
Washington State Office of Superintendent of Public Instruction

Student Transportation Allocation Reporting System (STARS)



GIS Training Manual

Last Updated July 1, 2015



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I. Accessing the STARS Web Map

The mapping feature in STARS can be accessed through several different routes each taking you to the same web map interface with which you can then view, create, and edit bus routes.

a) Bus Route Map Tab

The STARS web map can be accessed directly by selecting the Bus Route Map tab

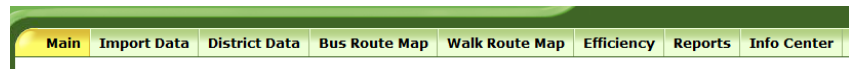


Figure 1. STARS Main System tabs

in the STARS System (Figure 1). Accessing the STARS Web Map directly via the Bus Route Map tab will take you to the main map view. In addition, the name of the school district with which you have access credentials in the EDS system to provide bus route information for, will be auto populated in the web map display (Figure 2).

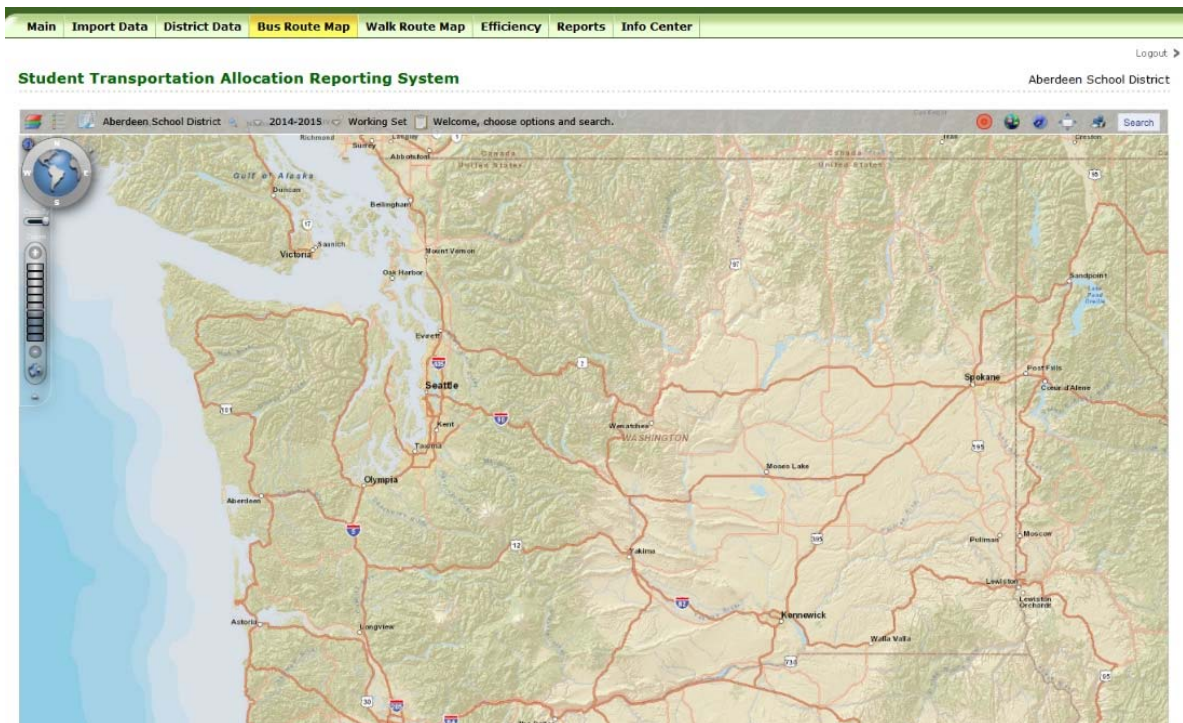


Figure 2. STARS System Bus Route Map tab

b) District Data → Route Data Tab

The STARS web map can also be accessed indirectly through two locations within the STARS system. The first means of accessing the web map indirectly is through the STARS District Data tab. From the District Data tab the user must select the Route Data tab to be taken to the route

information for their district. Under the School District Options section of the Route Data tab, the user has the option of selecting the View District Map button (Figure 3), which when selected will take the user to the STARS Web Map and will automatically zoom the map to the location of the school district (Figure 4).

Student Transportation Allocation Reporting System Aberdeen School District

Route Data Print Friendly

School Year: 2014-2015
School District: Aberdeen School District
Reporting Period: [Select a Period]
WS Route Number: [Select a Route]
Search

Aberdeen School District Options

District Map: View District Map
Create a new Route: Create Route(Form) Create Route(Map)

To review route data, click 'View' or to update route data, click 'Edit'

Action	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
Edit Export	Aberdeen	WS	153E	26	153	207660	S	Oct 26, 2014	Rodney McKnight
Edit Export	Aberdeen	WS	151S	24	151	205214	S	Oct 26, 2014	Rodney McKnight
Edit Export	Aberdeen	WS	149SE	23	149	21359	E	Oct 26, 2014	Rodney McKnight
Edit Export	Aberdeen	WS	155E	22	155	208311	E	Oct 26, 2014	Rodney McKnight
Edit Export	Aberdeen	WS	155S	21	155	208311	S	Oct 26, 2014	Rodney McKnight
Edit Export	Aberdeen	WS	154E	20	154	207661	E	Oct 26, 2014	Rodney McKnight

Figure 3. View District Map button

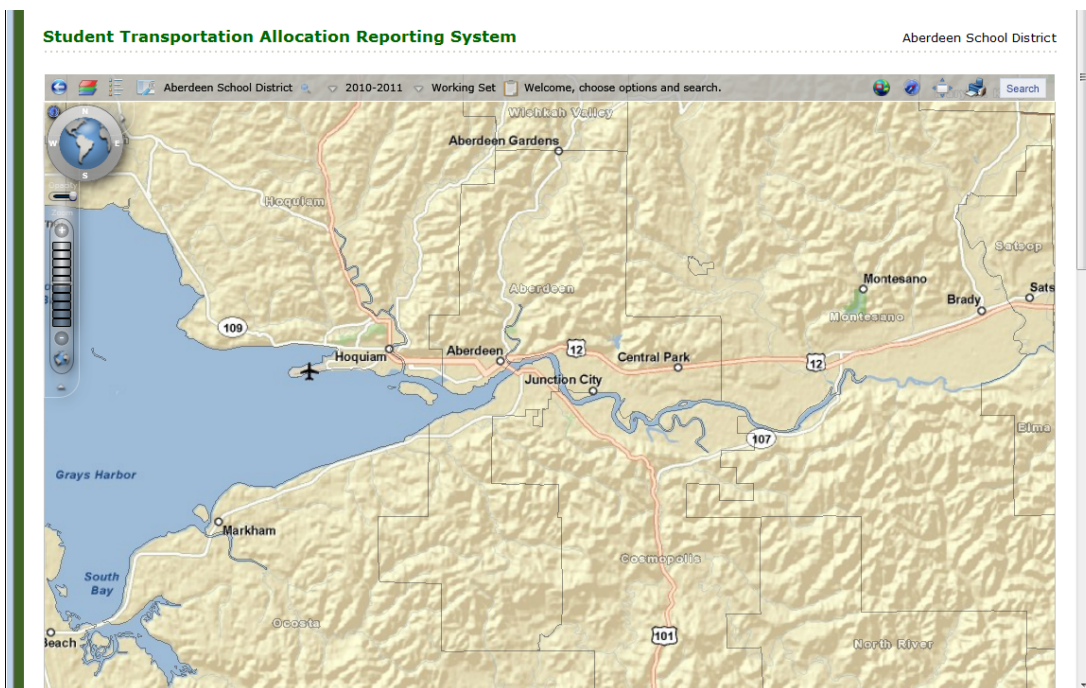


Figure 4. Map automatically zooms to location of selected school district

c) District Data → Route Data Tab → Select Route

The second means of accessing the Bus Route Map indirectly is by selecting a specific route within the Route Data tab located under the STARS District Data tab. From the District Data tab, the user must select the Route Data tab. Within the Route Data search options, the user will select a specific route number for his or her district and has the option to select the reporting period and then select the Search button (Figure 5). After the Search button has been selected the Route Data table will display the selected route's working set data that is available for editing (with Edit button option available under the Action section of the table) and data for the route that have been accepted from previous reporting periods (with View button option available under the Action section of the table)

Student Transportation Allocation Reporting System
Aberdeen School District

Route Data

School Year: 2014-2015
School District: Aberdeen School District
Reporting Period: [Select a Period]
WS Route Number: [Select a Route]

Search

Aberdeen School District Options
District Map: View District Map
Create a new Route: Create Route(Form) Create Route(Map)

To review route data, click 'View' or to update route data, click 'Edit'

Action	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
--------	-----------------	--------	----------------	-------------	--------------	-----------	------	--------------	-----------

Figure 5. Select period (and optionally select route), then select a route, and choose search

Student Transportation Allocation Reporting System
Aberdeen School District

Route Data

School Year: 2010-2011
School District: Aberdeen School District
Reporting Period: [Select a Period]
Route Number: 103E
Search

Aberdeen School District Options
District Map: View District Map
Delete All Working Set Routes: Delete Routes
Create a new Route: Create Route(Form) Create Route(Map)

To review route data, click 'View' or to update route data, click 'Edit'

Action	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
Edit	Aberdeen	WS	103E	3	103	204215	A	May 19, 2011	System Updated
View	Aberdeen	Fall	103E	3	103	204215	A	May 20, 2011	System Updated
View	Aberdeen	Winter	103E	3	103	204215	A	May 20, 2011	System Updated
View	Aberdeen	Spring	103E	3	103	204215	A	May 20, 2011	System Updated

Figure 6. Select the View or Edit buttons for the selected route.

section of the table) and are available for viewing (Figure 6). The user then has the option of selecting either prior accepted data for the route selected (by selecting the View button) or can select to view the working dataset for the selected route by selecting the Edit button. Upon selection of either the View button or the Edit button, the user will be taken to the School Bus Route Log for the selected route (Figure 7). From the School Bus Route Log window the user can view the selected route in the STARS Bus Route Map, by selecting the View Route Map button. Upon selection of the View Route Map button, the user will be taken to the STARS Bus Route Map where the map will automatically zoom to the location of the route and display the bus stops and destinations associated with the selected route (Figure 8).

Student Transportation Allocation Reporting System

School Bus Route Log - WS 2010-2011

Save Save And Return Return

Delete Route **View Route Map**

Aberdeen School District Add Destination

District Bus No.: 103 District Route No.: 103E Route Type: Basic Program State Bus No.: 204215 State Route No.: 3

Stevens Elementary Code: 2971 Latitude: 46.966937 Longitude: -123.789634

Stop	Latitude	Longitude	Description	Students Assigned	Stop	Action
1	46.968880	-123.803790		✓	1	Delete Stop
2	46.969530	-123.806040		✓	2	Delete Stop
3	46.968750	-123.807810		✓	3	Delete Stop
4	46.968020	-123.807870		✓	4	Delete Stop
5	46.967950	-123.805920		✓	5	Delete Stop
6	46.968210	-123.804340		✓	6	Delete Stop

Figure 7. School Bus Route Log window.

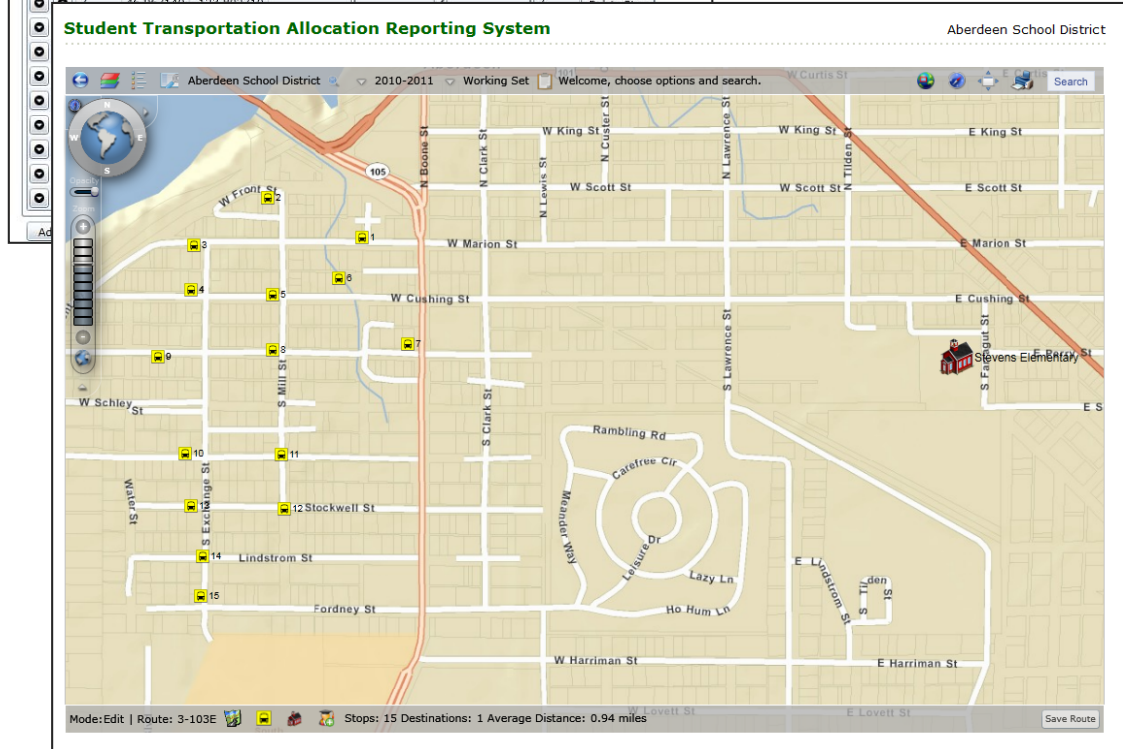


Figure 8. STARS Bus Route Map view of selected route

II. Map Navigation and Tools

The STARS Bus Route Mapping application contains several basic map navigation features which allow the user to pan the map, zoom in and out, turn layers on and off, etc. Each of these features enhances the user's experience working with the map and also aids the user in the creation and editing of bus routes within the STARS system. The toolbar located at the top of the map display (Figure 9) contains all of the map tools and navigation functions that you will need to successfully use the STARS Bus Route Map to view, create, and edit your bus route information.

