I-Star

Transportation & Events Overview

PRESENTED BY: HARRISBURG PROJECT

Transportation Overview

Purpose of using the Transportation:

1. Print reports for Bus Company

2. Track the Student's Transportation Schedule, Special Need, and Billing Information

Transportation

To add the student's transportation information, you will first need to search for the desired student from the *Student Approvals Filter*.

Transportation

Once you have located to student, you will need to select the student's profile.

To select the Student Profile, click the student profile icon under the **Actions** column located to the left of the Student's Name.

Within the Student Profile, you can enter:
- Transportation
- Notes
- Events

Transportation

Next, click the Transportation box to enter the student's special transportation information.

Transportation
Use this to modify transportation for this student.

Transportation

This will allow you to add the following information :

Transportation Schedule
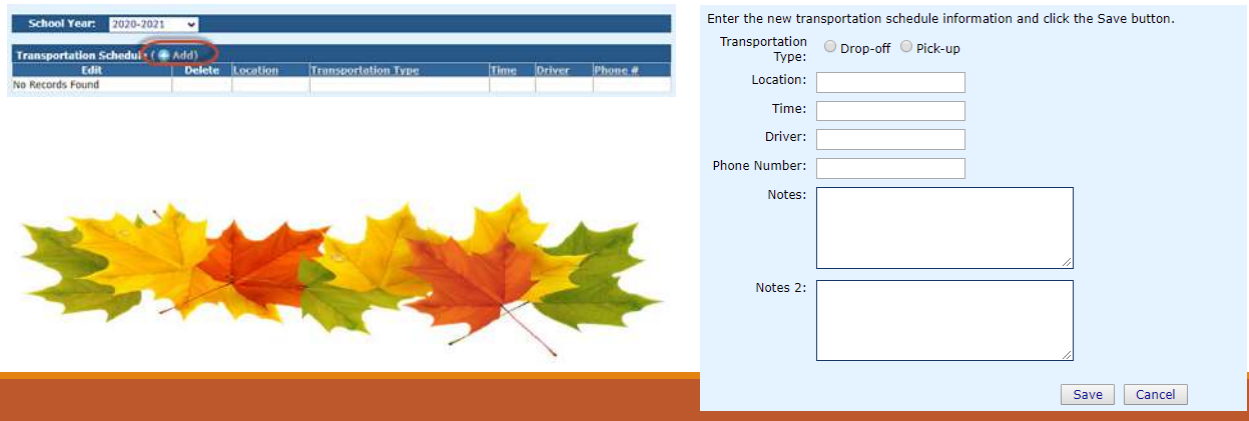
Special needs

Billing History

Transportation Schedule

To Add the *Transportation Schedule*, click the Add Icon.

Enter the new transportation schedule information and click the Save button.

Enter the new transportation schedule information and click the Save button.

Transportation Type: ○ Drop-off ○ Pick-up

Location:

Time:

Driver:

Phone Number:

Notes:

Notes 2:

Save | Cancel

School Year: 2020-2021

Transportation Schedule (● Add)

Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
No Records Found						

Transportation Schedule

After you have entered the appropriate information and clicked Save at the bottom of the screen, it will take you back to the Student Transportation schedule.

To edit a Transportation Schedule record, click the pencil icon.

To delete a Transportation Schedule record, click the red X icon.

School Year: 2020-2021

Transportation Schedule (● Add)

Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
✏	✗	Home	Pick-up	07:00 AM	Hornet	6186186186

Transportation – Special Need

To Add the *Special Need*, click the Add icon.

Select the Special Need from the drop-down below and click Save.

