Importing to Engage from *TimeTabler*

Please ensure that you leave ample time <u>before</u> the required date to complete the export <u>and</u> the import.
It is rarely as simple as pressing a button, and each step needs care to ensure that everything is formatted in the way that DoubleFirst Engage expects.

The process normally needs the knowledge and understanding of <mark>both</mark> the Timetabler <mark>and</mark> the Manager of the Engage admin system, working <u>together</u>.

This document focuses on the Engage screens. See also the sister document which focuses on the Matching Screen in *TimeTabler*, and the Export from *TimeTabler*.

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The process for importing a timetable into Engage from *TimeTabler*

This document assumes familiarity with both *TimeTabler* and **Engage**.
It also assumes you have read the sister document titled "**Exporting from *TimeTabler* to Engage.PDF**"

Please ensure that the very latest versions of *TimeTabler* and **Engage** are being used.

The aim is to import a timetable which has been constructed in *TimeTabler* into Engage ready for the start of a new academic year. It is essential that the following has been done in advance:

In Engage:

1. The end of academic year roll-over procedure in Engage has been completed. New staff entered, pupils moved up a year and so on.

2. In Engage, all subjects, year group subjects, divisions, teaching groups, teaching rooms, teaching staff should have been set up and updated so they are correct for the timetable to be imported. Codes for Teachers, Subjects and Rooms in the two systems should match as much as possible (though the software allows you to specify any mismatches during the matching process, see the other document).

3. Teaching groups in Engage may be pre-populated with pupils. Clashes for pupils will be checked as the timetables are created along with the clash checks on rooms and teachers. This may be useful or cause extra unwelcome error messages during the import process. Groups with pupil clashes will still be placed. Populating the teaching groups after import will also check that pupils are not double timetabled. Engage allows pupils to be added to or withdrawn from individual lessons.

Note:

TimeTabler sees each schedule as a complete entity of several Year-groups. Engage sees the timetable for each year-group as an entity and so Engage imports the timetable *one Year at a time*.

When you have finished all the matching in *TimeTabler* (as described in the other document), you will have a choice:

*   You can export the entire schedule as a single .csv file. When this is imported into the chosen year-group in Engage (as described on page 4) it will list hundreds of import errors. This is caused by the irrelevant information for the other year-groups. However hidden amongst these errors may be information relevant to the year-group in question.

*   You can export the data from *TimeTabler* one Year at a time. ie. for an 11-16 school there will be 5 separate CSV files (one for each of the 5 Years). The way of doing this is explained in the other document. When each file is imported into Engage (into the relevant year group, see page 4), only the errors relevant to that year will be shown, so they are easier to deal with.
    It's your choice but we recommend this second method.

Stage 1 : Exporting the export-file from *Engage*

Step 1:
In **Engage** go to Timetable -> Create timetable. Make sure the correct Academic year and School is showing, nothing else matters.
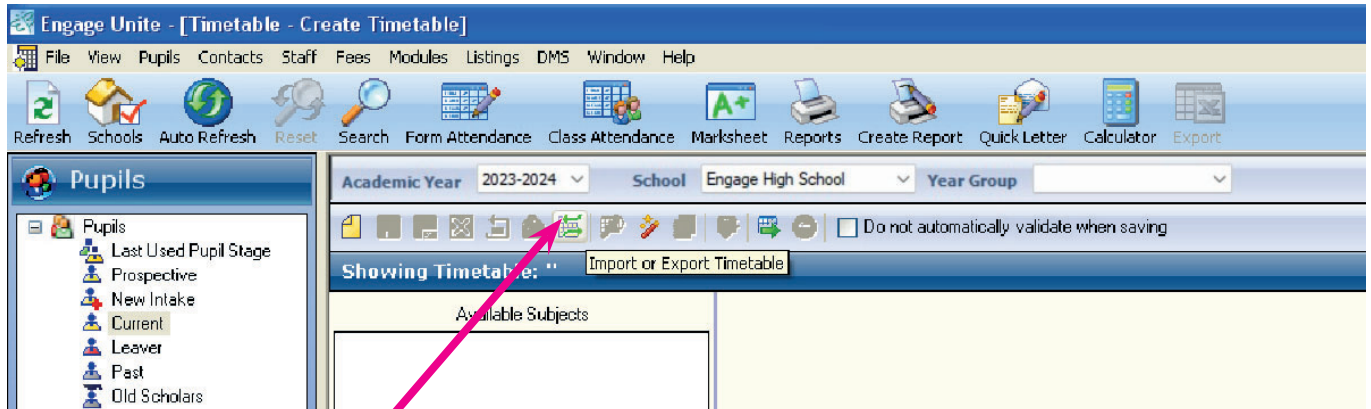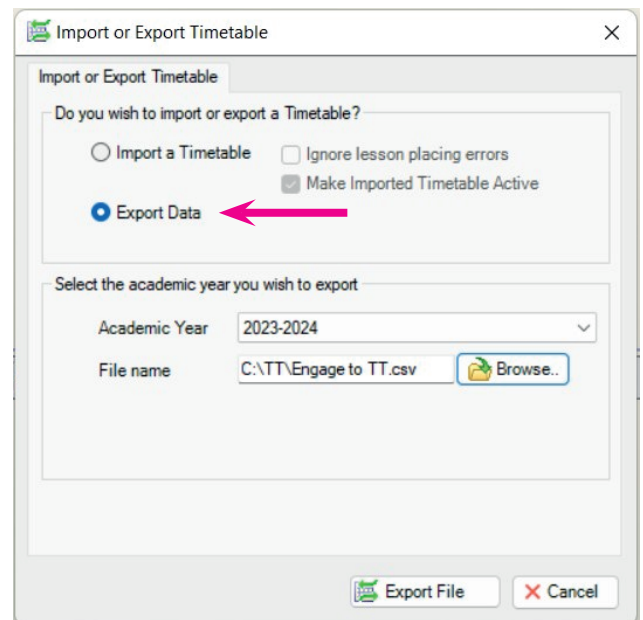

Step 2:
Click on the **Import or Export Timetable** button.

