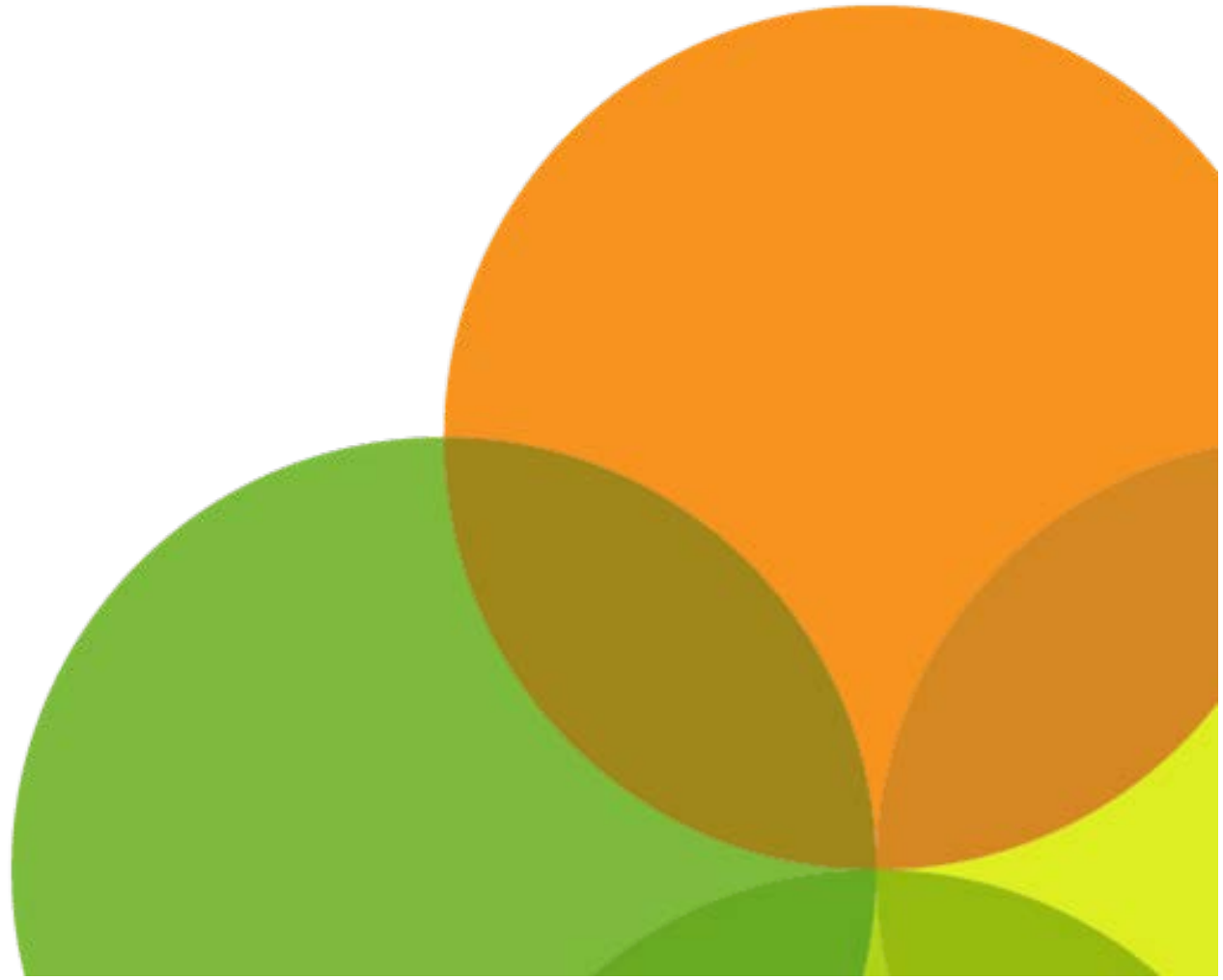


Arbor Education

TimeTabler Import

Webinar training



TimeTabler Import

1 Importing a TimeTabler file



2 The import wizard



3 Schedule timetable slots



4 Finalise

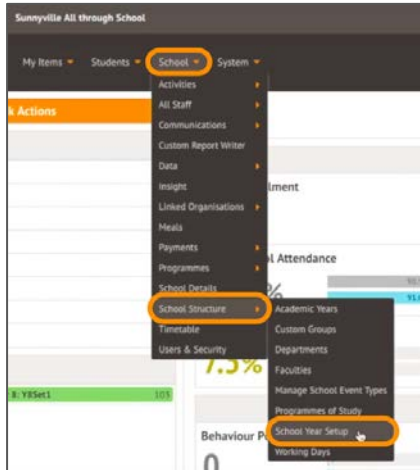


Importing a TimeTabler file

Importing a TimeTabler file



Go to *School > School Structure > School Year Setup*



Select *6. Courses & Classes*

School Year Setup	
2018/2019	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups & Registration Forms	Complete
4. Custom Groups	Complete
5. Houses	Complete
6. Courses & Classes	Available
7. Meals	Available
8. Interventions	Available
Review School Year Setup	

Importing a TimeTabler file

Select *B. Import Courses & Classes from TimeTabler*

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 TimeTabler Optional**
- c. Set up Courses & Classes from scratch Optional

Review

Courses & Classes (2018/2019) ➕ Add

No Courses & Classes exist for 2018/2019

Follow instructions for 2.

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 ➕ Add

There are no results Download

File	Started date	Completed date	Updates	Errors	Status
No rows to display.					

TimeTabler File Upload

Academic Year* 2018/2019

Select file* Browse...

Cancel Upload

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 7 (2018/2019)*	Map to Year 7 (2018/2019) (existing record)	⊙ ▼
Year 8 (2018/2019)*	Map to Year 8 (2018/2019) (existing record)	⊙ ▼

Step One - Academic Year, Year Groups & Registration Forms

Year 8 (2018/2019)*	Map to Year 8 (2018/2019) (existing record)	<input type="radio"/>	▼
Year 9 (2018/2019)*	Map to Year 9 (2018/2019) (existing record)	<input type="radio"/>	▼
Year 10 (2018/2019)*	Map to Year 10 (2018/2019) (existing record)	<input type="radio"/>	▼