NOTE: Special needs in this drop-down are populated from the *special needs definition* that required an initial set up.
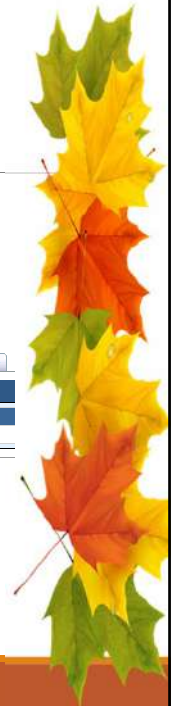

Transportation – Special Needs Definition

Special Needs Definition is where you can set up your special needs for the drop-downs on the special transportation section of the student's profile.
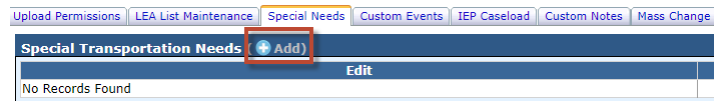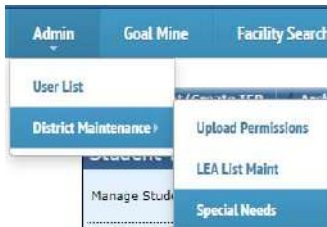
To Add a Special Need to the drop-drop down in the special transportation section of the student profile, select Admin → District Maintenance → Special Needs → click Add.

Transportation – Special Need Definition

The Special Need definition will show up in your list.

Enter the new special need and click the Save button.

- To edit a definition, click the pencil icon.

- To delete, click the red X.

Transportation – Billing History

To Add the Billing History, click the Add icon.

Enter the transportation billing information and click Save.

Enter the new transportation billing information and click the Save button.

Billing District Entity:

Start Date:

End Date:

Charge Rate:

Notes:

Transportation

Once you are complete entering the Student Transportation information, click Return.

Once you have clicked Return, this will bring you back to the Student Profile Page.

Transportation Reports

To Run a Transportation Report:

Click the Reports Tab

Report Type: (Student)

Report Categories: (Transportation)

Select Desired Report

Transportation Reports

You can also Filter/ Sort the selected report.

When complete, click 'Run Report'

Transportation Reports

Events Overview

- Custom Events

- Single Occurrence Event vs. Recurring Event

- Event Reports

Events

To Add Events, you will first need to search for the desired student from the Student Approvals Filter.

Events

Within the Student Profile, you can enter:

- Transportation
- Notes
- Events

Actions	Ind	Student Name
✗ ⚲ 👤 🖥	11 13	Martin, DemoLangdon Dwight
(Page 1 of 1)		

- Once you have located the student, you will need to select the student's Profile.

- To select the Student Profile, click the icon located under the Actions column located to the left of the Student Name.

Events

To Add an Event, Click Events from the Student Profile.

Events (0)

Type	Most Recent Date	Next Event Date
No Records Found		

Next, click the Add icon.

Events (Add)

Actions	Type	Description	Most Recent Date	Next Event Date
No Records Found				

Student Profile

Name: **DemoSabine Isa Adams**
SIS Id: **999999010**
Natural Language: **English**
Home Language: **English**
Home School: **Harrisburg CUSD 3**
Serving School: **Harrisburg CUSD 3**
Gender: **Female**
Birthdate: **10/22/2001**
Ethnicity: **Hispanic or Latino**

Phone Numbers (Modify)

Type	Number
Mobile	(618) 252-2222
Home	(618) 555-6255

Addresses (Modify)

Type	Address
Home	512 N. Main Harrisburg, IL 62946

Other Information (Modify)

Medicaid #	Anticipated Grad Date	Eligibility Determination Date
123456789	05/25/2022	

Notes (0)

Update Date	Note Type	Note
No Records Found		

Events (0)

Type	Most Recent Date	Next Event Date
No Records Found		

Events / Custom Events

To populate additional 'Event Types' to your drop-down, you will need to create a 'Custom Event'.

To Add a 'Custom Event' click:

Admin → District Maintenance → Custom Events → Add

Custom Events

To create a new custom Event Type, enter the Event and click the Save button.

Events

Once the Event Type has been selected from the drop-down menu, you can enter:

- Description 1

- Description 2

- Determine if this will be a 'Single Occurrence Event' or a 'Recurring Event.'

Single Occurrence vs. Recurring Event

Recurring Events can be set to occur:

- Daily
- Weekly
- Monthly
- Yearly

After occurrence is set, click Continue.

Events

View

Edit

Delete

When complete, click "Return to Profile."

Events

You will notice the Event will populate on the selected Student Profile.

Event Reports

Event Report Filters

I-Star Resource Website
www.hbug.k12.il.us

Contact:

Harrisburg Project

(800) 635-5274

support@hbug.k12.il.us

With I-Star Questions and Feedback