Ed-admin and TimeTabler Integration

1	Ed-admin provides an internal timetable scheduler within the Academic Management module; however, it does not generate an actual timetable. Therefore, it is best to use a dedicated timetable software such as TimeTabler.
	It is possible to export data from TimeTabler and import it into Ed-admin, and vice versa. Therefore, it only takes a few moments to bring the timetable generated by TimeTabler into Ed-admin, and any editing required after this can be done from within Ed-admin.

2	**From Ed-admin to TimeTabler**
	The first step to make a timetable in the TimeTabler software is entering the Basic Data including the Subjects, Rooms, and Teachers. This can be done either manually or by importing from a file(s). **NOTE**: You only need to enter all the Basic Data in the very first year of using TimeTabler. Thereafter, you will simply update the data by editing it.	

3	All the required data for TimeTabler can be easily exported from Ed-admin.
	Open the Academic Management module, and then click on the Timetable Schedules tab to open the Scheduler popup window.

Ed-admin

Saturday, May 29, 2021 3:18:26 PM   🔧 🔍 ▶ ? E

SID: 2098
T2, 2021
🔒 Log Out

📄 Dashboard   ❓ Enquiry   👤 Admissions   👥 Student Records   👥 Parent Records   📖 Human Resources   📅 Calendar and Events   📊 Assessment Premium   •••

Academic Management

Term 2, 2021 📅

Student/Class All...	Class Subjects	Classes	Grouped Subjects	Students/Group S...	Timetable Sched...	Sub-menus (AP)	•••

GR/R ▼

Grade	Class	Educator	No of Students
GR/R	Ladybirds	TC1	5

Students in Ladybirds (5)   🖨 ➕

30044	▓▓▓ Joshua	GR/R	🗑
30007	▓▓▓ Ava	GR/R	🗑
30016	▓▓▓ Holly	GR/R	🗑
30008	▓▓▓ Dylan	GR/R	🗑
30022	▓▓▓ Harry	GR/R	🗑

| 4 | Select the last item from the Reports dropdown menu in the Scheduler window, which is Exporting to Other Timetable Software. | |

5	Once clicked, the Export Timetable window will open. Select TimeTabler from the indicated dropdown menu.	

6	Under the Teachers tab, you can see details of all the educators from the Human Resources module including their Full Name, Abbreviation, and Department.

Click on the indicated icon to export the teachers' data as an xls file.

Export Timetable

🔒 https://testsuite1.ad-space.net/timetable/exportTimetable.cfm?tab=1

Export Timetable

Software to Export To: TimeTabler ▼ 🔼

Teachers | Subjects | Venues 🔼

Abbreviation	Full Name	Department
ADM0	Georg...	Aon - Class 1
ADM1	Mark ...	
AGN0	Nicol...	
AHM0	Mich...	HP Jewish
ALB0	Beve...	
ALI0	Ibtisa...	
ALJ0	Janic...	San Aon - Class 1
ARL0	Lynn ...	MS Arts and Culture
ARS0	Seren...	LP Mathematics
ASD0	Danie...	HS Music
AYY0	Yael ...	HP Hebrew
BAK0	Kate ...	HP Foundation Phase
BAS0	Susan...	Sarah - Day Care
BEC0	Chery...	
BEG0	Geral...	Aon - Class 1
BET0	Taryn ...	
BLB0	Benja... Pearson	MS Jewish Life
BLC0	Cand...	
BLL0	Lois 7...	Counselling
BM	Bob 8...	
BOS0	Samu...	
BOS1	Sonia ...	
BOS2	Sally ...	HS Life Sciences
BRA0	Andre...	
BRC0	Chris...	
BRJ0	Jerem...	
BRM0	Melis...	

| 7 | The file will be downloaded into your computer automatically. | |

| 8 | This is how the file looks like. It contains the same columns and data from the Export window.

NOTE: All the data from this file will be imported into TimeTabler in the following steps. You may edit the file as you wish to add/remove educators. |

| 9 | Under the second tab, you can find all the subjects listed in a table as well as their abbreviations.

