

Exporting from SEEMiS into *Options*

Before you can start using *Options* to arrange your Students' Choices into the best Pattern, you need to have the Students' Names in *Options*.
You could do this by typing them manually ...but it will be quicker to export a file of these data from SEEMiS and then import this file into *Options*.

This document explains how to do this.

If you are responsible for doing the timetable, then please also read the 15 documents about Scottish timetabling in the KnowledgeBase in the Support Centre.

You can find these PDFs in the [Support Centre](#) by typing Scotland in the Search Box.

They are also listed at: www.timetabler.com/scotland

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Student data needed in *Options*

There are 5 records that can be entered for each Student:

	A	B	C	D	E
1	Admission Code	Forename	Surname	Registration Group	Gender
2	12345	Keith	Johnson	1B	M
3	23456	Chris	Johnson	1A	M
4	34567	Rachel	New	1B	F
5	45678	Theo	Lewis	1C	M
6	56789	Janet	Woodhouse	1B	F

The **Forename** and **Surname** are essential.

The **RegistrationGroup** / Form / Class Name, and Gender, are useful.

The **Admission Code** (Student ID) is only useful if there is any ambiguity in the Forename+Surname, or if you need to export the final result to a system that needs these unique IDs.

When SEEMiS develops an import of the final Pattern from **Options** this ID will be needed.

SEEMiS still tell us that they are going to do this, but there is no time-scale yet from SEEMiS as to when they will do it.

To get 4 fields (without the Admission Code) from SEEMiS is straightforward:

on any screen that shows these 4 fields you can select them, right-click and choose Copy All ...and then Paste it into Excel. See Step 2 on page 4.

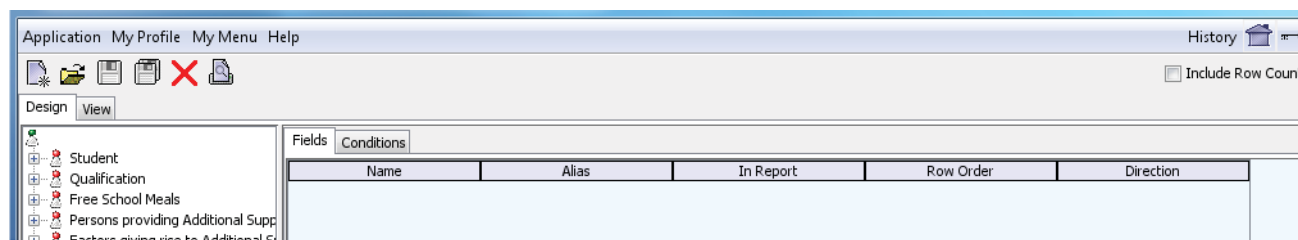
However if you also want to include the Admission Code then it is slightly more complicated, and this is explained on the next two pages.

When you have the Excel file then you can import into **Options** as outlined on page 5.

Exporting Student Data from SEEMiS, including the Admission Code

Step 1

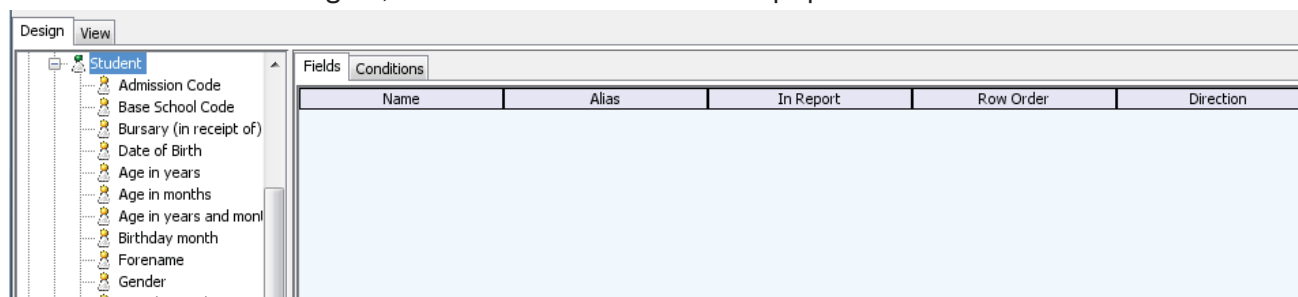
Go to **Application** ➡ **Reports** ➡ **Custom Reports**, to see:



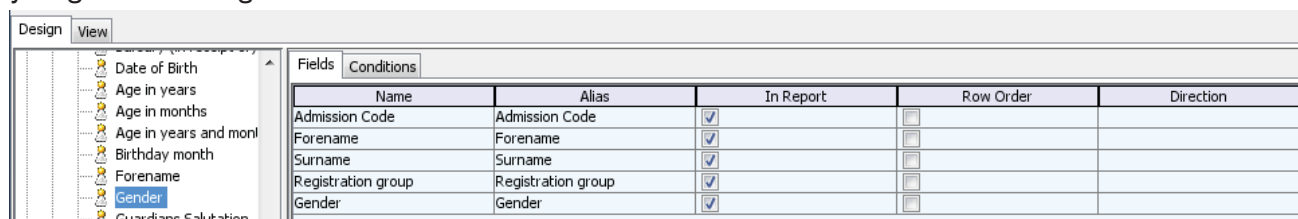
Click on **Student**, to see:



