

Exporting from *TimeTabler* to Engage

Please ensure that you leave ample time before the required date to complete the export and the import.

The matching typically takes only about half-a-day, but each step needs care to ensure that everything is formatted in the way that DoubleFirst Engage demands. We strongly recommend that you read all of this document first; it covers everything you might need to know.

The process normally needs the knowledge and understanding of **both** the Timetabler **and** the Manager of the Engage admin system, working together.

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A. An Overview of the Process

A successful export involves these steps:

- Set-up your **Curriculum** and your **Teachers / Rooms / Subjects** in Engage in the usual way.

At this stage Engage can (optionally) export a file of data about Teachers, Subjects, Rooms.

This file can (optionally) be imported into **TimeTabler** to set up the Basic Data on the very first occasion that you use **TimeTabler**, but note that if you do it later it will overwrite all your data in **TimeTabler**!

Normally, after that very first occasion, the timetabler will prefer to continue with a promoted version of last year's data in **TimeTabler**, plus any edits, and re-align the data with Engage at Step 1 below.

You must also create '**Teaching Groups/Sets**' (TGs) in Engage.

The TGs for subjects/courses have to exist in Engage as well as in **TimeTabler**, for the two to be matched (at step 2a below).

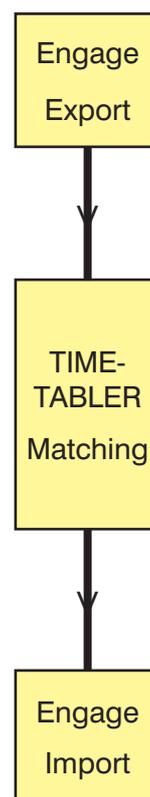
See also the other document, entitled '[Engage-Import-from-TimeTabler-Instructions.pdf](#)'.

You can download it from our web-site, via :    (part 2).

- Create your timetable in **TimeTabler** in the usual way (see the Manual and the HelpMovies). This creates 'Teaching Groups/Sets' (TGs), each with a Teacher/Subject/Room in **TimeTabler**, scheduled to specific times of the week.

Then, when you have completed your schedule and are ready to export it to Engage:

1. A file is exported from Engage by using the Export button. See Section **C** below. You choose a suitable file-name, so you can recognise it later. It contains Teachers*, Subjects*, Rooms*, and Teaching Sets as set up in Engage. * Some of this data may have changed since you started. Eg. new teachers may have been appointed and entered into Engage.
2. This Engage export file is imported into **TimeTabler**. See Section **D** below.
 - (a) You then use the "**Matching Screen**" in **TimeTabler** to match the Teaching Groups in **TimeTabler** to their equivalent groups in Engage. See Section **E** below.
 - (b) The Teachers & Rooms from Engage are checked by **TimeTabler** to see if they are identical with their equivalent in **TimeTabler**. If not, they need to be matched at this stage, see Section F below.
 - (c) When the matching is complete, the results are exported from **TimeTabler**, in a file called **TT-Engage.CSV**
3. This **TT-Engage.CSV** file is imported into Engage using the Import button. See Section **G** below. Because you have matched the Teaching Groups in the two systems, Engage knows where to attach the correct Teacher / Subject / Room / Period(s) to each Teaching Set within Engage.

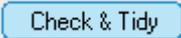


The imported timetable is put into Engage, ready to be made 'live' on the appropriate date.

Engage requires that you do this process one Year at a time.

B. Preparing for the Export

When you are ready for the final export of your completed timetable then, in **TimeTabler** :

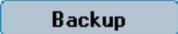
- Check all lessons have a Subject and a Room, by using  ➔ Rooming Check.
- Check that the School Day/Week in **TimeTabler** has exactly the same structure as is set up in Engage. This may mean adding Registration periods into **TimeTabler**, and it may also mean blocking-off some periods if you have a non-rectangular week. See Appendix 2 (the Trouble-Shooting Guide).
- It can be a big help if you add into the Blocks in **TimeTabler** the same **Block Labels** as shown in Engage. See Appendix 2 for help on how to do this, if you haven't done it already.
- Enter ***D** as the Printing Name (section C12) of any Class you wish to be ignored.
- For a later stage you may find it useful to have **printouts** of Class timetables from **TimeTabler**, see section J15 or J18 in the Manual, (perhaps with a Printout Design of Line 1 : s t r).

Backup your data

1. Before doing the import into your MIS ensure that you have a **full Engage data backup**, for safety. Ensure that you consult your Engage documentation and any local guidelines that are available.

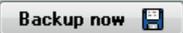
2. Make sure that you also have at least one Backup of your **TimeTabler** data.

Click on the Backup button:



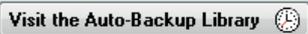
and make Backups:

- a) on a USB 'memorystick', via:



and

- b) in the AutoBackup Library via:



Versions

1. Make sure you have the very latest version of **TimeTabler**, by clicking on :  (on the front screen of **TimeTabler**).
2. Ensure you get the latest version of this document at :  ➔  (part 2).