Use the Export icon to download subjects' data as an xls file into your computer. | |

Export Timetable

Software to Export To: TimeTabler ˅

Teachers | **Subjects** | Venues

Code	Subject
PCHS	Chess
PDRA	Drama
PWOR	Work Habits
WARTLIF	Art/Life Orientation
MAAC	Arts and Culture
PPAS	Paired And Shared
PMAT	Mathematics
PA/D	Art/Drama
FENG	English Home Language
PTHW	Theme Work
MGEO	Geography
MEMS	EMS
PLIB	Library
PERD	English Reading
PA/L	Art/Life Orientation
PLIF	Life Orientation
PDAN	Music Dance
PFMS	Fine Motor Skills
PNSS	Natural & Social Sciences
PTHE	Theme Work
MENG	English Home Language
PBEG	Beginners Knowledge
FLFO	Life Orientation
PLIT	Literacy
PART	Art
PMLB	Music / Library
MLIF	Life Skills

10	Click on the Venues tab to see a list of all the venues. Similarly, use the Export icon to download the data as an xls file. **NOTE**: Venues in Ed-admin are equal to Rooms in TimeTabler.	

11	Should you wish to export the data under all three tabs, click on the indicated Export icon. **NOTE**: This file can be used if you want to import all the data at once.	

Export Timetable

Software to Export To: TimeTabler ⌄

Teachers | Subjects | Venues

Abbreviation	Full Name	Department
ADM0	Geor...	Aron - Class 1
ADM1	Mark	
AGN0	Nico...	
AHM0	Mich...	HP Jewish
ALB0	Beve...	
ALI0	Ibtisa...	
ALJ0	Janic...	San Aron - Class 1
ARL0	Lynn...	MS Arts and Culture
ARS0	Sere...	LP Mathematics
ASD0	Dani...	HS Music
AYY0	Yael...	HP Hebrew
BAK0	Kate...	HP Foundation Phase
BAS0	Susa...	Sarah - Day Care
BEC0	Cher...	
BEG0	Gera...	Aron - Class 1
BET0	Taryn...	
BLB0	Benj...	MS Jewish Life
BLC0	Cand...	
BLL0	Lois...	Counselling
BM	Bob...	
BOS0	Samu...	
BOS1	Sonia...	
BOS2	Sally...	HS Life Sciences
BRA0	Andre...	
BRC0	Chris...	
BRJ0	Jerem...	
BRM0	Meli...	

| 12 | The exported file will contain Teachers data, Subjects data, and Venue' data altogether. **NOTE**: The codes in the first column are indicators required for the TimeTabler software. TC indicates Teacher; SB indicates Subject, and RM indicates Room. |

	A	B	C	D
333	TC	WIM0	Mich	
334	TC	WIN0	Nicol	
335	TC	WIS1	Shar	
336	TC	WOA0	Anat	
337	TC	WUR0	Rob	
338	TC	YEP0	Phur	
339	TC	ZAA0	Ama	
340	TC	ZAJ0	Jacq	
341	TC	ZEE0	Elan	
342	SB	PCHS	Chess	
343	SB	PDRA	Drama	
344	SB	MAAC	Arts and Culture	
345	SB	PPAS	Paired And Shared	
346	SB	PMAT	Mathematics	
347	SB	FENG	English Home Language	
348	SB	PTHW	Theme Work	
349	SB	MGEO	Geography	
350	SB	MEMS	EMS	
351	SB	PLIB	Library	
352	SB	PERD	English Reading	
353	SB	PA/L	Art/Life Orientation	
354	SB	PLIF	Life Orientation	
355	SB	PDAN	Music Dance	
356	SB	PFMS	Fine Motor Skills	
357	SB	PNSS	Natural & Social Sciences	
358	RM	C01		
359	RM	C02		
360	RM	C03		
361	RM	C04		
362	RM	C05		
363	RM	C06		
364	RM	C07		
365	RM	C08		
366	RM	C09		
367	RM	C10		

13	Now that you have all the three files on your computer, open the Basic Data tab in the TimeTabler software, and then click on Import from a File. **NOTE**: For the full TimeTabler documentation on this, please see the Importing Basic Data into TimeTabler article in their KnowledgeBase.	

14	On the next screen, the first step is to choose the desired file from your computer. Click on the Yellow Folder icon to do so.	

Import from 3rd-Party or MIS File (in 5 steps) ✕

If you have a CSV (or Excel or tab-delimited) file of the correct format, then you can use this screen to import your Basic Data (Teachers / Subjects / Rooms) from another system (eg: from your MIS / Admin System). Just work through the 5 steps below.

Note: this import is typically only used in the first year that you use TimeTabler - thereafter, it is usually quicker to edit your existing Basic Data in TimeTabler.