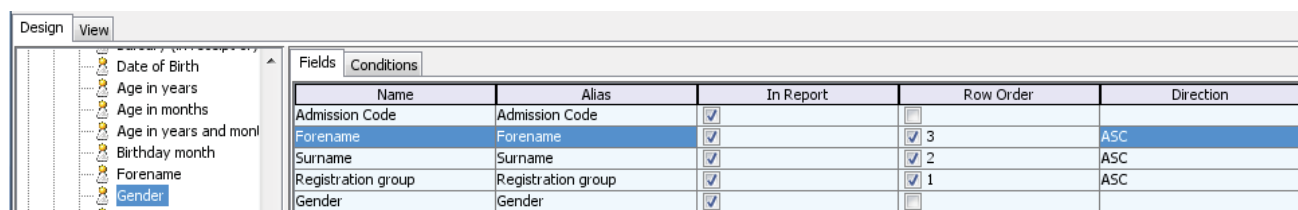
Then click on **Student** again, to see a list of fields for each pupil:



Now **drag each item** that you want, from the left-hand list into the space at the right-hand side, so you get something like:



You can order the fields if you wish (this isn't needed for importing into **Options**), and you can order them into ASCending order if you wish:



continued...

Step 2

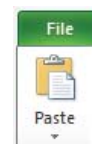
Now click on **View** (at the top-left of the screen) to see the list:

Admission Code	Forename	Surname	Registration group	Gender
12345	Keith	Johnson	1B	M
23456	Chris	Johnson	1A	M
34567	Rachel	New	1B	F
45678	Theo	Lewis	1C	M
56789	Janet	Woodhouse	1B	F

Now **right-click** anywhere on the list and use **Copy All**.

Copy Selected
Copy All

Then open up a new Excel spreadsheet and select **Paste**, so that the data appears in the spreadsheet, as shown on page 2.



Then Save the file with a suitable name (eg. OptionsData.xls).

Save it on a memorystick if you are running **Options** on a different machine.

Importing the Student Data into Options

There are full details about how to do this on page 42 of the orange **Options Handbook**.

The Import Screen is at Students & Choices ► Import Students ► Import.

For the data used in this guide, the screen will look like this:

Make sure you choose a 'Delimiter' of "xls-style" (because you are importing an Excel spreadsheet).

If you have a list of your Students (and optionally, their choices) in a file, you can import it as follows:

Note: These Students are about to be imported into this Class:
If they are in a different Class then select that Class now.

Step 1: Choose the file to import from:

Import Filename is: F:\Export-SEEMIS-to-Options.xls Format of this file is:

Delimiter is: xls-style Preview my File >

Click the yellow folder and browse to find your import file.

Field 1	Field 2	Field 3	Field 4	Field 5
12345	Keith	Johnson	1B	M
23456	Chris	Johnson	1A	M
34567	Rachel	New	1B	F
45678	Theo	Lewis	1C	M
56789	Janet	Woodhouse	1B	F

Step 2: Choose fields to import:

Surname is field: 3
Forename is field: 2
Sex/Gender is field: 5
UPN/ULN is field: 1
Notes are field: None
Header is: None
One line per: Student

Select specific Class (if any):
Class is field: 4
Class name: ?

Import Choices (optional): ?
Choices start at field: None
Default choice: None
Include Reserve choice: ☐

Step 3: Preview of students who will be imported:

Preview the Import >

This is what the students will look like in Options if you choose to import them in Step 4.

Surname	Forename(s)	Sex	UPN	Class	Notes
Johnson	Keith	M	12345	1B	
Johnson	Chris	M	23456	1A	
New	Rachel	F	34567	1B	
Lewis	Theo	M	45678	1C	
Woodhouse	Janet	F	56789	1B	

Step 4: Import Students Standard formats ▾ ? Help Close

For more details see page 42 of the orange **Options Handbook**.

When you have all the students loaded into the program, then you can enter their Subject Choices, as explained on pages 20-21 of the orange **Options Handbook**.

You can do it:

- either manually, by collecting their Choices on paper and then typing them into **Options**,
- or using the **TOOLS** feature, which collects their Choices electronically, either by the parents / pupils typing them in, or by your Pupil Support Teacher or Careers Counsellor using TOOLS while counselling the pupils.

If you have difficulty hosting TOOLS on the school's server then see <http://www.studentoptions.co/>
Follow the links, which offer you low-cost or **free** hosting depending on the features you want.