Accuracy

It is vital to realise that the success of your export depends on your meticulous checking at each step. If the data isn't accurate then Engage will fail to recognise it and the import will fail.

HelpMovie

Have a look at HelpMovie 66 : 'Export-to-Engage' which outlines the many features on the main Matching Screen.



C. Exporting the export-file from *Engage*

There are more details (with screen-shots) of this stage in the sister document, called “Importing-to-Engage-from-TimeTabler.PDF”. Please read that document first.

- 1) The process starts by setting-up your **Curriculum** and your **Teachers / Rooms / Subjects** in Engage in the usual way.
- 2) Then export these details from Engage in an **Engage export file**.
The Export button is at Timetable ►► Create timetable ►► Export a timetable
Select an Academic Year, and a Year Group and specify a file-name that you will remember for later. Choose the directory where you want to save the file, and click ‘Export File’.
This produces the file that you need to take to **TimeTabler**, see Section D.
(Details of its format are available on request).

If you are unsure how to do any of this, please ask Engage.

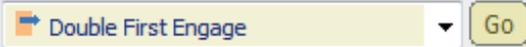
Notes:

If possible try to ensure your Teacher and Room (and Subject) codes are the **same in both systems** (Engage & **TimeTabler**). The first two are particularly important.

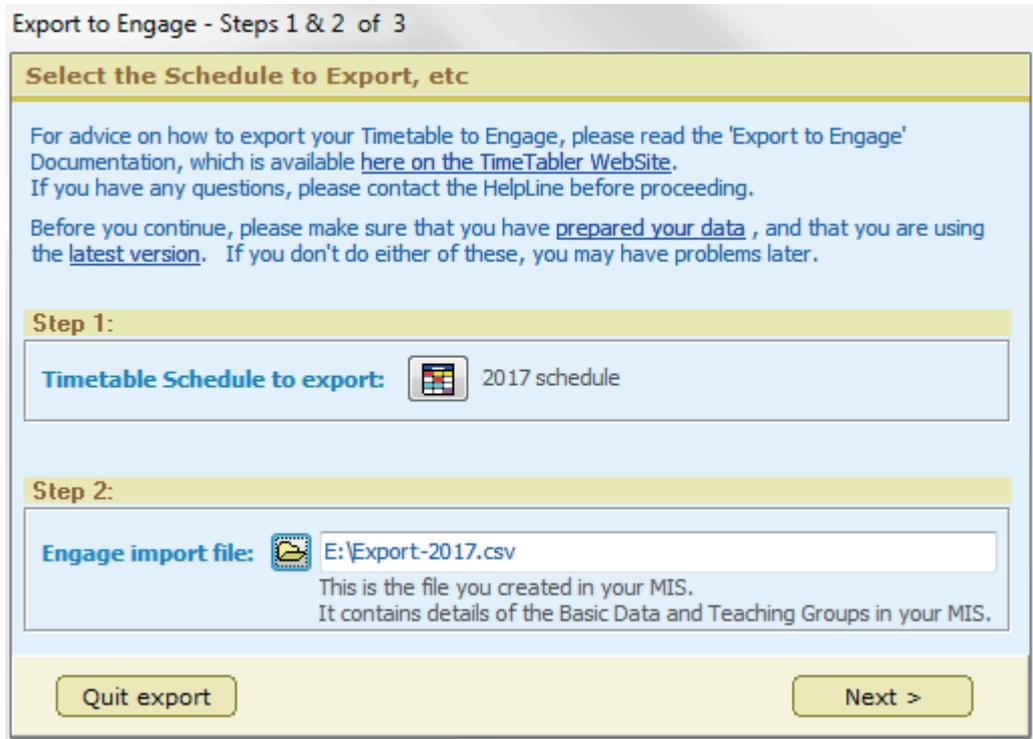
- A failure to have your **Teacher** or **Room** codes matching in the final export file, will mean that lessons involving those teachers or rooms will be rejected or ignored by Engage.
However, if the Teacher or Room codes are different in the two systems you will be able to match them later, before the final export, see Section F.
For example : suppose that Engage has exported J.HANSON as JHa (the first three characters). But in **TimeTabler** you may have used JHn for J.HANSON. However at a later step you can link these two together (JHn and J.Ha), to say that they are really the same person. Similarly for Rooms.
You can do this matching at any time before you make the final export file for Engage.
See Section F, where you will be told if this is a problem and shown how to fix it.
- A failure to have your **Subject** codes matching, or at least similar, will make it harder for you to use the Matching Screen (see Section E below). For example, a search to find a group to link with (say) “Year 8 Maths” may not easily find any Maths groups if the Subject name does not include ‘Ma’ or ‘Mat’ or ‘Maths’, etc.
- The Matching process (at step E) will go much more smoothly if you have entered a **Block Label** (and perhaps ‘**Set Numbers**’) for each Simple Block. These labels allow you to identify such groups easily. For more details about how to add these Labels, see Appendix 2.

