

ATHENA SCHOOLS

Education Logistics, Inc.

Training
Guide

2024



Athena Schools

Training Guide

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PURPOSE OF THIS GUIDE

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

ATHENA SCHOOLS INTRODUCTION

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

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

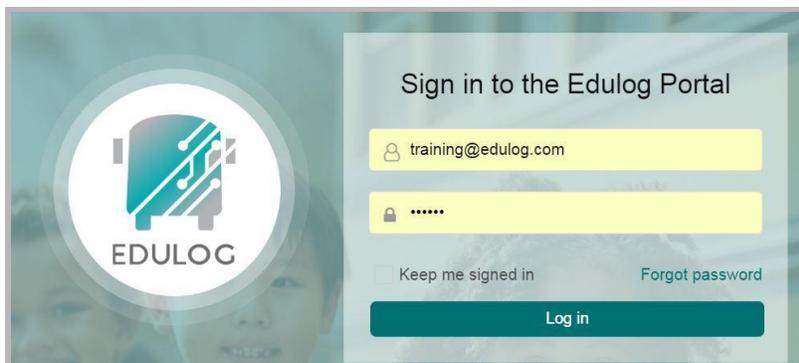
Additionally, any user will be able to update school information so long as transportation is not impacted, including adding a new school location and relocating schools as needed. Moreover, if a school location is no longer in use, it can become disabled if no other object is associated with it.

NAVIGATING THE SCHOOLS MODULE

GETTING STARTED

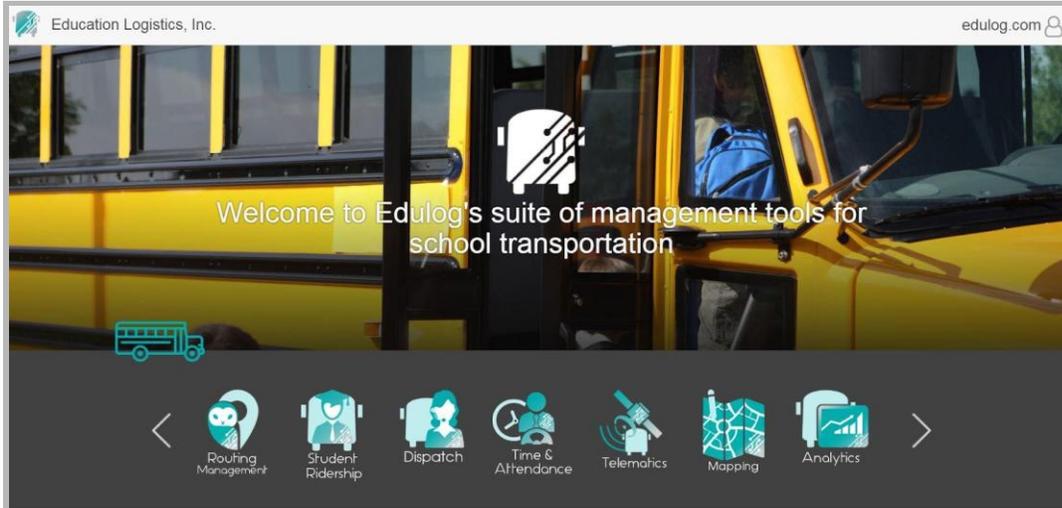
1. Sign In

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



2. Athena Portal Home Page

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



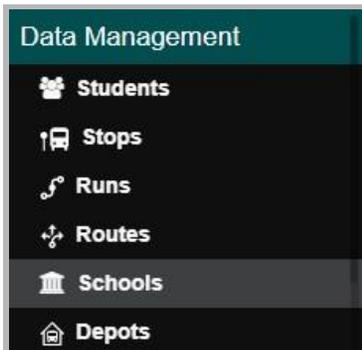
3. Routing Management

Click on the owl icon to enter the Routing Management.



4. Schools Module

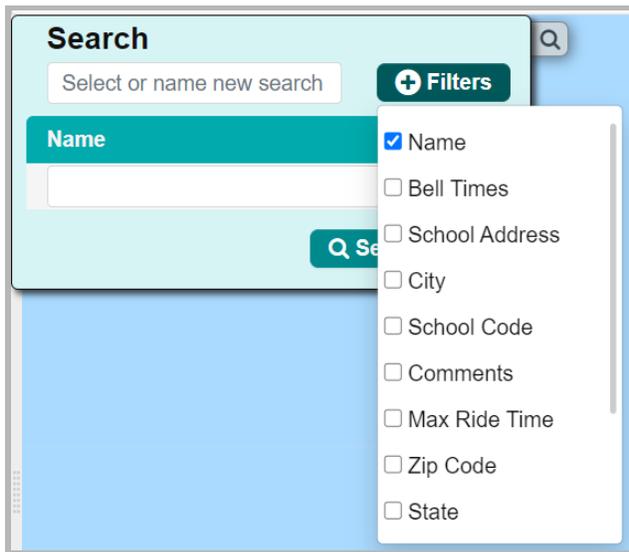
In the Action Bar, click on Schools under Data Management.



5. Search Tray

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

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



6. Schools in the Data Panel

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

School ...	Name	Programs	Grades
01	ADDAMS	DFLT, EC...	01, 02, 03...
02	BLACK HAWK	BD, EO, ...	04, 01, 02...
03	HARVARD PARK	DFLT, SP...	01, 02, 03...
04	BUTLER	SPED, A...	02, KH, 0...
05	LEE	SPED, sa...	12, KF, sa...
06	DUBOIS	DFLT, SP...	01, 02, 03...
07	ENOS	BD, SPE...	KF, 01, 0...
08	FAIRVIEW	DFLT, SP...	01, 02, 03...
09	JEFFERSON MIDDLE	SS, SS1, ...	05, 07, 06...
101	6TH STREET SCHOOL	ECAM, D...	05, PK, 0...
102	ELC SPEECH		
103	ELC EC	SPAM, S...	PK
104	HOPE ALT	SPED	11, 12, 01...
105	JDC		
106	LAWRENCE ALT	DFLT	01
107	HOPE VOCTIONAL		
11	HAZEL DELL	DFLT, SP...	02, 03, 04...
12	ILES GIFTED MAGNET	DFLT, EC...	06, 07, 08...
13	LAKETOWN	SPED, D...	05, 01, 02...
15	LINCOLN MAGNET	DFLT, LA...	06, 07, 08

7. Schools in the Workspace Panel

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



- **School Information**

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

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

The screenshot shows a web form titled "School" with a teal header. At the top right are buttons for "Cancel", "Delete", and "Save". The form is organized into several sections:

- Basic Info:** School Code * (01), Name * (ADDAMS), School District (1).
- Grades:** A list of grades: 01,02,03,04,05,06,KF,PK.
- Programs:** A list of programs: BD,DFLT,ECAM,SPED.
- Address:** Address * (empty), City (City), Zip Code (Zip Code).
- Location:** State (Sta), Country (Country), Mailing Address (Mailing).
- URL:** URL (empty).
- Board Info:** Board Name (Board Name Test), Board ID (Board ID), Board School ID (Board School ID Test), Calendar ID (Basia's Test Calendar).
- Contact:** Phone Number (Phone Number), Email (Email).
- Zone/Type/Level:** Zone (Zone), Type (Type), Level (Level).
- Metadata:** Last Modified (11/10/2023 2:32 PM), Last Modified By (jsimonich@edulog.com), Created (08/25/2023 3:50 AM), Created By (UNKNOWN).