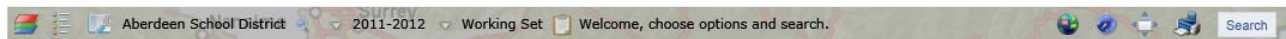


Figure 9. STARS Bus Route Map toolbar.

a) Pan

To pan the map refers to shifting the map image relative to the initial map display without changing the scale of the map. You can pan the STARS Web Map both up and down, and left and right from the initial map display to view other parts of the map not currently in the initial map view. To pan the map, move the mouse cursor onto the map display. Press and hold the left mouse button while simultaneously moving the mouse in the direction (up, down, left, or right) that you want to shift the map display. An alternative way to pan the map involves selecting the North (N), South (S), East (E), or West (W) directions on the map navigation toolbar located in the upper left hand portion of the map display (Figure 10). Selecting the N, S, E, or W directions on this toolbar will pan the map in the selected direction. A third and final way to pan the map display is to use the arrow keys located on your keyboard (Figure 11). These keyboard keys move the map left, right, up, and down corresponding to the key direction on the keyboard.



Figure 10. Navigation Toolbar pan tools.

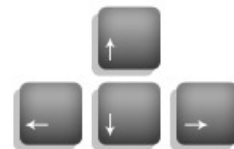


Figure 11. Arrow keys located on keyboard

b) Zoom In & Out, Zoom to School District

To zoom the initial map display in or out from the initial extent, move the mouse pointer onto the map display over where you want the new center of the map to be and using the mouse scroll wheel move the scroll wheel away from you (i.e. forward) to zoom in on the map and move the mouse scroll wheel toward you (i.e. backward) to zoom the map out. An alternative way to zoom in or out



Figure 12. Plus (+) and Minus/Hyphen (-) keys located in the alphanumeric and number pad section of a standard keyboard

on the map is to select the plus (+) or minus/hyphen (-) keys on the keyboard located in the number pad or within the alpha-numeric keys on a standard keyboard (Figure 12). Selecting the plus (+) key will zoom the map in, and selecting the minus/hyphen (-) key will zoom the map out from the center of the current map display.

To zoom the map to a defined extent, move the mouse pointer over the map display, press and hold down the Shift button on the keyboard and with the mouse press and hold the left mouse button and drag a box around



Figure 13. Drag a box around the area of the map that you want to zoom into or out.

the area of the map you wish to zoom in to (Figure 13). To zoom the map out to a defined extent, press and hold the Shift + Ctrl (Control) keys on the keyboard, and with the mouse press and hold the left mouse button and drag a box around the area of the map you wish to zoom out to.



Figure 14. Map Layers Tool icon.

c) Map Layers

Selecting the Map Layers Tool icon (Figure 14) on the STARS Web Map toolbar allows the user to change the base map used to view along with their bus route data (Figure 15). The STARS Bus Route Map contains base map information from ESRI including streets basemaps and aerial imagery.

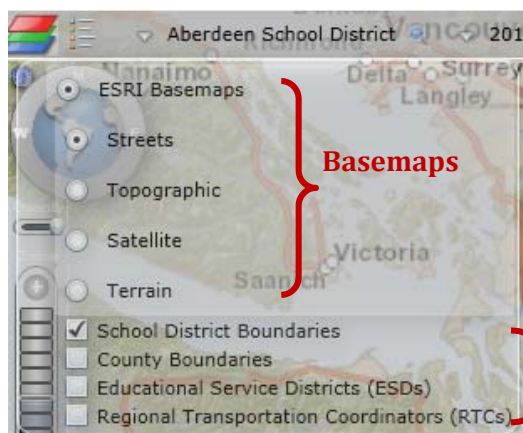



Figure 15. Map Layers window. The available base maps and map layers.

To select a basemap click on the radio button  next to the name of the basemap you want to display on your bus route map. In addition to base maps, the Map Layers window provides access to additional map layers that may be useful when planning or viewing bus route information. These additional map layers include school district

boundaries, county boundaries, educational service district boundaries, and regional transportation coordinator boundaries. To turn on these map layers, simply check the box next to the layer name in the Map Layers window. Once the check box is checked next to the layer name, the layer will appear on the map. To turn off any or all of the available map layers, uncheck the box next to the name of the map layer that you want to exclude from displaying on the map.

d) Legend

When the user selects the Map Legend Tool icon (Figure 16) on the STARS Bus Route Map toolbar, a drop-down window displays the names of the symbols used to represent bus stop information on the map. The STARS Bus Route Map uses symbols to represent bus stops, destination – loading zones (at schools) and destination – transfer points (Figure 17). The Legend tool helps the map user understand what information the symbols on the map are being used to represent.



Figure 16. Map Legend Tool

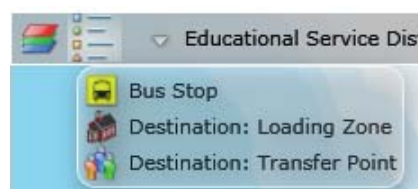


Figure 17. Map Legend window.



e) Address Search

The STARS Address Search tool (Figure 18) allows users to get the Latitude and Longitude coordinates for any address searched for in the State of Washington. To use this tool, click on the Address Search icon to open up the Enter Address Information window (Figure 19). From the Enter Address Information window, enter the address and click the Find button. Once the Find button is selected, the map will zoom to the address location and the Enter Address Information window will contain the latitude and longitude coordinates of the address entered.

Figure 18. Address Search Tool icon.

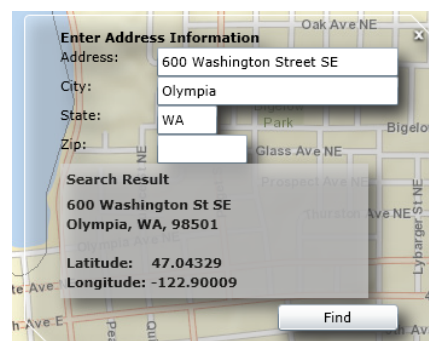


Figure 19. Enter Address Information window

f) Overview Map

The overview map tool is used to display the location of the current map display in a larger extent, to help users more easily orientate themselves to the location of the current map display. To view the overview map window, click on the Overview Map tool icon (🌐) on the STARS Bus Route

Map toolbar and the overview map window will display on the map in the bottom right-hand corner (Figure 20).

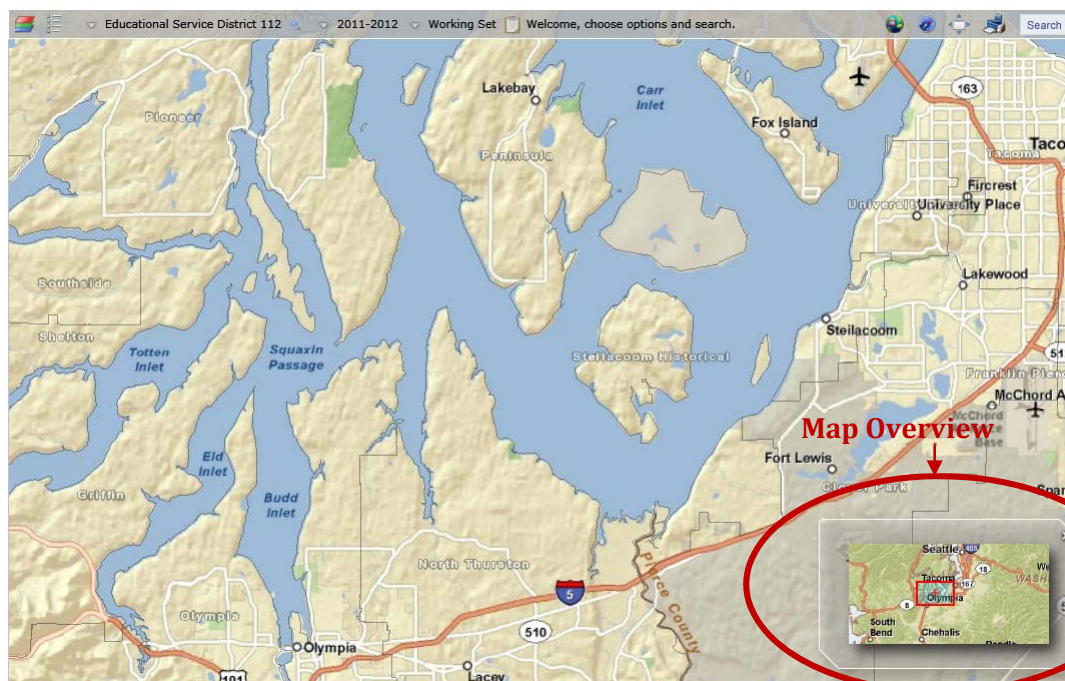


Figure 20. Map Overview Window.



Figure 21.
Print Tool
icon

g) Print

Selecting the Print Tool icon located on the Bus Route Map toolbar (Figure 21) allows the user to print a map from the STARS system. When a route has been selected and is currently displaying on the map, selecting the Print Tool icon will open an Export Map for Printing window (Figure 22). Within the Export Map for Printing window, the user can select the size of the output map sizes (*Size Options Are: Letter – 8x11 (Landscape), Letter – 8x11 (Portrait), Tabloid – 11x17 (Landscape), Tabloid – 11x17 (Portrait), and MAP_ONLY*), the Export Type (*Export Type includes PDF, PNG32, PNG8, JPG, GIF, EPS, SVG, and SVGZ*), and choose the Export Map button to create the map. The map will open in another browser window, and will contain a map of the route, all bus stops, and destinations on the routes, as well as other information regarding the route type, district route number and bus number, the number of stops and destinations, and the route average distance (Figure 23). From the browser window containing the route, you can save the resulting map file on your computer or send it to your printer for printing.

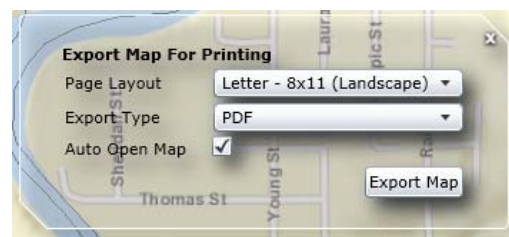


Figure 22. Export Map for Printing window

Once a route map has been created from the Export Map for Printing window, the window will contain an Export History of all route maps that have been generated in the current STARS session. The list of Export History routes, allows a user to select previously created routes from the Export Map for Printing window to once again view the route map in a separate browser window. To remove the files from the Export History, select the Clear Files link on the Export Map for Printing window (Figure 24).

h) Full Screen

Selecting the Full Screen Tool icon located on the Bus Route Map toolbar (Figure 25) allows the user to maximize the map viewing area. When selecting the Full Screen Tool icon, the map will fill the entire screen to maximize the viewing area of the map. To exit the map's full screen mode, either select the Esc (Escape) key on the keyboard or click on the Full Screen Tool icon again to exit out of full screen mode. ***(Note: While full screen mode will work for editing, creating, and viewing map data, the user will not be able to enter any textual (i.e. text data) information in regards to the route if they are in full screen mode. If full screen mode is preferred for editing and creating routes, it is recommended that users toggle between full screen mode and normal mode so that they can enter the required textual information needed for a bus route.)***