D. Importing the Engage data into *TimeTabler*

To start the matching process in *TimeTabler*, click on 

and then select 'Engage' from the list: 

After being offered access to a copy of this document, you will then be shown this screen:



Step 1: Click the icon/button  and select the *TimeTabler* Schedule that you wish to export.

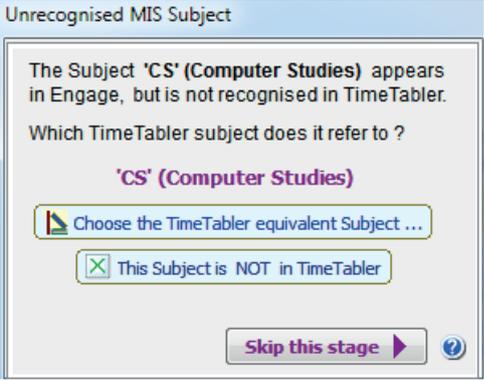
You are then shown a screen that allows you to choose new names for the Teaching Groups (TGs), or just use the Default Names. The usual choice is **Use the Default TGs**.

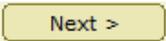


More details in Appendix 1. A key point is to ensure that you have a sufficient number of TGs in Engage (as place-holders) for the number of groups that you have scheduled in *TimeTabler*.

Step 2: Click the button and browse Windows to locate the file you exported from Engage (at stage C on the previous page). The file-name is the name that you chose. *TimeTabler* then imports this file.

You are offered the chance to match Subjects, when they are not the same in Engage as in *TimeTabler*: A common example is when you may have used 'Art' in *TimeTabler* but the Engage group is labelled 'Graphics'. Matching them here will save your time on the Matching Screen (section E), but if you wish you can just Skip this stage.



When you have completed these steps, click  to go to the main Matching Screen.

E. Step 3 : The Matching Screen

This is where you link the Teaching Groups in **Engage** to those in **TimeTabler**. You are shown:

There are 3 main parts to the screen:

In purple at bottom-left:	A list of the Engage groups that are 'outstanding'. ie. have not yet been matched to their equivalent TimeTabler group(s). The top group (ie. the one you are about to match next) is highlighted in green.
In blue at bottom-right:	A list of the TimeTabler groups that you could link to the highlighted (green) Engage group. If you can't see the group you require, and want to see a wider range of TimeTabler groups, then choose one of the other options under 'Search TimeTabler TGs for:'.
Top half in green:	Groups that have been matched so far. To begin with, no groups have been matched and so this box starts empty.

Your Task : To link the highlighted Engage group (at left) to its equivalent **TimeTabler** group (or groups) (at right) ... by highlighting the **TimeTabler** group and then clicking the **Link <->** button.

To highlight the **TimeTabler** group, just click on the correct one (in the blue box at bottom-right).

Continue for all the Engage groups, one-by-one, until they are **all matched**.

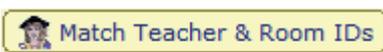
The % figure at the top-right of the screen informs you of your progress.

Using the Matching Screen:

 Creates a second/duplicate instance of the highlighted Engage group. This enables you to link the same Engage group to two or more **TimeTabler** groups (eg. for split-teaching). Highlight the group you wish to duplicate in the upper (green) area, then click 'Duplicate'.

 Allows you to Undo any link you made earlier, so you can re-link it differently. Highlight the group you wish to unlink in the upper (green) area, then click 'Undo'.

 Prints the list of linked groups, if you want a hard-copy to check.

 If any Staff or Rooms have different codes in Engage and **TimeTabler**, you can click here to 'match' them. You can do this at any time, and in any case you will be reminded of any unmatched items when you click the Finish button. See the next page and Section F.

 This shows you the results of your matching work, at any time.

 Creates a second/duplicate instance of the highlighted **TimeTabler** group. This enables you to link the same **TimeTabler** group to two or more Engage groups (see Appendix 2).

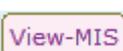
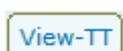
 You can use different criteria for displaying **TimeTabler** Groups, in order to select the correct one to match with the Engage Group.

Use the bottom setting, named : 'Very similar TGs', whenever you can, as it will give you a shorter list of Teaching Groups, which is easier to select from.

If the box of **TimeTabler** Teaching Groups is empty, then widen your search by ticking options higher up this list.

 When you have found & highlighted the correct **TimeTabler** Group (at the right-hand-side), click this button to Link it with the highlighted Engage Group.

 Ignores/discards the next Engage group to be matched. Use it if there is no equivalent in **TimeTabler** to this Engage group. If you make a mistake, and want to Un-Ignore an item you ignored, then click on this button to see the list of all the Teaching Groups. Ignored ones will be grey. Highlight one and then click on: 

    Use these buttons to choose the view that you prefer. For more about Teaching Group Names, see Appendix 1.

 Use this button to check your data regularly. See section F for more details.

 Saves your decisions. Use it every few minutes in case of a power-cut.

 Saves the choices you have made, and ends the session. See section F for more details. If you re-start the matching later (eg. on another day), it will continue from this point.

These options should help you to successfully match the groups in the two systems. More details on the next 2 pages.

