

Chapter 13

Working with Grade Groups

T.O.M. Routing allows you to assign a grade group to any of the grades in your District. Grade groups allow you to organize your District grades even more efficiently. For more information about grades, see [Chapter 12: Working with Grades](#).

Accessing Grade Groups

Grade groups are accessed from the T.O.M. Routing Main Menu, as shown Figure 13-1. From the File menu, choose the Other menu and then the Grade Groups command. The Grade Groups Search screen is displayed (Figure 13-2).

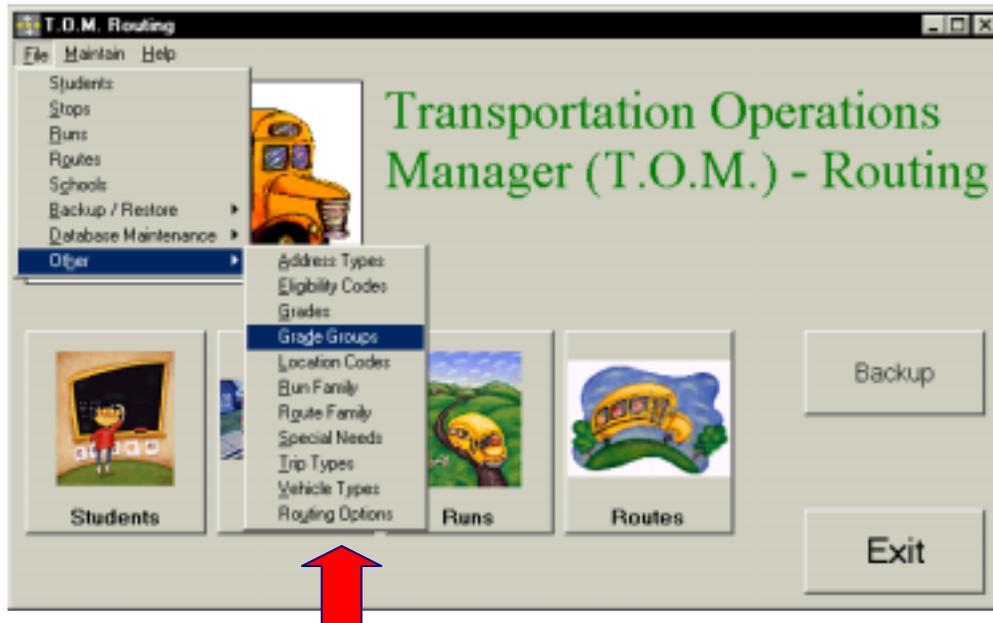


Figure 13-1. Accessing Grade Groups

Using the Grade Groups Search Screen

The Grade Groups Search screen (Figure 13-2) displays the grades you have already set up in T.O.M. Routing. To find a grade, scroll through the list using the vertical scroll bar, if necessary.



See From the Grade Groups Search screen

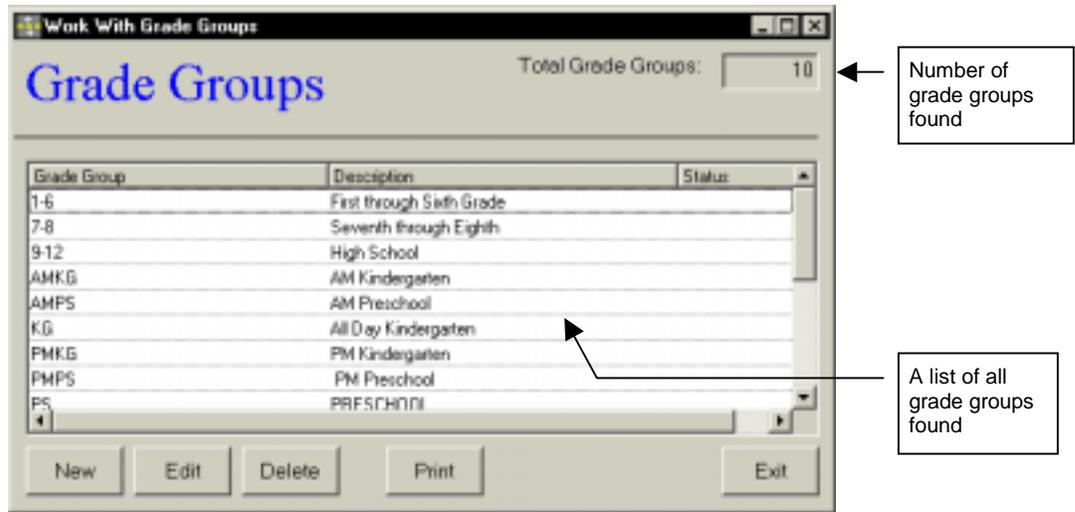
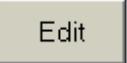


