



ASPIRE

How-To for Transportation Routes

Setting up Transportation Routes

1. To set up your Transportation Routes, click on "Setup Codes" on your LEA lens.

Carbon School District | 2013 | **2014** | 2015

[Setup Codes](#)

Enrollment	Schools	Status	Race	Gender													Total
Active Students	Grade:	PK	K	1	2	3	4	5	6	7	8	9	10	11	12		
Bruin Point Elementary		35	16	29	19	14	21	12	14							160	
Castle Heights Elementary			95	101	68	73	74	70	70							551	
Castle Valley Center		64	9	4	2	3	2	6			4	2	2	3	13	114	
Creekview Elementary		32	84	86	73	66	76	65	71							553	
Sally Mauro Elementary			50	72	53	59	78	63	71							446	
Wellington Elementary		23	42	62	42	44	43	48	41							345	
Helper Jr. High										69	61	59				189	
Mont Harmon Jr. High										179	187	176				542	
Carbon High School													195	202	165	562	
Lighthouse High School													14	30	35	79	
CSD Adult Education															1	1	
Effective 11/21/2013		154	296	354	257	259	294	264	267	248	252	237	211	235	214	3542	

Health | Immunizations | Medications | [Setup](#)

Groups

Concerns for Nurse Review | Count: 62

Transportation | [Import](#)

2. Select "Transportation Routes" on the left side. If you are setting this up for the first time or adding additional Transportation Routes, click "Add".

LEA Codes

- Attendance Codes
- Classroom Types
- Geo Codes
- Student Note Types
- Transportation Routes**

Transportation Routes

10	Edit Hide
1234	Edit Hide
5	Edit Hide
6	Edit Hide Delete
9	Edit Hide Delete

[Add](#)

3. Enter the route Title. An example is bus number 241 which runs in the morning would be titled AM 241. The sort order is optional. Click “Save” when finished.

The screenshot shows a modal window titled "New Transportation Route" with a close button (X) in the top right corner. Below the title, there is a "Title:" label followed by a text input field containing "AM 241". Below that is a "Sort Order:" label followed by a dropdown menu. The dropdown menu is open, displaying a list of numbers from 0 to 8. The number 0 is highlighted in blue. To the right of the dropdown menu, there are two buttons: "« Cancel" and "Save »". A red arrow points from the right towards the "Save »" button.

If the entry has been saved, you will see this message at the top of your screen.



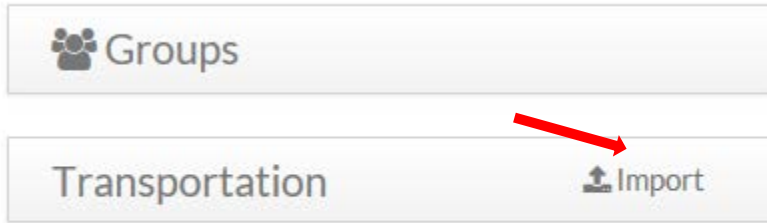
Note: You can Hide any Transportation Route. If the Transportation Route is Hidden, you will see this at the bottom of your list, but it will not be a current option. You can return it to the list by clicking “Show”.

HIDDEN 6

Show |

Importing Transportation Routes

1. To import your transportation routes, click on “Import” on your LEA lens under “Groups”.



2. Click “Browse” to locate the file you want to import, then click “Import File”. A sample of what your file should include is on the right side in the blue box.



Editing Transportation Routes

1. To edit a Transportation Route, click on Setup Codes on your LEA lens, select Transportation Routes on the left side, click “Edit” next to the transportation route you would like to edit.

Carbon School District | 2013 | 2014 | 2015 | Setup Codes

LEA Codes

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Transportation Routes	
10	Edit Hide
1234	Edit Hide
5	Edit Hide
6	Edit Hide Delete
9	Edit Hide Delete

2. Type in the new transportation route title:

Edit Transportation Route

Title:

Sort Order: ▼

Hide

« Cancel Save »

Your new Transportation Route will appear.

✔ Transportation route successfully saved

LEA Codes

- Attendance Codes
- Classroom Types
- Geo Codes

Transportation Routes	
AM 241	Edit Hide Delete
Blue Line	Edit Hide