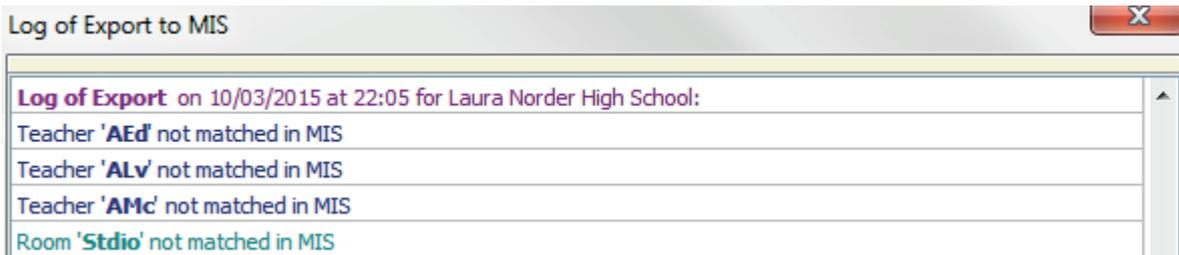
 **Match Teacher & Room IDs** **The Teacher/Room Matching Screen**

It is likely that some of the **Teacher Initials** that you used in **TimeTabler** are not identical to the 3-character Staff Initials in the Engage file. *For example*, for a teacher named Alison Eadie in your school you may have called her AEd in **TimeTabler**, but in Engage she will be AEa. In order for the export file to make sense to Engage you have to tell the program about this.

A similar problem can arise with **Rooms**. *For example*, a Room you have called 'Stdio' in **TimeTabler** is actually called 'Studio' in Engage. Again, you must match them to ensure that the export goes smoothly.

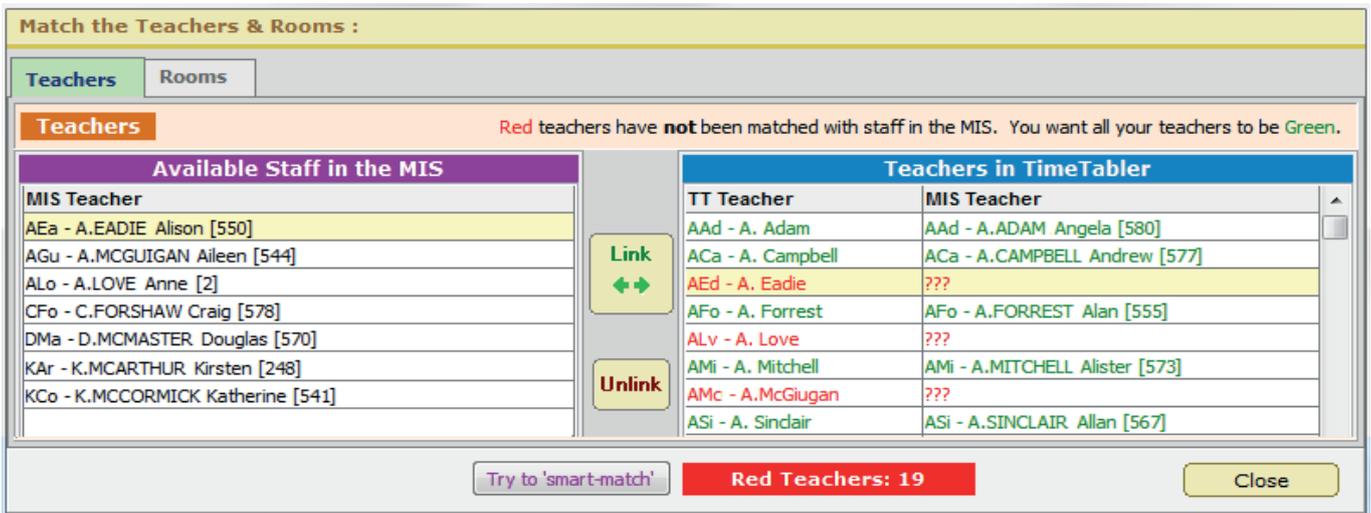
There are 2 ways in which you can discover which Teachers & Rooms have this problem.

1. If you click on **Finish** to create the final Export file you will be shown a Log, with items like:



You **must** 'match' these **TimeTabler** names to the correct Engage names, using the screen shown below. This is so that the Export file can contain the correct Teacher/Room IDs, that Engage will understand.

2. Click on  **Match Teacher & Room IDs** to see the Teacher/Room Matching Screen, which looks like this:



In the right-hand list, green items show Teachers that have been auto-matched by **TimeTabler**. You need to match the outstanding (red) ones. The left-hand list shows some possible matches in Engage.

In the example shown, Alison Eadie is shown by **AEa** in the Engage file, but in **TimeTabler** she was called **AEd**. So you need to click with your mouse to highlight (in yellow) AEa (at the left) and AEd (at the right), and say that they are the same person by clicking the **Link** button. Then AEd will turn green on the right-hand screen, and AEa will disappear from the left-hand list.

In the same way, Anne Love (ALo) can then be matched with ALv, etc.