- **School Operations**

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

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

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

- **Clusters**

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

Clusters		
<input type="checkbox"/>	Cluster Name ↑	Bell Times
<input type="checkbox"/>	Harvard/Butler/Lee	8:30 AM
	BUTLER	8:30 AM
	HARVARD PARK	8:30 AM
	LEE	9:00 AM

- **Eligibility Rules**

The Eligibility Rules card provides the user with an overview of the current boundary postings that make up their school’s transportation Eligibility: Attendance, Walk, and Hazard. This data is sorted by alphabetical/numerical values. Within this card the user can:

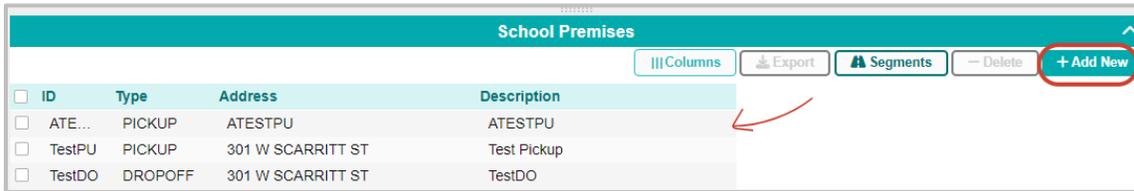
- Add New Boundaries
- Adjust Grades and Programs the Boundaries apply to

Eligibility Rules						
<input type="checkbox"/>	Name	Description	Grades	Programs	Attendance	Walk
<input type="checkbox"/>	Addams	Addams	01	BD	01R Riverton	49 ADDAM...
			02	DFLT	1 SPRING...	
			03	ECAM	11C Addam...	
			04	EO	12 ADDAM...	
			05			
			06			
			KF			
			PK			
<input type="checkbox"/>	ADDAMS	ADDAMS	01	BD	35 DUBOI...	
			02	ECAM		
			03	SPEL		
			04			
			05			
			06			
			KF			
			PK			

- **School Premises**

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

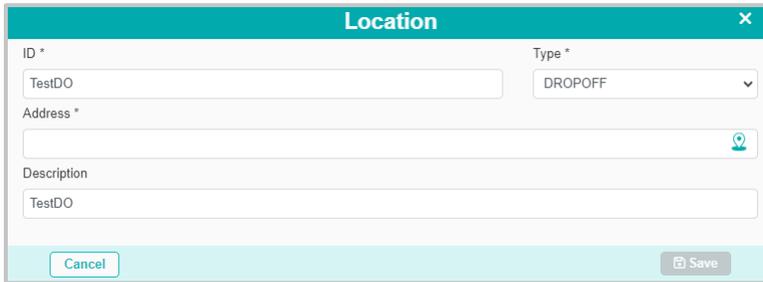
locations.



The screenshot shows a table titled "School Premises" with columns for ID, Type, Address, and Description. The table contains three rows of data. The "+ Add New" button in the top right corner is circled in red, and a red arrow points to the "Description" column header.

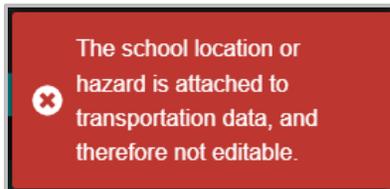
ID	Type	Address	Description
ATE...	PICKUP	AATESTPU	AATESTPU
TestPU	PICKUP	301 W SCARRITT ST	Test Pickup
TestDO	DROPOFF	301 W SCARRITT ST	TestDO

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

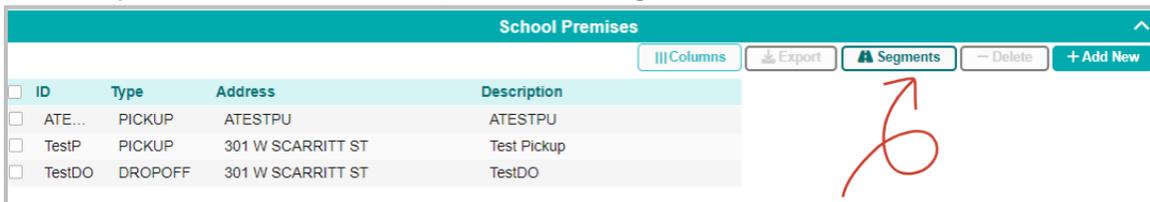


The screenshot shows a "Location" form with the following fields: ID * (TestDO), Type * (DROPOFF), Address * (empty), and Description (TestDO). There are "Cancel" and "Save" buttons at the bottom.

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

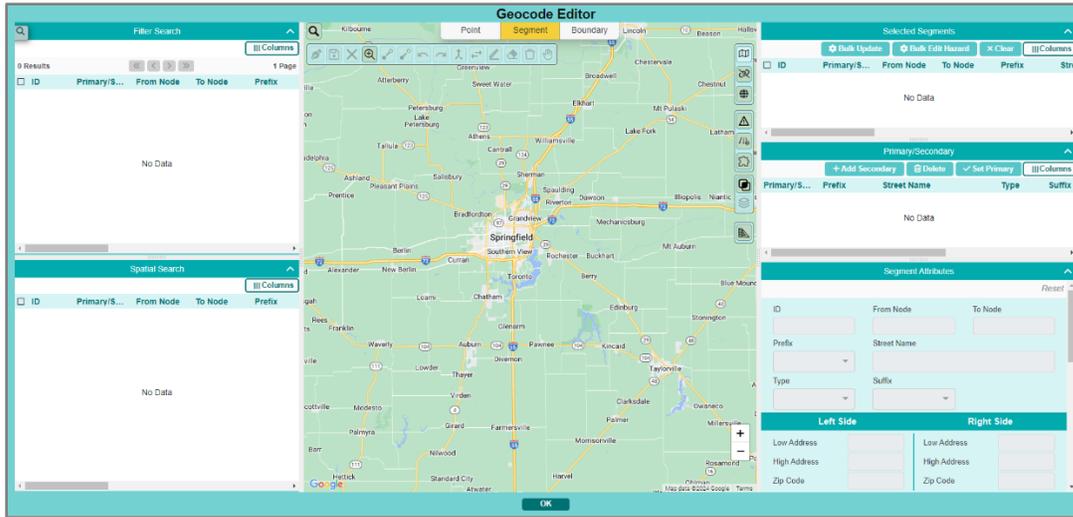


Additionally, within this card, the user can enter the Geocode Editor within a pop-out window to add any missing segments or points that might prevent the user from adding a new drop-off location. To do so, click the “Segments” button.



The screenshot shows the "School Premises" table with the "Segments" button circled in red. A red arrow points to the "Segments" button.