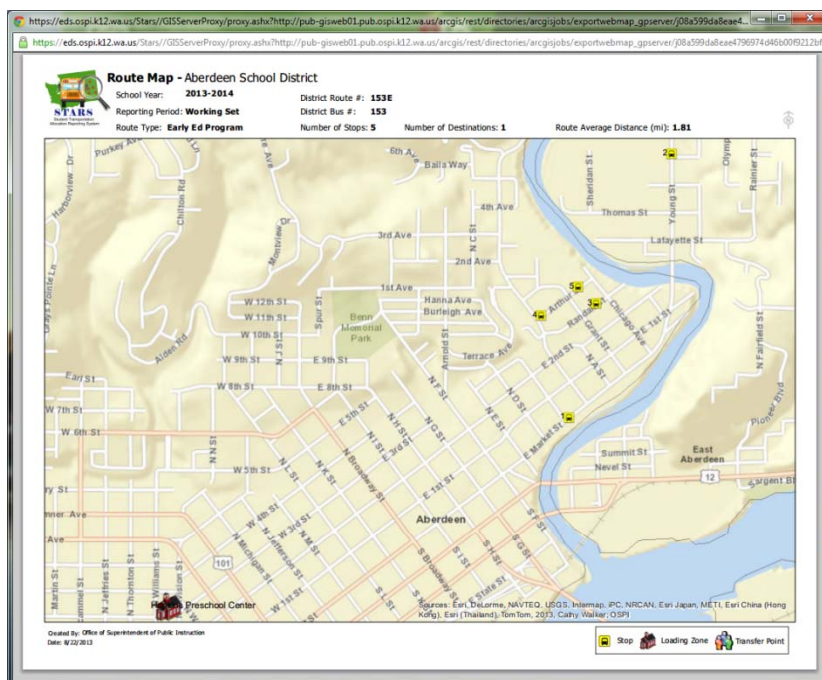


Figure 23. New route map in browser window

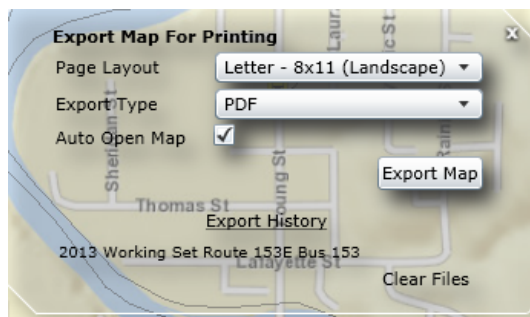


Figure 24. Export History



Figure 25.
Full Screen
Tool icon

i) Navigation Tools

Selecting the Navigation Tools icon on the STARS Web Map toolbar (Figure 26) allows the user to turn on and off the Navigation Tools located in the upper left



Figure 26.
Navigation
Tools icon

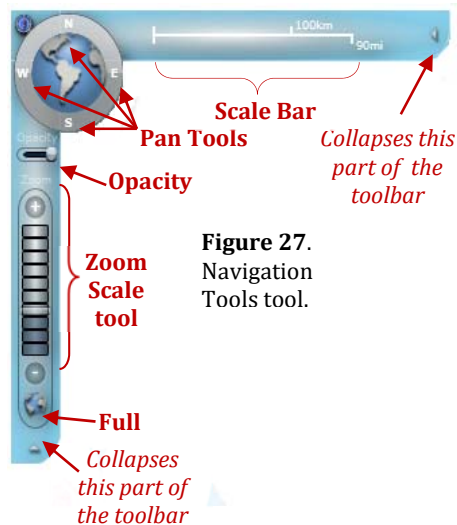


Figure 27.
Navigation
Tools tool.

hand corner of the screen. The Navigation Tools tool (Figure 27) contains the map scale bar, a zoom to full extent button, North (N), South (S), East (E), and West (W) pan tools, an opacity tool (to lighten and darken the Navigation Tools toolbar on the map) , and a map zoom scale tool.



Figure 28.
Manage
Routes Tool
icon

j) Manage Routes

When selecting the Manage Routes Tool icon (Figure 28) from the Bus Route Map toolbar, the user is presented with a drop-down window with two selections to choose from, Create Route and Delete All Working Set Routes (Figure 29). Selecting the Create Route button will allow the user to create a bus route from scratch, adding bus route information, bus stops, and destinations from the main map interface (See Section V.). **Selecting the Delete All Working Set Routes button will allow the user to delete all the working set routes for their district. When choosing the Delete All Working Set Routes button, a warning screen will appear notifying the user that the working set routes for their district will be deleted, and requires the user to select OK to proceed with the deletion of the working set routes (Figure 30).**

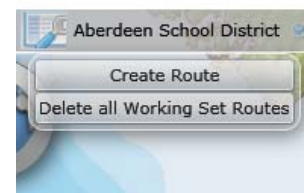


Figure 29. Manage
Routes window

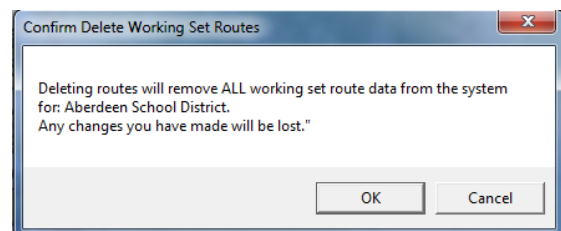


Figure 30. Manage Routes warning screen

k) Select a School Year

The School Year Selection Tool (Figure 31) allows the user to select the school year for the data that they want to view in the Bus Route Map. Hover the mouse pointer over this tool and a drop-down window will appear and allow the user to highlight and select the school year for the data that they want to view in the map.



Figure 31. School Year Selection Tool

l) Select Working or Accepted Routes

The Select Working or Accepted Routes Tool (Figure 32) allows the user to select to view the current working set bus route information or to view any of the accepted route data from prior reporting periods. Selecting Working Set Routes will allow the user to edit and update bus route information for their district. If the user selects to view one of the available Accepted Set Routes, they will be able to view the bus route information in the map, **but will not be able to edit this data.**



Figure 32. Select Working or Accepted Routes Tool

m) Search & Search Results

The Search button (Figure 33) is used after a user has selected a school year from the School Year Selection tool, and either a Working Set or Accepted Set Route from the Select Working or Accepted Routes tool. When the search button is selected, the web map will search for the routes that meet the school year selected and the status selected

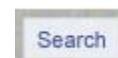


Figure 33. Search button

(Working Set or Accepted Set Route) and display the number of routes that meet this criteria on the map toolbar. The tool will display a list of routes in the search results window (Figure 34) which is displayed by



Figure 35. Search Results icon

hovering the user's mouse over the Search Results icon (Figure

35). To view one of the

routes from the search results window, the user must highlight and click on the

Type	State Route	District Route	State Bus	District Bus
S	1	1	19698	1
S	2	2	20568	2
S	3	3	19699	8
S	4	4	17600	10
S	5	5	21250	11
S	6	6	17602	12
S	7	7	17603	13

Figure 34. Search Results Window

route, this will cause the map to automatically zoom to the selected route and display the bus stops and destinations associated with the route.

III. View Bus Route Information

To view existing bus routes in the STARS Bus Route Map, the user must first upload their bus route information following the steps outlined in the STARS Training Manual. Once data has been successfully uploaded into the STARS system, a user can view and edit this information in the STARS Bus Route Map. To view an existing bus route in the STARS Bus Route Map, the user must first perform the following initial steps (Figure 36):

1. Log-in to the STARS System
2. Access the Bus Route Map Tab within STARS to view the STARS Bus Route Map.
3. Select a current school year from the School Year Selection Tool.
4. Select a Working or Accepted Set Route from the Select Working Set or Accepted Routes Tool.
5. Click-on the Search button.
6. From the Search Results window, choose a bus route to view in the map.

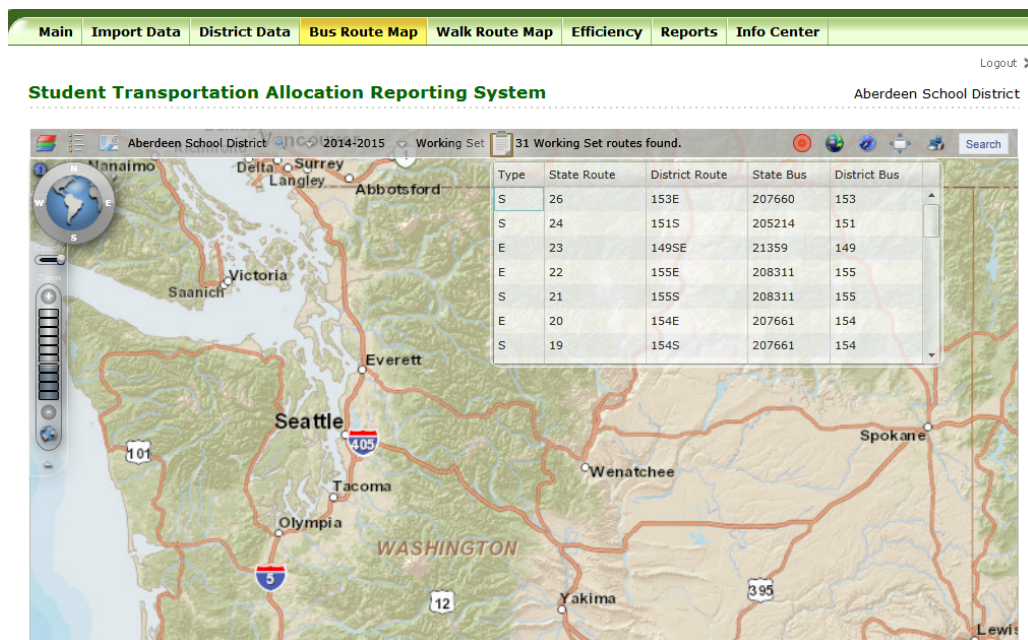


Figure 36. View Bus Route Information in STARS Bus Route Map

Once the user selects a route from the Search Results window, the map will automatically zoom to the location of the bus route and display all the stops and destinations associated with the selected route (Figure 37).

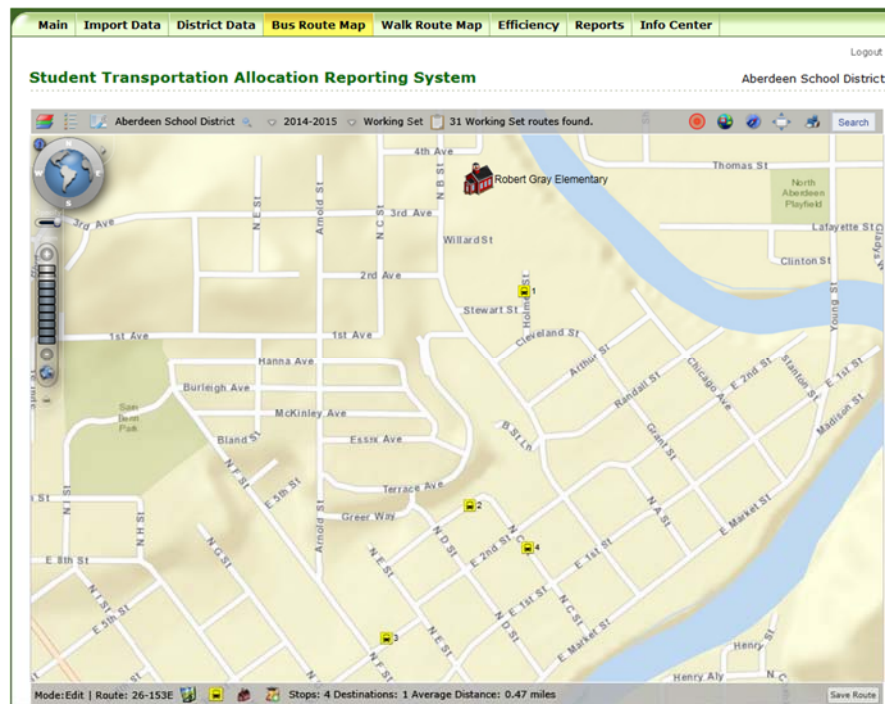


Figure 37. Select a route from Search Results window

When an existing bus route is selected from the Search Results window and displayed in the STARS Web Map, a Route Information toolbar (Figure 38) will appear at the bottom of the STARS Web Map. This

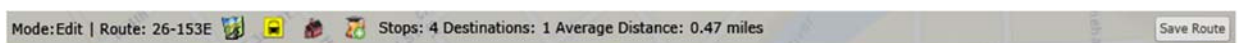


Figure 38. Route Information toolbar.

toolbar allows the user to view and edit information pertaining to the bus route. The Route Information toolbar displays the mode that the map is in (Edit or View), the State Route Number and District Route Number for the selected route, the number of stops on the route, the number of destinations included on the route, and the calculated average distance for the route. In addition to this information, additional tools for viewing additional route information are accessed through the selection of the icons on this toolbar.

a) Map Mode

The status of the data within the STARS System (discussed in the STARS Training Manual) is reflected when viewing bus route information on the map. **In order to edit bus route**

information, the user must select the **Current School Year** and **Working Set Routes** from the **tools located on the STARS Bus Route Map toolbar**. Once the user selects the current school year and working set routes, they then click on the Search button for the system to display all the working set routes in the Search Results window. Once a bus route is selected from the Search Results window, the Route Information toolbar will show the map mode as Edit, for the current selected bus route.

If the user selects a school year and any one of the available (Fall, Winter, or Spring) Accepted Routes for that school year and chooses Search, they will be provided a list of the accepted routes for that reporting period and year in the Search Results window. Once the user chooses a bus route from the available search results, they will be taken to the location of the route on the map and the map will display the bus stops and destinations for the selected route. Since the selected route is an accepted route, and therefore not editable, **the map mode displayed on the Route Information toolbar will be View** (Figure 39).