Figure 13-2. The Grade Groups Search Screen

From the Grade Groups Search screen (Figure 13-2), you can add a new grade group, edit an existing grade group or delete all but the system (default) grade groups. You can also print a complete list. See Table 13-2 for details.

Table 13-1. Grade Groups Search Screen Options (Figure 13-2)

Field	Description
Total Grade Groups	Displays the total number of grade groups found in your T.O.M. Routing database, including both active and inactive.
Grade Group	The grade group is a code assigned to a particular group of school grades, such as 1-6 for First Grade through Sixth Grade or 9-12 for High School. There are several default grade groups: [Lisa: What are they?], as well as grade groups you add using the New button. See Table 13-2 for additional details.
Description	The description field provides a clarifying description for the grade group. See Table 13-2 for details.
Status	Displays whether the grade group is active or inactive. See Table 13-2 for details.
	To add a new grade group, click the New button. See Adding a New Grade Group for details.
	To edit an existing grade group, select it in the list and then click the Edit button, or simply double-click the grade group in the list. See Editing an Existing Grade Group for details.
	To delete an existing grade group, select it in the list and then click the Delete button. See Deleting an Existing Grade Group for details.
	Prints a list of all grade groups.
	Closes the Grade Groups screen.



Using the Grade Groups Maintenance Screen

See Table 13-2 for field descriptions

Figure 13-3. The Grade Groups Maintenance Screen

Table 13-2 describes options in the Grade Groups Maintenance screen.

Table 13-2. Grade Groups Maintenance Screen Options (Figure 13-3)

Field	Required?	Limitations	Description
Grade Group	Yes	20 characters (letters, numbers or both)	The grade group is a code assigned to a particular group of school grades, such as 1-6 for First Grade through Sixth Grade or 9-12 for High School. Some grade groups might indicate morning or afternoon sessions or special classes, such as Head Start. There are several default grade groups: [Lisa: What are they?] , which cannot be deleted.
Description	No	50 characters (letters, numbers or both)	The description field provides a clarifying description for the grade group. Enter the description as you wish it to be sorted in a list or searched in the database. For example, if you wish to focus on the class aspect, such as Kindergarten, put this word first in the description. However, if you wish to focus on the time of day, put that first, such as morning or afternoon. See the description shown in Figure 13-3.
Boundary File	No	Browse to existing Boundary file	The Boundary file is the name of the ArcView Shape (.shp) file that contains the school enrollment boundaries for all students in this grade group. Type in the full file name (including the full path to the file) or click the Browse button to navigate to and select the file you wish to use. [Lisa: I couldn't type anything.] Click the Clear button to clear this field. T.O.M. uses the boundary file when determining a student's transportation eligibility and when a user is using WebRoutes to search for a school to attend. See [insert reference] for details about WebRoutes.
Walk Zone File	No	Browse to existing Walk Zone file	The Walk Zone file is the name of the ArcView Shape (.shp) file that contains the school walk zone boundaries for all students in this grade group. Type in the full file name (including the full path to the file) or click the Browse button to navigate to and select the file you wish to use. [Lisa: I couldn't type anything.] Click the Clear button to clear this field. T.O.M. uses the Walk Zone file when determining a student's transportation eligibility.