ID	Type	Address	Description
ATE...	PICKUP	AATESTPU	AATESTPU
TestP	PICKUP	301 W SCARRITT ST	Test Pickup
TestDO	DROPOFF	301 W SCARRITT ST	TestDO



ATHENA USER STORIES

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

- [Relocate a School](#)
- [Create New Bell Time](#)
- [Edit Hazard and Max Distance](#)
- [Shift Bell Time](#)
- [Create an Alternate Drop-off Location](#)

Relocate a School

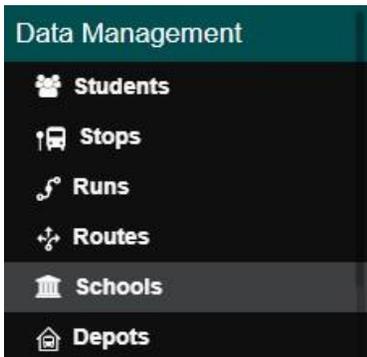
You are a school administrator, and your district allocated the funds to begin construction on a new High School, and the local Middle School would take over its old location. Over the summer construction of the new High School was completed; now before students transition back to school, you need to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

Here's How:

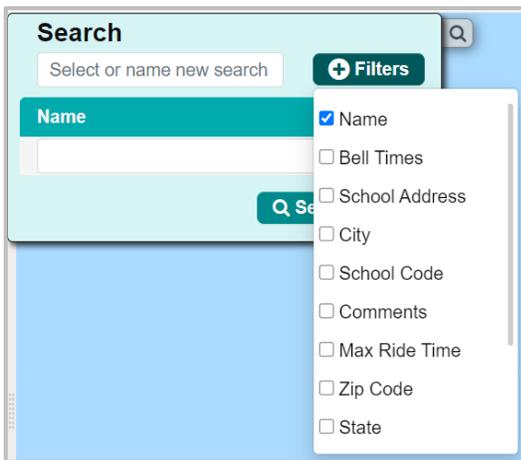
1. Once logged in, click on the owl icon to enter the Routing Management.



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

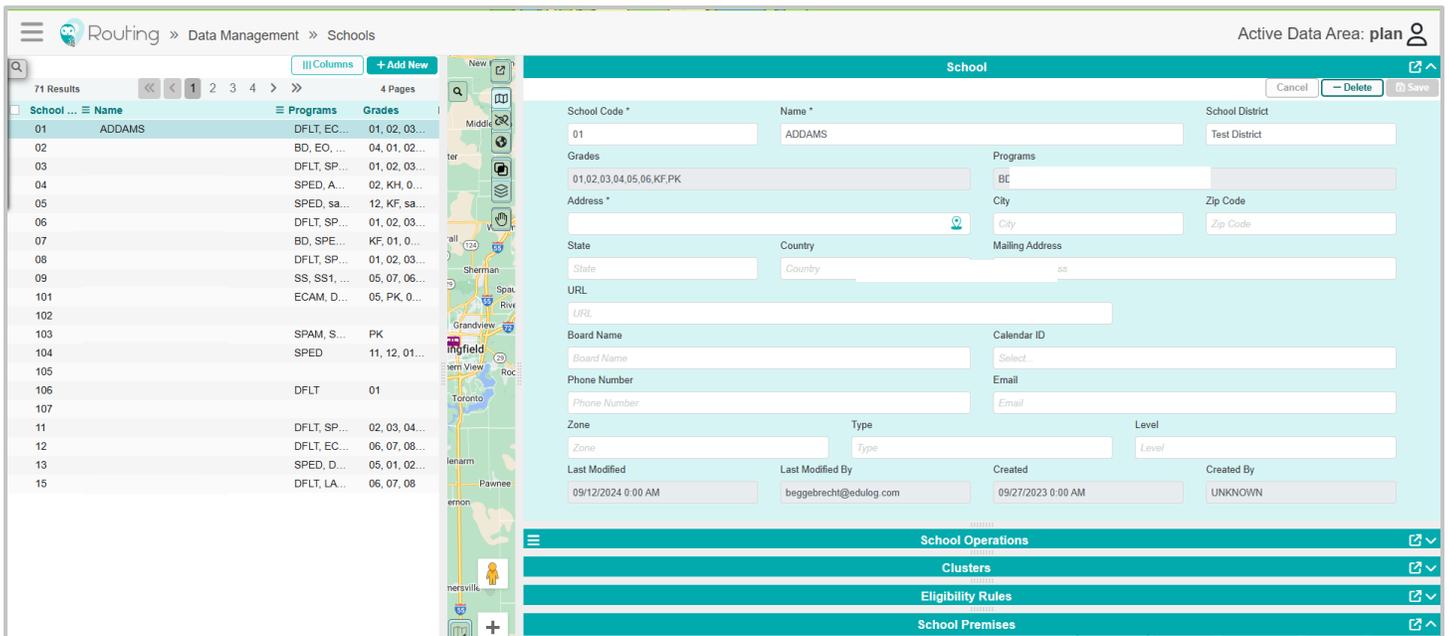


3. The Search Tray will open, where you will select the Search Tray Filters button. There are several different search criteria to choose from. For example, select "Name" and enter the school name then click on the Search button.

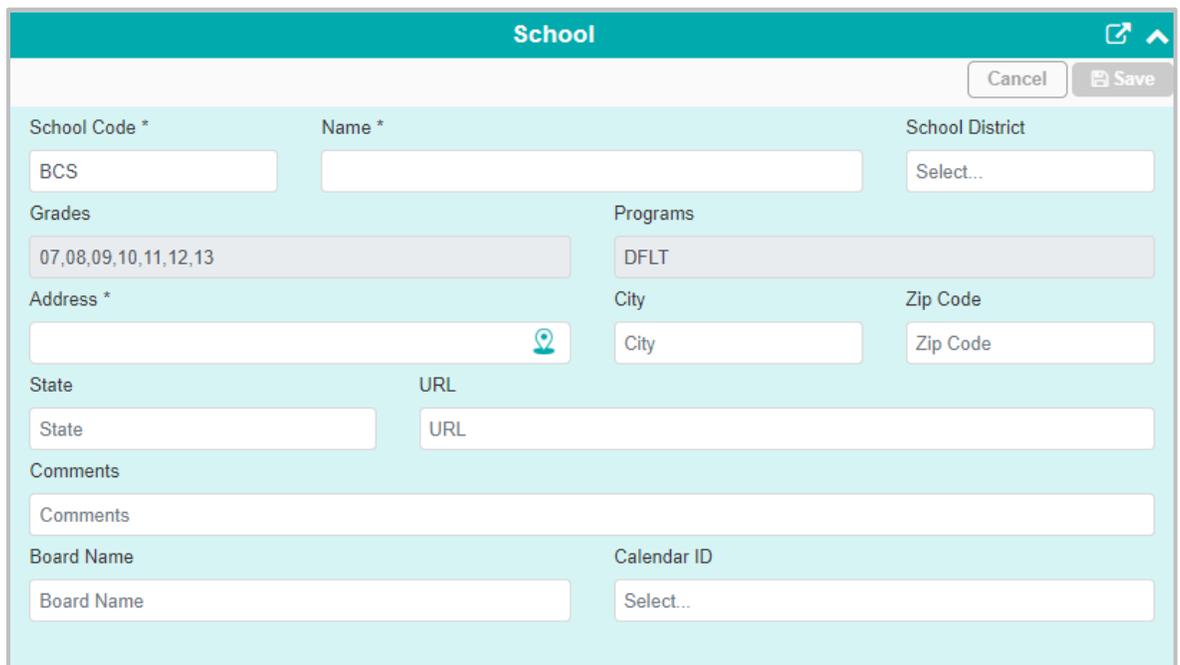


- If you want to search all schools, leave the box empty and click on the Search button.