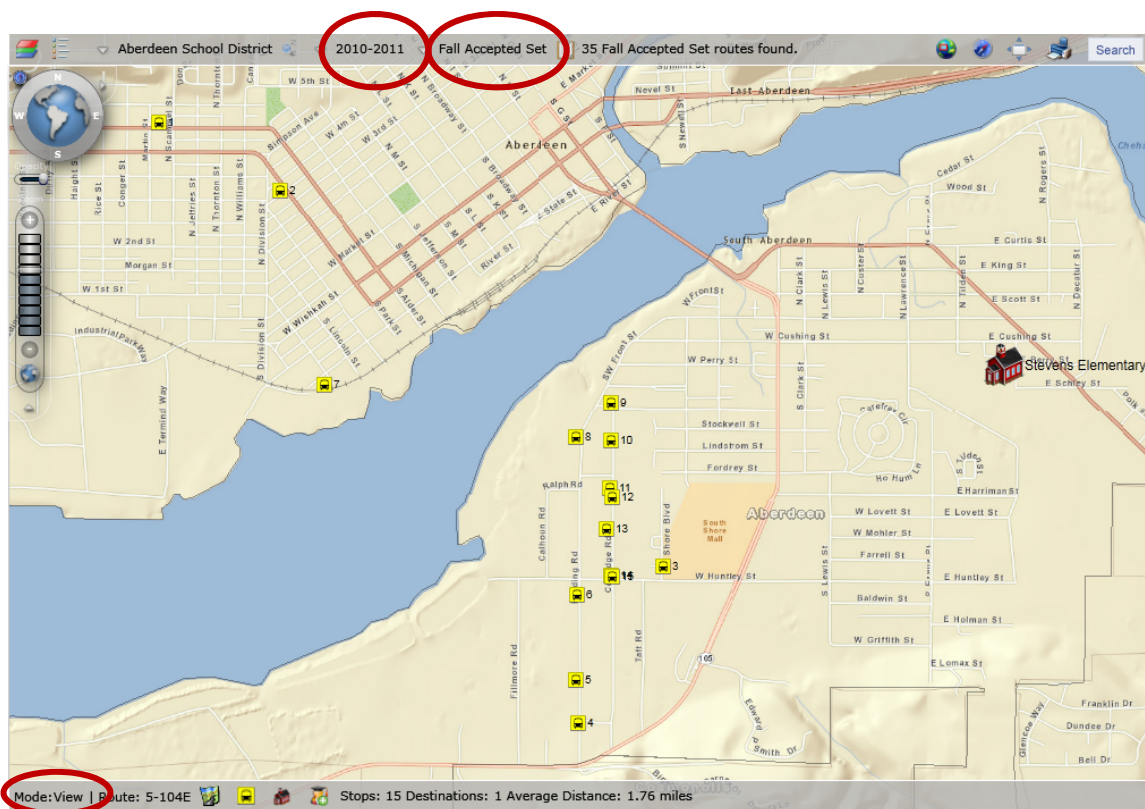


Figure 39. Map Mode is View for Fall, Winter, or Spring Accepted Routes.

b) Route Details

When the user selects the Route Details icon (Figure 40) on the Route Information toolbar, a pop-up window will display the route information associated with the selected route. The route information displayed in Route Details window includes the Route Type, State Route Number, District Route Number, State Bus Number, and District Bus Number (Figure 41).

If the user has selected a working set route to view in the map, the information displayed in the Route Details window can be edited by the user. If the user has selected an accepted set route to view in the map, the information displayed on the Route Details window will be **view only**.

c) Bus Stop Details

When the user selects the Stop Details icon (Figure 42) on the Route Information toolbar, a pop-up window will display the stops associated with the selected route and any stop descriptions for the bus stops.

If the selected bus route is a working set route (and therefore editable), the Stop Details window will allow the user to reorder the stops on the route and delete any stops included on the route. The Move Stop Up and Move Stop Down Arrows on the Stop Details window (Figure 43) will allow the user to reorder the current stops on the route. Should the user want to add or delete descriptions for the stops on the selected route, the user should click the mouse pointer in the Description box and start typing the description of the stop (Figure 44). The Bus Stop Description field is provided as an optional place for school districts to include information about the bus stop. The information entered into this field is for school district use only.

(Note: Student names should not be entered in the Bus Stop Description field, however unique)

Figure 46. Bus Stop Details window. (For View Mode)



Figure 40.
Route Details icon

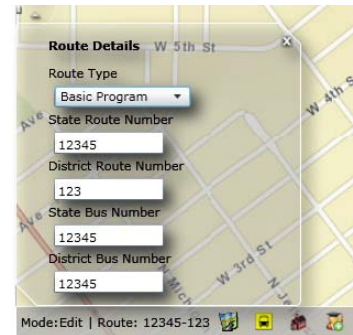


Figure 41. Route Details window.



Figure 42. Stop Details icon



Figure 43. Move Stop Up and Move Stop Down buttons. (For Edit Mode)

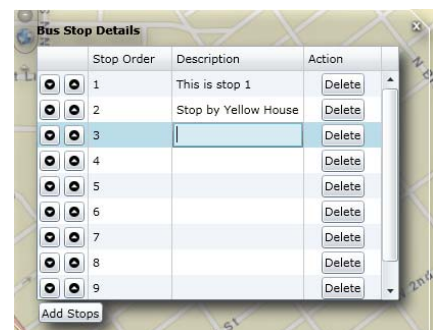
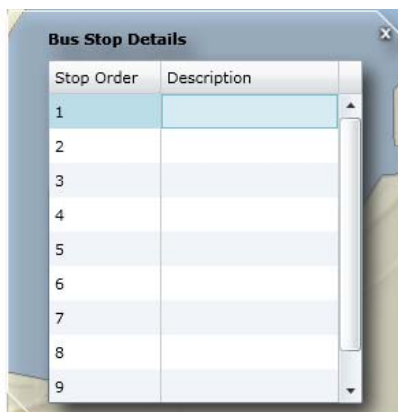


Figure 44. Enter Stop Descriptions. (For Edit Mode)

student identifiers are allowed. This field is limited in size to 125 alphanumeric characters.)

Selecting the Add Stops button (Figure 45) on the Stop Details window, will allow the user to add stops to the route. (See Section VI for instructions adding stops)

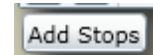


Figure 45. Add Stops button. (For Edit Mode)

If the selected bus route is an accepted set route (and therefore in view only mode), the Stop Details window will show the user the order of the stops and any stop descriptions (Figure 46).

d) Route Destination Details



Figure 47. Route Destination Details icon

When the user selects the Route Destination Details icon (Figure 47) on the Route Information toolbar, a pop-up window will display the destinations associated with the selected route. The destination information displayed in the Route Destination Details window includes the destination name, a destination short name, and the destination's building number (the Code field) (Figure 48).



Figure 48. Route Destination Details window. (For View Mode)

If the selected bus route is a working set route, and therefore available for editing, the Route Destination Details window will include additional buttons including Add Destination, Change, and Remove (Figure 49).

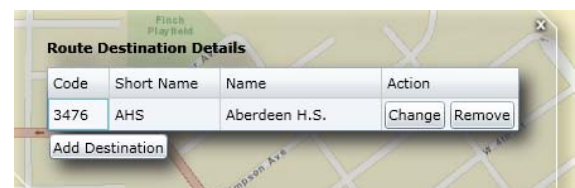


Figure 49. Route Destination Details window. (For Edit Mode)

The Add Destination button will allow the user to add additional destinations to the selected route. The Change button will allow the user to change the destination on a route to a different destination. The Remove button will allow the user to Remove (i.e. delete) the destination from the selected route. Should the user choose to remove a destination from the selected route, a warning screen will appear and ask the user to confirm the removal of the destination from the selected route (Figure 50). The user must select OK from this window to confirm the removal of the selected destination.

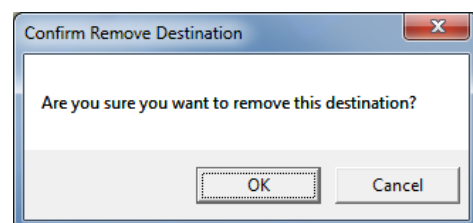


Figure 50. Remove Destination warning screen.

e) Assigned Student Details

When the user selects the Assign Student Details icon (Figure 51) on the Route Information toolbar, a pop-up window will display a list of the route's bus stops and check boxes that indicate that students from one or more destinations are picked up at the bus stop location.



Figure 51. Assigned Student Details icon.

If the user has selected and is viewing an Accepted Set Route in the STARS web map, the Assigned Student Window will show the stops and destinations of the selected route and which bus stops have students assigned to which destination (indicated by the stop's check box selected under the name of the destination) included on the route (Figure 52). The information in the Assigned Student Window for an Accepted Set Route is view only, and thus cannot be altered by the user.

If the user has selected a Working Set Route in the STARS Bus Route Map, the information contained in the Assigned Students Window will be identical to the information seen for an Accepted Set Route, but will also be editable by the user. Should the user need to assign students from a bus stop to a destination, the user would just check (or uncheck to unassign) the check box next to the bus stop these students are originating from and the destination that they are now being transported to in the Assigned Students Window (Figure 53). ***(Note: Only bus stops that have assigned students to one or more destinations on the route will have a shortest distance calculated from the bus stop to the destination and will be used in the calculation of the average distance that is used in the STARS funding formula)***

Stop	MJHS	AHS
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 52. Assigned Students Window (For View Mode)

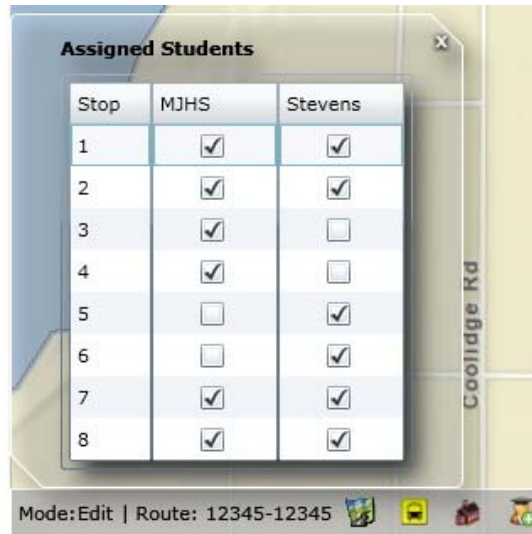


Figure 53. Assigned Students Window (For Edit Mode)

IV. Editing an Existing Bus Route within the STARS Bus Route Map

To edit an existing bus route in the STARS Bus Route Map, the user must first have uploaded their route information into the STARS System by following the steps outlined in the STARS Training Manual. After the bus route information has been successfully uploaded into the STARS System follow these steps to view an existing bus route in the STARS Bus Route Map.

1. Log into the STARS System
2. Within the STARS System choose the Bus Route Map tab to be taken directly to the STARS Bus Route Map and search for an existing route to edit **or** choose the District Data Tab → Route Data Tab to search for an existing route to edit.
 - a. If the user chooses the Bus Route Map tab, the user must select the school year from the School Year Selection Tool, Working Set Routes from the Select Working or Accepted Set Routes Tool, and then choose the Search button, to search for existing working set routes. From the Search Results window, the user must then select the route that they want to edit within the STARS Bus Route Map. Choosing the route from the Search Results Window, will make the map automatically zoom to the selected route and display the bus stops and destinations associated with the selected route.

- b. If the user selects the District Tab and then the Route Data Tab in the STARS system, they will be able to search for an existing route using the Search

Route Data | SD Settings | Student Data | Car Mileage | Status | Non Funding Data

Student Transportation Allocation Reporting System | Aberdeen School District

Logout >

Route Data

School Year: 2011-2012
 School District: Aberdeen School District
 Reporting Period: [Select a Period]
 Route Number: 12345
 Search

Search for an existing route to edit

Aberdeen School District Options

District Map: View District Map
 Delete All Working Set Routes: Delete Routes
 Create a new Route: Create Route(Form) Create Route(Map)

To review route data, click 'View' or to update route data, click 'Edit'

Action	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
Edit	Aberdeen	WS	12345	12345	12345	12345	A	May 31, 2011	STARSDistrict

Choose Edit to access route information

WS Designates a Working Set route

Figure 54. Route Data Tab for searching for an existing route to edit.

Tools in the Route Data area of this window. Once they have chosen the route number, they then will select the Search button. Upon selection of the Search button, the Route Data window will show the selected route for all available periods (i.e. Fall, Winter, Spring, and Working Set). The user must select the Edit button next to the Working Set version (labeled WS) of this route to view an editable version of the route (Figure 54). Upon selection of the Edit button, the user will be taken the School Bus Route Log window of the selected route. To edit the selected route in the STARS Bus Route Map, the user must select the View Route Map button to be taken to the selected route in the STARS Bus Route Map.

