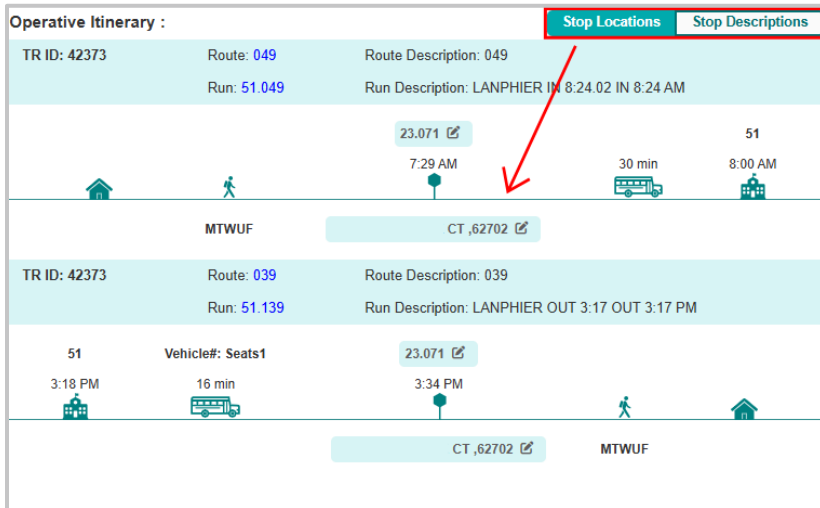
Example Search Criteria:



16. Transportation Requests & Itinerary

Select the arrow to the right-hand side of the Transportation Requests and Itinerary bar 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.

Within the Operative Itinerary, users can toggle the view to include Stop Location or Stop Description:



Operative Itinerary :

Stop Locations		Stop Descriptions	
TR ID: 42373	Route: 049	Route Description: 049	
	Run: 51.049	Run Description: LANPHIER IN 8:24.02 IN 8:24 AM	
23.071	7:29 AM	30 min	51 8:00 AM
MTWUF		BUS STOP INSIDE	PK
TR ID: 42373	Route: 039	Route Description: 039	
	Run: 51.139	Run Description: LANPHIER OUT 3:17 OUT 3:17 PM	
51	Vehicle#: Seats1	23.071	
3:18 PM	16 min	3:34 PM	
BUS STOP INSIDE		PK	MTWUF

On the Operative Itinerary, above the stop icon shows the Stop Location ID. Additionally, underneath the stop icon, users can see the Stop Description. Both fields are editable within the operative itinerary using the pencil icon:

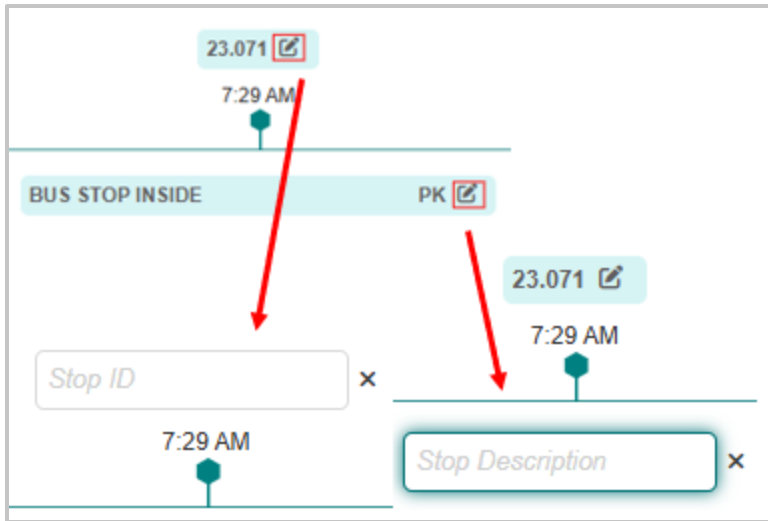
Transportation Requests & Itinerary

Columns: Columns, Seating Assignment, Bell Times, Future, Concurrency, Export

TR ID	Frequency	Status	Find Service	School	Mode	Override
42...	MTWUF	FINAL	-	TO: LANPHIE...	School Bus	Disable

Operative Itinerary :

Stop Locations		Stop Descriptions	
TR ID: 42373	Route: 049	Route Description: 049	
	Run: 51.049	Run Description: LANPHIER IN 8:24.02 IN 8:24 AM	
23.071	7:29 AM	30 min	51 8:00 AM
MTWUF		BUS STOP INSIDE	PK
TR ID: 42373	Route: 039	Route Description: 039	
	Run: 51.139	Run Description: LANPHIER OUT 3:17 OUT 3:17 PM	
51	Vehicle#: Seats1	23.071	
3:18 PM	16 min	3:34 PM	
BUS STOP INSIDE		PK	MTWUF



Hovering over your school icon will display a tooltip containing the school's name.

TR ID: 42373	Route: 039	Route Description: 039
	Run: 51.139	Run Description: OUT 3:17 OUT 3:17 PM
51	Vehicle#: Seats1	23.071
3:18 PM	16 min	3:34 PM
HIGH	BUS STOP INSIDE	PK
		MTWUF

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.

Operative Itinerary :

Stop Locations Stop Descriptions

TR ID: 42373	Route: 049	Route Description: 049
	Run: 51.049	Run Description: LANPHIER IN 8:24.02 IN 8:24 AM
	23.071	51
	7:29 AM	30 min
		8:00 AM
	MTWUF	BUS STOP INSIDE
		PK
TR ID: 42373	Route: 039	Route Description: 039
	Run: 51.139	Run Description: LANPHIER OUT 3:17 OUT 3:17 PM
51	Vehicle#: Seats1	23.071
3:18 PM	16 min	3:34 PM
	BUS STOP INSIDE	PK
		MTWUF

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

<input type="checkbox"/>	Title	First Name	Last Name	Middle Name	Emergency Contact	Releas...	Relation	Primary Phone	Type	Secondary ph...	Type
<input type="checkbox"/>		b	b	b	x	x					
<input type="checkbox"/>		a	a	a	x	x					
<input type="checkbox"/>		z	z	z	x	x					
<input type="checkbox"/>		c	c	c	✓	✓	a				

- 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: 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:

Select Student Needs [X]

Opt Supported System Transportation Needs

- Air conditioning
- Car Seat
- Seatbelt
- Safety Vest
- Monitor
- Integrated Seat
- Wheelchair
- Oxygen

Custom Transportation Needs ?

- Harness
- Foldable wheelchair
- Nurse
- Equipment for nurse
- t
- K - 05 Seat Capacity
- 06 - 12 Seat Capacity

[Cancel] [Proceed]

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. Additional Needs can be used as a filter within the Search tray, when searching for students. Currently, *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:

Select Student Needs [X]

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

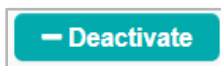
[Cancel] [Proceed]

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.

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](#)
 - [Assign/Unassign Stops within the Operative Itinerary](#)

Search Student Address

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:

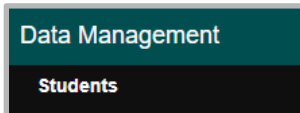
1. Routing Management

Enter Routing Management - click on Athena the wise Owl.



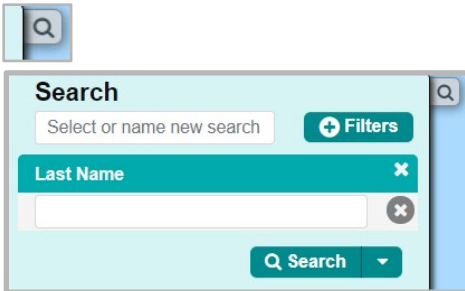
2. Students Module

Click on Students under Data Management in the Action Bar.



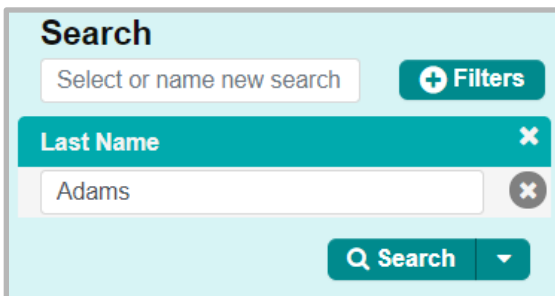
3. Student Search

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.

19 Results		<< < 1 > >>			1 Page		
<input type="checkbox"/>	Last Na...	First Name	District ID	Address	Eligibility	Itin...	Ho...
	ADAMS	GRAYCLYN			Eligible	×	×
	ADAMS	HALEY			In walking...	×	×
	ADAMS	ISABELLA			In walking...	×	×
	ADAMS	JACOB			Eligible	×	×
	ADAMS	JEREMIAH			Eligible	×	×

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:

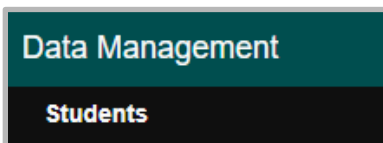
1. Routing Management

Enter Routing Management - click on Athena the wise Owl.



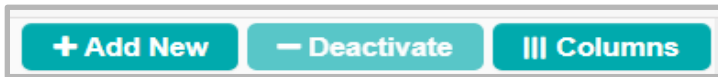
2. Students Module

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 three buttons: 'Cancel', '- Deactivate', and 'Save'. On the left is a circular profile picture placeholder. The form fields are organized as follows: 'First Name *' (text input), 'Last Name *' (text input), 'Middle Name' (text input), 'Suffix' (text input), 'Nickname' (text input), 'Date Of Birth' (calendar icon, format mm/dd/yyyy), 'District ID' (text input), 'Government ID' (text input), 'Edulog ID' (text input), 'School - Grade - Program *' (dropdown menu with an edit icon), 'Gender' (dropdown menu), 'Address' (text input with a location pin icon and a 'Multi' toggle switch), 'Enrollment Date' (calendar icon, format mm/dd/yyyy), 'Withdraw Date' (calendar icon, format mm/dd/yyyy), 'Computed Eligibility' (radio button 'Eligibility'), 'Notes' (text area), 'Home Stop' (checkbox), 'No-Rider' (checkbox), and 'SIS Address' (text input). At the bottom left, there is a section for 'User-Defined Fields' 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

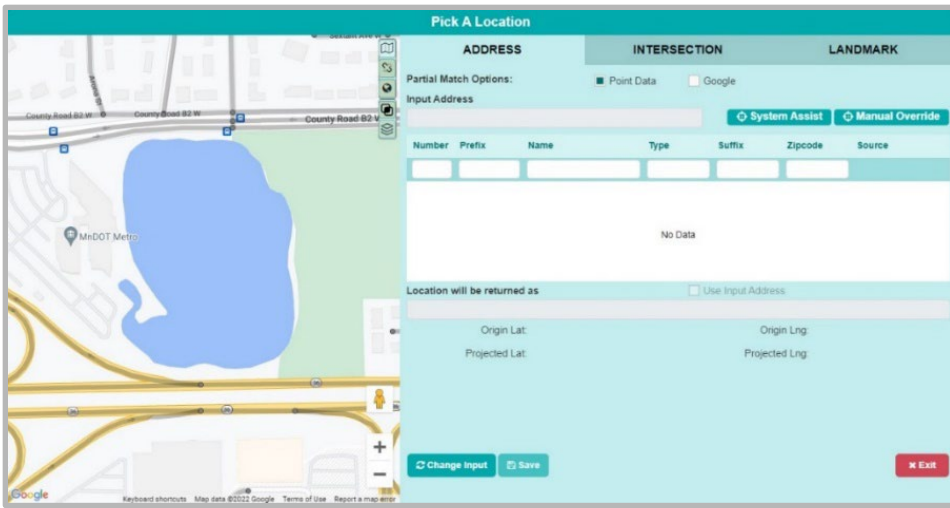
Enter the student’s physical address. This information is used to determine Eligibility based on location in relation to school boundaries.