1 | Choose the file to import from:

Import Filename (click on yellow folder to browse):

Click here to see the required file formats: ❓

The import file contains this data:

2 | Choose the data to import from this file:

If you only want to import a specific type of data, leaving the others unchanged, then please tick the type(s) you want to import below:

Quick Setup ▾   Teachers ✔   Subjects ✔   Rooms ✔

Identifier required ?: ✔ ❓

3 | Choose the import method:

Import data like this: replace (allow duplicates) ⌄ ❓

Truncate long subject abbreviations: first 6 ⌄ ❓

4 | Select the fields and file format:

Required:

Abbreviation is field: 1 ⌄ ❓   Delimiter is: Comma ⌄ ❓

Full Name is field: 2 ⌄ ❓   Header is: none ⌄ ❓

Site (rooms only): - ⌄ ❓

Optional (for Teachers only):

Title is field: - ⌄ ❓   Room1 is field: - ⌄ ❓

Main Subject is field: - ⌄ ❓   Room2 is field: - ⌄

Dept/Fac is field: - ⌄ ❓   Room3 is field: - ⌄

Max wkload is field: - ⌄ ❓   Reset to defaults

5 | Now Click to import this basic data: Import ⬅

🖽 Visit the KBase   ❓ Length of Fields   How to enter my own data   ❓ Help   Close

15	When you have selected the file, you can see the data in the indicated area.	

16	In the second section, tick the desired checkbox depending on the data and the file you wish to import.
	Then, choose the desired options in the third and fourth sections.
	NOTE: Make sure the Abbreviation and Full Name fields are selected correctly - according to the columns of the imported file.

Import from 3rd-Party or MIS File (in 5 steps)   ×

If you have a CSV (or Excel or tab-delimited) file of the correct format, then you can use this screen to import your Basic Data (Teachers / Subjects / Rooms) from another system (eg: from your MIS / Admin System).   Just work through the 5 steps below.

Note: this import is typically only used in the first year that you use TimeTabler - thereafter, it is usually quicker to edit your existing Basic Data in TimeTabler.

1 Choose the file to import from:
Import Filename (click on yellow folder to browse):
C:\Import Files\Teachers.xls
Click here to see the required file formats: ❓

The import file contains this data:

1-Abbrev	2-Name

2 Choose the data to import from this file:
If you only want to import a specific type of data, leaving the others unchanged, then please tick the type(s) you want to import below:

Quick Setup   Teachers ✓   Subjects ☐   Rooms ☐
Identifier required ?: ✓ ❓

3 Choose the import method:
Import data like this: replace (allow duplicates) ∨ ❓
Truncate long subject abbreviations: first 6 ∨ ❓

4 Select the fields and file format:
Required:
Abbreviation is field: 1 ∨ ❓   Delimiter is: Comma ∨ ❓
Full Name is field: 2 ∨ ❓   Header is: none ∨ ❓
Site (rooms only): - ∨ ❓
Optional (for Teachers only):
Title is field: - ∨ ❓   Room1 is field: - ∨ ❓
Main Subject is field: - ∨ ❓   Room2 is field: - ∨
Dept/Fac is field: - ∨ ❓   Room3 is field: - ∨
Max wkload is field: - ∨ ❓   Reset to defaults

5 Now Click to import this basic data: Import ←

Visit the KBase   ❓ Length of Fields   How to enter my own data   ? Help   Close

17	Instead, you can click on the Quick Setup button, and choose the type of file you are importing.	

Import from 3rd-Party or MIS File (in 5 steps) ✕

If you have a CSV (or Excel or tab-delimited) file of the correct format, then you can use this screen to import your Basic Data (Teachers / Subjects / Rooms) from another system (eg: from your MIS / Admin System). Just work through the 5 steps below.

Note: this import is typically only used in the first year that you use TimeTabler - thereafter, it is usually quicker to edit your existing Basic Data in TimeTabler.

1 Choose the file to import from:

Import Filename (click on yellow folder to browse):

📂 C:\Import Files\Teachers.xls

Click here to see the required file formats: ❓

The import file contains this data:

1-Abbrev	2-Name

2 Choose the data to import from this file:

If you only want to import a specific type of data, leaving the others unchanged, then please tick the type(s) you want to import below:

📄 Quick Setup ▾   Teachers ✔   Subjects ☐   Rooms ☐

Identifier required ?: ✔ ❓

My file contains ...