Year 11 (2018/2019)*	Map to Year 11 (2018/2019) (existing record)	<input type="radio"/>	▼
Year 12 (2018/2019)*	Import (creates new record)	<input type="radio"/>	▼
Year 13 (2018/2019)*	Skip	<input type="radio"/>	▼

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 TimeTabler. Select whether to map each of these to a Registration Form / Teaching Group, or choose "Import" to create a new Registration Form / Teaching Group.

7A (2018/2019)*	Map to Form 7UW (2018/2019) (Registration Form)	<input type="radio"/>	▼
7B (2018/2019)*	Map to Form 7ZE (2018/2019) (Registration Form)	<input type="radio"/>	▼
8A (2018/2019)*	Map to Form 8AT (2018/2019) (Registration Form)	<input type="radio"/>	▼
8B (2018/2019)*	Map to Form 8PG (2018/2019) (Registration Form)	<input type="radio"/>	▼

Step Two - Import Sites & Rooms

TimeTabler File Import Wizard

Step Two

Import Academic Year, Year Groups & Registration Forms ✓

Import Sites & Rooms ⊙

Import Teachers, Courses & Classes ✗

Import Timetable Slots ✗

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)	⊙ ▼

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)	<input type="radio"/>	▼
English*	Map to English (existing record)	<input type="radio"/>	▼
Physics*	Map to Physics (existing record)	<input type="radio"/>	▼
Chemistry*	Map to Chemistry (existing record)	<input type="radio"/>	▼
Biology*	Map to Biology / Botany / Zoology / Ecology (existing record)	<input type="radio"/>	▼
Science*	Map to Science (existing record)	<input type="radio"/>	▼
French*	Skip	<input type="radio"/>	▼
Spanish*	Skip	<input type="radio"/>	▼
History*	Skip	<input type="radio"/>	▼
Geography*	Skip	<input type="radio"/>	▼
Business Study*	Skip	<input type="radio"/>	▼
Music*	Map to Music (existing record)	<input type="radio"/>	▼