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.

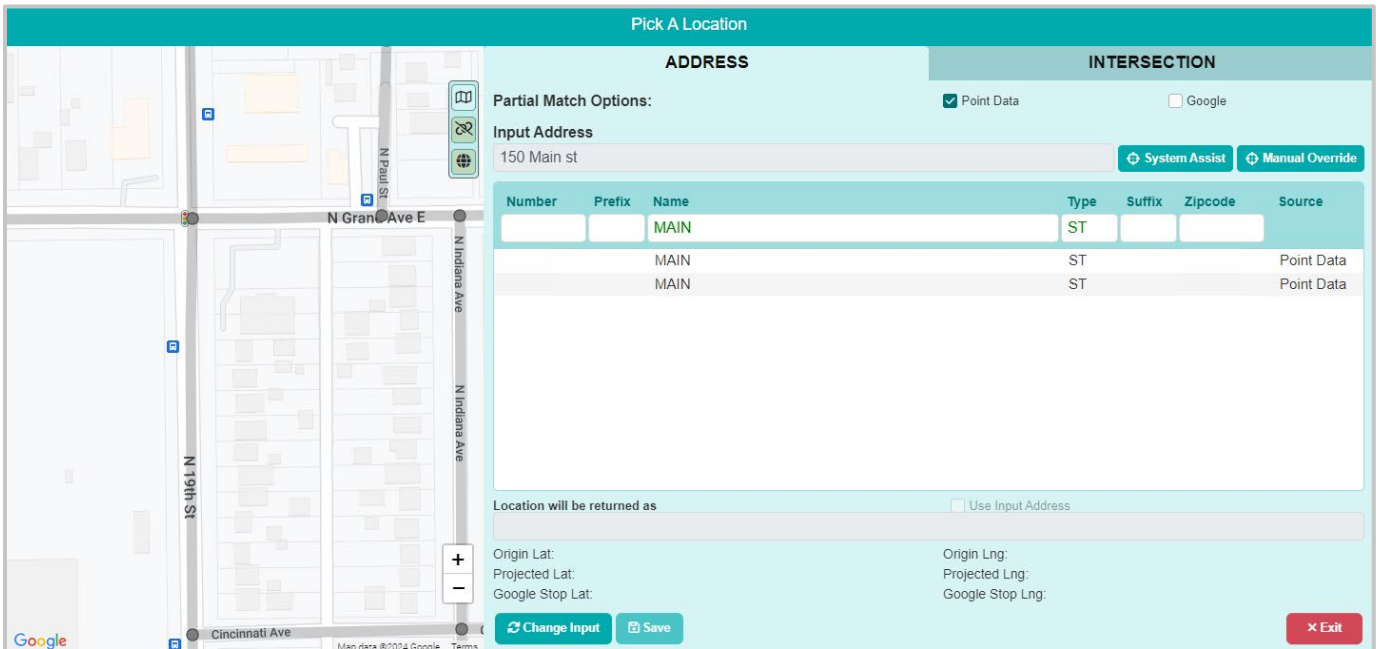
7. Address Matching

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.

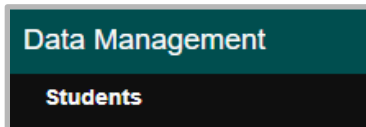
Here's How:

1. Routing Management

Enter Routing Management - click on the owl.

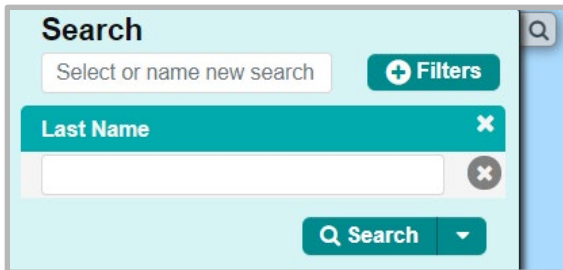
2. Students Module

Click on Students under Data Management in the Action Bar.



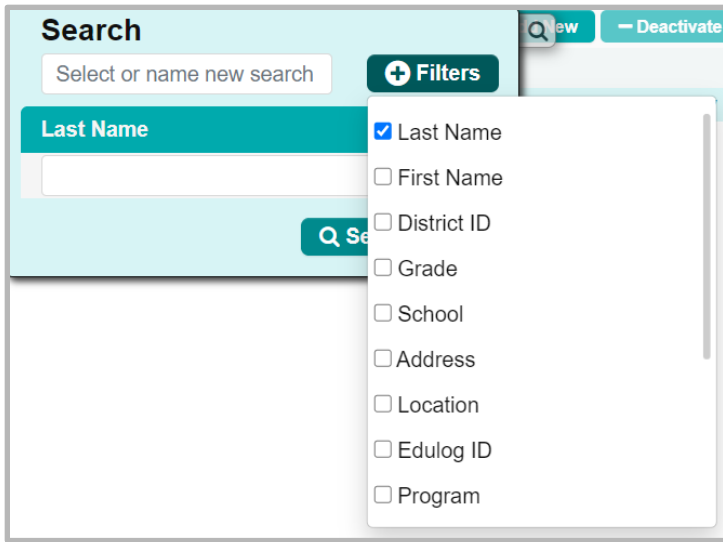
3. Student Search

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



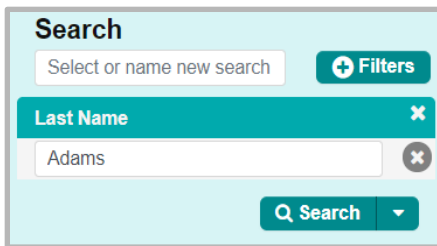
4. Add Filter

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 Na... ▾	First Name	District ID	Address ▾	Eligibility	Itin...	Ho...
	ADAMS	GRAYCLYN			Eligible	×	×
	ADAMS	HALEY			In walking...	×	×
	ADAMS	ISABELLA			In walking...	×	×
	ADAMS	JACOB			Eligible	×	×
	ADAMS	JEREMIAH			Eligible	×	×
	ADAMS	ROMAN			Eligible	×	✓
	ADAMS	ROYALTY			Eligible	×	×
	ADAMS	SHARON			In walking...	×	×
	ADAMS	TAYLIN			Eligible	×	×

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

Selected Students									
District ID	Last Name	First Name	Address	Home...	Exclu...	No-Ri...	Eligibility	School	
<input checked="" type="checkbox"/>	1360248	ADAMS	ISABELLA	x	x	x	In walking...	52	
<input checked="" type="checkbox"/>	1406597	ADAMS	JACOB	x	x	x	Eligible	52	
<input type="checkbox"/>	1405847	ADAMS	JEREMIAH	x	x	x	Eligible	09	
<input type="checkbox"/>	1379073	ADAMS	ROMAN	✓	x	x	Eligible	07	

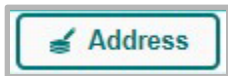
7. Check Box

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

Selected Students									
District ID	Last Name	First Name	Address	Home...	Exclu...	No-Ri...	Eligibility	School	
<input checked="" type="checkbox"/>	1360248	ADAMS	ISABELLA	x	x	x	In walking...	52	
<input checked="" type="checkbox"/>	1406597	ADAMS	JACOB	x	x	x	Eligible	52	
<input type="checkbox"/>	1405847	ADAMS	JEREMIAH	x	x	x	Eligible	09	
<input type="checkbox"/>	1379073	ADAMS	ROMAN	✓	x	x	Eligible	07	

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

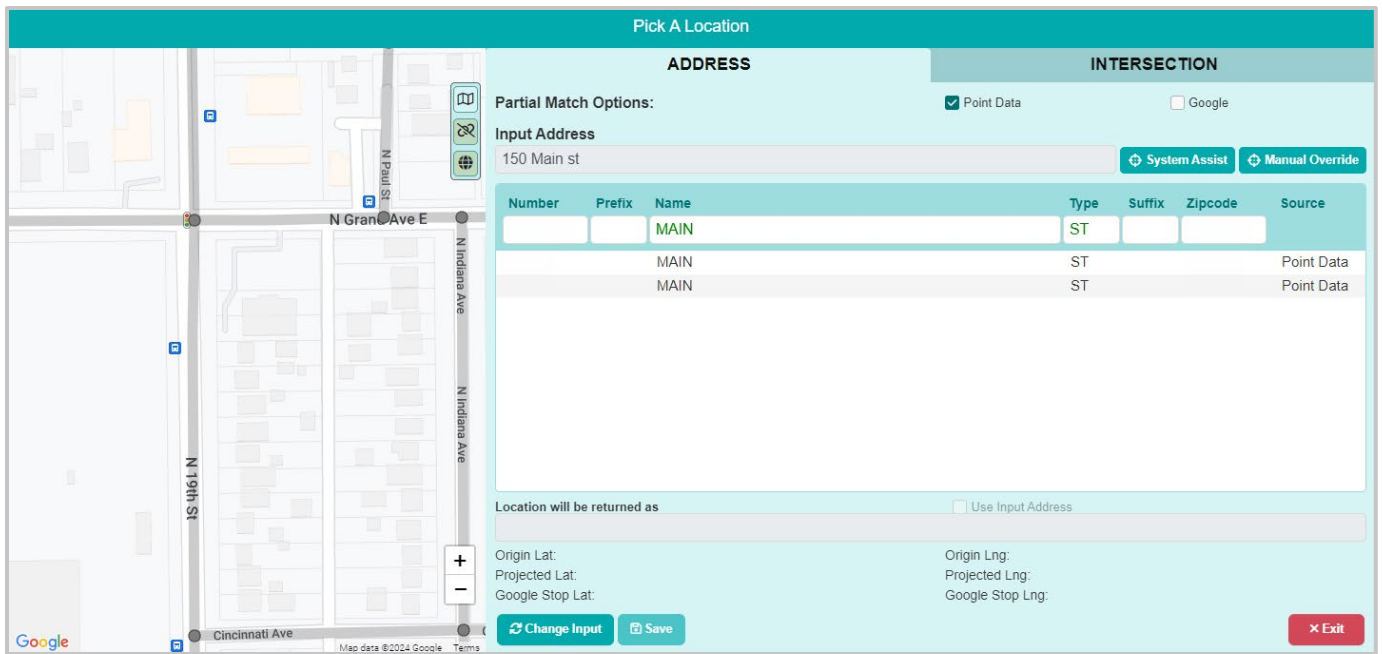
Type Suffix Zip Code

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”.