4. The Search results will be displayed in the "Data Panel", select the school you wish to work with, and its information will populate in the "Workplace Panel".



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



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

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

Create New Bell Time

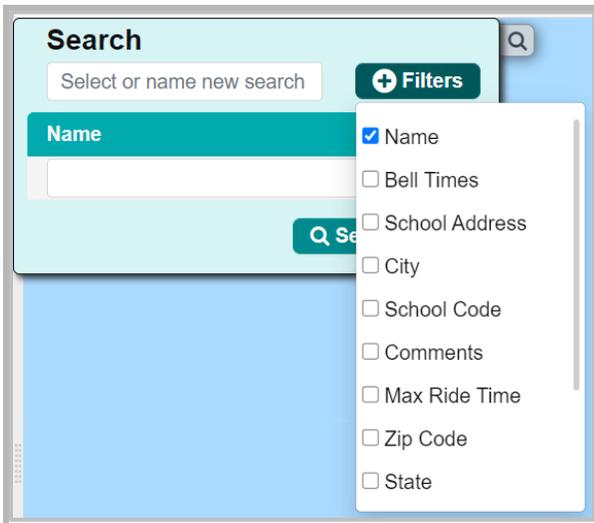
Your district has decided to make all Wednesday's a half day for the local Elementary school, and the record this change, you will need to create a new bell time using the "School Operation Creation" window.

Here's How:

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



2. Search for the school in the Search Tray.



3. Select the school within the Data Panel.

School ...	Name	Programs	Grades
01	ADDAMS	DFLT, EC...	01, 02, 03...
02	BLACK HAWK	BD, EO, ...	04, 01, 02...
03	HARVARD F		02, 03...
04	BUTLER		KH, 0...
05	LEE		KF, sa...
06	DUBOIS		02, 03...
07	ENOS		01, 0...
08	FAIRVIEW		02, 03...
09	JEFFERSON		07, 06...
101	6TH STREE		PK, 0...
102	ELC SPEEC		
103	ELC EC		
104	HOPE ALT		12, 01...
105	JDC		
106	LAWRENCE		
107	HOPE VOCT		
11	HAZEL DELI		03, 04...
12	ILES GIFTEI		07, 08...
13	LAKETOWN	SP ED, D...	00, 01, 02...
15	LINCOLN MAGNET	DFLT, LA...	06, 07, 08

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

School Operations								
<input type="checkbox"/> Columns <input type="button" value="Export"/> <input type="button" value="Edit Hazard/Max Dist"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/> <input type="button" value="Add New"/>								
<input type="checkbox"/>	In Bell Time	In Early Time	In Late Time	Out Bell Time	Out Early Ti...	Out Late Time	Frequency	Grade
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	02
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	03
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	04
<input type="checkbox"/>	8:50 AM	8:30 AM	8:40 AM	2:35 PM	3:41 PM	3:45 PM	MTUF	01

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

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

b.) Select Frequency

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

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

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

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

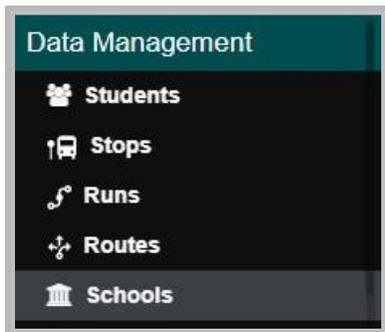
- Once you are satisfied with your changes in the School Operations window, save and the new Bell Time will populate within the School Operations card.

<input type="checkbox"/>	In Bell Time	In Early Time	In Late Time	Out Bell Time	Out Early Ti...	Out Late Time	Frequency	Grade	Program	Hazard
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	03	ELDL	2
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	04	ELDL	2
<input type="checkbox"/>	5:00 AM	4:45 AM	4:50 AM	3:00 PM	3:05 PM	3:15 PM	AS	01	SYN	2
<input checked="" type="checkbox"/>	8:45 AM	8:35 AM	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	01	EARL	0
<input type="checkbox"/>	8:45 AM	8:35 AM	8:40 AM	12:35 PM	12:34 PM	12:45 PM	W	02	EARL	0

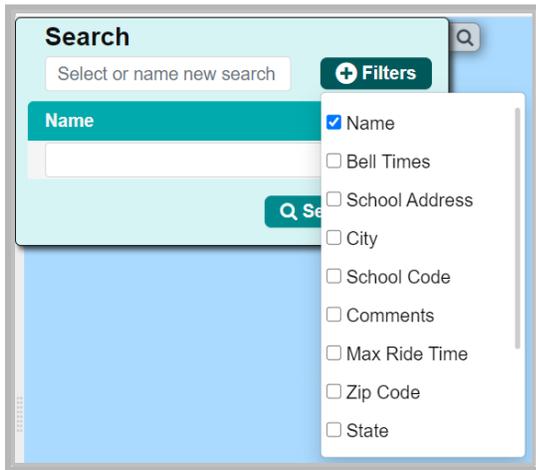
Edit Hazard and Max Distance

Here's How:

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



2. Search for the school in the Search Tray.



3. Select the school within the Data Panel.

12 Results

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

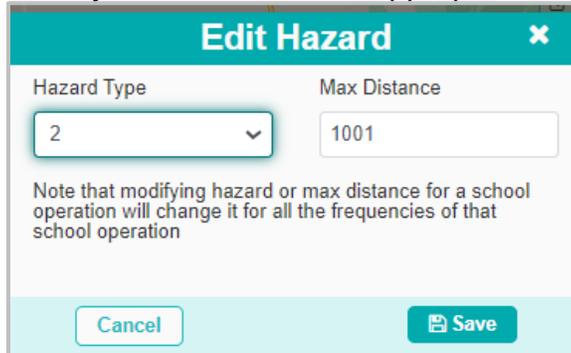
4. Navigate to the School Operations card within the Workspace Panel, and select the Bell Time that you would like to adjust the Max Walk Distance or Hazard Type.