Field	Required?	Limitations	Description
Closed Street File	No	Browse to existing Closed Street file	The Closed Street file is the name of the ArcView Shape (.shp) file that contains all streets that are considered closed for all students in this grade group. You would close streets for students in this grade group if you did not wish to have them travel or cross these streets when walking to their bus stops. Type in the full file name (including the full path to the file) or click the Browse button to navigate to and select the file you wish to use. [Lisa: I couldn't type anything.] Click the Clear button to clear this field. T.O.M. uses this Closed Street file when assigning student's to the closest bus stop. A closed street may affect which bus stop T.O.M. assigns students in this grade group to.
Active Checkbox	Yes	Checked or unchecked	This checkbox determines if the grade group is active (checked) or inactive (unchecked). It allows you to make a grade group inactive without deleting it from the database. To use it again later, simply check this option to make it active. It is also useful during a search when you want your search results to show records with only active or inactive grade groups.
Trip Types button	—	—	T.O.M. uses trip types to help you determine what students are at what physical bus stop at any one time. See Working With A Grade Group's Default Trip Types for details.

Adding a New Grade Group

1. Click the New button on the Grade Groups Search screen (Figure 13-2). The Grade Group Maintenance screen is displayed (Figure 13-4). This screen allows you to enter the new grade group and description. The new grade group is checked active by default. See Table 13-2 for details.

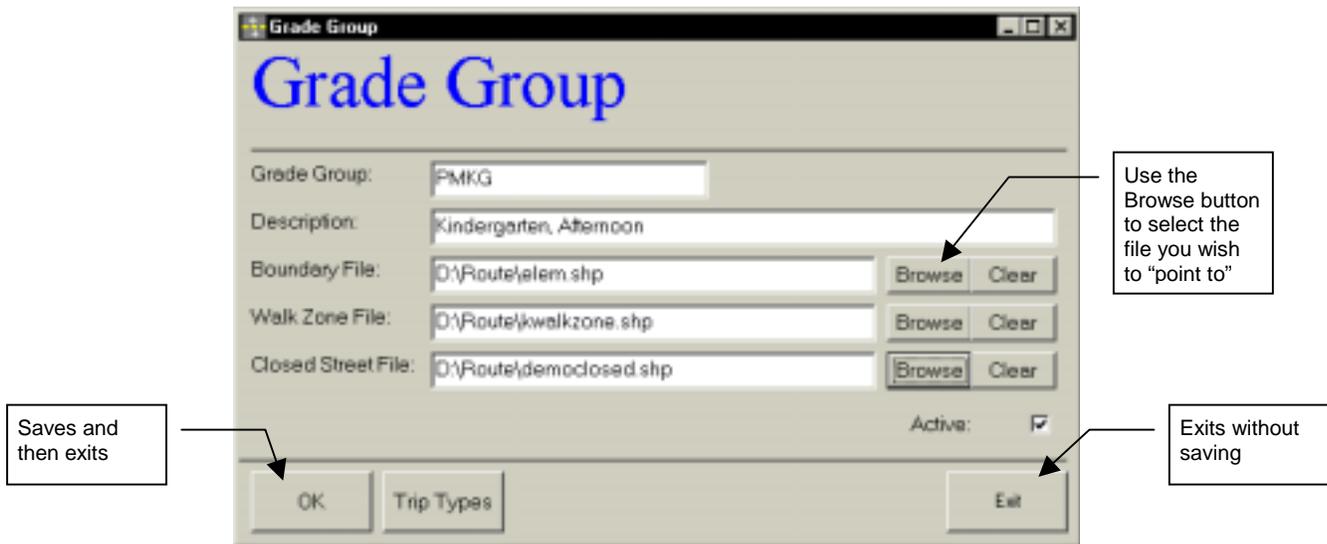


Figure 13-4. Adding a New Grade Group

2. To save the new grade, click the OK button. To close the screen without creating the grade, click the Exit button.



Editing an Existing Grade Group

1. Select the grade you wish to edit on the Grade Groups Search screen and then click the Edit button (Figure 13-2). The Grade Group Maintenance screen is displayed (Figure 13-5). This screen allows you to make changes as described in Table 13-2.