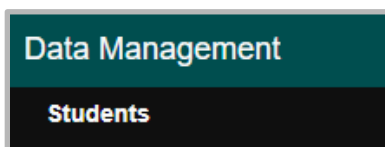
You will utilize the first graph from the [OPERATIONS CHEAT SHEET](#) to help you formulate your search.

1. Routing Management

Enter Routing Management - click on Athena the wise Owl.

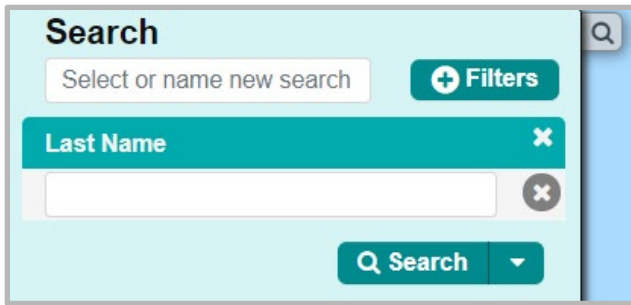
2. Students Module

Click on Students under Data Management in the Action Bar.



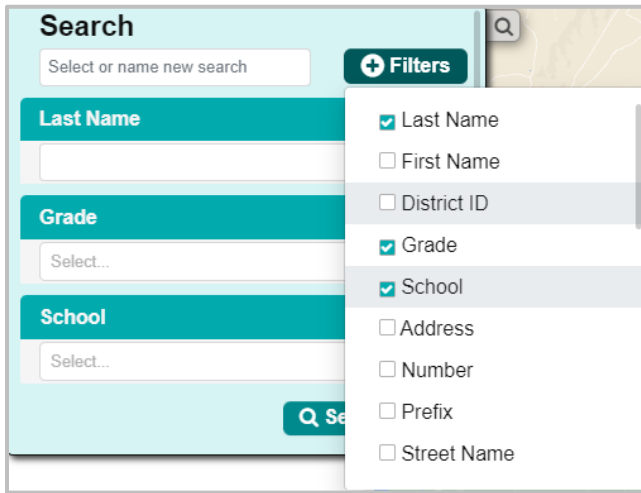
3. Student Search

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

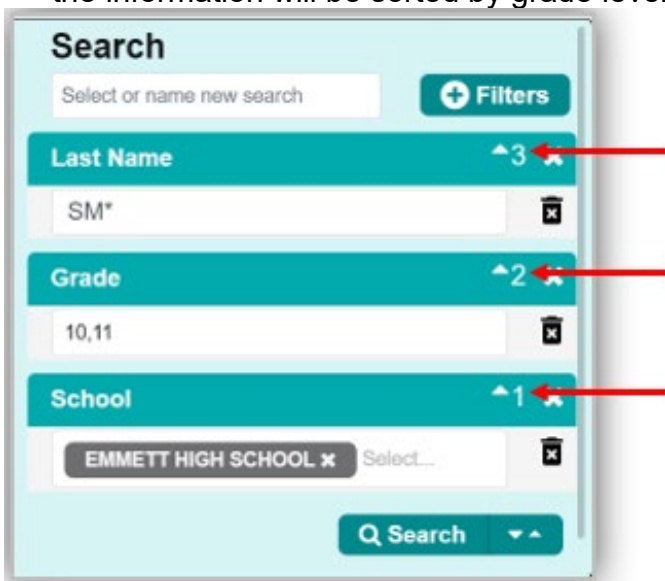


4. Filters

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.

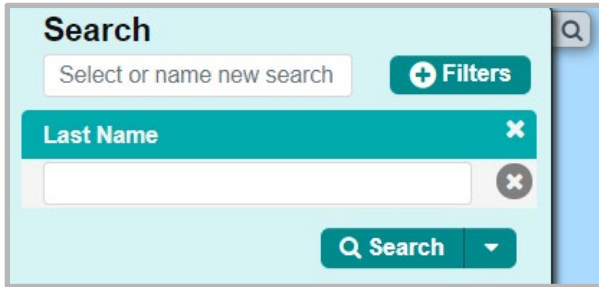


You are working with your team to add transportation requests to student files. Some of the transportation requests being added are for students who take the bus to another parent’s house on certain days of the week, students who take the bus to an after-school program off campus, or elementary students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



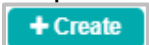
2. Select Students

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

TR ID	Frequency	Status	Find Service	School	Mode	Override	Eligibility	Eligibility Overridden
<input type="checkbox"/> 7935	MTWUF	FINAL			School Bus	Enable Transportation	No Postings	No

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: _____ **District ID:** _____
School: _____ **Edulog ID:** 7948
Grade: 09
Program: Default
Service Time Out: 2:50 PM MTWUF No Transportation

To & From School To School From School

Origin: 2501 WABASH AVE, 62704 : SPRINGFIELD LEARNING ACAD

↓

Other Location

Frequency:

Mon Tue Wed Thu Fri Sat Sun

The user can 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**

Partial Match Options: Point Data Google

Input Address: 150 Main st

Number	Prefix	Name	Type	Suffix	Zipcode	Source
		MAIN	ST			
		MAIN	ST			Point Data
		MAIN	ST			Point Data

Location will be returned as: Use Input Address

Origin Lat: _____ Projected Lat: _____
 Google Stop Lat: _____ Origin Lng: _____ Projected Lng: _____
 Google Stop Lng: _____

Frequency: The user can 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.

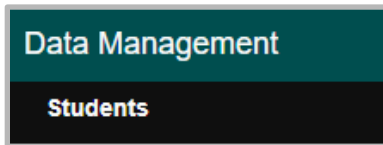
When the user is done making changes in the “Create Transportation Request” window, selecting save will populate the new request within “Transportation Requests & Itinerary” card.

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

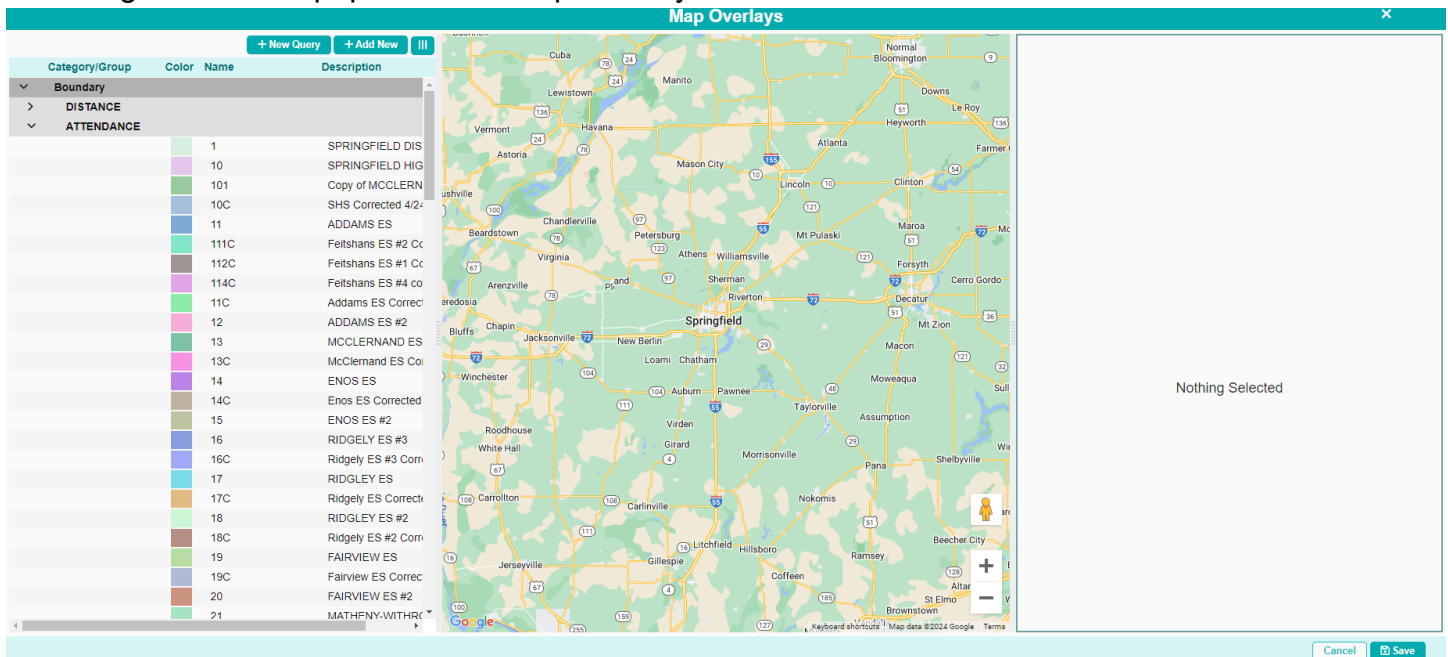
Click on Students under Data Management in the Action Bar.



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



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

A screenshot of the "Map Overlays" window. On the left is a table with columns for "Category/Group", "Color", "Name", and "Description". The "ATTENDANCE" category is expanded, showing a list of school codes and their descriptions. On the right is a map of a region centered on Springfield, Georgia, with various towns and roads visible. A search bar is present at the top of the map area, and the text "Nothing Selected" is displayed on the right side of the map. At the bottom right of the window are "Cancel" and "Save" buttons.