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

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



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



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

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

Shift Bell Time

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

Here's How:

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

Shift Bell Time ✕

Minimum Offset do CS do SOPS

School	Type	Clear Locks	Bell	Offset	Earliest	Offset	Latest	Offset	Cluster
103	ARRIVAL	<input type="checkbox"/>	5:00 AM		4:45 AM		4:50 AM		test and hubbard
103	ARRIVAL	<input type="checkbox"/>	8:50 AM		8:30 AM		8:40 AM		103, 107 - AM, 106,
103	DEPART	<input type="checkbox"/>	10:40 AM		10:46 AM		10:50 AM		
103	ARRIVAL	<input type="checkbox"/>	12:50 PM		12:40 PM		12:47 PM		
103	DEPART	<input type="checkbox"/>	1:35 PM		1:41 PM		1:45 PM		103, 107 - PM - WE
103	DEPART	<input type="checkbox"/>	2:35 PM		3:41 PM		3:45 PM		106, 107, 103 - PM,
103	DEPART	<input type="checkbox"/>	3:00 PM		3:05 PM		3:15 PM		
105	ARRIVAL	<input type="checkbox"/>	9:05 AM		8:33 AM		8:43 AM		Cluster q, Jesse
105	DEPART	<input type="checkbox"/>	1:31 PM		1:41 PM		1:45 PM		
105	DEPART	<input type="checkbox"/>	3:42 PM		3:45 PM		3:45 PM		
106	ARRIVAL	<input type="checkbox"/>	8:50 AM		8:30 AM		8:40 AM		106, 107, 103 - AM,

2. Select your school bell time in the window.

Shift Bell Time ✕

Minimum Offset do CS do SOPS

School	Type	Clear Locks	Bell	Offset	Earliest	Offset	Latest	Offset	Cluster
103	ARRIVAL	<input type="checkbox"/>	5:00 AM		4:45 AM		4:50 AM		test and hubbard
103	ARRIVAL	<input type="checkbox"/>	8:50 AM		8:30 AM		8:40 AM		103, 107 - AM, 106,
103	DEPART	<input type="checkbox"/>	10:40 AM		10:46 AM		10:50 AM		
103	ARRIVAL	<input type="checkbox"/>	12:50 PM		12:40 PM		12:47 PM		
103	DEPART	<input type="checkbox"/>	1:35 PM		1:41 PM		1:45 PM		103, 107 - PM - WE
103	DEPART	<input type="checkbox"/>	2:35 PM		3:41 PM		3:45 PM		106, 107, 103 - PM,
103	DEPART	<input type="checkbox"/>	3:00 PM		3:05 PM		3:15 PM		
105	ARRIVAL	<input type="checkbox"/>	9:05 AM		8:33 AM		8:43 AM		Cluster q, Jesse
105	DEPART	<input type="checkbox"/>	1:31 PM		1:41 PM		1:45 PM		
105	DEPART	<input type="checkbox"/>	3:42 PM		3:45 PM		3:45 PM		
106	ARRIVAL	<input type="checkbox"/>	8:50 AM		8:30 AM		8:40 AM		106, 107, 103 - AM,

2 Bell Time(s) selected

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

do CS do SOPS

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

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

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

Minimum Offset

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

Shift Bell Time
✕

Minimum Offset do CS do SOPS

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

2 Bell Time(s) selected

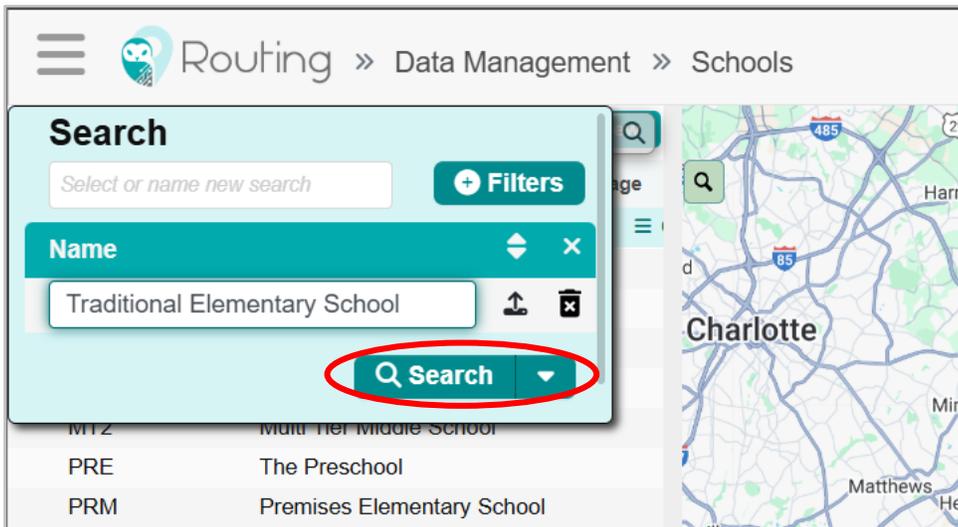
5. Select the Proceed button when the Bell Times have been shifted to the user’s satisfaction.

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

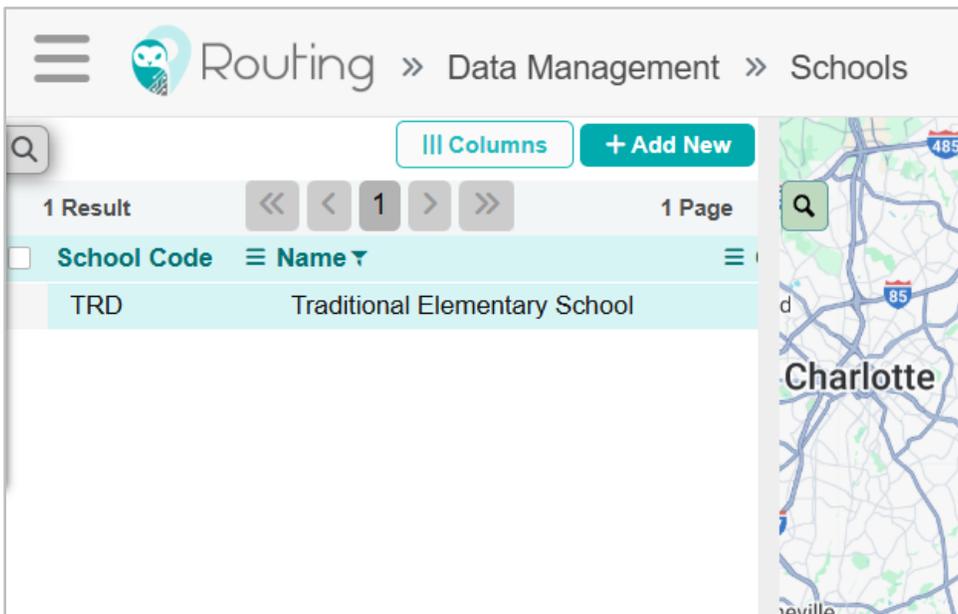
Create an Alternate Drop-off Location

You were tasked with creating an alternate SPED drop-off location since the only wheelchair-accessible ramp is near the school gymnasium. This alternate drop-off location can be set up within the School Premises card in the Schools in DM module. Once created, it will allow drivers to drop off SPED students at a different location than general education students.