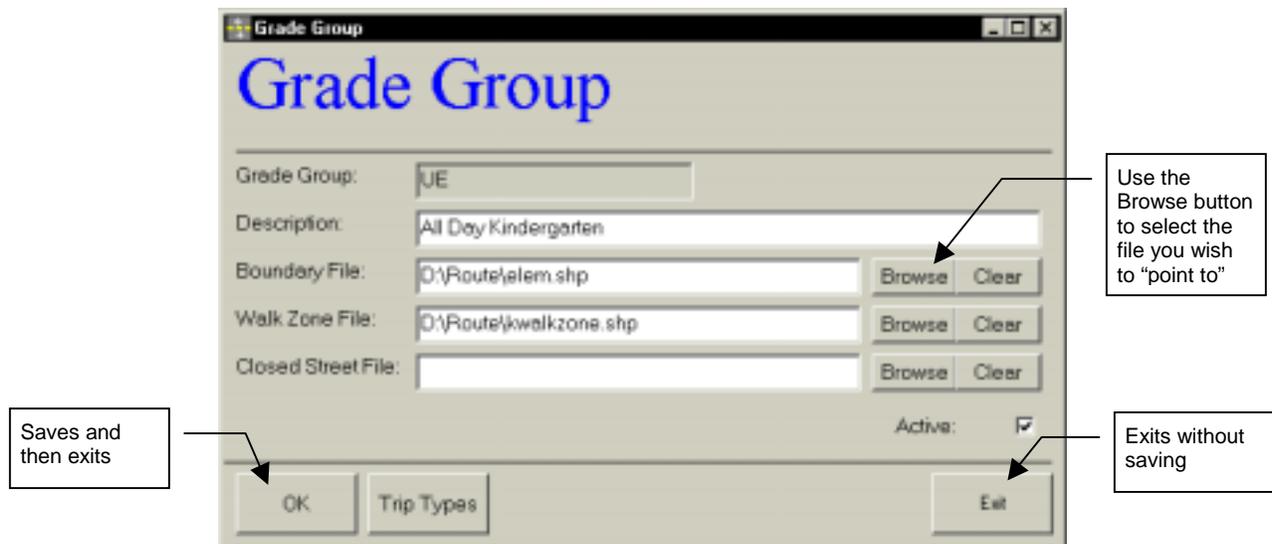


Figure 13-5. Editing an Existing Grade Group

2. To save your changes, click the OK button. To close the screen without saving the changes, click the Exit button.

Deleting an Existing Grade Group

1. Select the grade group you wish to delete on the Grade Groups Search screen and click the Delete button (Figure 13-6).

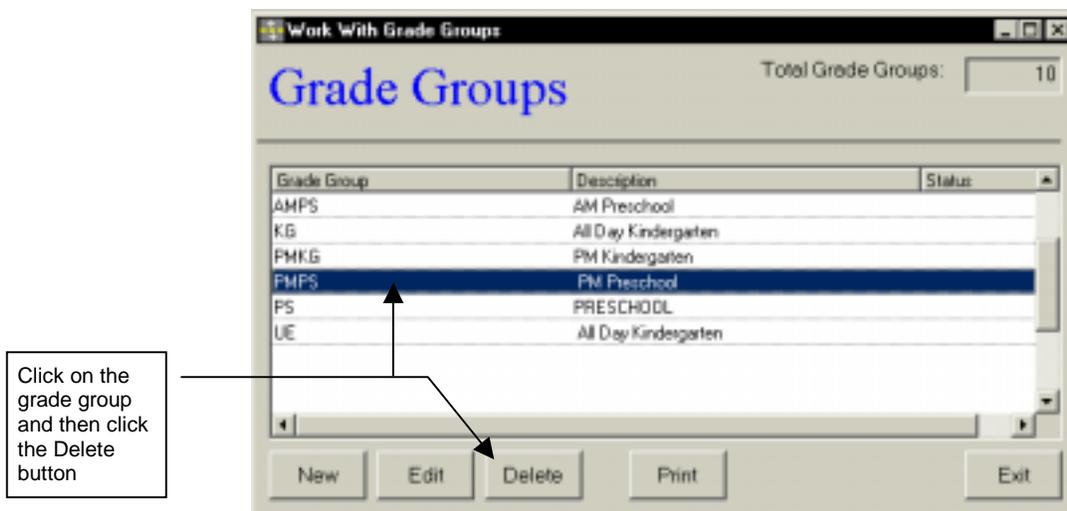


Figure 13-6. Deleting an Existing Grade Group

2. Click Yes to confirm that you want to delete this grade group from the T.O.M. Routing database; otherwise, click No (Figure 13-7).