Category/Group	Color	Name	Description
Boundary			
> DISTANCE			
> ATTENDANCE			
		1	SPRINGFIELD DIS
		10	SPRINGFIELD HIG
		101	Copy of MCCLERN
		10C	SHS Corrected 4/2
		11	ADDAMS ES
		111C	Feltshans ES #2 Cc
		112C	Feltshans ES #1 Cc
		114C	Feltshans ES #4 co
		11C	Addams ES Correct
		12	ADDAMS ES #2
		13	MCCLERNAND ES
		13C	McClermand ES Co
		14	ENOS ES
		14C	Enos ES Corrected
		15	ENOS ES #2
		16	RIDGELY ES #3
		16C	Ridgely ES #3 Corn
		17	RIDGLEY ES
		17C	Ridgely ES Correct
		18	RIDGLEY ES #2
		18C	Ridgely ES #2 Corn
		19	FAIRVIEW ES
		19C	Fairview ES Correc
		20	FAIRVIEW ES #2
		21	MATHFNY-WITHRC

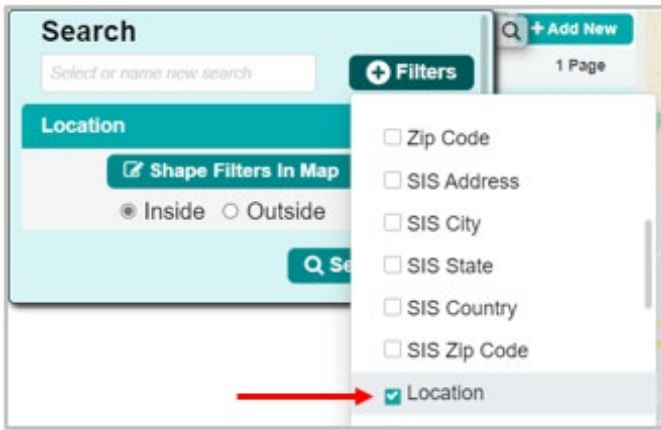
- In the Map Overlays window, select all the attendance boundaries listed, and select save.

The screenshot shows the 'Map Overlays' interface. On the left is a list of boundaries categorized by 'Boundary', 'DISTANCE', and 'ATTENDANCE'. The 'ATTENDANCE' category lists 21 items, including '10 SPRINGFIELD DIS', '101 Copy of MCCLERNAN', and '11 ADDAMS ES'. The center map shows Springfield, MA, with these boundaries overlaid in various colors. On the right, the 'Selected Map Overlays' panel shows three items selected: 10 (Springfield High), 101 (Copy of McClelland), and 11 (Addams ES). At the bottom right, a 'Map Overlay' dialog box is open for item '10', showing its properties: 'notes' (unchecked), 'locked' (unchecked), and 'description' (checked).

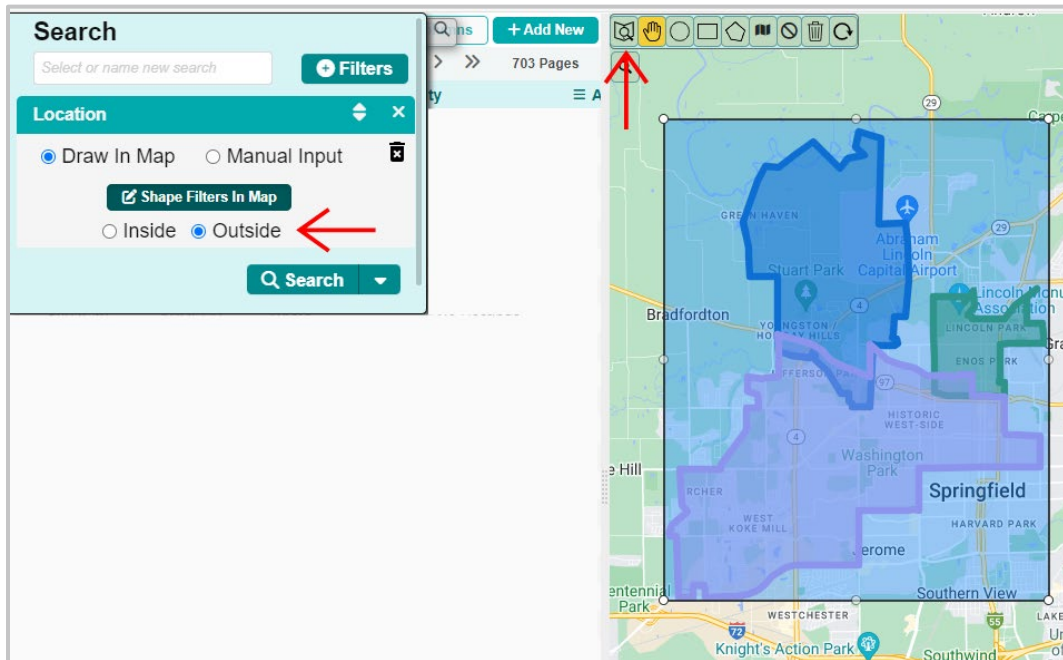
Saving will display all the attendance boundaries within the Students Map Panel.

The screenshot shows the search tray on the left and the map on the right. The search tray has a search bar with the text 'Last Name' and a 'Q Search' button. Below the search bar, it shows '703 Pages' of results. The map on the right shows Springfield, MA, with attendance boundaries overlaid in various colors, including blue, green, and purple.

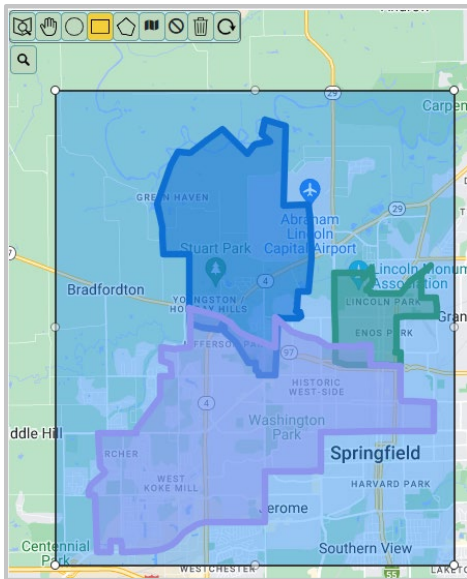
4. Navigate back to the search tray, and selected the “Location” field within the “Filters” drop down.



- 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.

14056 Results << < 1 2 3 4 5 6 7 8 >> 703 Pages

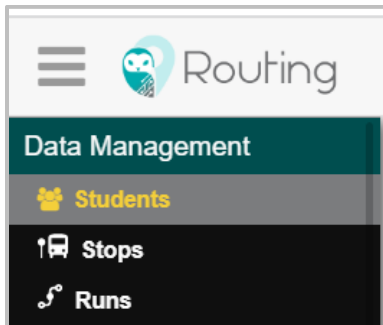
<input checked="" type="checkbox"/>	District ID	Last Name	First Name	Eligibility
	1405312	ABRAMS...		In walking distance
	1405334	ABRAMS...		No Postings
	1397799	ABRON)04		In walking distance
	1397881	ABUEED...		Out of area
	1403448	ABUEID_02		No Postings
	1397230	ABUEID_03		No Postings
	1339768	ACAKPO...		Eligible
	1351522	ACEVED...		No Postings
	1402240	ACKELS...		No Postings
	1380431	ACKELS...		Out of area
	1393626	ACKELS...		Out of area
	1397488	ACKELS...		Out of area
	1407635	ACKER_01		Eligible
	1396998	ACKMAN...		Eligible
	1390680	ACOSTA		Eligible
	1390109	ACOSTA ...		Eligible
	1395842	ACOSTA...		In walking distance
	1406131	ACRES		Out of area
	1368931	ACRES		Out of area
	1267952	ACRES		In walking distance

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.

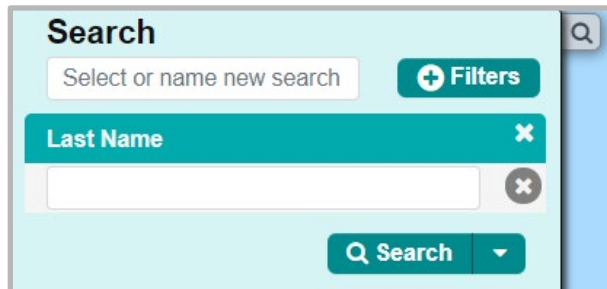
1. Students in Data Management

Navigate to Students in Data Management.



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.

School - Grade - Program *

02 - - 01 - EO ✎ SPED/IEP

Gender: Address: Multi

Enrollment Date:

Withdraw Date:

Computed Eligibility:

Notes:

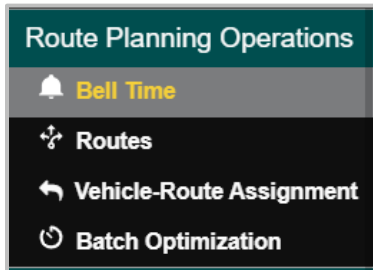
Home Stop

No-Rider

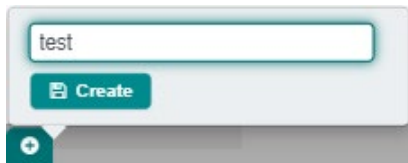
Exclusive Stop

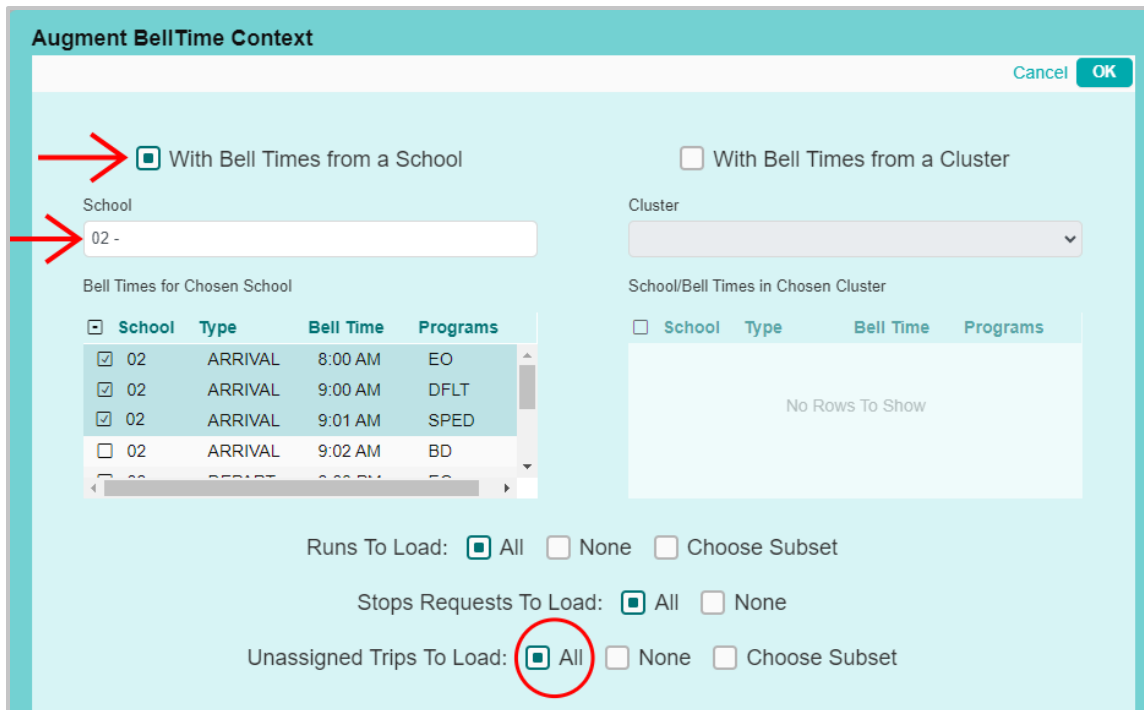
4. Bell Time Module

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	Programs
<input checked="" type="checkbox"/> 02		ARRIVAL	8:00 AM	EO
<input type="checkbox"/> 02		ARRIVAL	9:00 AM	DFLT
<input type="checkbox"/> 02		ARRIVAL	9:01 AM	SPED

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.