🧑‍🎓 Teachers only

📘 Subjects only

🚪 Rooms only

👨‍🏫 a mix of T/S/R (import them all)

👨‍🏫 a mix but I only want to import the Teachers

📘 a mix but I only want to import the Subjects

🚪 a mix but I only want to import the Rooms

MIS examples

Title is field: - ▾ ❓   Room1 is field: - ▾ ❓

Main Subject is field: - ▾ ❓   Room2 is field: - ▾

Dept/Fac is field: - ▾ ❓   Room3 is field: - ▾

Max wkload is field: - ▾ ❓   Reset to defaults

5 Now Click to import this basic data: Import ⬅

⬛ Visit the KBase   ❓ Length of Fields   How to enter my own data   ❓ Help   🚪 Close

18	When you are finished with all four sections, click on the Import button.

The imported list will overwrite any existing Teachers, Subjects, and Rooms already in TimeTabler by default. However, you can choose to Append to your existing data in TimeTabler using the indicated dropdown menu and selecting Append/Update (if different).

Import from 3rd-Party or MIS File (in 5 steps) ✕

If you have a CSV (or Excel or tab-delimited) file of the correct format, then you can use this screen to import your Basic Data (Teachers / Subjects / Rooms) from another system (eg: from your MIS / Admin System).   Just work through the 5 steps below.

Note: this import is typically only used in the first year that you use TimeTabler - thereafter, it is usually quicker to edit your existing Basic Data in TimeTabler.

1 Choose the file to import from:

Import Filename (click on yellow folder to browse):

📂 C:\Import Files\Teachers.xls

Click here to see the required file formats: ❓

The import file contains this data:

1-Abbrev	2-Name

2 Choose the data to import from this file:

If you only want to import a specific type of data, leaving the others unchanged, then please tick the type(s) you want to import below:

📋 Quick Setup ▾   Teachers ✔   Subjects ☐   Rooms ☐

Identifier required ?: ✔ ❓

3 Choose the import method:

Import data like this: append / update (if different) ▾ ❓

Truncate long subject abbreviations: first 6 ▾ ❓

4 Select the fields and file format:

Required:

Abbreviation is field: 1 ▾ ❓   Delimiter is: Comma ▾ ❓

Full Name is field: 2 ▾ ❓   Header is: none ▾ ❓

Site (rooms only): - ▾ ❓

Optional (for Teachers only):

Title is field: - ▾ ❓   Room1 is field: - ▾ ❓

Main Subject is field: - ▾ ❓   Room2 is field: - ▾

Dept/Fac is field: - ▾ ❓   Room3 is field: - ▾

Max wkload is field: - ▾ ❓   Reset to defaults

5 Now Click to import this basic data: Import ←

▦ Visit the KBase   ❓ Length of Fields   How to enter my own data   ❓ Help   Close

19	Should you wish to import one single file containing Teachers, Subjects, and Rooms, do the steps above but tick all three checkboxes.

Import from 3rd-Party or MIS File (in 5 steps) ✕

If you have a CSV (or Excel or tab-delimited) file of the correct format, then you can use this screen to import your Basic Data (Teachers / Subjects / Rooms) from another system (eg: from your MIS / Admin System).   Just work through the 5 steps below.

Note: this import is typically only used in the first year that you use TimeTabler - thereafter, it is usually quicker to edit your existing Basic Data in TimeTabler.

1 Choose the file to import from:

Import Filename (click on yellow folder to browse):

📁 C:\Import Files\Teachers+Subjects+Rooms.xls

Click here to see the required file formats: ❓

The import file contains this data:

1-Abbrev	2-Name

2 Choose the data to import from this file:

If you only want to import a specific type of data, leaving the others unchanged, then please tick the type(s) you want to import below:

📄 Quick Setup ▾   Teachers ✔   Subjects ✔   Rooms ✔

Identifier required ?: ✔ ❓

3 Choose the import method:

Import data like this: replace (allow duplicates) ▾ ❓

Truncate long subject abbreviations: first 6 ▾ ❓

4 Select the fields and file format:

Required:

Abbreviation is field: 1 ▾ ❓   Delimiter is: Comma ▾ ❓

Full Name is field: 2 ▾ ❓   Header is: none ▾ ❓

Site (rooms only): - ▾ ❓

Optional (for Teachers only):

Title is field: - ▾ ❓   Room1 is field: - ▾ ❓

Main Subject is field: - ▾ ❓   Room2 is field: - ▾

Dept/Fac is field: - ▾ ❓   Room3 is field: - ▾

Max wkload is field: - ▾ ❓   Reset to defaults

5 Now Click to import this basic data: Import ⬅

🔲 Visit the KBase   ❓ Length of Fields   How to enter my own data   ❓ Help   Close

20	Once you have clicked on the Import button, the data will be imported into TimeTabler.
	If there are any problems such as duplications or truncations that require your action, a popup message will appear and display the details.