From the selected route in the STARS Bus Route Map, the user can now move or delete bus stops, add or remove destinations, assign or unassign students, and edit the route details for the selected route.

a) Edit Route Details

To edit the route details for the selected bus route, choose the Route Details icon to view the Route Details window. From the Route Details window, the user can change the Route Type by

selecting a different route type from the Route Type drop down window. The user can also change the State Route Number, District Route Number, State Bus Number, and District Bus Number by typing in different values for these fields in the Route Details window. Once the Route Type, State Route Number, District Route Number, State Bus Number, and District Route Number have been updated by the user, the user must select the Save Route button (Figure 55) located on the Route Information toolbar to save their edits. ***(Note: The District Route Number and the District Bus Number must contain a value in order for the route information to be saved when selecting the Save Route button.)***

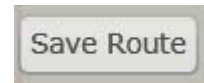


Figure 55. Save Route button.

b) Move Bus Stop Locations

To move the location of an existing bus stop, the user must click on the bus stop on the map and while holding down the left button of the mouse, drag the bus stop to the new location. The map can be zoomed in and out, and imagery base maps can be used (refer to Section II of this manual) to aid in placing the bus stop in its proper location on the map. Once the user is satisfied with the proper placement of the bus stop, the user must choose the Save Button to save the bus stop in its new location. ***(Note: The Save Route button must be selected after all edits to the location of the bus stops have been performed. Saving the route intermittently between the editing of stops is advised when editing a route with a large amount of stops.)***



Figure 56. Bus Stop Information pop-up window. Right-click on the bus stop location in the STARS Web Map.

c) Edit Bus Stop Description

To edit the bus stop description for a bus stop the user can right-click on the bus stop in the STARS Bus Route Map and edit the description associated with the bus stop (Figure 56).

Alternatively, the description of the bus stops can be edited from the Bus Stop Details window, accessed by selecting the Route Details icon on the Route Information toolbar. To edit the descriptions for bus stops in the Stop Details window, click the mouse pointer in the description box and type a new description or edit an existing bus stop description.

After descriptions for the bus stops have been edited or added to the bus stops within the route, the Save Route button must be selected from the Route Information toolbar to save the stop description information.

d) Edit Stop Order

To edit the stop order of the bus stops included in the selected bus route, the user must right-click on the bus stop in the STARS Bus Route Map and select the Move Stop Order Up or Move Stop Order Down buttons on the Bus Stop Information pop-up window (Figure 56).

Alternatively, the stop order of the bus stops can be reordered using the Move Stop Up and Move Stop Down buttons available in the Bus Stop Details window, accessed by selecting the Stop Detail icon on the Route Information toolbar.

Once the bus stops have been satisfactorily reordered by the user, the user must select the Save Route button on the Route Information toolbar to save the reordering of the stops.

e) Delete Stops

To delete one or more stops included in the selected bus route, the user must right-click on each bus stop in the STARS Bus Route Map and choose the Delete Stop button from the Bus Stop Information pop-up window (Figures 56, 57).

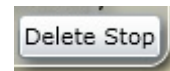


Figure 57. Delete Stop button.

Alternatively, bus stops can be deleted from the selected route by choosing the Delete button next to each bus stop within the Bus Stop Details window, accessed by selecting the Stop Details icon on the Route Information toolbar.

Once the user has completed the deletion of the desired bus stops, the user must select the Save Route button located on the Route Information toolbar to save the deletion of the bus stops for the selected bus route.

f) Add a Destination to a Route

To add a destination to the selected route, the user must first view the Route Destination Details window, by selecting the Destination Details icon on the Route Information toolbar. To add a destination, the user must select the Add Destination button on the Route Destination Details window (Figure 58). After



Figure 58. Route Destination Details window. Add Destination button allows user to add an additional destination to the selected route.

selecting the Add Destination button, the user will be presented with the Select a Destination window (Figure 59) to select a new destination.

In the Select a Destination window, the user can search for a destination to add to the selected route. The user can search for a destination by Destination Name, Code (i.e. building number), and by Destination Type (i.e. Type). Once the user has found the destination they want to add to the route, they

then need to click on the destination name to highlight it in the Select a Destination window, and then choose OK. Once the user selects OK, the destination is added to the selected route.

Once a new destination has been added to the selected route, the user must assign students from a bus stop to this new destination (Refer to Section IV. Part G. for instructions on assigning students). Once the user has assigned students from bus stops to the new destination, the user must select the Save Route button on the Route Information toolbar to save the new destination to the route.

Should the user choose the Save Route button on the Route Information toolbar prior to assigning students to a new destination added to a route, a Validation Errors window will display letting the user know that no students have been assigned to the newly added destination and that students need to be assigned or the newly added destination needs to be removed from the route (Figure 60).

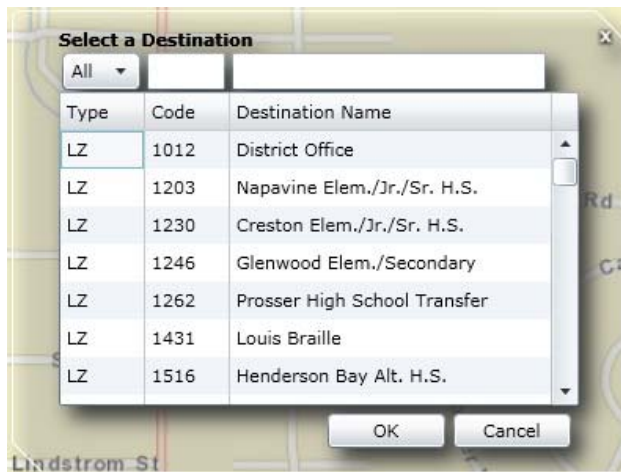


Figure 59. Select a Destination Window.

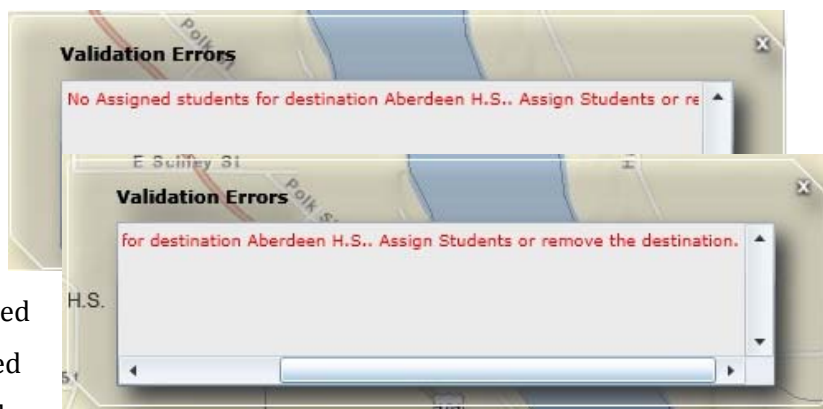


Figure 60. Validation Errors window.

g) Assign and Unassign Students

All bus stops included in a route must have at least one destination assigned to them.

Assigning students from a bus stop to a destination, designates that at least one or more students picked up from the bus stop are dropped off at the selected destination to attend school.

To assign students from a bus stop to a destination, the user can right-click on the bus stop within the STARS Bus Route Map to view the Bus Stop Information pop-up window. Within this window, the user can click on the check boxes next to the names of the destinations included in the route to assign students from the bus stop selected to the destinations included in the route (Figure 61). If the user wants to unassign a destination to the selected stop, they need to click the mouse pointer in the check box next to the destination name to unassign the bus stop to the destination.

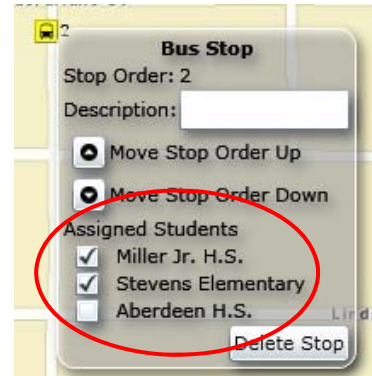


Figure 61. Bus Stop Information window.

The user can also assign students from bus stops to destinations by right-click on a destination to view the Destination Information pop-up window (Figure 62). Within the Destination Information pop-up window, the user can check and uncheck bus stops on the route to assign or unassign the stops to the selected destination.

Alternatively, a user can assign students from bus stops to destinations within the Assigned Students window, by selecting the Assigned Students Details icon on the Route Information toolbar. Within, the Assigned Students window, the user can select the check boxes under the destinations that correspond to a bus stop included on the route to assign students from the selected stop to the destination. If the user wants to unassign a bus stop to a particular destination, they need to click the mouse pointer in the check box of the destination for the selected stop to uncheck the check box to unassign the bus stop to the destination.

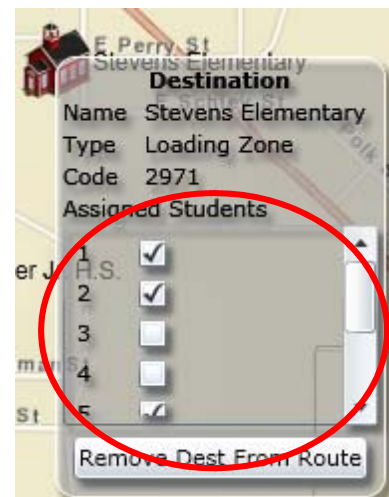


Figure 62. Destination Information window.

Once the user has completed assigning students from each bus stop to one or more destinations, the user must save the route by choosing the Save Route button on the Route Information toolbar.

If a user adds a new bus stop to an existing route, the user must assign students from this stop to one or more destinations on the route in order for the bus stop to be considered valid. If a user adds a new destination to an existing route, the user must assign one or more bus stops on the route to this destination, in order for the destination to be considered valid. Should a user create a bus stop or add a new destination to an existing route without assigning students and then try to save the route using the Save Route button on the Route Information toolbar, a validation errors window will display telling the user to assign students and will not save the edits to the route until the assigning of students has been completed.

h) Change or Remove a Destination

To change or remove a destination from a route, the user must access the Route Destination Details window by selecting the Route Details icon on the Route Information toolbar.

To change a destination, the user must select the Change button on the Route Destination Details window (Figure 63). Once the Change button is selected, the Select a Destination window will display allowing the user to change the destination to a newly selected destination. Once the user selects a destination from the Select a Destination window, this new destination will replace the previous destination in the route.

To remove a destination, the user must select the remove button within the Route Destination Details window. Upon selection of the Remove button, a Confirm Remove Destination window (Figure 64) will display, confirming the removal of the destination from the route. The user must select OK to confirm the removal of the selected destination from the route.

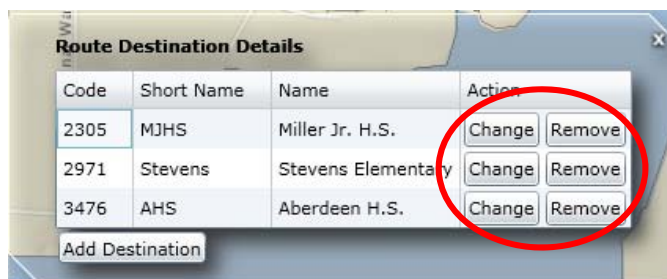


Figure 63. Change and Remove buttons.

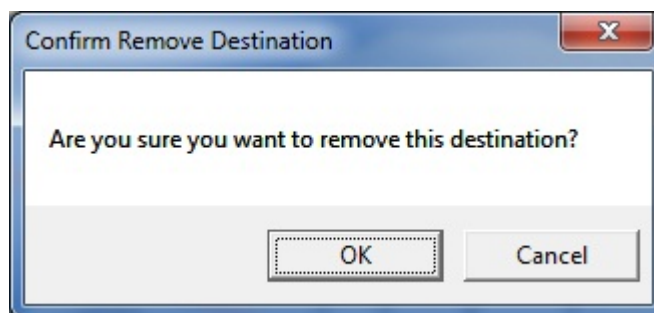


Figure 64. Confirm Remove Destination window.

Removing a destination from a route can also occur by right-clicking on the destination in the STARS Bus Route Map and choosing the Remove Dest From Route button within the Destination Information pop-up window (Figure 65). Upon selection of the Remove Dest From Route button, the user must select OK from the Confirm Remove Destination window to confirm the removal of the destination from the route.

i) Add Bus Stops

To add stops to a bus route, the user must open the Bus Stop Details window by selecting the Stop Details icon on the Route Information toolbar.

From the Bus Stop Details window, the user must select the Add Stops button to add stops to the route (Figure 66). Upon selection of the Add Stops button the user will be able to click on the map and add stops at the location on the map that was clicked. When the user has finished adding stops, the user must click on the Add Stops button to discontinue adding stops to the map. Once the user has finished adding new bus stops to the map, the user must assign students from the new stops to one or more destinations within the selected bus route. After students from the new stops have been assigned to one or more destinations, the user must select the Save Route button on the Route Information toolbar to save the newly created stops.



Figure 65. Remove Dest From Route button.

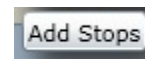


Figure 66. Add Stops button.

V. Create a New Bus Route within the STARS Bus Route Map

To create a new bus route using the STARS Bus Route Map the user must access the web map by choosing the Bus Route Map tab within STARS system or by selecting the View District Route or Create Route (Map) button on the Route Data Tab under the main District Data Tab (Figure 67).

Once the user has accessed the STARS Bus Route Map via the View District Map button, they should select the Manage Routes tool icon on the map toolbar. Upon selection of the Manage Routes tool icon, the map will display a drop-down window with two button, Create Routes and Delete All Working Set Routes. To create a new bus route the user must select the Create Route button to start the Create Route wizard within the STARS Bus Route Map.

Alternatively, a user can access the Create Route wizard within the STARS Bus Route Map directly by choosing the Create Route (Map) button (Figure 67) within the Route Data window, located under the District Data tab. Once the user enters the Create Route wizard within the STARS Bus Route Map they will be taken through the following steps to create a new bus route.

a) Enter Route Details

The first step to creating a new route in the STARS Bus Route Map is to enter the route information in the Route Details window for the new route.