Trips				
Home ...	Trip ID	NeedUsed	Last Name	First Name
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		LER	MARIAH
<input type="checkbox"/> Yes	<input type="checkbox"/> No		RKINS	ISIS
<input type="checkbox"/> Yes	<input type="checkbox"/> All	<input type="checkbox"/> None	TH	LA'NIYA
<input type="checkbox"/> Yes			BLACK	DAKOTA

Student Trip:

Trips				
Last Name	First Name	Status	Stop	Home ...
<input checked="" type="checkbox"/>	MARIAH	PARTIAL	STOP(240)	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 student's 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 ...
<input checked="" type="checkbox"/>	MARIAH	PARTIAL	STOP(240)	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 ...
<input checked="" type="checkbox"/>		ASSIGNED	01.270	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.

Bell Time Views

Cluster Select Augment Context

School	Name	Type	Bell Time	Programs
<input type="checkbox"/>	02	ARRIVAL	8:00 AM	EO
<input checked="" type="checkbox"/>	02	ARRIVAL	9:00 AM	DFLT
<input type="checkbox"/>	02	ARRIVAL	9:01 AM	SPED

Runs

All All-F Clear Clear-F Sel Stops

Run ID	Status	NeedEnbl	NeedUsed	Vehicle	Route
<input checked="" type="checkbox"/>	TEST-GH	STA	No	No	
<input type="checkbox"/>	MIKE	STA	No	No	
<input type="checkbox"/>	02.015	STA	No	No	0001.0...
<input type="checkbox"/>	04.023	STA	No	No	023
<input type="checkbox"/>	EP8205.1	STA	No	No	EP8205
<input type="checkbox"/>	03.017	STA	No	No	017

Stops

All All-F Clear Clear-F Sel Runs Sel Trips

Home Stop	Stop ID	Status	NeedUsed	Type	Run ID	
<input type="checkbox"/>	No	03.065	STA	No	S	03.017
<input type="checkbox"/>	No	Drop-Off@Xf...	STA	No	S	03.017
<input checked="" type="checkbox"/>	No	TEST99	No	No	R	

Confirm the Assignment:

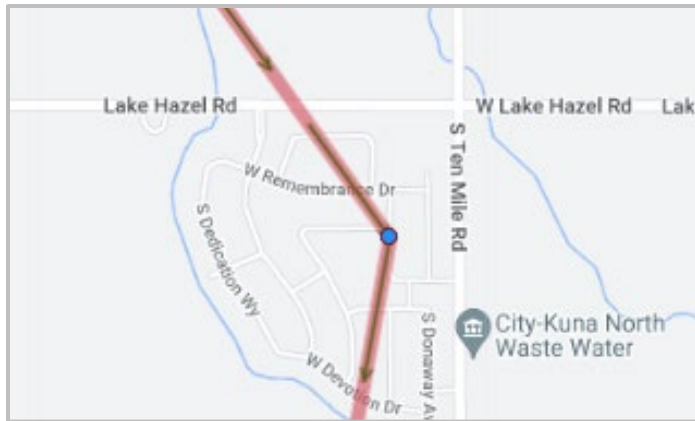
Confirm this change?

Insert STOP(85) on run TEST1

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

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

Assignment Complete:



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

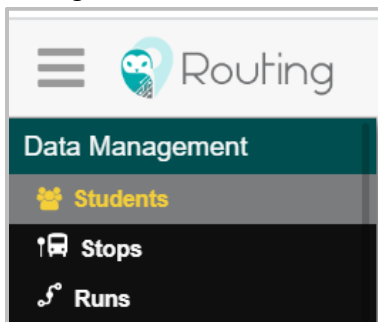
You are working within Students in Data Management to identify your special need students, and to specifically flag SPED students who need a 'home stop'. You come across a student who has a wheelchair, and will additionally need that stop to be flagged as 'exclusive' to prevent other students from being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

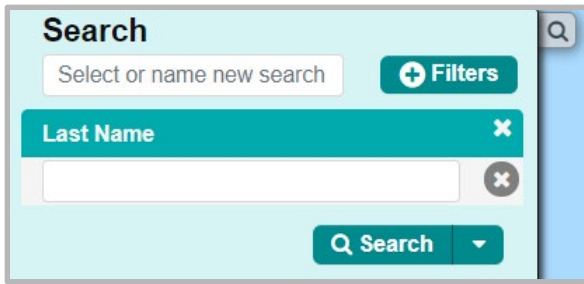
1. Students in Data Management

Navigate to Students in Data Management.



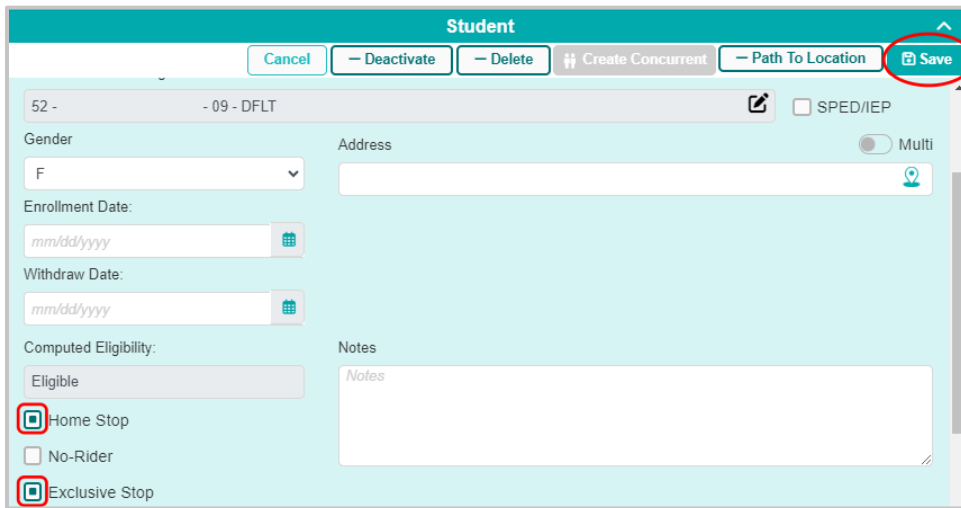
2. Student Search

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.



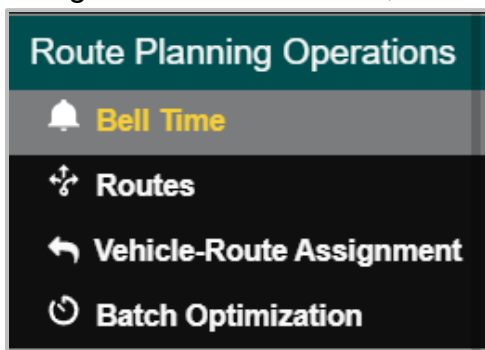
3. Flag Home and Exclusive Stop

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.



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

Augment BellTime Context

Cancel OK

With Bell Times from a School With Bell Times from a Cluster

School Cluster

Select... 01.02.AM

Bell Times for Chosen School School/Bell Times in Chosen Cluster

<input type="checkbox"/>	School	Type	Bell Time	Programs
No Rows To Show				

<input checked="" type="checkbox"/>	School	Type	Bell Time	Programs
<input checked="" type="checkbox"/>	01	ARRIVAL	9:00 AM	DFLT
<input checked="" type="checkbox"/>	02	ARRIVAL	9:00 AM	DFLT

Runs To Load: All None Choose Subset

Stops Requests To Load: All None

Unassigned Trips To Load: All None Choose Subset

(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

Bell Time Views

Cluster Select
Augment Context
☰

School ↓	Name	Type	Bell Time	Programs
<input checked="" type="checkbox"/> 02		ARRIVAL	9:00 AM	DFLT
<input type="checkbox"/> 01		ARRIVAL	9:00 AM	DFLT

Layers: Trips

Edit
Trips

Trips

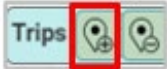
All
All-F
Clear
Clear-F
Sel Stops
☰

Last Name	First Name	Status ↑	Stop	Home Stop
<input checked="" type="checkbox"/>		ASSIGNED	02.019	No
<input type="checkbox"/>		ASSIGNED	02.019	No
<input type="checkbox"/>		ASSIGNED	02.017	No
<input type="checkbox"/>		ASSIGNED	02.017	No

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.



School	Name	Type	Bell Time	Programs
<input type="checkbox"/>	53	ARRIVAL	8:23 AM	DFLT,LT1,LT2
<input type="checkbox"/>	44	ARRIVAL	8:00 AM	DFLT
<input type="checkbox"/>	09	ARRIVAL	8:10 AM	DFLT
<input checked="" type="checkbox"/>	02	ARRIVAL	9:00 AM	DFLT
<input type="checkbox"/>	01	ARRIVAL	9:00 AM	DFLT

Trip ID	Need...	Last Name	First Name	Status
<input type="checkbox"/>	11281	No		ASSIGNED
<input type="checkbox"/>	11293	No		ASSIGNED
<input checked="" type="checkbox"/>	11319	No		UNASSIGNED
<input type="checkbox"/>	11321	No		UNASSIGNED
<input type="checkbox"/>	18491	No		ASSIGNED

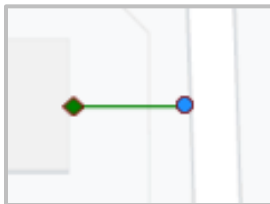
- Selecting the Correct Stop Service**

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.

