TT *Options Software*

Linking *Options*
to *Bromcom*

(or any MIS that accepts *Teaching Groups* as a CSV file)

Link between Options and Bromcom

Purpose of this Document

This document describes how to:

-- export a list of students (and the teaching groups they are in) from **Options** into Bromcom or a similar MIS.*

Note: teaching-groups are called 'teaching-sets' in Bromcom.

Contents

Version History

1	Jun 2015	Initial documentation
2	Jul 2022	Gives Student Unique ID choice

Any Questions ?

If you have any questions, or would like to see an example import file, please ask us for more details: support@timetabler.com

1 Overview of the Export

Why use the export ?

After *Options* has completed its work in creating the best pattern for your students and choices, you can save typing time by exporting this information back to Bromcom, so Bromcom knows where each student has been placed.

How do I link to Bromcom ?

Stage 1: Create your Options pattern

- Within *Options*, create your options pattern in the usual way. See the printed Options Manual for details.

Stage 2: Prepare for export
- See Section 2 of this document.

Stage 3: Export to Bromcom
- See Section 3 of this document.

File format

The export file is a CSV file.

Details of the format are available on request.

2   Preparing to Export

Before you can export to Bromcom, there are two pieces of information that you must set-up in *Options*:

1   Student UPNs:

Bromcom relies on each student's 'Unique Pupil Number' (or equivalent) being entered in the "UPN" field on the 'Students & Choices' screen in *Options*. If you don't already have UPNs switched on, you will need to first tick the option at '**Customize → record Student UPNs / ULNs**'.

This number can be any one of the following three unique student IDs in Bromcom:
- **AdmissionNumber, or**
- **StudentID, or**
- **UPN**

Question: "I haven't used UPNs in Options – what do I do ?"

If you have completed your work in *Options* without using UPNs, then you don't need to start over again. You can simply update your students in *Options* with their UPNs from Bromcom by following these 2 steps:

i)   Create a file in Bromcom that contains your students' forenames & surnames and their unique IDs
ii) In *Options*, go to 'Students and Choices → Other checks → Re-import UPNs from a file".

This will add the Bromcom unique IDs into the UPN field of each of your students, so you can now export back to Bromcom.

2   Teaching Group names:

In *Options*, you need to give each of the groups on your pattern a Teaching Group Name (TGN).

To do this, go to the "Current Pattern" screen, click on "Style" and tick "Display Teaching Group names".

You will see a blue **[?]** appear by any group that does not yet have a TGN. Click on the **[?]** and enter the TGN (eg: 10A/Fr). This needs to be exactly the same as the teaching-set name used in Bromcom (or in your MIS).   If they are not the same, then Bromcom will not import this group's students.

3   Export to Bromcom

Now you can export your group populations from *Options* over to Bromcom, as follows:

1   In *Options*:

Go to "**File → Export to … → Bromcom**".
When asked, say which unique ID in Bromcom you wish to link to:

MIS ID to match on

You have the choice of matching the UPN (in Options) to any of 3 fields in your MIS.

Which field in your MIS would you like the UPN to be matched to ?

AdmissionNumber	StudentID	UPN

This then creates a CSV file of the correct format, with the name: 'Options_TT_Bromcom.csv'.

If you chose "StudentID" (for eg) then the CSV file will look something like this:

	A	B	C	D	E	F	G	H
1	StudentID	10A/Gr	10A/Ar	10A/Gg	10A/Sp	10A/De	10B/IT	10B/Te
2	346466				t		t	
3	554200				t			t
4	245371					t	t	

… where 346466, etc are your UPNs in *Options*.

2   In *Bromcom*:

At the time of writing (version 5 of Bromcom), within Bromcom you need to visit the import feature of the Bromcom "Bulk Class Assignment" page, called "Bulk Group Assignment" (as per the screen shot below):

... and from there, follow the on-screen instructions.

Any problems; consult the latest Bromcom documentation.