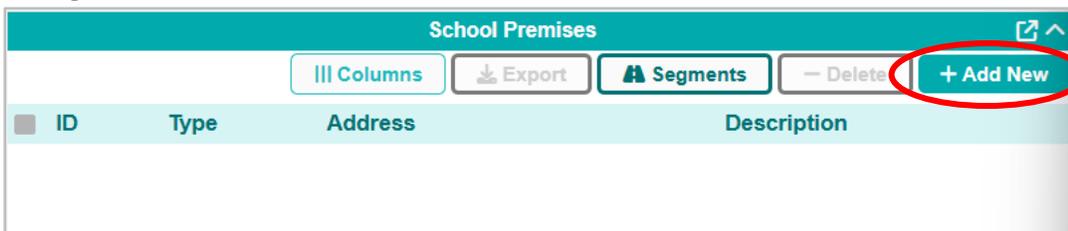
1. Search for the school.



2. Select the school within the Data Panel.



3. Navigate into the School Premises card.



4. Select "Add New", and within the window add the location details.

Location
✕

ID *

Type *

Address * 📍

This value is mandatory.

Description

Cancel

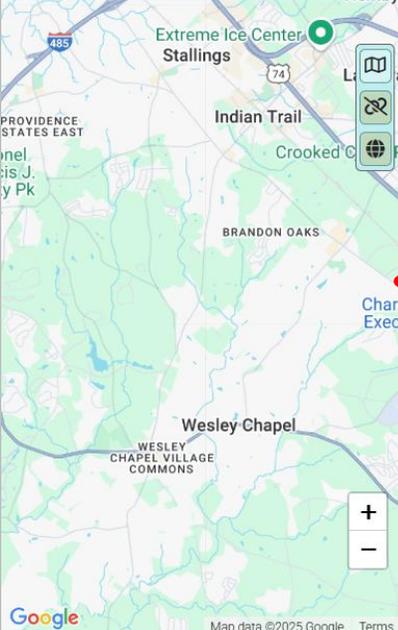
💾 Save

5. If you do not know the entirety of the location's address, add in the information you know, before selecting the point icon within the "Address" field to jump into the Pick-a-Location window.

Address * 📍

This value is mandatory.

Pick A Location
✕



ADDRESS
INTERSECTION

Partial Match Options: Point Data Google

Input Address ⚙️ System Assist ⚙️ Manual Override

Number	Prefix	Name	Type	Suffix	Zipcode	Source
3101		ANTIOCH CHURCH				
		ANTIOCH CHURCH	RD			Point
		ANTIOCH CHURCH	RD		28104	Point

Location will be returned as Use Input Address

Origin Lat:

Projected Lat:

Google Stop Lat:

Origin Lng:

Projected Lng:

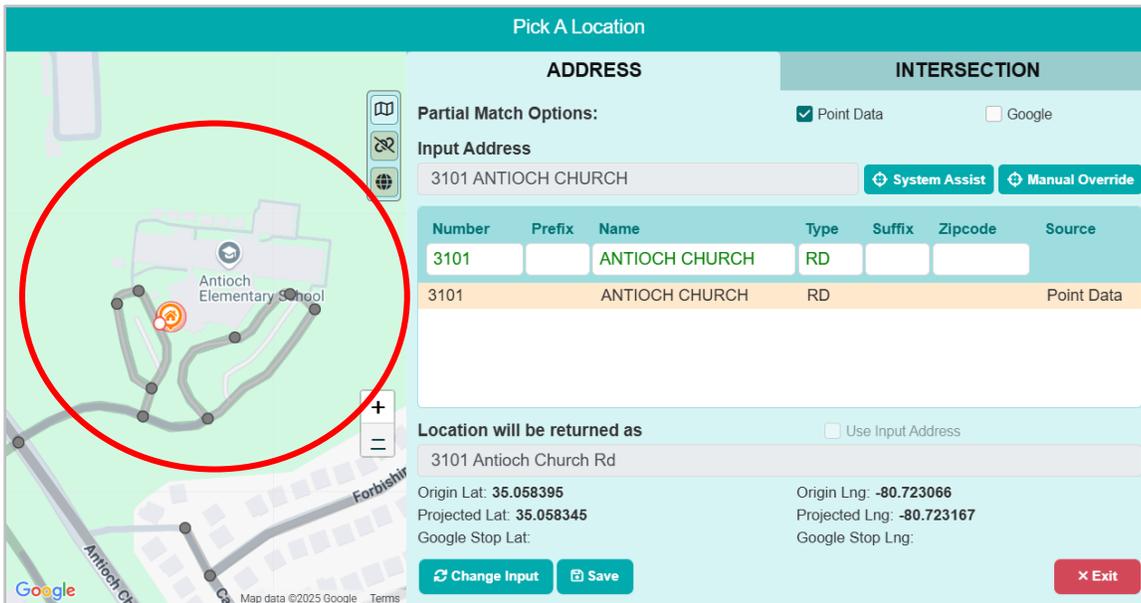
Google Stop Lng:

↻ Change Input

💾 Save

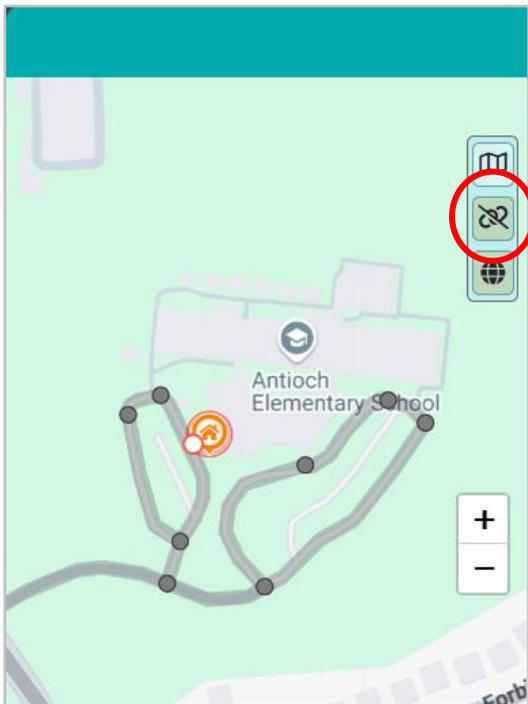
✕ Exit

6. Within the Pick-a-Location window, select the location from the available options, or use the map to locate it manually.