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

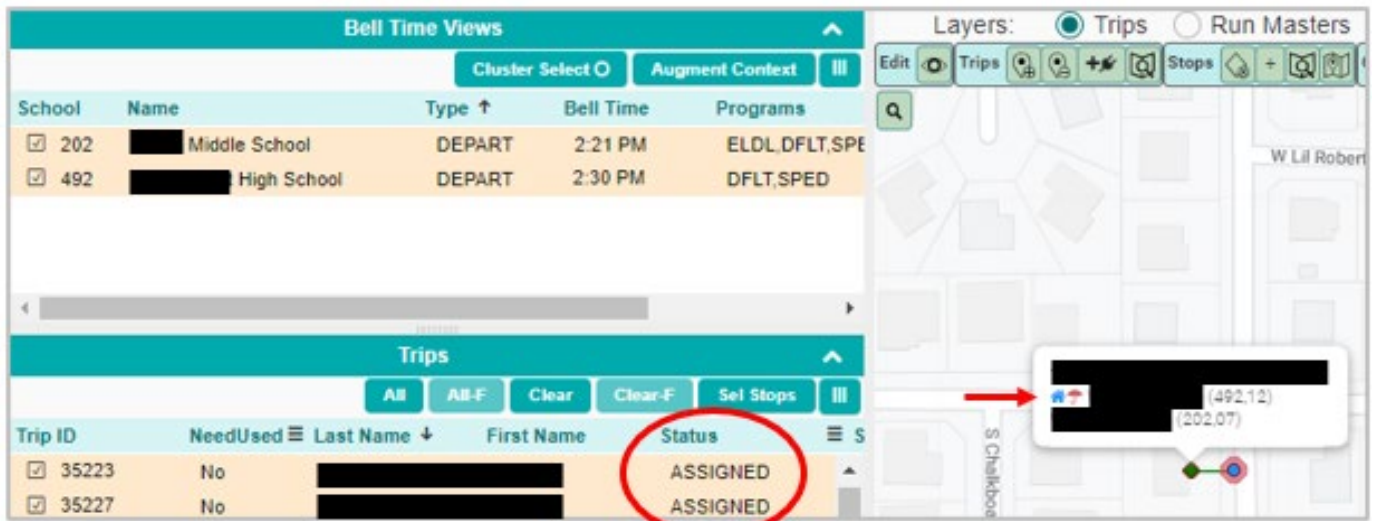
Above we see two entries for "STOP(84)"; this stop is being used on run "KFKA.123" and "TESTM". We identify which stop to have selected to assign the sibling to by identifying the run the sibling students will be riding on, that being run "TESTM".

- 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.



- 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.
 - SPED = wheelchair 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

In Play	Selected	NeedUsed	Last Name	First Name	Status	Frequency	School	Bell Time	Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	No			ASSIGNED	MTWUF	09	8:10 AM	06
<input type="checkbox"/>	<input type="checkbox"/>	No			ASSIGNED	MTWUF	09	8:10 AM	08

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	██████

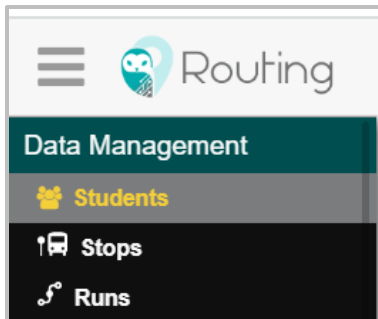
Create a Student Group

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:

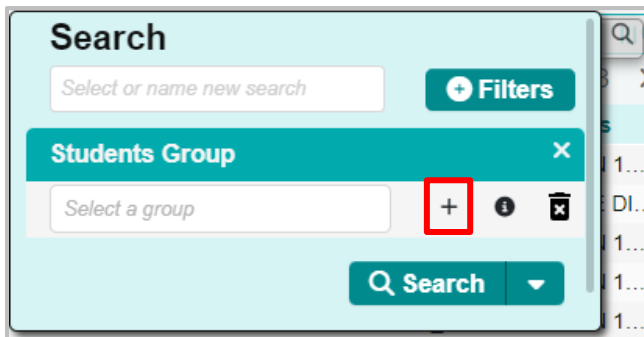
1. Students in Data Management

Navigate to Students in Data Management.

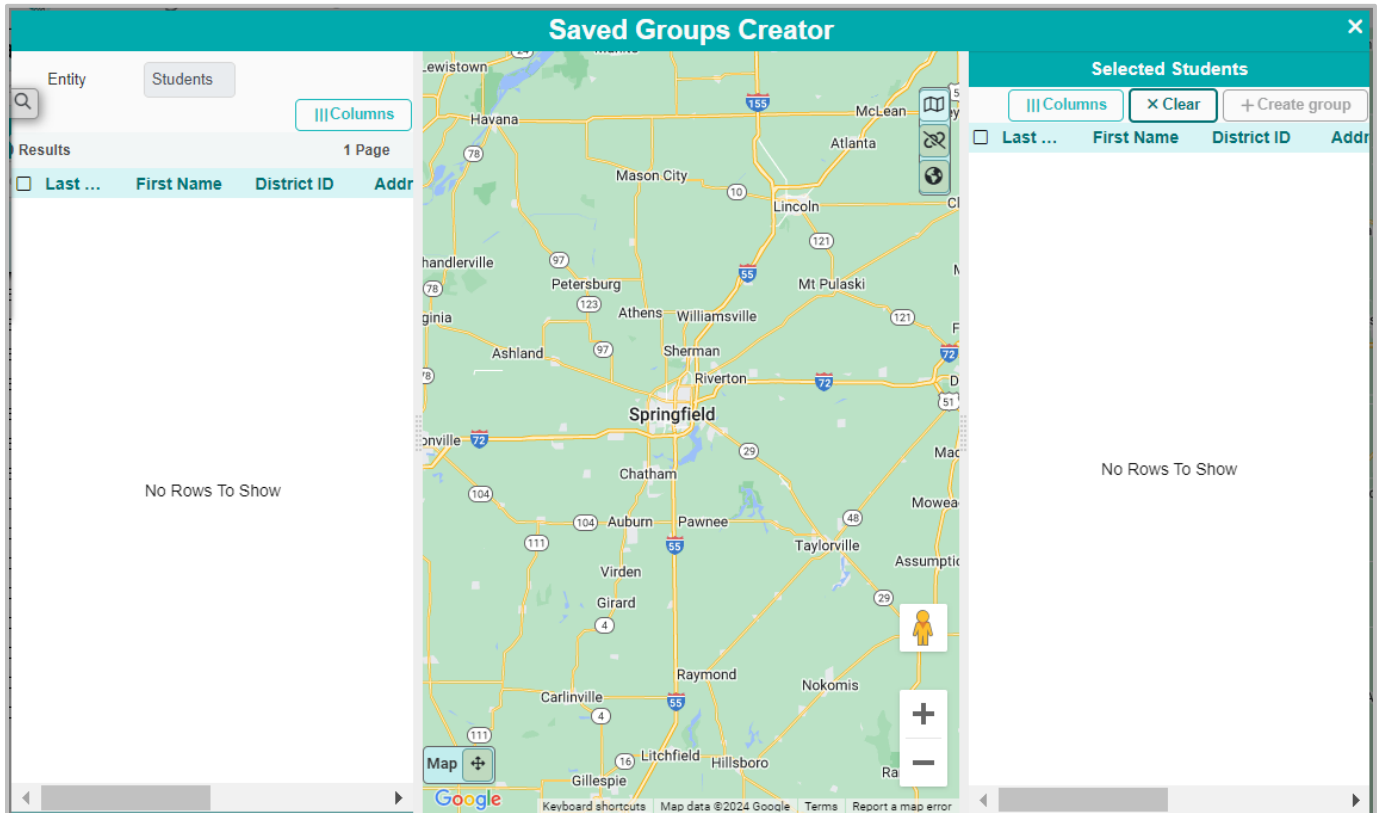


2. Navigate to the "Saved Group Creator" Window

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

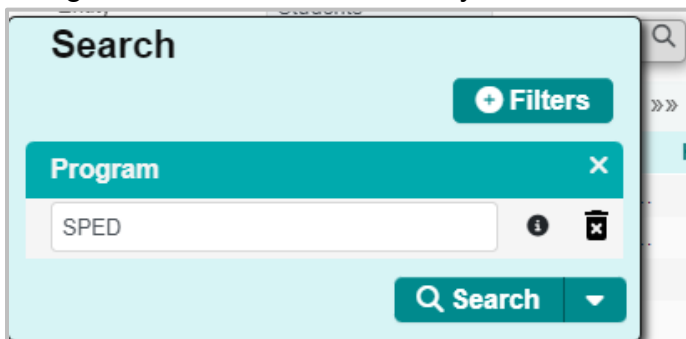


Select the “+” icon within the field to populate the “Saved Group Creator” window.



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.

Last Name	First Name	Eligibi...	↑ 1	Itin...	Ho...	Exc...
ADAMS		Eligible	x	x	x	
BATTEE		Eligible	x	x	x	
BECK		Eligible	x	x	x	
BLACK		Eligible	x	✓	x	
BROOKE		Eligible	x	x	x	
BROOKE		Eligible	x	x	x	
BROWN		Eligible	x	x	x	
BROWNL		Eligible	x	x	x	
DONALD		Eligible	x	✓	x	
FALLER		Eligible	x	✓	x	
GREGORY		Eligible	x	x	x	
JAIMES		Eligible	x	x	x	
JOHNSON		Eligible	x	x	x	
JOHNSON		Eligible	x	x	x	
JONES		Eligible	x	x	x	
JONES		Eligible	x	x	x	
KINCADE		Eligible	x	x	x	
KING		Eligible	x	x	x	
KING		Eligible	x	x	x	
KING-JO.		Eligible	x	x	x	