First the user must select the route type for the new route from the Route Type drop-down (Figure 68). To select the Route Type for the new route, click on the Route Type drop-down box and click on the route type for the new route.

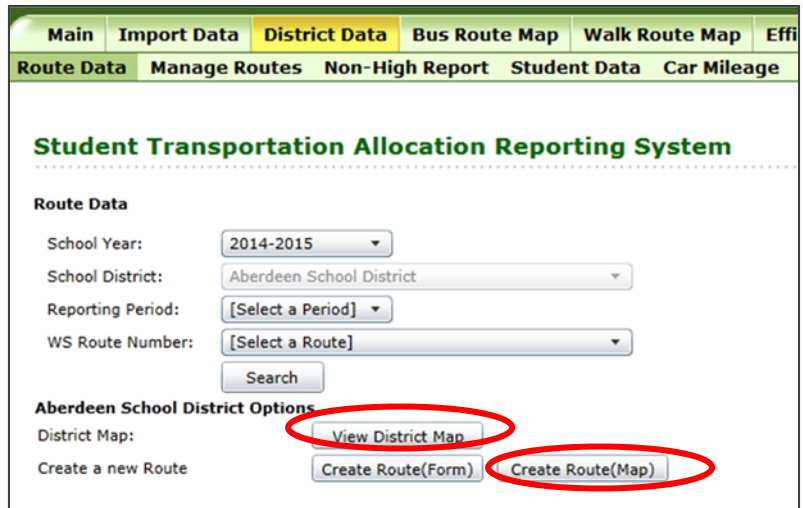


Figure 67. View District Map and Create Route(Map) buttons.



Figure 68. Select Route Type for New Route.

Once the route type has been selected, the user must enter the State Route Number, the District Route Number, the State Bus Number, and the District Bus Number for the new route.

(Note: All fields must be entered in order to continue.)

Once the information for these fields have been entered, the user selects the next arrow to be taken to the next step in the Create Route wizard (Figure 69).

b) Add Stops to New Route

To add stops to the new route the user must select the Add Stops button on the Bus Stop Details window (Figure 70). Upon selection of the Add Stops button, the user will be able to click on the map and add stops to the location on the map that is clicked (Figure 71). When the user has completed adding stops to the new route, the user must select the Add Stops button to stop adding stops to the new route. If the user should want to include Description information for the newly added stops, the user must click the mouse pointer in the Description field for the stop in the Stop Details window, and type in a description for the new stop.

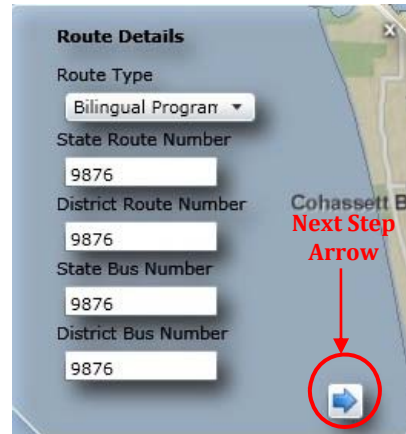


Figure 69. Route Details window, Next Step arrow.



Figure 70. Select Add Stops button to Add Stops to New Route

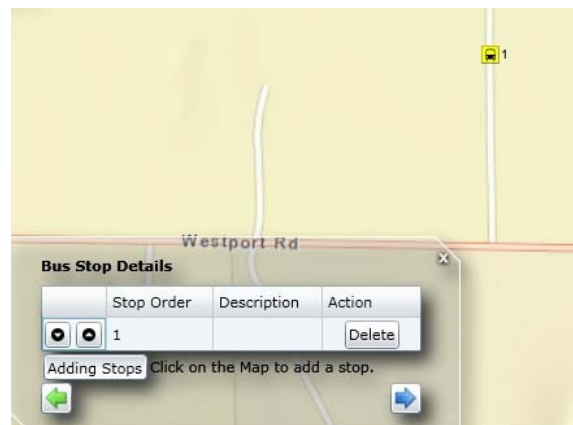



Figure 71. Add stops at the location clicked on the map.

Once the user has completed adding all the stops to the newly created route and entering any description information for the bus stops, the user must select the Next Step arrow

() to be taken to the next step in the Create Route wizard.

c) Add Destination(s) to New Route

To add one or more destinations to the new route the user must select the Add Destination button on the Route Destination Details window (Figure 72). Upon selection of the Add Destination button the map will display all the available destinations and a Select a Destination window will appear. The user has two options to add a destination to a route:

1. The user can move the map using the navigation tools to find the location of the destination, right-click on the destination icon, and choose the Add Dest To Route button located on the Destination Information window (Figure 73).
2. Alternatively, the user can search for the destination to add from the Select a Destination window. Once they have found the destination they want to add to the route, they must click on the destination name to highlight it, and then choose OK to add the selected destination to the new route. (Follow the steps from these two options for adding additional destinations to the new route.) Once the user has completed adding the all destinations to the newly created route the user must select the Next Step arrow to be taken to the final step in the Create Route wizard.

d) Assign Students to New Route

To complete the creation of the new route, the user must assign students from each bus stop to one or more destinations within the newly create route. For each new bus stop, at least one destination needs to be assigned in order to be considered a valid stop in the STARS system. To assign students from a bus stop to a destination, the user must click in the check box next to the bus stop under the name of the destination (Figure 74).

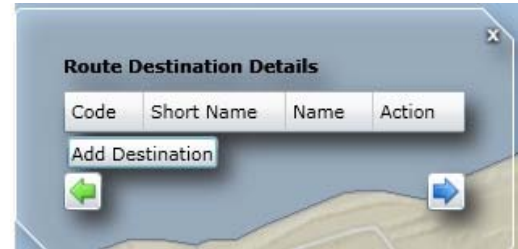


Figure 72. Add Destination button.



Figure 73. Add Dest to Route button.

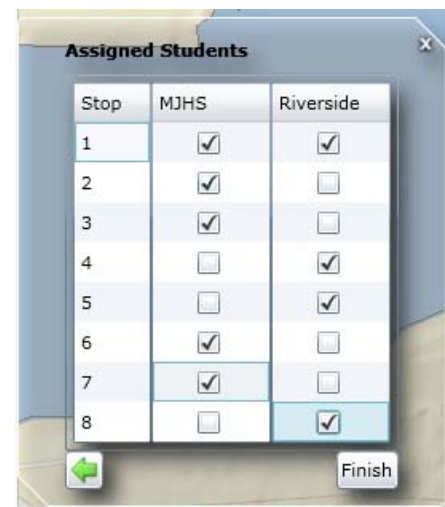


Figure 74. Assign Students from New Bus Stops to New Destinations.

Once the user has completed assigning students from each bus stop to one or more destinations, the user selects the Finish button to complete the creation of the new route (Figure 75). Upon selecting the Finish button, the web map will displaying a message telling the user that the new route is being saved. When the route completes saving, the saving route message will disappear from the display, and the user will be able to view and (if needed) edit the newly created route.



Figure 75. Finish button. Completes the creation of the new route.

VI. Manage Routes - Deleting Routes

The Manage Routes tab located under the main District Data tab allows districts to more easily delete routes from their working set of routes in the STARS application. Within the Manage Routes tab, districts can individually select which routes they want to delete from their working set of routes. In addition, Regional Coordinators and OSPI, can copy accepted set routes from any of the previously accepted sets of routes into a districts current working set of routes.

n) Delete Working Set Routes (Districts)

To delete a route or routes from a district's working set of routes, the district user must log in to the STARS application. Once in the STARS application, the district user must select the District Data > Manage Routes tab (Figure 76).

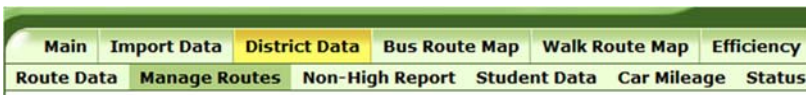


Figure 76. Manage Routes tab.

Once the user has selected the Manage Routes tab, they have two options for deleting working set routes, deleting individual working set routes or deleting all working set routes.

1. To delete an individual working set route, the user must first select the Search button to view all the working set routes for the user's district. Then the user must select the check box next to the working set route that they want to delete, and then select the Delete Selected Routes button (Figure 77).

Figure 77. Select an Individual Working Set Route for Deletion

2. Once the Delete Selected Routes button is selected, a Confirm Delete (Figure 78) window will display asking the user to confirm the deletion of the route. The user

Figure 78. Confirm Delete One Route.

must select OK from the Confirm Delete window to delete the selected working set route. Once the deletion of the route is complete, the Manage Routes window will become available again. **A user should take caution in deleting an individual working set route as this deletion CANNOT be undone by the Regional Transportation Coordinators or OSPI.**

A district user also has the option of deleting all of their working set routes from the Manage Routes tab. This feature is made available for those districts that tend to have very different routes from year to year and who manage these routes in an external system outside of STARS such as a bus routing software system. **A user should take caution in deleting all the working set routes as this deletion CANNOT be undone by the Regional Transportation Coordinators or OSPI.**

1. To delete all working set routes for a district, a user must select the Search button from the Manage Routes window to view all their working set routes.

Student Transportation Allocation Reporting System

Aberdeen School District

Logout

Print Friendly

Manage Routes

School Year: 2011-2012

School District: Aberdeen School District

Reporting Period: [Select a Period]

Route Action: Delete Working Set Routes

Search

☒ Select All

Delete Selected Routes

School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<input checked="" type="checkbox"/> Aberdeen	WS	148EA	29	148	20036	E	Dec 20, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	143E	28	143	15999	E	Dec 20, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	151E	25	151	205214	E	Dec 20, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	151S	24	151	205214	S	Dec 20, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	148EM	23	148	20036	E	Dec 20, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	147E	22	147	19912	E	Dec 20, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	147S	21	147	19912	S	Dec 20, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	144E	20	144	17130	E	Dec 20, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	144S	19	144	17130	S	Dec 20, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	143S	18	143	15999	S	Dec 06, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	120S	16	120	206239	A	Dec 22, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	119E	15	119	206237	A	Dec 22, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	119S	14	119	206237	A	Dec 22, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	117E	13	117	205324	A	Dec 22, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	117S	12	117	205324	A	Dec 22, 2011	Ernie Lott
<input checked="" type="checkbox"/> Aberdeen	WS	116E	11	116	204216	A	Dec 22, 2011	Ernie Lott

Figure 79. Select All Routes to Delete All Working Set Routes

2. To delete all working set routes, the user must then select the check box next to Select All, and then choose Delete Selected Routes (Figure 79).
3. To complete the deletion of all working set routes, the user must select OK on the Confirm Delete routes window (Figure 80). Once the deletion of all the working set routes is complete, the Manage Routes will become available again.

Confirm Delete

This will delete all the 28 working set routes you have selected. Are you sure you want to delete these routes?

OK Close

Figure 80. Confirm to Delete All Working Set Routes

o) Delete Working Set Routes (RTCs or OSPI)

Regional Transportation Coordinators and OSPI users can also delete working set routes (both individual and all working set routes) for a district upon their request. To delete a route or routes from a district's working set of routes, the RTC or OSPI user must log in to the STARS application. Once in the STARS application, the RTC or OSPI user must select the District Data > Manage Routes tab (Figure 81).

Once the RTC or OSPI user has selected the Manage Routes tab, they have the same two options for deleting working set routes as district users, they can delete individual working set routes or deleting all working set routes for a district.

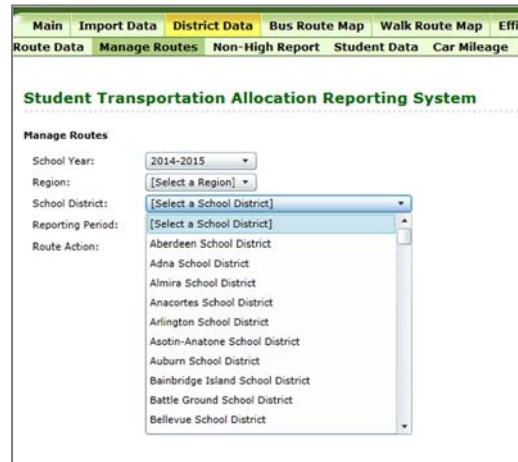


Figure 81. RTC or OSPI User Selects a School District

1. To delete an individual working set route, the RTC or OSPI user must first select the School District from the School District drop-down window (Figure 81). Once the school district is selected the RTC or OSPI user must then select Delete Working Set Routes from the Route Action drop-down window (Figure 82), and then select the

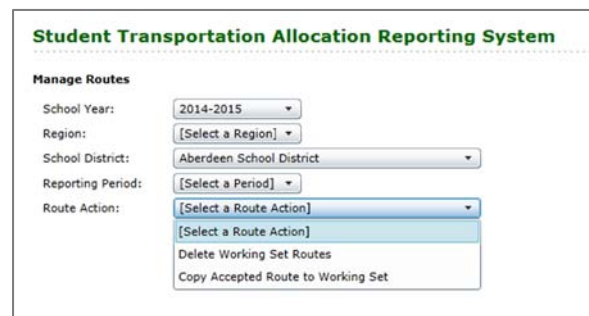


Figure 82. Route Action Selection

- Search button to view all the working set routes for the selected district.
2. Once the RTC or OSPI user is viewing the working set routes for the desired district, they must then select the check box next to the working set route that they want to delete, and then select the Delete Selected Routes button.
3. To complete the deletion of the route, the RTC or OSPI user must select OK on the Confirm Delete window to complete the deletion of the selected working set route. Once the deletion of the route is complete, the Manage Routes window will become available again. **RTC and OSPI users should take caution in deleting an individual working set route for a school district as this deletion CANNOT be undone.**

A RTC or OSPI user also has the option of deleting all working set routes for a selected school district from the Manage Routes tab.