You can save yourself a lot of time by clicking on the button at the bottom: 

Then click on the **Rooms** tab, and do the same with any Rooms that have been entered differently in the two systems. You are aiming for every (timetabled) Teacher and every Room to be green, not red.

If you have a non-rectangular week use the  **Shape of Week** button, see Appendix 2 for some examples.

 **Review Teaching Groups** **The Review Teaching Groups Screen**

At any time that you are using the main Matching Screen (to match your teaching groups) you can Review the groups that you have already matched.

Click on  **Review Teaching Groups** to see the Review Screen, which looks like this:

Engage Groups (430):						TimeTabler Teaching Groups (437):					
No.	Teaching Group	Year	MIS Subject	Division	Linked	No.	Subject	Class	Year	Block	TGN
168	7A-Eng	7	English	7-English	7A/Eng	2	English	7A	7	-	7A/Eng
169	7K-Eng	7	English	7-English	7K/Eng	18	English	7K	7	-	7K/Eng
170	7S-Eng	7	English	7-English	7S/Eng	33	English	7S	7	-	7S/Eng
186	7A-Fr	7	French	7-French	-	5	French	7A	7	-	7A/French
187	7K-Fr	7	French	7-French	-	20	French	7K	7	-	7K/French
188	7S-Fr	7	French	7-French	-	35	French	7S	7	-	7S/French
206	7-Ga-B	7	Games	7Ga	ignored	51	Games	7AKS (Year 7)	7	-	7z/Ga5

Buttons:

Key to colours: **Linked** **Unlinked** **Ignored** Double-click a Group for more details Sort: by Year+Subject

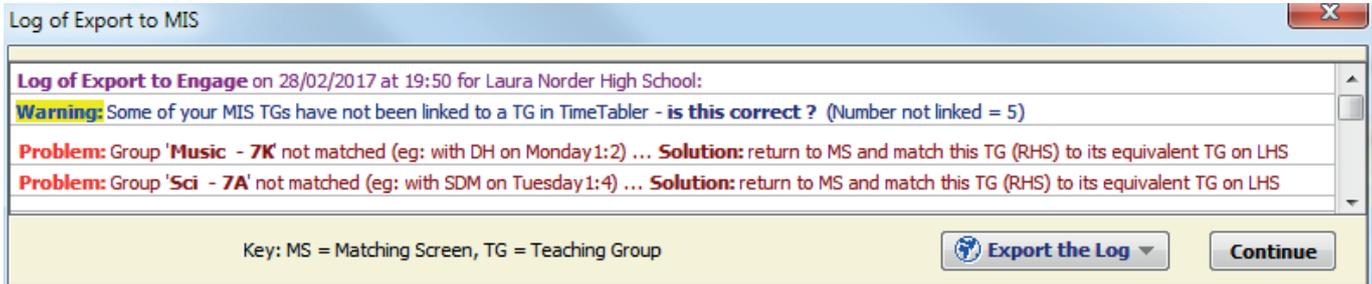
Notes:

- The rows are colour-coded:
 - Blue** = groups you have already linked on the Matching Screen.
 - Red** = groups that are yet to be matched.
 - Grey** = groups that you chose to ignore, via the Ignore button.

A **Grey** item can be resurrected by clicking to select it, and then clicking the button.
- You can Sort the lists in 4 different ways using the **Sort** button. You can print out each list, or export it to a spreadsheet, using the **Print** buttons.
- The headers here show two numbers [430, 437] which we'd usually expect to be a similar number. The mismatch may indicate that Engage has not yet been set up with the correct number of groups, and may not be able to accept all the incoming timetable information. Or the numbers may differ because you are going to need to use the Duplicate or Clone buttons. See below and Appendix 2.
- If you go back into Engage to **add** extra groups/sets/sections, then you can export a file from Engage again (as in section C) and use this button to import the new data. If you have only added groups, and have not changed any of the **blue** groups that have already been matched, then you should not need to start the export again. ie. you can just **Continue**.
- In the unlikely event that you have to go back into **TimeTabler** to change something (eg. a subject label) then you can use this button to import the new data. Or if you change your period numbers (eg. because you added a registration period) [You are advised to take a Backup of the **TimeTabler** data first so you can go back if you need to.] In using this feature you won't lose any matching work, provided your change hasn't altered the name of any of your TGs. If a **blue** TGN has changed, you will need to re-match it after using this feature, by first using the Un-Link button. Unless you have made structural changes to any of the **blue** groups that you have already linked, you should not need to start the export again. ie. you can just **Continue**.
- This Clones the highlighted **TimeTabler** group, in the same way as the identical button on the Matching Screen, as explained on the previous spread. See Appendix 2 for more details.

F. Checking, finishing and creating the Export File

At any stage you can click on:  and the program will report any problems. It is worth running before you start matching and at regular intervals during your matching. It shows you a Log of any problems at this stage:



Engage is unusual in that it will only import the timetable **one year at a time**. So you need to produce an export file from **TimeTabler**, one year at a time.