Step 3:
In the pop up window select **Export Data**,
and choose the relevant Academic Year.

Enter a file path, file name and .csv file extension.

Step 4:
Click on the 'Export File' button.
A progress bar shows export in progress.
A pop up window then confirms the creation of the CSV file at the specified location.

This is the CSV file you need to import into *TimeTabler*, as the next step.

Stage 2 : Matching

In *TimeTabler*, to start the matching process, click on [Export]

and then select '**Engage**' from the list: [⚑ Double First Engage ▾] [Go]

Then if you haven't already done so, click on: [Read the latest instructions]
which takes you to the *TimeTabler* Web-site,
so that you download the other documentation via:

For **DoubleFirst Engage**, click here and here.

Then follow the steps in that documentation, to use the Matching Screen.

Stage 3 : Importing the export-file into *Engage*

Step A:
After you have finished all the matching in *TimeTabler*, and exported the final file(s), then go back into Engage, where the timetable has to be imported one year at a time.
At Timetable -> Create Timetable click on the **Import or Export timetable** button (see page 3).

In the pop-up window, select **Import a Timetable**:

Select the correct academic year and year group.

Click on the browse button and navigate to the relevant .csv file that was created by *TimeTabler*.
This file may be called something like:
TT-Engage-Year7.CSV

(If you are exporting a separate file for each year-group, as discussed on page 2, make sure that each file has a clear file-name.)
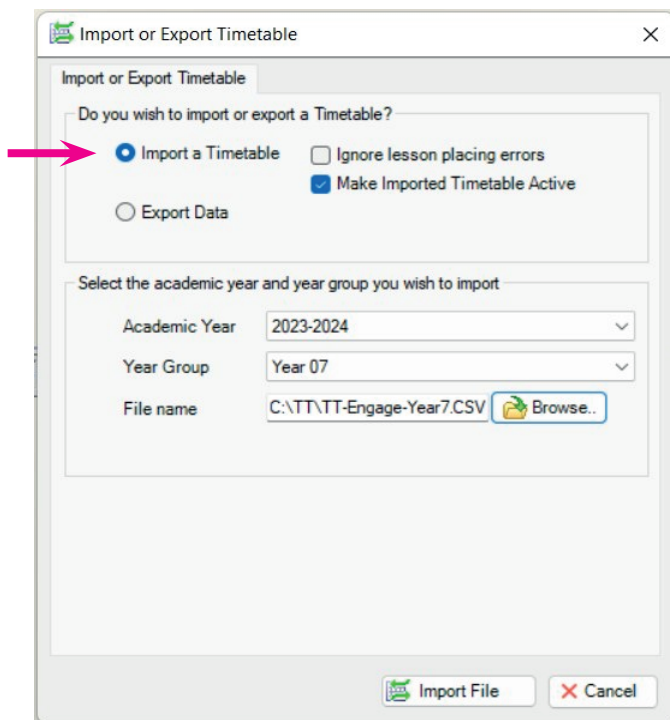
(If *TimeTabler* was used on a different machine, the file may be on a memorystick.)

Click on the 'Import file' button.

A name for the new timetable may be requested.
A progress bar shows the import and checking procedure in progress.
An example for year 7 is shown here:

Step B:
At the end of the import errors will be listed.
If you try to import a complete a .csv file containing the timetable for all years this list will be very long!
In the example below the .csv file only contained data for year 10. Usually the list contains things that were expected and that you intend to sort out manually in Engage. However anything unexpected may indicate corrections needed in **Engage** or in *TimeTabler* and a repeat of all or some of the process.

The example below shows that when Engage checked the import it noted that some pupils were in two locations simultaneously. If you are confident that you set up the Curriculum Diagram correctly in *TimeTabler* then the problem needs ro be resolved in Engage.
This screen may prove a valuable check or an unwelcome hindrance to the import. These classes are imported anyway.

File Import Errors

Error	Subject	Division	Class	Room	Staff
The class already exists in the destination periods	Physical Education	10-PE(GCSE)	10-PE-B	Proctor Sports Hall	DeMiranda, Andrea
The same pupil(s) exists in multiple classes	Physical Education	10-PE(GCSE)	10-PE-B	Proctor Sports Hall	DeMiranda, Andrea
The same pupil(s) exists in multiple classes	English	10-English	10-Eng-3	English 3	Smyth, David
Number of periods specified for lesson was 0	Games	10-Games	10-Ga-B		Hayden, Philip

Step C:

On closing the error reporting window the familiar timetable grid for a timetable in Engage is seen:

Use this screen to make several spot checks of the imported timetable, making some checks on each day of the week, for each Year.

Any warnings about pupil clashes do not prevent the lesson being imported and placed on the grid. The Validate button in Engage will reveal which classes have these and other issues that may need attention following the import.

For simple year groups the import is usually perfect or almost perfect. For more complicated year groups, where special tricks may have been used in *TimeTabler*, there may be some issues that need sorting out manually.

Some Users have reported that TeachingGroups that had been Duplicated on the Matching Screen are not always imported correctly into Engage, and manual corrections are needed. If you find a specific example of this please send a report to the Engage HelpDesk.

The timetable used in these examples was not created with a view to being automatically imported into Engage, and it needed some manual adjustment in Engage after the import. We suggest that you make notes during your first Import about how you could improve the set up for the next timetable that you do.

With many thanks to Heather Salmon for her help in preparing this document.