4. Create a Group

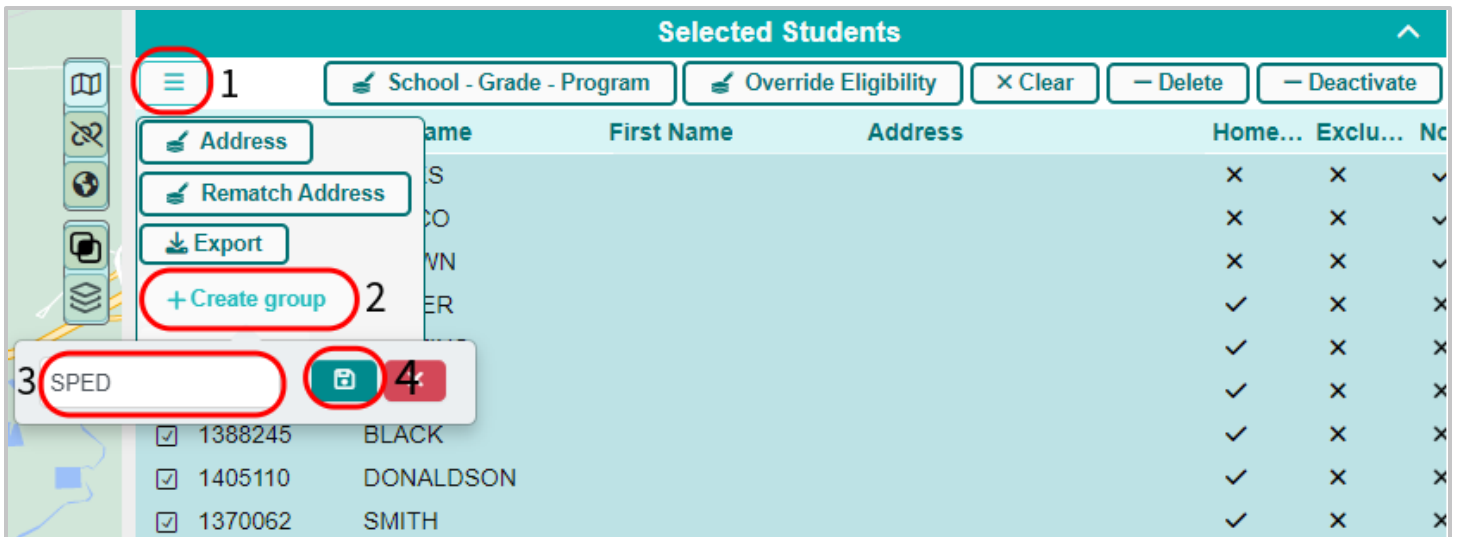
Selecting all SPED students within the Data Panel will populate those students within the “Selected Students” card of the Workspace Panel.

District ID	Last Name	First Name	Address	Home...	Exclu...	NC
1408124	JONES			x	x	✓
1405960	VALICO			x	x	✓
1402176	BROWN			x	x	✓
1391571	FALLER			✓	x	✓
1395751	PERKINS			✓	x	✓
1357568	POLK			✓	x	✓
1388245	BLACK			✓	x	✓
1405110	DONALDSON			✓	x	✓
1370062	SMITH			✓	x	✓

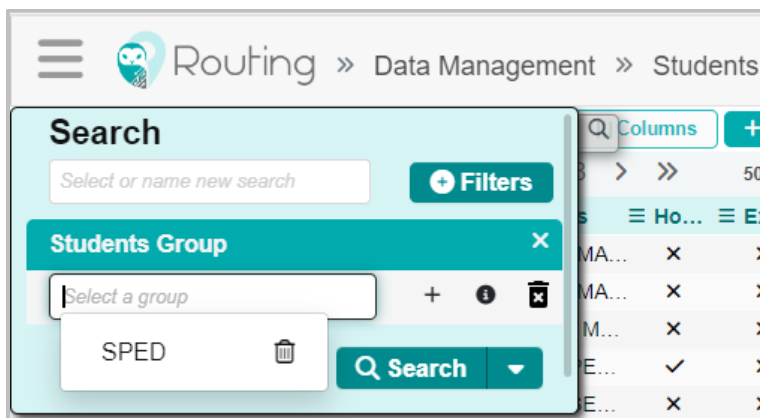
Select all the students within the Workspace Panel.

<input checked="" type="checkbox"/>	District ID	Last Name	First Name	Address	Home...	Exclu...	NC
<input checked="" type="checkbox"/>	1408124	JONES			x	x	✓
<input checked="" type="checkbox"/>	1405960	VALICO			x	x	✓
<input checked="" type="checkbox"/>	1402176	BROWN			x	x	✓
<input checked="" type="checkbox"/>	1391571	FALLER			✓	x	✓
<input checked="" type="checkbox"/>	1395751	PERKINS			✓	x	✓
<input checked="" type="checkbox"/>	1357568	POLK			✓	x	✓
<input checked="" type="checkbox"/>	1388245	BLACK			✓	x	✓
<input checked="" type="checkbox"/>	1405110	DONALDSON			✓	x	✓
<input checked="" type="checkbox"/>	1370062	SMITH			✓	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.

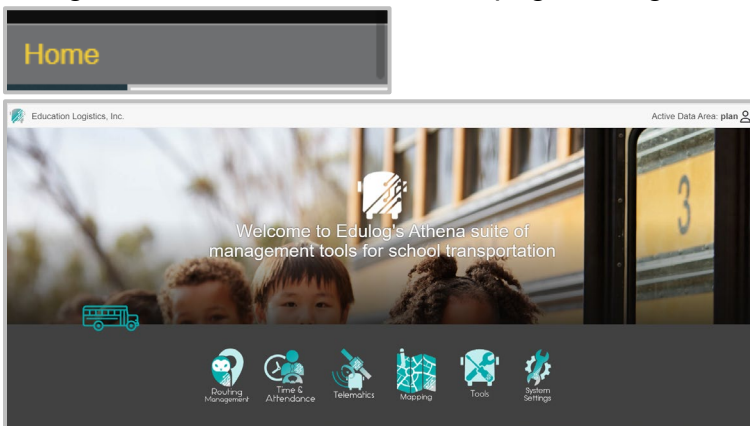


- Once saved, the user can exit the “Saved Group Creator” window, and within the Students in data Management Search Tray, click in the “Students Group” filter to view the newly created group.



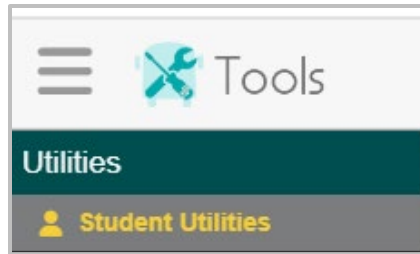
5. Home

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



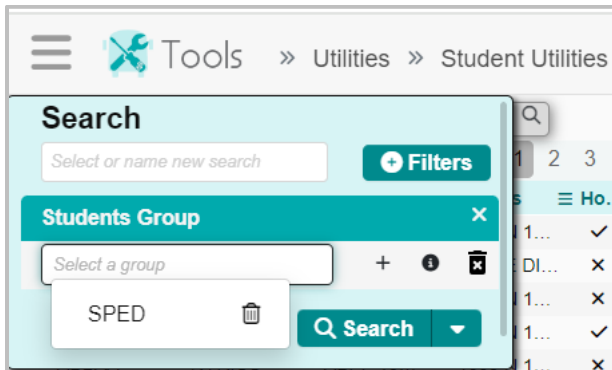
6. Tools

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.

<input checked="" type="checkbox"/>	Last Name	First Name	Address	Itin...	Ho..
	BLACK			x	✓
	BROWN			x	x
	DONALD...			x	✓
	FALLER			x	✓
	JONES			x	x
	PERKINS			x	✓
	POLK			x	✓
	SMITH			x	✓
	VALICO			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									
	Last Name	First Name	District ID	Address	Itin...	Ho...	Exc...	No-...	Eligibility
<input checked="" type="checkbox"/>	BLACK				x	✓	x	x	Eligible
<input checked="" type="checkbox"/>	BROWN				x	x	x	✓	Eligible
<input checked="" type="checkbox"/>	DONALD...				x	✓	x	x	Eligible
<input checked="" type="checkbox"/>	FALLER				x	✓	x	x	Eligible
<input checked="" type="checkbox"/>	JONES				x	x	x	✓	Eligible
<input checked="" type="checkbox"/>	PERKINS				x	✓	x	x	Eligible
<input checked="" type="checkbox"/>	POLK				x	✓	x	x	Eligible
<input checked="" type="checkbox"/>	SMITH				x	✓	x	x	Out of area
<input checked="" type="checkbox"/>	VALICO				x	x	x	✓	Out of area

Selected Students								
	District ID	Address	Itin...	Ho...	Exc...	No-...	Eligibility	
		1600 S 8...	x	✓	x	x	Eligible	
		1609 E M...	x	x	x	✓	Eligible	
		1117 N 15...	x	✓	x	x	Eligible	
		110 W LA...	x	✓	x	x	Eligible	
		3408 S 6...	x	x	x	✓	Eligible	
		1320 S 1...	x	✓	x	x	Eligible	
			x	✓	x	x	Out of area	
		2256 E R...	x	x	x	✓	Out of area	

- Deactivate Students
- Unassign Trips
- Rematch Addresses
- School Grade Program
- Change Home Stop**
- Distance To School
- Distance To Stops
- Fill UDFs
- Clear
- Export
- Columns

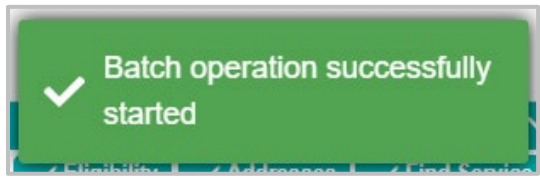
- Selecting the “Change Home Stop” tool will populate the “Batch Change Home Stop” window where the user will select the “Add Home Stop” option.

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
1	Job key	Job Status	Creation da	Task statu	Student's	Description	Message		
2	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
3	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
4	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
5	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
6	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
7	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
8	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
9	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
10	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
11	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
12	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
13	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
14	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
15	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		
16	eab23494	COMPLETED	2024-10-03	SUCCESS			Successfully updated student home stop		

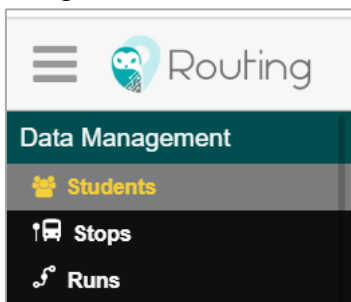
Display Student Walk Path

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.