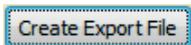
To do this, before you click Finish to make the file, follow these 2 steps:

a) On the Matching Screen in **TimeTabler**, go to 

If your schedule has any unused/excluded periods (eg. if you have a short Friday afternoon) then click on the grid to make any such periods **red**, see Appendix 2.

b) Click on the **Years** Tab (at top-left) and double-click on all the Years **except** the one Year that you are about to export now. The Years you are excluding now have an **X** against them. For example, to export only Year 8 you would see this :

Year
7 X
8
9 X
10 X
11 X

Then  to create the export file. You are offered a choice:   

If you choose **Create Export File** you are first shown the Log of any problems, as shown on the screenshot above. Before doing the actual Export you must fix these [click **Continue** to be taken to one of the matching screens].

See also Appendix 2, the Trouble-Shooting Guide, especially the sections about:

- including Registration periods in **TimeTabler** if they are in Engage (see Appendix 2),
- ensuring that the Shape of Week is the same in **TimeTabler** as in Engage (see above and Appendix 2).

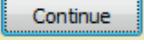
When the Log shows no problems at all then you can choose to create the Export file. You are offered the chance to view (open) the file if you wish. The file is called **TT-ENGAGE-xxx.CSV** where xxx shows the name of the Year that you have chosen to export. For example, in this Year 8 case: **TT-ENGAGE-Yr8.CSV**

This is the file you will import into Engage to transfer your timetable into Engage. See the next page. Then repeat these steps (a)-(e) for each of the other Years.

Note that you don't have to do all the matching in one session; you can (at any time) click .

When you wish to do some more work, just start the export again,

in the usual way, via:   

and when you are offered :   choose '**Continue**'.

You will be taken straight back to the Matching Screen, where you can continue to link groups.

You can then click  again if you wish.

Go round this loop as often as you wish, until everything has been resolved.

G. Importing the file into Engage

The next step is to import these files, one year at a time, into Engage.

Make sure that you have a full Backup of Engage first.

The Import button is in Modules ➡ Timetable ➡ Create timetable ➡ Import a timetable

At this stage please read the **other** document that you can download from our web-site via:

[Read the latest instructions](#)

Its title is 'Importing-to-Engage-from-TimeTabler.pdf'.

Follow those instructions, or ask the DoubleFirst HelpDesk if you need more help.

Repeat it for each Year until the whole school is entered.

For more details see **Appendix 2** on Trouble-shooting.

Checking the timetable

When you have imported the file **it is your responsibility to check** that the timetable in Engage is correct and complete.

Please do this carefully until you are convinced that the imported timetable is correct.

It is usually best to start by checking Friday, as any cumulative errors will probably show up clearest on Friday.

See also page 5 of the sister document on "Importing-to-Engage-from-TimeTabler.PDF".

Appendix 1 : Setting up Teaching Group Names in *TimeTabler* (optional)

This is an optional step, that you may find useful on the main Matching Screen (section E).

Please note : there is absolutely no need to make the TeachingGroupNames (TGNs) in *TimeTabler* look the same as the ones in Engage. The only point in looking at TGNs at all is if it helps you to identify the groups in the bottom-right box of the Matching Screen, as explained below.

Background: On the main Matching Screen at Step 3 (see Section E), you can choose between 2 views by clicking on  (at the bottom of that screen).

 ➡ Default shows:

TimeTabler Teaching Groups				
Search in TimeTabler for 'Drama' in Year 1:				
Subject	Set/Block	Class	Year	Example Lesson (total)
Drama	-	1A	1	Thursday1:2 AH (2)

 ➡ Printing Name & TG shows:

TimeTabler Teaching Groups				
Search in TimeTabler for 'Drama' in Year 1:				
Subject	Set/Block	Class printing	Year	T-Group name
Drama	-	1-Smith	1	1A/Dr

In View 1, the 'Class' is the Class Scheduling Name (eg. 1A), and an example lesson is shown.

If you have a printout of the 'master' Class Timetable to hand then you can identify the lesson easily.

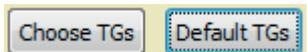
In View 2, 'Class printing' is the Class Printing Name (eg. 1-Smith); the Teaching Group Name is shown.

You will use one or other of these views to decide which *TimeTabler* group to click on and Link to the highlighted Engage group shown at the left.

The default is View 1, and you may find this sufficient to select the correct Teaching Group for matching.

Teaching Group Names (TGNs)

In View 2 the Teaching Group Names (TGNs) are determined by what you chose at Step 1 (in Section D), when you were offered the choice of:



Choose TGs takes you to the 'Set-up Teaching Group Names Screen' where, if you wish, you can change the design of the TGNs.

For example, ClassName-slash-Subject-SetNumber-BlockLetter. eg. 7A/Ma1B

Default TGs uses whatever is currently set up on that screen. **This is the easiest choice**, especially if you are not sure whether you want to use View 2 at all.

If you had entered any Teaching Group Names (TGNs) in *TimeTabler* manually (see section D23 in the Manual) then they have been preserved and will be shown (if you select View 2, as above).

Appendix 2 : Trouble-shooting : Questions & Answers

1.