Step Three - Timetable slots

TimeTabler File Import Wizard

Step Four

Import Academic Year, Year Groups & Registration Forms	✓
Import Sites & Rooms	✓
Import Teachers, Courses & Classes	✓
Import Timetable Slots	⊙

Timetable slots

Your timetable covers from 01 Sep 2018 - 31 Aug 2019. **Please ensure that the day(s) of the week in your TimeTabler file match the day(s) of the week listed on the right hand side, then click 'Finish' below.**

Provisional timetable slots will then be created (this may take around 5-10 seconds and will run in the background). When complete, you will receive a notification in the top right hand corner. Click on the notification to view your provisional timetable slots. Stay on the page to also view all errors and Arbor updates that have occurred as a result of your imported file.

Monday*	Monday	⊙ ▼
Tues*	Tuesday	⊙ ▼
Wed*	Wednesday	⊙ ▼
Thurs*	Thursday	⊙ ▼

Cancel	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

Showing 1 result

File	Started date	Completed date	Updates	Errors	Status
example2-TTX-TIM_Arbor teac...	08 Jun 2018, 10:58	08 Jun 2018, 10:43	212	4	Completed with errors

Number
errors

of

To view the
timetable slots

Schedule timetable slots

Timetable

- School Timetable
- Staff Timetable
- Student Timetable
- Sites & Rooms
- Timetable Administration**
 - Timetable Settings
 - Timetable Slots**
 - Import Timetable
 - Schedule Registration Sessions

Setup Timetable Slots

These are your Provisional and Scheduled Timetable slots. Please review your provisional timetable slots and make sure you are happy with them. Then, select the timetable slots you would like to schedule and click on 'schedule' using the check box selector. All scheduled timetable slots appear on the 'Scheduled' tab.

2018/2019 01 Sep 2018 - 31 Aug 2019 All Units All Groups

Scheduled **Provisional**

<input type="checkbox"/>	Day	Time Slot	Course/Class	Staff	Room	Effective Dates
<input type="checkbox"/>	Monday	09:00 - 09:50	French: Year 7: 7A French	Sai Dhillon	201	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	09:00 - 09:50	Music: Year 7: 7B Music	Andy Kennedy	L29	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	09:00 - 09:50	Music: Year 8: 8A Music	Tanya Khan	L28	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	09:00 - 09:50	Religious Educn: Year 8: 8B RE	Muhammad Bennett	L8	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	09:50 - 10:40	Music: Year 7: 7A Music	Andy Kennedy	L29	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	09:50 - 10:40	French: Year 7: 7B French	Peter Davis	L9	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	09:50 - 10:40	French: Year 8: 8A French	Joe Graham	L24	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	09:50 - 10:40	IT: Year 8: 8B ICT	Courtney Campbell	L17	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	11:00 - 11:40	Geography: Year 7: 7A Geog	Julie Collins	L22	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	11:00 - 11:40	IT: Year 7: 7B ICT	Courtney Campbell	L17	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	11:00 - 11:40	Mathematics: Year 8: 8AB(z) Mat...	Stephanie Allen	L19	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	11:00 - 11:40	Mathematics: Year 8: 8AB(z) Mat...	Caitlin Baker	101	01 Sep 2018 - 31 Aug 2019
<input type="checkbox"/>	Monday	11:00 - 11:40	Mathematics: Year 8: 8AB(z) Mat...	Caitlin Baker	L18	01 Sep 2018 - 31 Aug 2019

Timetable

- School Timetable
- Staff Timetable
- Student Timetable
- Sites & Rooms
- Timetable Administration**
 - Timetable Settings
 - Timetable Slots**
 - Import Timetable
 - Schedule Registration Sessions

Setup Timetable Slots

These are your Provisional and Scheduled Timetable slots. Please review your provisional timetable slots and make sure you are happy with them. Then, select the timetable slots you would like to schedule and click on 'schedule' using the check box selector. All scheduled timetable slots appear on the 'Scheduled' tab.