1. To delete all working set routes for a school district, the RTC or OSPI user must first select the School District from the School District drop-down window (Figure 81). Once the school district is selected the RTC or OSPI user must then select Delete Working Set Routes from the Route Action drop-down window (Figure 82), and then select the Search button to view all the working set routes for the selected district.
2. To delete all working set routes, the RTC or OSPI user must then select the check box next to Select All, and then choose the Delete Selected Routes button.
3. To complete the deletion of all working set routes, the RTC or OSPI user must select OK on the Confirm Delete routes window. Once the deletion of all the working set routes is complete, the Manage Routes will become available again. **RTC and OSPI users should take caution in deleting all working set routes for a school district as this deletion CANNOT be undone.**

p) Copy Accepted Route to Working Set (RTC or OSPI)

In the event that a school district has mistakenly deleted an individual working set route or all of their working set routes and the RTC or OSPI user has the ability to copy a route from a previous reporting period (i.e. accepted set routes) and place a copy of this route into the current working set of routes. In addition to being able to copy individual routes from previous reporting periods, RTC and OSPI users can also copy all the routes from a previous reporting period and place them into the current working set routes. The ability to copy all the routes from an accepted set of routes into the current working set of routes is most useful when a district has mistakenly deleted all of their working set routes and doesn't have the ability to easily upload a new set of working set routes into the STARS system. Giving the school district the option to populate their working set routes with a copy of a previously accepted set of routes makes lets the school district start the route editing process from a better place than square one.

The RTC or OSPI user has the ability to copy an individual accepted route to the working set routes following these steps:

1. To copy an individual accepted route into the current working set routes, the RTC or OSPI user must first select the School District from the School District drop-down window (Figure 81). Once the school district is selected the RTC or OSPI user must then select the School Year (Figure 83) and the Reporting Period of the accepted set of routes they want to copy the route from into the working set.

2. Then the RTC or OSPI user must then select Copy Accepted Route to Working Set from the Route Action drop-down window (Figure 82), and then select the Search

Figure 83. Select the School Year and Reporting Period for Copying an Accepted Route(s)

- button to view all the accepted routes for the school year and reporting period selected for the school district.
3. To copy an individual accepted set route into the current working set, select the check box next to the desired route, and choose the Copy to Working Set button.

4. To confirm the copying of the selected route into the working set routes, the user must select OK on the Confirm Copy window (Figure 84).

Figure 84. Confirm Copying of Accepted Route into Working Set Routes

5. Once the route has been copied successfully into the working set routes, the Manage Routes window will become active again.

To copy all of the routes from a previously accepted set of routes into the current working set routes the RTC or OSPI user must follow the following steps:

1. To copy all accepted routes into the current working set routes, the RTC or OSPI user must first select the School District from the School District drop-down window (Figure 81). Once the school district is selected the RTC or OSPI user must then select the School Year (Figure 83) and the Reporting Period of the accepted set of routes they want to copy the routes from into the working set.
2. Then the RTC or OSPI user must then select Copy Accepted Route to Working Set from the Route Action drop-down window (Figure 82), and then select the Search

button to view all the accepted routes for the school year and reporting period selected for the school district.

- 3. To copy all of the accepted set routes into the current working set, select the check box next to Select All, and choose the Copy to Working Set button (Figure 85).

Manage Routes Print Friendly

School Year: 2011-2012
Region: [Select a Region]
School District: Aberdeen School District
Reporting Period: Winter
Route Action: Copy Accepted Route to Working Set
Search

☒ Select All

School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<input checked="" type="checkbox"/> Aberdeen	Winter	148EA	29	148	20036	E	Feb 02, 2012	Cathy Walker
<input checked="" type="checkbox"/> Aberdeen	Winter	143E	28	143	15999	E	Feb 02, 2012	Cathy Walker
<input checked="" type="checkbox"/> Aberdeen	Winter	151E	25	151	205214	E	Feb 02, 2012	Cathy Walker
<input checked="" type="checkbox"/> Aberdeen	Winter	151S	24	151	205214	S	Feb 02, 2012	Cathy Walker

Copy to Working Set

Figure 85. Select All and Choose Copy to Working Set

4.

- 4. To confirm the copying of all the selected route into the working set routes, the user must select OK on the Confirm Copy window (Figure 86).

Confirm Copy

This will copy the 29 accepted routes you have selected into the working set routes for this district.

*Note: This will only copy routes that do not have a match (District and State: Bus/Route Numbers) into the working set.

Are you sure you want to copy these routes?

OK Close

Figure 86. Confirm Copying of All Accepted Route into Working Set Routes

- 5. Once the all routes from the accepted set of routes have been copied successfully into the working set routes, the Manage Routes window will become active again.

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Appendix A. - Finding Latitude & Longitude Locations with Google Maps

Tips & Tricks

Finding Latitude & Longitude Locations with Google Maps

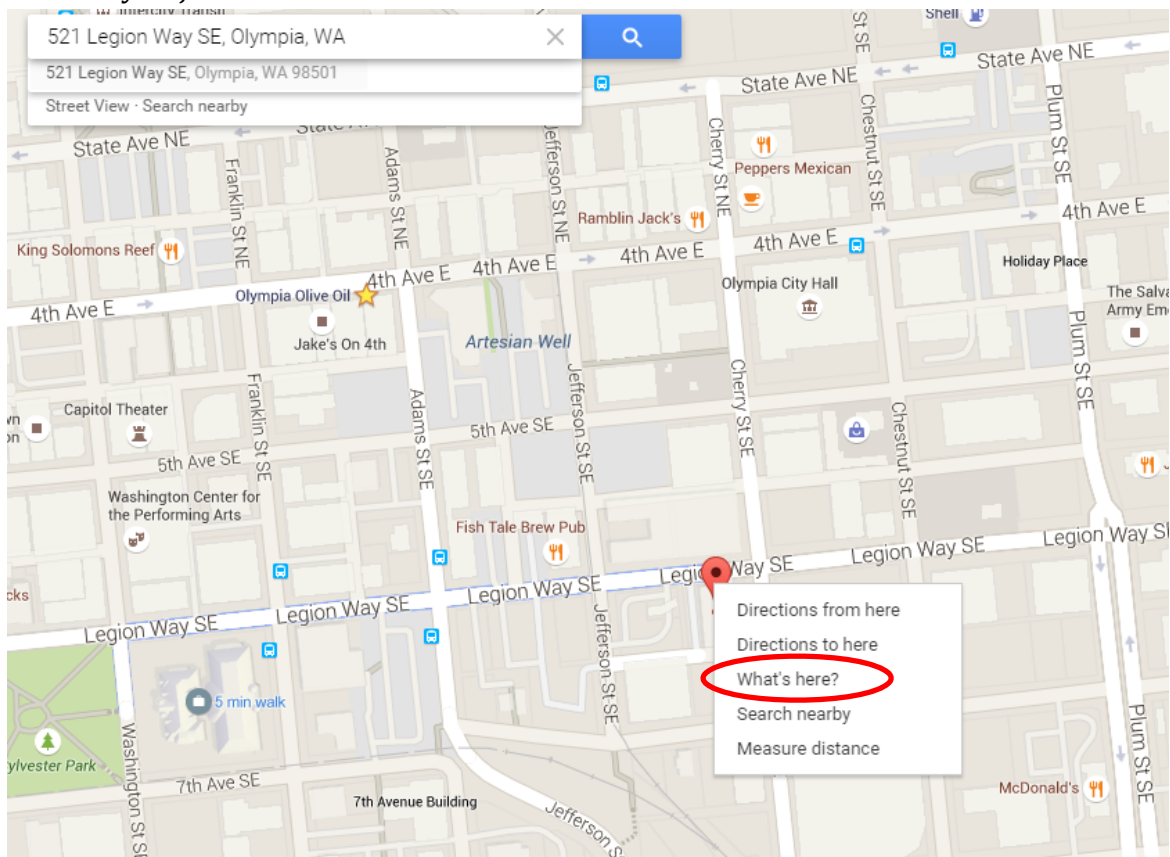
Currently the STARS Bus Route Web Map does not provide users with a Geocoding tool to determine a latitude and longitude location for a bus stop or destination from a known address. In addition to this tool, there are also other external web based tools that are available that can also provide this information when working on routing tasks outside the STARS application. Of these tools, this appendix will address the use of Google Maps to perform a search of an address and determine the latitude and longitude coordinates of that location.

Steps:

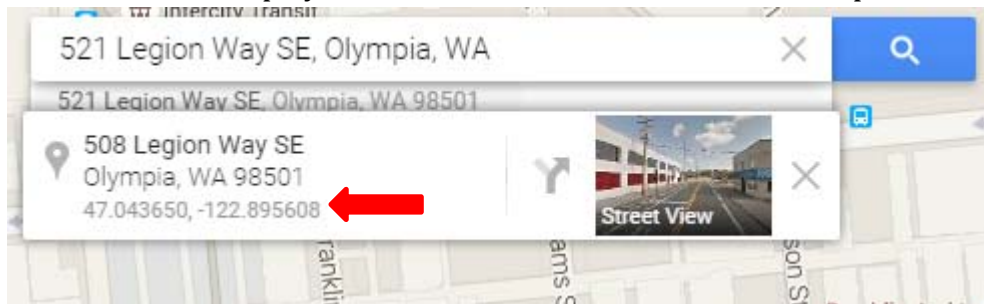
1. Open your web browser and type www.google.com/maps in the web browser's URL window.
2. Enter the address for the bus stop in the Address search box and choose search.



3. On the map, right-click on the red marker flag that indicates that location of the address you just searched for and choose **"What's Here"**.



4. Once you've clicked the **"What's Here"** option, the Latitude and Longitude of the location will be displayed below the search window on the map.



Appendix B. - Finding Latitude & Longitude Locations with ArcGIS Explorer

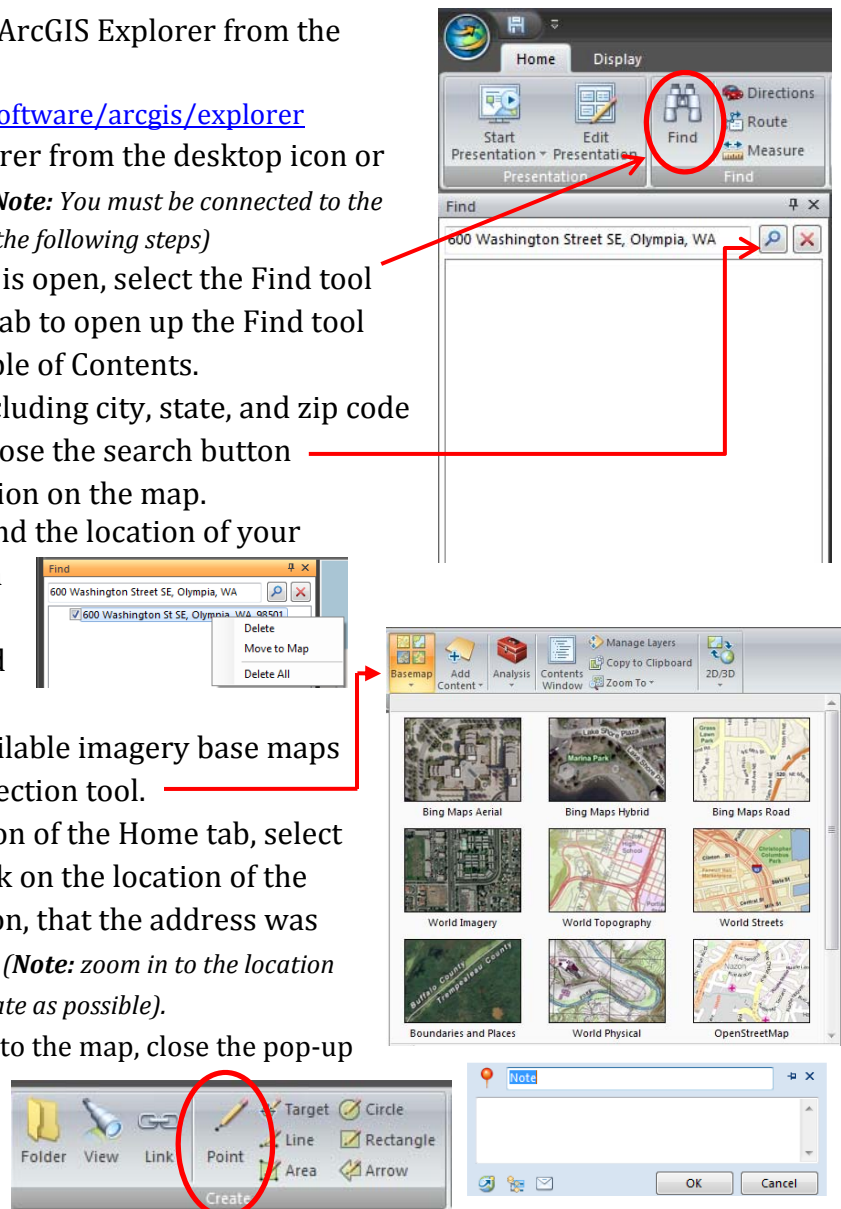
Tips & Tricks

Finding Latitude & Longitude Locations with ArcGIS Explorer

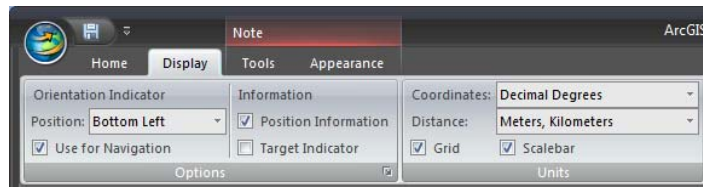
Currently the STARS Bus Route Map does not provide users with a way to determine a latitude and longitude location for a bus stop from an address. However, other external web based tools are available that can provide this information. Of these tools, this appendix will address the use of ArcGIS Explorer to perform a search of an address and determine the latitude and longitude coordinates of that location.