What do I do if we have a short week with no lessons on Friday afternoon?

Click on  **Shape of Week** to get this screen:

Click on green (available) periods to turn them red (unavailable), so they are not exported to Engage.

	1	2	3	4	5	6	7
Monday	1	2	3	4	5	6	7
Tues	8	9	10	11	12	13	14
Wed	15	16	17	18	19	20	21
Thurs	22	23	24	25	26	27	28
Friday	29	30	31	32	33		

2.

What should I do if I am part-way through matching Teaching Groups on the Matching Screen (Section E), when I find that Teachers/Rooms/Subjects have changed in Engage?

Take a Backup first. Then click on  **Review Teaching Groups** and then on **Re-read data from Engage**.

This allows you to import an updated* file from Engage.

ie. a later version of the Engage file that you imported in Section D (at Step 2). Then continue matching. See also more details on page 9.

* Note that at the time of writing this file only imports Teacher/Rooms/Subjects, not TeachingGroups.

3.

What should I do if I am part-way through matching Teaching Groups on the Matching Screen (Section E), when I find I have to make a change to something in *TimeTabler*?

Leave the Export section of *TimeTabler*, via Finish, and make changes to the Schedule in the usual way. Take a Backup. Then start the Export again and choose 'Continue' to get back to the Matching Screen.

Then click on  **Review Teaching Groups** and then on **Check for changes to timetable**.

This allows you to use the updated Schedule in *TimeTabler*. Then continue matching. See also more details on page 9.

4.

What should I do if there are Registration periods in Engage ?

In this case it is usually better to have Registration periods in *TimeTabler* as well.

If you've started exporting, leave the Export section and use **Check & Tidy** then **+ Add a Period** to add Registration periods to the schedule.

Enter a Batch of Registration 'lessons' with the right teachers, and then assign them on the Schedule. Then start the Export again and choose 'Continue' to get back to the Matching Screen, and finish the matching.

5.

Whole days have not imported into Engage - what have I done wrong?

Check your day-labels in *TimeTabler*, because the names of the days really matter to Engage.

For a one-week timetable, the days **must** be labelled: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

For a two-week timetable, the days **must** be labelled: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday2, Monday2, Tuesday2, Wednesday2, Thursday2, Friday2, Saturday2

You can change the day-labels at 'Customize -> Day & Period Labels' in *TimeTabler*.

continued...

6. Can I export 2 or more timetables (with different period numbers and/or times) from *TimeTabler* into Engage?

The Engage HelpDesk says :

Yes, this is fine because Engage imports the timetable one year at a time, and it allows for different period times in those different years (as described below).

Number of periods in a day: In Engage, we only allow 20 periods but we also allow a 'break' between every single period, and the school simply sets how long it is. So an Engage school would never place a break into a period.

Within that, the number and times of periods can be different for different days and for different years. For example, a school can have 9 periods on all days (except Saturday) and they are 40 minutes long (but could easily be different). There might be breaks between periods 2/3 (10 mins), 5/6 (50 mins), etc.

But you can over-ride this for any particular year group, even if the overall shape isn't 'rectangular' – basically each period and break for each day and each year group can be changed and this is reflected through our attendance marking, timetable setup, timetable printing, lesson planning, cover, location, booking etc.

Because of this when we do printouts they have to show times and not periods, because a teacher teaching 2 different year groups could have the periods at different times, for example if Year 1 has 30 minute long lessons and Year 12 has 45 minute lessons and you can see that the teacher teaches period 3 in both year groups.

7. How do I export one schedule (with varying period times within it), from *TimeTabler* into Engage?

The best way to do this in **TimeTabler** is to decide how many different 'school parts' there are in your schedule, and then export each 'school part' separately.

For example, if the Senior school have one set of period start/end times, and the Junior school have a different set of period start/end times, then you have 2 'school parts'.

If you also have an 'Early years / Kindergarten / Primary' section with their own different period start/end times, then you would have 3 'school parts'.

For each Year in each school part, you create the export in the usual way on the Matching Screen, except before you create the export file, follow these steps:

- On the Matching Screen in **TimeTabler**, click on  **Shape of Week**.
- On this **Shape** screen click on the grid to make the periods for this 'school part' (eg. Senior School) go **red** for unused/excluded periods.
- Then click on the **Years** Tab (at top-left) and double-click on all the Years **except** the one Year that you are about to export now.

Then create the export file in the usual way (as in Section F).

Then go back and repeat steps (a) (c) for the next Year until you have done it for each Year in that 'school part' (eg. Senior School). Then repeat for each Year in the next school part (eg. the Junior School), by creating the correct Shape in (b) for this 'school part'.

Then import each Year, one by one, into Engage.

See also the document in the KnowledgeBase in the Support Centre on "Senior & Junior timetables".

continued...

8. My lessons in Engage are out-of-sync with the lessons I scheduled in *TimeTabler*.

If you find, post-import, that the lessons in Engage are out-of-sync with the lessons in *TimeTabler*, then the most likely cause is that you have Registration slots in Engage but not in *TimeTabler* (or vice versa), so the periods don't match up and are out-of-sync. For example, period-3 in *TimeTabler* has become period-2 in Engage.

