Arbor Education
TimeTabler Import

Webinar training
TimeTabler Import

1. Importing a TimeTabler file

2. The import wizard

3. Schedule timetable slots

4. Finalise
Importing a TimeTabler file
Importing a TimeTabler file

Go to School > School Structure > School Year Setup

Select 6. Courses & Classes
Importing a TimeTabler file

Select B. Import Courses & Classes from TimeTabler

Follow instructions for 2.
The import wizard
Step One - Academic Year, Year Groups & Registration Forms

TimeTabler File Import Wizard

Step One
Import Academic Year, Year Groups & Registration Forms
Import Sites & Rooms
Import Teachers, Courses & Classes
Import Timetable Slots

Academic Year
Start date 01 Sep 2018
End date 31 Aug 2019
Days per cycle 5

Year Groups
If you 'Skip' any year group from the import you will need to create your own year groups on Arbor (if they do not exist already) and you must link the courses & classes manually to the correct year group. Registration forms that would normally be linked to a year group, will not be linked to the relevant year group, if you select 'Skip.'

Year 8 (2018/2019)* Map to Year 8 (2018/2019) (existing record)
### Step One - Academic Year, Year Groups & Registration Forms

<table>
<thead>
<tr>
<th>Year</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 8 (2018/2019)*</td>
<td>Map to Year 8 (2018/2019) (existing record)</td>
</tr>
<tr>
<td>Year 12 (2018/2019)*</td>
<td>Import (creates new record)</td>
</tr>
<tr>
<td>Year 13 (2018/2019)*</td>
<td>Skip</td>
</tr>
</tbody>
</table>

#### Registrations Forms and Teaching Groups

If you 'Skip' any registration form from the import you will need to create your own registration form on Arbor (if they do not exist already) and you must link the course & classes manually to the correct registration form. Below is a list of “Basic Groups” from TimeTable. Select whether to map each of these to a Registration Form / Teaching Group, or choose “Import” to create a new Registration Form / Teaching Group.

<table>
<thead>
<tr>
<th>Class</th>
<th>Action</th>
</tr>
</thead>
</table>
Step Two - Import Sites & Rooms

TimeTabler File Import Wizard

**Step Two**

<table>
<thead>
<tr>
<th>Import Academic Year, Year Groups &amp; Registration Forms</th>
<th>Import Sites &amp; Rooms</th>
<th>Import Teachers, Courses &amp; Classes</th>
<th>Import Timetable Slots</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

**Sites**

If you 'Skip' any site from the import, you will either need to create your own site on Arbor (if it does not exist already) and you must manually link all rooms to the correct site.

- **Site 1**: Map to Site 1 (existing record)
- **Site 2**: Import (creates new record)

**Rooms**

If you 'Skip' any room from the import, lessons on your timetable will not have that room assigned. You can still manually add rooms to the lessons after import.

- **Site 1: Gym-1**: Import (creates new record)
- **2: GYM-2**: Import (creates new record)

[Next]
Step Three - Import Teachers Courses & Classes

TimeTabler File Import Wizard

Step Three
- Import Academic Year, Year Groups & Registration Forms
- Import Sites & Rooms
- Import Teachers, Courses & Classes
- Import Timetable Slots

Teachers Setup
If you 'Skip' any teacher, lessons on your timetable will not have that teacher assigned. You can still manually add teachers to the lessons after import.

- Adams* → Map to Rob Adams (existing record)
- Allen* → Map to Stephanie Allen (existing record)
- Allen* → Map to Stephanie Allen (existing record)
- Anderson* → Map to Andy Anderson (existing record)
- Baker* → Map to Caitlin Baker (existing record)
- Baker* → Map to Caitlin Baker (existing record)
- Baker* → Map to Caitlin Baker (existing record)
Step Three - Import Teachers Courses & Classes

Subjects Setup

Here we show the list of subjects within your TimeTabler file. You can map each subject to a subject that we have on Arbor. If you skip any subject mapping, your courses & classes will still appear as lessons on your timetable, but you will not be able to filter your school or staff timetables, by a specific subject.

- Mathematics* Map to Mathematics (existing record)
- English* Map to English (existing record)
- Physics* Map to Physics (existing record)
- Chemistry* Map to Chemistry (existing record)
- Biology* Map to Biology / Botany / Zoology / Ecology (existing record)
- Science* Map to Science (existing record)
- French* Skip
- Spanish* Skip
- History* Skip
- Geography* Skip
- Business Study* Skip
- Music* Map to Music (existing record)
Step Three - Timetable slots

The TimeTabler File Import Wizard is shown with Step Four outlined. The import status for each section is checked. In the Timetable slots section, the days of the week are listed with fields for Monday, Tuesday, Wednesday, and Thursday. Provisional timetable slots will be created after clicking 'Finish.'
Schedule timetable slots
View provisional timetable slots

Import Timetable

Import timetable process
1. Generate timetable file from TimeTabler
2. Upload file in to Arbor - click ‘Add’ on table below
3. Review the uploaded file, make changes and import to finalise your timetable

Please note: You cannot import the same file twice and importing multiple files at the same time can result in errors. After you have finished importing your file, you can click on the ‘Updates’ cell to view all changes that have occurred on Arbor as result of the imported file, and actions you may want to take. You can also click the ‘Errors’ cell to view errors that require your attention.

Upload timetable

<table>
<thead>
<tr>
<th>File</th>
<th>Started date</th>
<th>Completed date</th>
<th>Updates</th>
<th>Errors</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>example2-TTX-TIM_Arbor trac...</td>
<td>08 Jun 2018, 10:38</td>
<td>08 Jun 2018, 10:43</td>
<td>212</td>
<td>4</td>
<td>Completed with errors</td>
</tr>
</tbody>
</table>

Number of errors

To view the timetable slots
Schedule timetable slots
Finalise
Finalise

School Year Setup

<table>
<thead>
<tr>
<th>2018/2019</th>
<th>Complete</th>
<th>Complete</th>
<th>Complete</th>
<th>Complete</th>
<th>Complete</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Calendar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Off-Roll Leavers</td>
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</tr>
<tr>
<td>3. Year Groups &amp; Registration Forms</td>
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</tr>
<tr>
<td>4. Custom Groups</td>
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<td></td>
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<tr>
<td>5. Houses</td>
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<td></td>
</tr>
<tr>
<td>6. Courses &amp; Classes</td>
<td></td>
<td><strong>Available</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Meals</td>
<td></td>
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<tr>
<td>8. Interventions</td>
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</tr>
<tr>
<td>Review School Year Setup</td>
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</tr>
</tbody>
</table>

Courses & Classes

Setup 2018/2019

Please ensure you choose only one setup option for each class. Completing more than one option risks you duplicating courses or lessons.

- a. Schedule sessions from Registration Forms Optional
- b. Import Courses & Classes from TimeTable Optional
- c. Set up Courses & Classes from scratch Optional

Review

Courses & Classes (2018/2019) 

- Art
  - Year 7
  - 7A Art
  - 7B Art
  - Year 8
  - 8A Art
  - 8B Art

Instructions

Courses & Classes setup steps are optional. Once you have reviewed Courses & Classes, click Mark as complete to complete setup or click Skip for now to review later.

Mark as complete

Skip for now