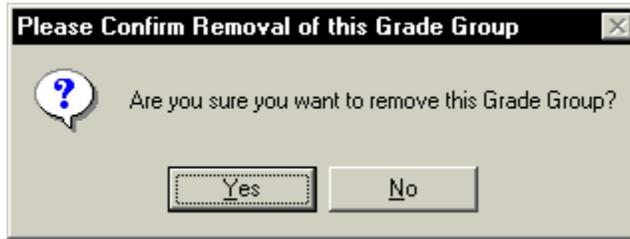


Figure 13-7. Confirming the Grade Group Deletion

NOTE: You cannot delete a system (default) grade group (see Table 13-2) or a grade group that is currently being used.



Figure 13-8. A Typical Grade Group Error Message

Working With A Grade Group’s Default Trip Types

T.O.M. uses trip types to help you determine what students are at what physical bus stop at any one time. When you add students to the T.O.M. GIS Routing Student Database, T.O.M. automatically assigns the new student default trip types. You set up the default trip types to assign to new students in the Trip Types Assigned To Grade Group screen (Figure 13-9).

See Table 13-3 for field descriptions



Figure 13-9. The Default Trip Types Assigned To Grade Group Screen

This screen allows you to select the trip types you wish to assign to this grade group as default trip types. Then, you can use the Switch Defaults button to toggle whether the trip type is simply a default trip type or a default trip type assigned to special needs students. Table 13-3 describes the buttons used in this screen.



Table 13-3. Trip Types Assigned To Grade Groups Screen Options (Figure 13-9)

Button	Description
Add>	Click to assign a trip type to the grade group.
<Remove	Click to unassign the trip type from the grade group.
Add All>>	Click to assign all trip types to the grade group.
<<Remove All	Click to unassign all trip types from the grade group.
Switch Defaults	Click to toggle whether the trip type is a default trip type or a default special needs trip type.

How Automatic Assignment of Trip Types Works

Because so many school districts have so many different organizational and transportation structures T.O.M. has a “layered” approach to defaulting or automatically assigning trip types to new students and bus stops. Trip types assigned to the grade group record is actually the second of a three “layer” process for automatically assigning trip types to new students (Figure 13-10).

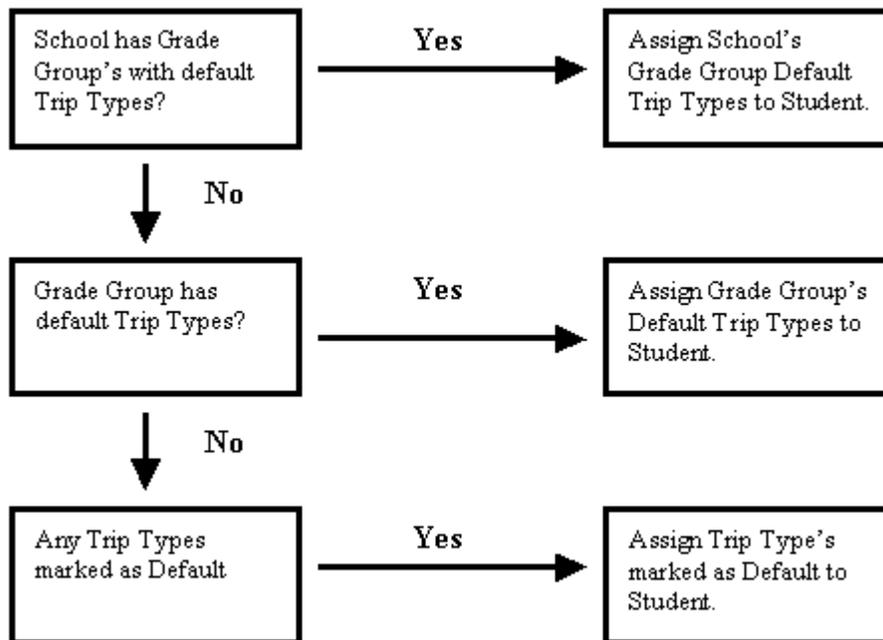


Figure 13-10. T.O.M. GIS Routings “Multi-layered” Approach to Automatically Assigning Trip Types to New Students