If you have Registration in Engage but not in *TimeTabler*, see item 4 above and then re-do the export-import. If they are in *TimeTabler* but not in Engage, see the next item.

9. What do I do if *TimeTabler* has Registration periods but Engage doesn't?

Click on  to get this screen:

Click on green (available) periods to turn them red (unavailable), so they are not exported to Engage.

	1	2	3	4	5	6	7
Monday	1	2	3	4	5	6	
Tues	7	8	9	10	11	12	
Wed		13	14	15	16	17	18
Thurs		19	20	21	22	23	24
Friday		25	26	27	28	29	30

10. How do I add Set Labels and Column/Block Labels in *TimeTabler*?

Adding Set Labels and Column/Block Labels in *TimeTabler* will make it much easier for you to work on the Matching Screen.

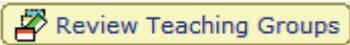
To add the Labels to the current Schedule, go to :

3 Schedule ➡ Current Schedule ➡ Class Timetable Screen (HelpMovie 44).

Double-click on a cell of the lesson you want to label, to see the **Edit Details Screen** (HelpMovie 43). Then:

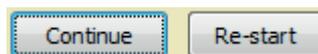
1. Select a Set Label from the drop-down list**:
2. Enter a Column/Block Label (a single character):
3. Tick: Apply to all other lessons in this Activity

then click Apply.

If you had already started the export, then when you go back to the Export area, choose 'Continue' and then  and then . Click Yes to apply the changes.

** Note : If a suitable Set Label isn't shown on the drop-down list then you can add a new Set Label via: Customize Menu ➡ 'Set' Labels ➡ Free-form labels ➡ Edit.

11. When should I choose 'Re-start'?



Use 'Re-start' if you are starting to export an entirely new timetable, or if you have to re-export the timetable because it has significant changes after correcting an error. If in doubt contact the Support Centre.

It's a good idea to make a **Backup** of your *TimeTabler* data regularly, so that even if you accidentally click on Re-Start, you can always Restore the backup.



continued...

12.

I have used lots of 'Pool' teachers while scheduling in *TimeTabler*, can I still use the import?

Yes.

Do I have to convert all the 'soft' assignments to 'hard' before I do the import?

No. If you are happy with the allocations that *TimeTabler* has made, that's fine. Just ensure that you have staff (and rooms) correctly assigned to each group of pupils.

13.

"I'm not sure when to use the  button." Here are two examples:

- a) "In Engage Yr9 Games is a single Group, for 9ABC. But in *TimeTabler* I made the mistake of scheduling 3 TeachingGroups for Games, one for each of 9A, 9B, 9C, each with a teacher. So I need to match a single Engage Group with each of 3 *TimeTabler* Groups." The method is:
 - Match & Link the Engage Group with the first *TimeTabler* Group (for 3A),
 - Highlight that pair in the upper area and click  to get another copy of the Engage Group showing in the lower-left window,
 - Match & Link this (duplicated) Engage Group with the second *TimeTabler* Group (for 3B),
 - Repeat for 3C.
- b) "In Engage 8A French is a single group. But it is to be 'split-taught', by 2 teachers: AB teaches some periods and CD teaches the others, so there are 2 TeachingGroups in *TimeTabler*." The method is:
 - Match & Link the Engage Group with the first *TimeTabler* Group, taught by AB,
 - Highlight that pair in the upper area and click  to get another copy of the Engage Group,
 - Match & Link this (duplicated) Engage Group with the second *TimeTabler* Group, with teacher CD.

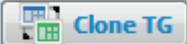
See also the next item about using the  button.

14.

"We are a small school, and for Art in Yr12 we have pupils taught at 2 Levels (GCSE, A-Level) but all in the same room at the same time, with a single Teacher. How do we do the matching?"

This appears to be a problem at first because in *TimeTabler* the Art will be scheduled as a single Teaching Group (TG) but in Engage it may appear as 2 groups/sets/sections.

If so there will be 2 groups on the left-hand side of the Matching Screen but (initially) only one group on the right-hand side. To do the matching:

- i) Match one of the Engage Art groups (left-hand side) with the Art group in *TimeTabler* (right-hand side). The *TimeTabler* Art group disappears from the right-hand side, and the matched pair appears above.
- ii) In the top area of the screen, highlight the matched pair, and then use the  button to clone the *TimeTabler* group.
- iii) The Clone appears in the right-hand box, so you can match it again with a second Engage group. [Note : it may appear low down the list, so you may have to scroll to find it!]

15.

"What do I do if there are no groups on the left-hand side of the Matching Screen?"

Problem : I can't see any subjects on the left-hand side of the matching screen (or I can only see the first 5 or 6 characters of the subject).

Solution: Try the options at: . For example you can choose "2 lines per group".

Or you may have 'large fonts' set in Windows - so you need to change to 'standard fonts' (or work on a different computer). If that doesn't help, contact the Helpline.