Import of Basic Data

*** The following items had to be truncated and/or may not be unique
- please check your Teachers / Subjects / Rooms screens, and edit as necessary:

Room: 'MUSIC1' truncated to 'MUSIC'
Room: 'MUSIC2' truncated to 'MUSIC'

*** WARNING: These teacher initials are not unique: ADo
*** WARNING: These teacher initials are not unique: JGa
*** WARNING: These teacher initials are not unique: EMu

*** WARNING: This room name is not unique: MUSIC

[↓ Jump to the end]   [Open in Notepad instead]   [Close]

21	Different fields in TimeTabler have their own length limits. You can see the max field lengths on the right.	The max field lengths in **TimeTabler** are shown below:

Basic data	Code / abbreviation	Full name
Teachers	3 characters	24
Subjects	6	15
Rooms	n/a	5

22	The imported data (teachers data in this example) will look similar to this.

Teachers

Initials	Full Name	Dept / Faculty	Main Subject	1st Room	2nd Room	3rd Room
JF3	Jac	-	none			
AF	Ade	-	none			
KG1	Kim	-	none			
VG3	Vine	-	none			
HG1	Hele	-	none			
NG3	Nicc	-	none			
BG2	Bar	-	none			
BG	Bev	-	none			
SG3	She	-	none			

| 23 | You are now ready to start setting up your activities, and then you can schedule your timetable. |
| | For this, see the Manuals, the Help Movies, and all the Support provided in 12 ways on the [TimeTabler website](). |

24	**From TimeTabler to Ed-admin**
	When you have completed your timetable, you can export it as an xls file. To start the Export process, click on the Export button on the left as indicated. **NOTE:** For the full TimeTabler documentation on this, please see the [TimeTabler website - How to Export to your MIS or Admin System page](#).

25	Then, select Ed-admin from the indicated dropdown menu.	

TimeTabler Menu

- Welcome
- 1 Basic Data
  - Availability etc.
- 2 Activities
  - Check & Validate
- 3 Schedule
  - Check & Tidy
- 4 Print
  - Export
- Backup
- Support Centre

Export your Timetable to ...

Export to your School MIS Admin System:

1) Get the Latest Documentation
Each MIS has its own export/import routine. The details of these routines may change from time to time, so always start by clicking here to check the latest documentation on our web-site.

2) Review your Teaching Group names
To review the groups you will export to your MIS and give them sensible names, click here.

3) Perform the Export
When you are ready, select your MIS from this list: ➡ Ed-Admin ⌄