Routing » Data Management » Students

346 Results 18 Pages

District ID	Last N...	First Name	Eligibility
1405312	ABRAMS...		In walking distance
1407635	ACKER_01		Eligible
1371392	ADAMS		Eligible
1408358	ADAMS JR		Eligible

3. Path To Location

Click the Path to Location button

Student

Cancel - Deactivate - Delete Create Concurrent **Path To Location** Save

First Name * Last Name * Middle Name

Suffix Nickname Date Of Birth

District ID Government ID Edulog ID

School - Grade - Program * Gender Address Multi

01 - - 05 - DFLT F

10911

4. Unrestricted Walk Travel

Display the Unrestricted Walk Travel Mode

Path To Location

Walk Path Data for the student : Travel mode: Unrestricted Walk Walk Drive

Destination T...	Co...	Trip ID	Frequency	To Or From	Travel Mode	Time	Destination	Location Type	Trip Status	Hazard	Distance	Engine
<input checked="" type="checkbox"/> STOP		37386	MTWUF	From School	Unrestricted Walk	-	-	-	ASSIGNED	-	1.21 mi	NOS
<input checked="" type="checkbox"/> SCHOOL		-	MTWUF	-	Unrestricted Walk	-	-	GPS	-	-	0.88 mi	NOS

Cancel

Assign/Unassign Stops Within the Operative Itinerary

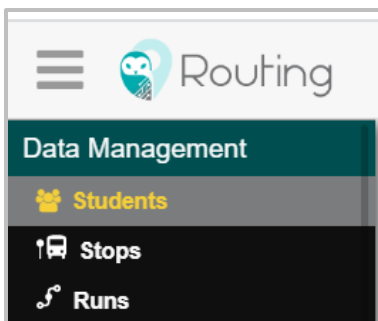
Users can now assign and unassign stops within the Operative Itinerary card within the Data Management, Students Module.

Assign Stops

Here's How:

1. Students in Data Management

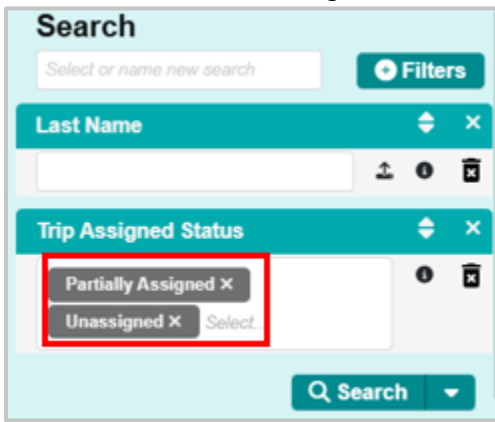
Navigate to the Students Module within Data Management



2. Filter Search

- Search for Students using the Search Tray.
- Include Filter for Trip Assignment Status

- Filter for Unassigned or Partially Assigned Status



3. Select Student

Select student in the Data Panel.

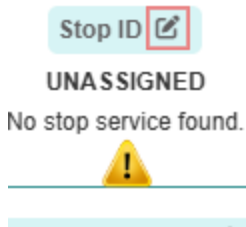
District ID	Last Name	First Name	Eligibility
1397679	ABDELG...		No Postings
1267248	ABDUL-R...		Eligible
1406717	ABITOGU...		Out of area
1405312	ABRAMS...		Eligible
1393626	ACKELS...		Out of area
1407635	ACKER_01		Eligible

4. Navigate To Operative Itinerary

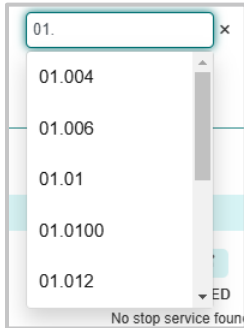
Navigate to the Operative Itinerary within the Transportation Requests & Itinerary Card within the Workspace Panel.

5. Update Stop Using Stop ID

Click on the pencil icon next to the Stop ID.



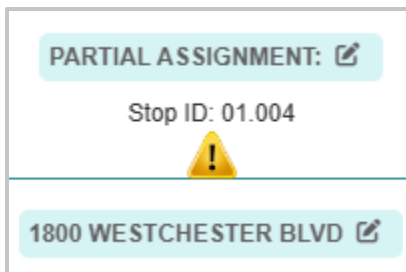
- Start typing the Stop ID within the box. You can either enter the full Stop ID, or Select from the Drop Down.



Note: If you have not made a selection, and want to back out without making changes, click the “x” or use the “Esc” key to back out of the field. This function is applicable for the Stop ID, Stop Location, and Stop Description fields.

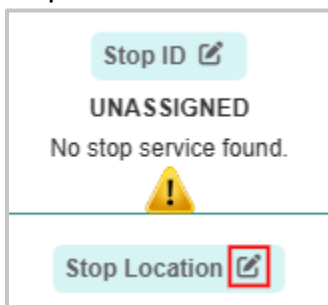


- When you make your selection, the Stop ID and the Stop Location will automatically update.

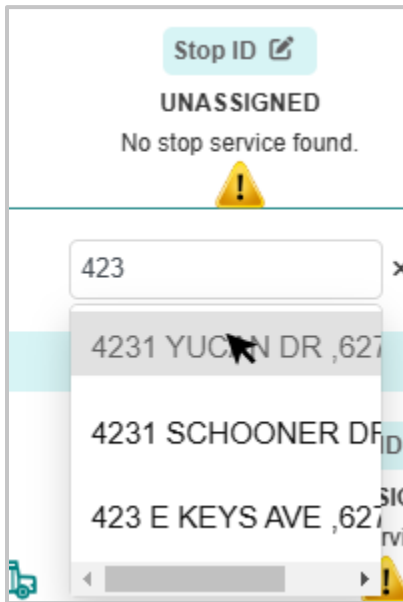


6. Update Stop Using Stop Location

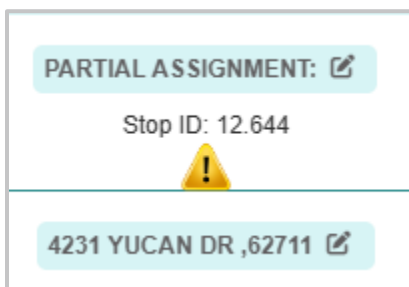
If you do not know the Stop ID, but want to assign the stop using the Stop Location field, follow steps 1-4 above. Click on the pencil icon next to Stop Location.



- Start typing the Stop Location within the box. As you type a drop-down box will appear, and you can select an option from the drop down.



- When you make your selection, the Stop ID and the Stop Location will automatically update.

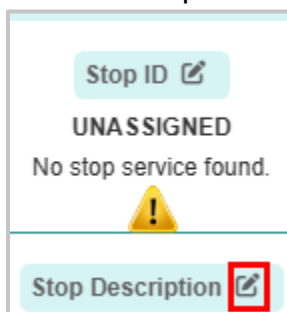


7. Update Stop Using Stop Description

First, you will need to toggle the Operative Itinerary, making sure to select Stop Descriptions



- Follow steps 1-4 above for assigning stops in the Operative Itinerary within the Transportation Requests & Itinerary Card in the Workspace Panel.
- Click on the pencil next to Stop Description.



- Start typing and the drop down will include addresses that include descriptions:

Operative Itinerary:

TR ID: 40043 Route: Route Description:
 Run: Run Description:

Stop ID: UNASSIGNED
 No stop service found.

15
 8:00 AM

1737 W ILES AVE MTWUF W ILES AVE & I UNassigned JEFFERSON ELEMENTARY

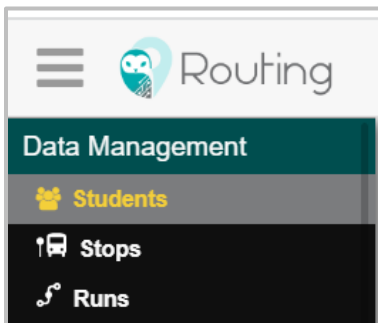
TR ID: 40043 Frequ W ILES AVE & LEONARD ST (BLUE HOUSE)
 15 2:30 PM W ILES AVE & N ST ST (CITY TRANSIT STOP)
 UNASSIGNED Vehicle#: Vehicle Name:
 stop service found.

Unassign Stops

Here's how:

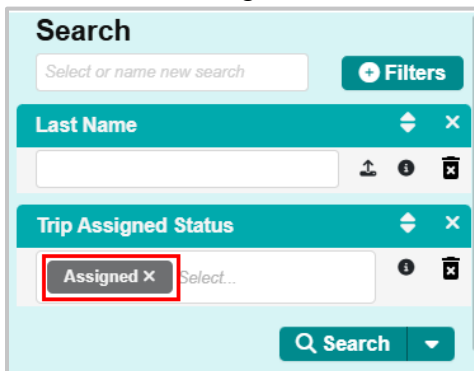
1. Students in Data Management

Navigate to the Students Module within Data Management



2. Filter Search

- Search for Students using the Search Tray.
- Include Filter for Trip Assignment Status
- Filter for Assigned Status



3. Select Student

Select student in the Data Panel.

District ID	Last Name	First Name	Eligibility
1397679	ABDELG...		No Postings
1267248	ABDUL-R...		Eligible
1406717	ABITOGU...		Out of area
1405312	ABRAMS...		Eligible
1393626	ACKELS...		Out of area
1407635	ACKER_01		Eligible

4. Navigate To Operative Itinerary

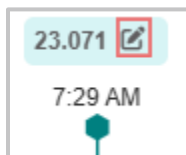
Navigate to the Operative Itinerary within the Transportation Requests & Itinerary Card within the Workspace Panel.

The screenshot shows the Routing workspace with the following components:

- Left Panel:** A list of students with columns for District ID, Last Name, First Name, and Eligibility. The list includes students like ABDELG..., ABDUL-R..., ABITOGU..., ABRAMS..., ACKELS..., ACKER_01, ACKMAN..., ACOSTA..., ACOSTA..., ACRES JR., ACREY, ADAMS, ADAMS, ADAMS, ADEKOL..., ADKISSON, ADU, AISSA, AISSA, and AKERS.
- Map:** A street map showing a residential area with streets like Friendly St, El Paso Dr, Delta Dawn Dr, Castings Rd, and Anchor Rd. A red pin is located on the map.
- Right Panel:** A detailed view of a student's transportation request and itinerary. The top section shows the student's name and actions like Deactivate, Delete, Create Concurrent, Path To Location, and Save. Below that is the "Transportation Requests & Itinerary" table with columns for TR ID, Frequency, Status, Find Service, School, Mode, and Override. The table shows two requests for TR ID 43839. The "Operative Itinerary" section shows a timeline with stop locations, including "UNASSIGNED" and "No stop service found" for TR ID 43839.


5. Update Stop Using Stop ID

- Click on the pencil icon next to the Stop ID.



- Click in the dialogue box, and a drop down will appear with the "Unassign" option. When you select Unassign, it will automatically update to show an "Unassigned Status"




Stop ID 

UNASSIGNED

No stop service found.



Stop Description 

- You can repeat this process, and unassign stops using the “Stop Location” or “Stop Description” fields.

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:
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> .
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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: <i>+001/5+5/001+</i>

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.