

Quick Help Guide for Entering Transportation

Student Information → Maintenance → Student Lookup → Click on the More Tab → Scroll down to Homeroom Criteria Field and remove the √ Then click on the arrow box to select the name of the homeroom → Find

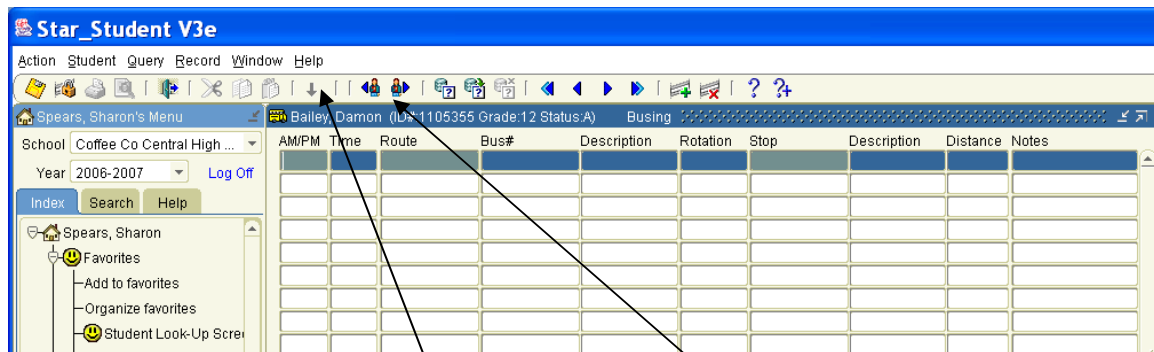
Once your list of students appear on the screen make sure the first student in the list is highlighted. *(If you receive an error you will need to do this step over because once you get the error nothing will work after that point)*

You will now have a list of students for that homeroom on the screen. **Do not click to open the summary screen for that student.**

Click on the word Student on the Menu Bar.

Move down the list and click on busing.

Once you have a busing screen open for a student you will enter the data for that student.



Make sure you use the drop down arrow ↓ on the tool bar to select the data for the green fields. *Data is required in all fields on this table except the notes field. This year the route and the bus # should be the same. YOU MUST ENTER MILEAGE. It does not have to be exact it can be an estimate. If a student at sometime during the year may ride a bus the table needs to be completed. Not all students will have an AM and a PM bus but their AM and PM bus may be a different number. In Coffee County we use the bus that picks the student up at their home as the AM Bus and the bus that takes them home from school as their PM bus. In this case students at the middle and high school will have a different AM and PM bus. If a student does not ever ride a bus you will leave it blank.*

You will now be able to move to the next student's busing screen simply by clicking on the child ► on the toolbar. This will give the ability to open just the next student's bus screen so you will not have all the additional clicks.

Checking you data.

Student Information

Reports

Student Bus List

Run

This will give you a list for all buses. Anything with an error or invalid entry will appear as an UNKNOWN. You will need to return to the busing screen for those students and correct the data field.

Another Check

School Information

Reports

Tenn Data Audit Report

Click on the box RESET CHECK BOXES. This will remove the checks from all of the boxes.

Scroll down to the General Data Checks

Click on the box for Student Busing

Run

This will list every student in your building. If they do not have a bus the report will say no AM or PM Busing missing. If only one bus is entered it will give you a message that says either AM or PM is missing. You will need to determine if the report or message given for each student is correct. If in doubt go to that student busing record and check.