2018/2019 01 Sep 2018 - 31 Aug 2019 All Units All Groups

Scheduled **Provisional**

<input type="checkbox"/>	Day	Time Slot	Course/Class	Staff	Room	Effective Dates
<input checked="" type="checkbox"/>	Monday	09:00 - 09:50	French: Year 7: 7A French	Sai Dhillon	201	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	09:00 - 09:50	Music: Year 7: 7B Music	Andy Kennedy	L29	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	09:00 - 09:50	Music: Year 8: 8A Music	Tanya Khan	L28	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	09:00 - 09:50	Religious Educn: Year 8: 8B RE	Muhammad Bennett	L8	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	09:50 - 10:40	Music: Year 7: 7A Music	Andy Kennedy	L29	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	09:50 - 10:40	French: Year 7: 7B French	Peter Davis	L9	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	09:50 - 10:40	French: Year 8: 8A French	Joe Graham	L24	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	09:50 - 10:40	IT: Year 8: 8B ICT	Courtney Campbell	L17	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	11:00 - 11:40	Geography: Year 7: 7A Geog	Julie Collins	L22	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	11:00 - 11:40	IT: Year 7: 7B ICT	Courtney Campbell	L17	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	11:00 - 11:40	Mathematics: Year 8: 8AB(z) Mat...	Stephanie Allen	L19	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	11:00 - 11:40	Mathematics: Year 8: 8AB(z) Mat...	Caitlin Baker	101	01 Sep 2018 - 31 Aug 2019
<input checked="" type="checkbox"/>	Monday	11:00 - 11:40	Mathematics: Year 8: 8AB(z) Mat...	Caitlin Baker	L18	01 Sep 2018 - 31 Aug 2019

Bulk Schedule

Friday 13:30 - 14:30 *Provisional, Site 1: 401*
 Effective Dates: 01 Sep 2018 - 31 Aug 2019
 Staff: Scarlett Hall

Friday 13:50 - 14:30 *Provisional, Site 1: L25*
 Effective Dates: 01 Sep 2018 - 31 Aug 2019
 Staff: Donna Cox

Friday 13:50 - 15:10 *Provisional, Site 1: 101*
 Effective Dates: 01 Sep 2018 - 31 Aug 2019
 Staff: Benjamin Hunter

Friday 14:30 - 15:10 *Provisional, Site 1: L19*
 Effective Dates: 01 Sep 2018 - 31 Aug 2019
 Staff: Rob Adams

Friday 14:30 - 15:10 *Provisional, Site 1: 401*
 Effective Dates: 01 Sep 2018 - 31 Aug 2019
 Staff: Scarlett Hall

Friday 14:30 - 15:10 *Provisional, Site 1: 201*
 Effective Dates: 01 Sep 2018 - 31 Aug 2019
 Staff: Leo Butler

Friday 14:30 - 15:10 *Provisional, Site 1: 101*
 Effective Dates: 01 Sep 2018 - 31 Aug 2019
 Staff: Benjamin Hunter

Cancel **Schedule**

Finalise

School Year Setup

2018/2019	
1. Academic Calendar	Complete
2. Off-Roll Leavers	Complete
3. Year Groups & Registration Forms	Complete
4. Custom Groups	Complete
5. Houses	Complete
6. Courses & Classes	Available
7. Meals	Available
8. Interventions	Available
Review School Year Setup	

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 TimeTabler Optional
- c. Set up Courses & Classes from scratch Optional

Review

Courses & Classes (2018/2019) + Add

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



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