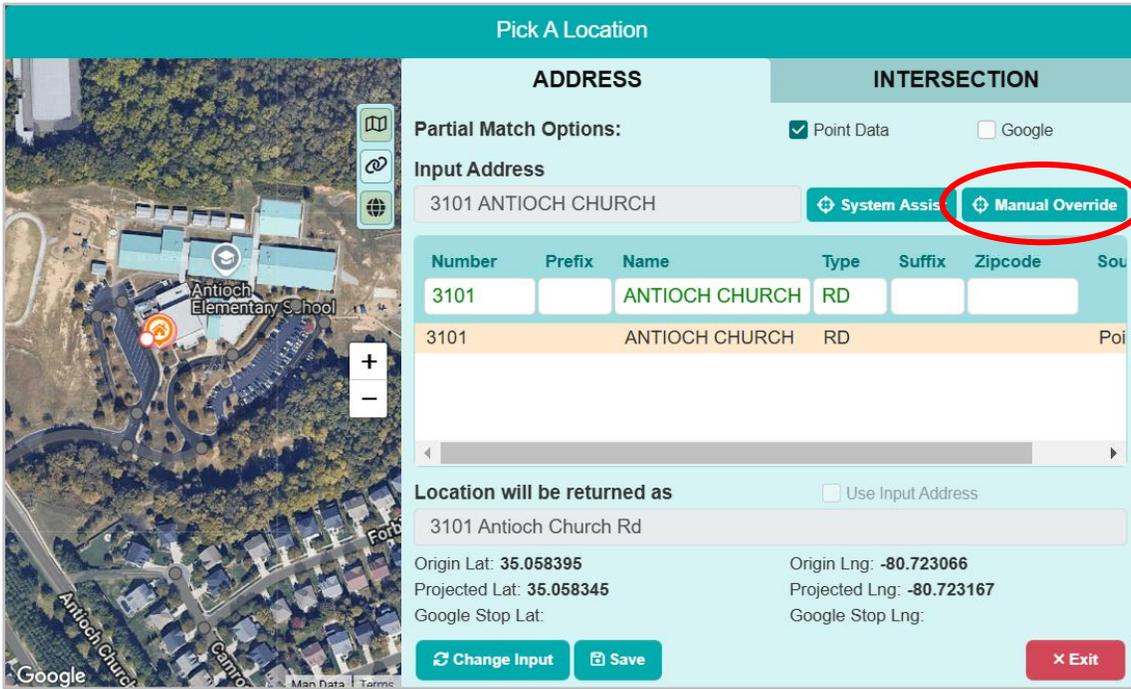


Note: The bus will route to the point location displayed on the map, in the case of a drop-off location, you want to ensure the point is located at the exact access point you would like the students to be dropped-off at.

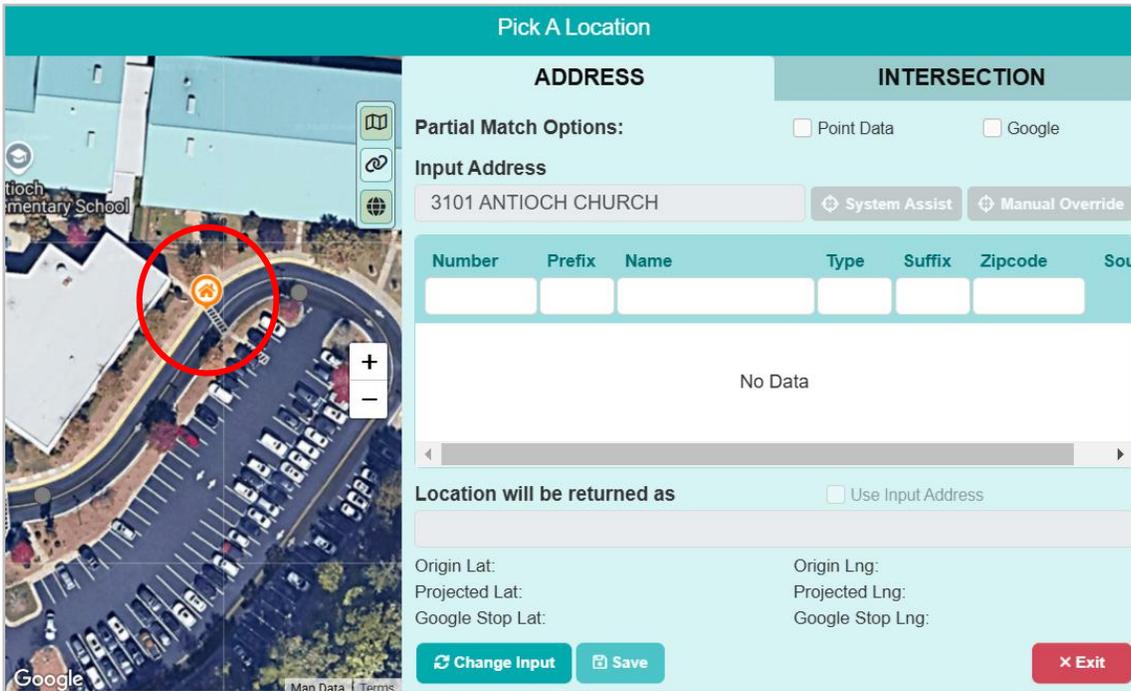
- In the map tools, toggle on the “Hybrid” display to better identify where the drop-off location should be at the school.



- Select the “Manual Override” tool.



9. Place the point at the location on the map where students will be dropped-off. In this case it will be near the gymnasium entrance.



10. Once placed, the user will see the point on the map. Adjust the “Location will be returned as” field to reflect the drop-off locations placement.

Pick A Location

ADDRESS **INTERSECTION**

Partial Match Options: Point Data Google

Input Address: 3101 ANTIOCH CHURCH System Assist Manual Override

Number	Prefix	Name	Type	Suffix	Zipcode	Sou
3101		ANTIOCH CHURCH				
3101		ANTIOCH CHURCH				Ma

Location will be returned as Use Input Address

SPED Drop-off near gymnasium @ Traditional Elementary

Origin Lat: 35.058572 Origin Lng: -80.722091
 Projected Lat: 35.058564 Projected Lng: -80.722084
 Google Stop Lat: Google Stop Lng:

Change Input Save Exit

11. Select "Save".



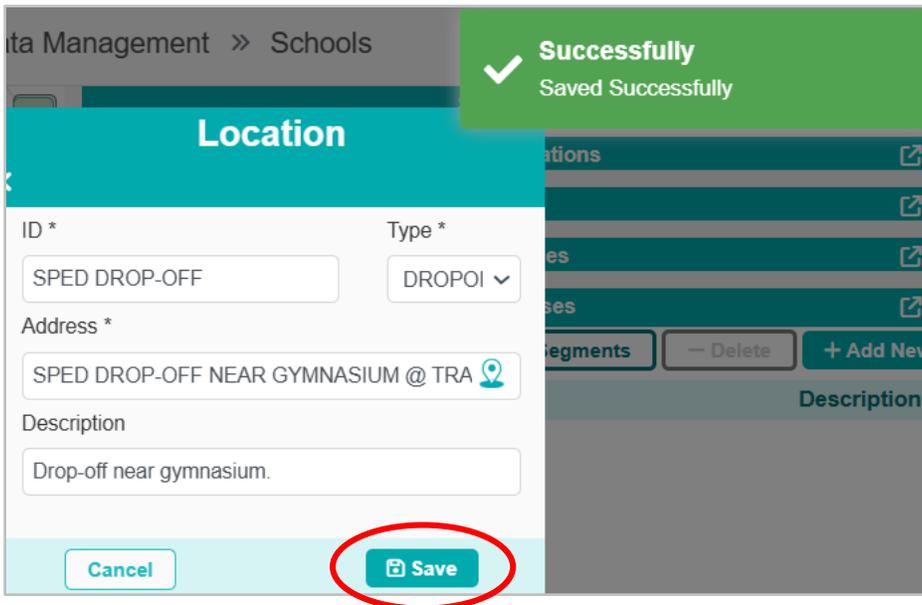
12. Select "Create" within the confirmation window to retain the additions made.