Steps:

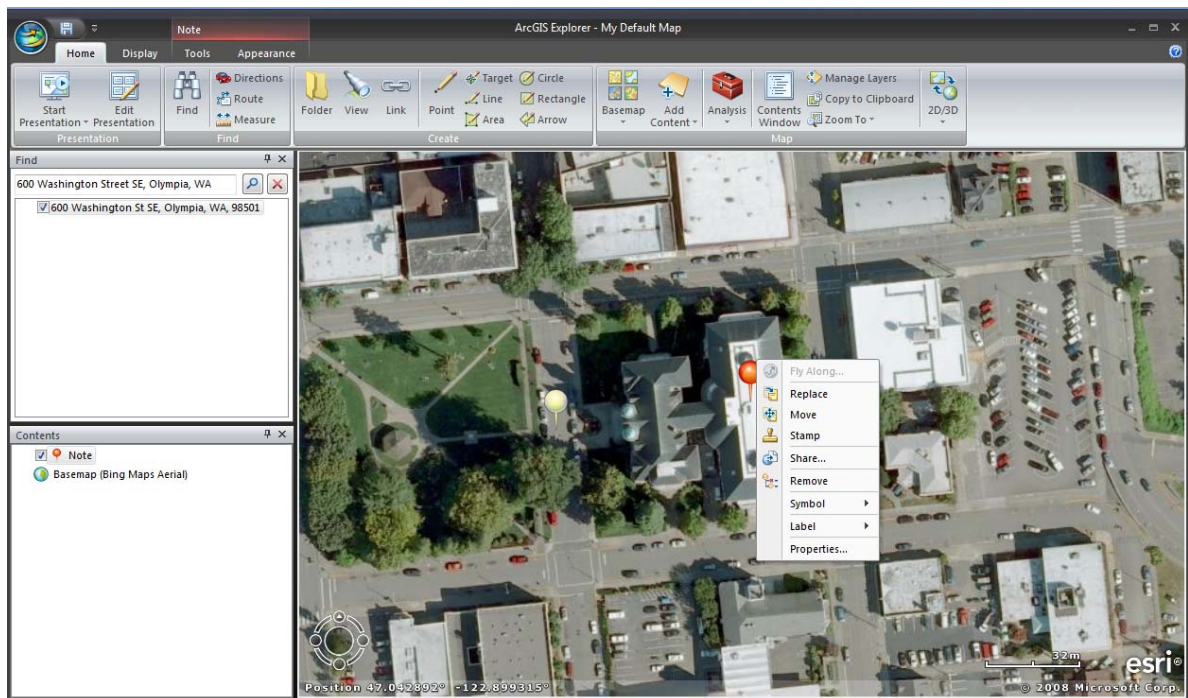
1. Download and install ArcGIS Explorer from the following website:
<http://www.esri.com/software/arcgis/explorer>
2. Open up ArcGIS Explorer from the desktop icon or from the start menu (**Note:** You must be connected to the internet to perform any of the following steps)
3. Once ArcGIS Explorer is open, select the Find tool located on the Home tab to open up the Find tool located within the Table of Contents.
4. Enter the address (including city, state, and zip code (if available)) and choose the search button to search for the location on the map.
5. Once the map has found the location of your address, right-click on the address in the Find Tool location and chose Move to Map.
6. Choose one of the available imagery base maps from the Basemap selection tool.
7. From the Create section of the Home tab, select the Point tool and click on the location of the house or street location, that the address was previously search for. (**Note:** zoom in to the location to place the point as accurate as possible).
8. Once the point is added to the map, close the pop-up window that results from placing the point on the map.



9. Click on the Display tab within the ArcGIS Explorer interface. Under the Units section of the Display tab, select Decimal Degrees (*if not already selected*) for the coordinate units to display.



10. Right-click on the newly added point on the map, and choose properties
11. Under the Note Properties window for the point you added to the map, you will see the latitude and longitude coordinates for the point displayed in decimal degrees.



Appendix C. - Finding Latitude & Longitude locations with Google Earth

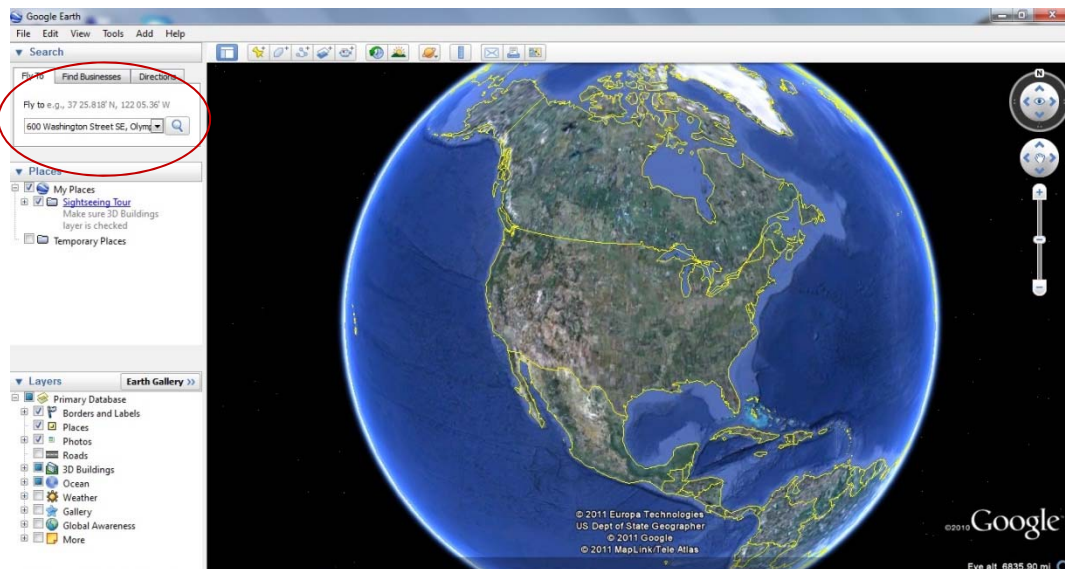
Tips & Tricks

Finding Latitude & Longitude Locations with Google Earth

Currently the STARS Bus Route Map does not provide users with a way to determine a latitude and longitude location for a bus stop from an address. However, other external web based tools are available that can provide this information. Of these tools, this appendix will address the use of Google Earth to perform a search of an address and determine the latitude and longitude coordinates of that location.

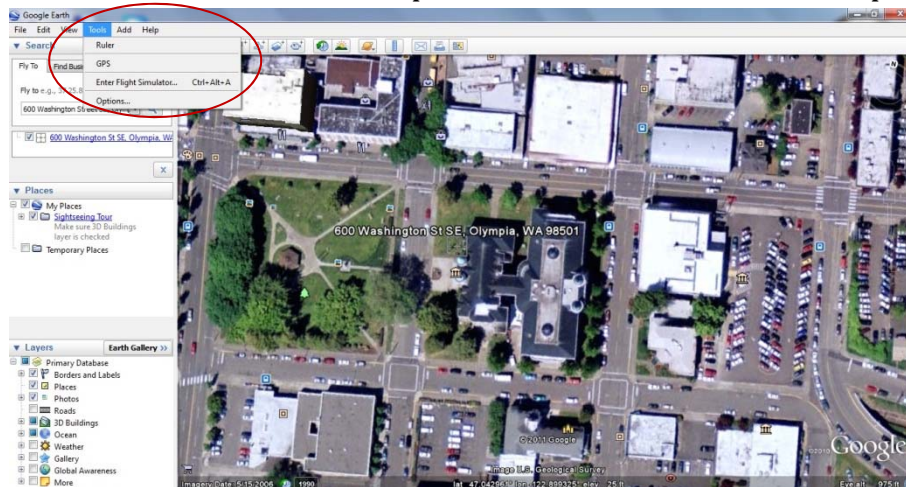
Steps:

1. Download and install Google Earth from the following website:
www.google.com/earth
2. Open up Google Earth from the desktop icon or from the start menu (*Note: You must be connected to the internet to perform any of the following steps.*)
3. In the Search section on the left-hand side of the Google Earth window, type the address of the bus stop in the search box under the Fly To tab and hit the search button (*magnifying glass icon*).

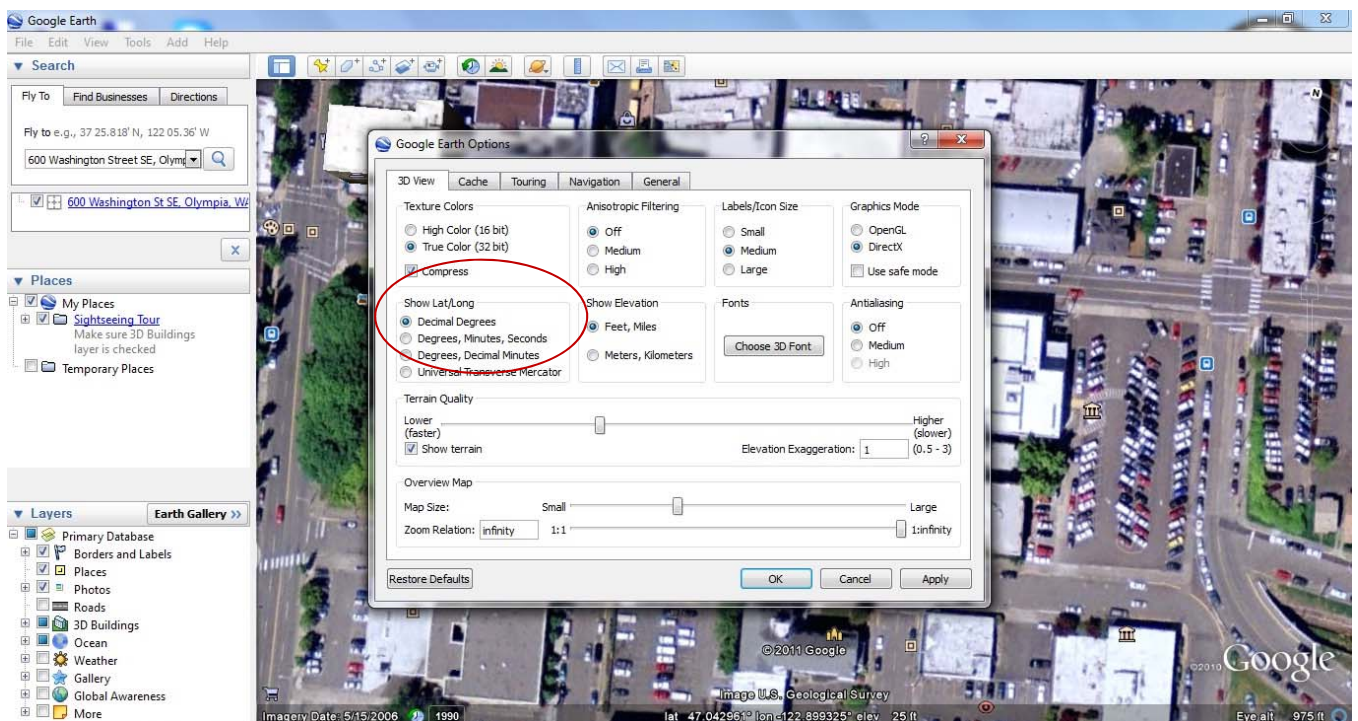


4. Google Earth will find the address and zoom to that location on the map.

5. Choose the Tools menu from the top list of menus, and then choose options.



6. Under the 3D View tab within the Google Earth Options window, select Decimal Degrees under the Show Lat/Long section of the window. Select OK, to exit this window.



7. From the Google Earth toolbar located above the map, choose the Add Placemark tool to place a push pin type icon on the map.



- Click on the placemark located on the map, and drag it to the location of your bus stop. The Google Earth - New Placemark pop-up window will display the latitude/longitude location of the placemark in decimal degrees.