Confirmation

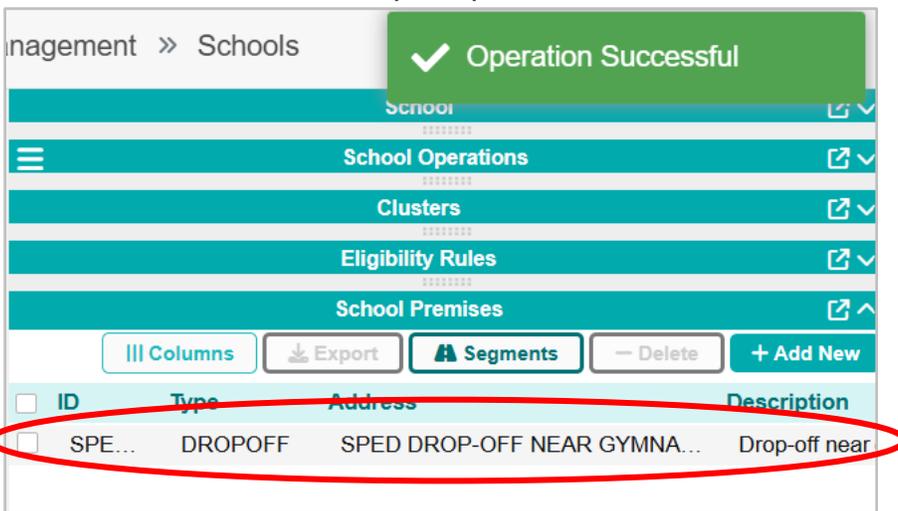
Are you sure you want to use "SPED Drop-off near gymnasium @ Traditional Elementary" to create new point location?

Cancel Create

13. The new location will be reflected in the "Address" field. Select "Save" to finalize the drop-off location.



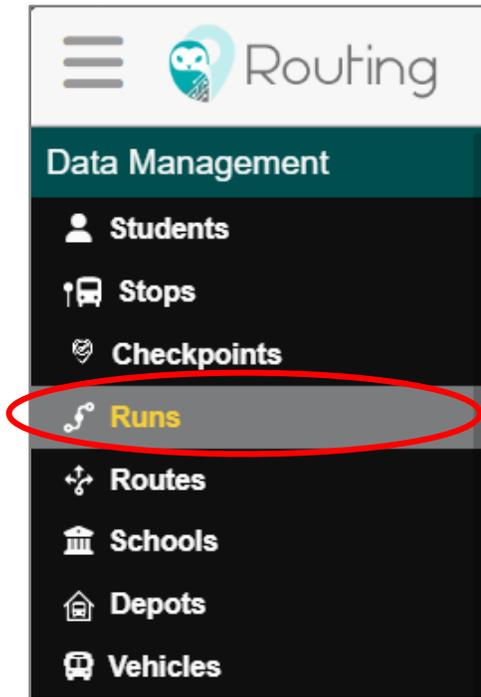
14. The user will see a confirmation message, and the new location populate within the School Premises card of the Workspace panel.



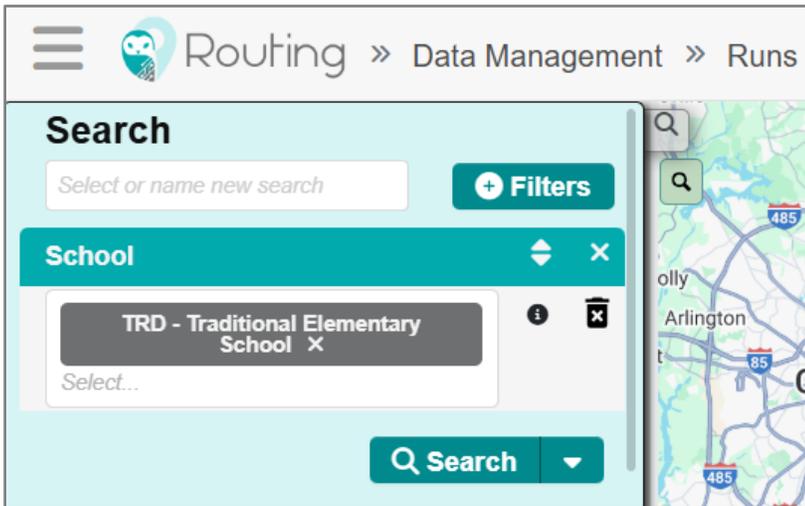
Change School Location for a Single Run

You've set up an alternate drop-off location for your SPED runs in Athena. The next step is to assign this location to the relevant runs. In the Runs in Data Management module, search for the specific run, and then use the "Change School Location" tool to assign the alternate drop-off location to the selected run.

1. Navigate into the Runs in Data Management module.



2. In the search bar, search by the school.



3. Select the appropriate run within the Data Panel.

Run ID	Description
TEST1	Training Run
TEST1-R	REVERSE - Training Run
TRD.01	
TRD.01-R	REVERSE -
TRD.02	
TRD.02-R	REVERSE -
TRD.03	
TRD.03-R	REVERSE -
TRD.04	
TRD.04-R	REVERSE -

4. Within the Run card of the Workspace Panel, select the “Change School Location” tool.

Run
⌵

☰

🏫
Change School Location

📄
Copy

🔔
Bell Time

-
Delete

💾
Save

Run ID * Description

TEST1 Training Run

Comments

Comments

To or From School Status Frequency

TO_SCHOOL STA -- Static MTWUF

5. In the Change School Location window, double click on the drop-down arrow of the “School Location ID” field.

Change School Location ✕

Select a school location per belltime. Only valid locations for the current run are displayed:

Bell Time	School	School Location ID	School Location Type
7:30 AM - ARRIVAL	TRD Traditional Elementary...	GPSTRD	GPS

Cancel
Proceed

Following the double click, the field will become editable; select the new drop-off location from the drop-down.

Change School Location ✕

Select a school location per belltime. Only valid locations for the current run are displayed:

Bell Time	School	School Location ID	School Location Type
7:30 AM - ARRIVAL	TRD Traditional Elementary...	<div style="border: 1px solid #ccc; padding: 5px; background-color: white;"> GPSTRD GPSTRD SPED DROP-OFF </div>	GPS

6. Once selected, the drop-off location will update. Select "Proceed" to finalize the changes.

Change School Location ✕

Select a school location per belltime. Only valid locations for the current run are displayed:

Bell Time	School	School Location ID	School Location Type
7:30 AM - ARRIVAL	TRD Traditional Elementary	SPED DROP-OFF	▼ DROPOFF

Cancel
✔ Proceed

7. The user will see the following confirmation window, as well as see the drop-off location updated in the Run card.



Run ↗

☰
🏠 Change School Location
📄 Copy
🔔 Bell Time
- Delete
💾 Save

Run ID * Description

TEST1 Training Run

Comments

Comments

To or From School Status Frequency

TO_SCHOOL STA -- Static MTWUF

Max Load Load Max Duration

60 9 1h 30m

Bell Time *

Bell Time	School	School Location ID	School Location T...
7:30 AM - ARRIVAL	TRD Traditional ...	SPED DROP-OFF	DROPOFF