Export HTML files for your school web-site:
These are available by going to Export to -> HTML / web-page
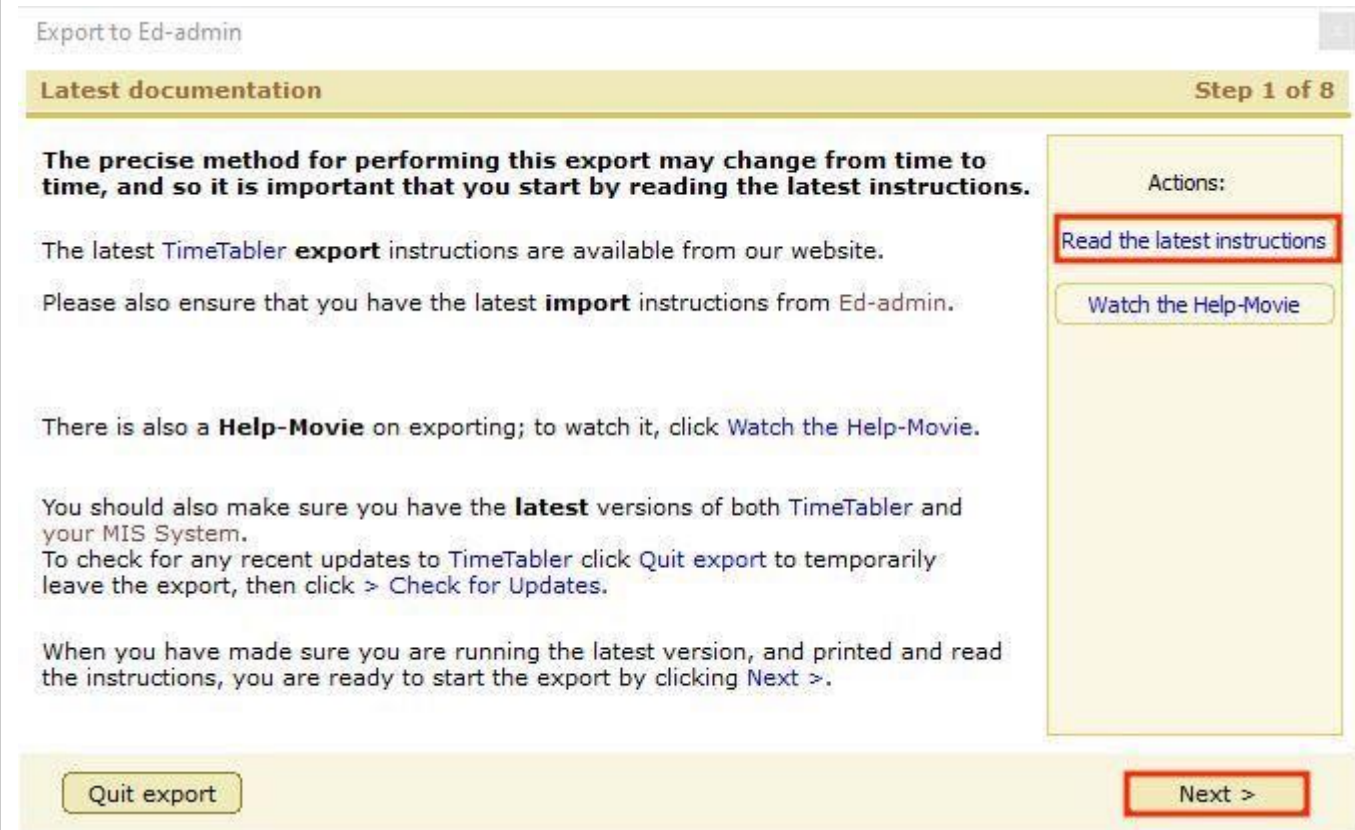
Export to other programs:

◯ TT-Options	S𝐜 StaffCover	▣ Customized File
Analyse your students' options and create options patterns	Cover for absent staff, publish cover-slips, etc	Choose your own customized format

| 26 | In the Export to Ed-admin window, read the description, then click on Read the latest instructions. This will take you to all the latest instructions and documentation for the export you are about to perform.

 Once you have read the latest documentation, click on Next. | Export to Ed-admin

 Latest documentation   Step 1 of 8

 The precise method for performing this export may change from time to time, and so it is important that you start by reading the latest instructions.

 Actions:

 The latest TimeTabler **export** instructions are available from our website.

 Read the latest instructions

 Please also ensure that you have the latest **import** instructions from Ed-admin.

 Watch the Help-Movie

 There is also a **Help-Movie** on exporting; to watch it, click Watch the Help-Movie.

 You should also make sure you have the **latest** versions of both TimeTabler and your MIS System.
 To check for any recent updates to TimeTabler click Quit export to temporarily leave the export, then click > Check for Updates.

 When you have made sure you are running the latest version, and printed and read the instructions, you are ready to start the export by clicking Next >.

 Quit export   Next > |

27	If you have more than one timetable, select the desired one using the indicated button.	Export to Ed-admin **Select the Schedule** — **Step 2 of 8** **Select the Schedule you wish to export.** Actions: Select the Schedule View Block Labels Quit export < Back Next >

| 28 | Before exporting the timetable, you can check your Basic Data in TimeTabler by clicking on the Prepare your Basic Data button.

NOTE: For more information about this step, you can watch the [TimeTabler - Export - Step 3](#) tutorial video. | Export to Ed-admin

Prepare your Data for Export   **Step 3 of 8**

Before exporting, you need to check and prepare your Basic Data in TimeTabler, so that it matches the information stored in Ed-admin.

This includes ensuring that you export the exact Teacher Initials that your MIS expects, etc.

The items you can check here include:
- Teachers
- Subjects
- Years
- Days
- Shape of the week
- Period start/end Times
- Dates
- Non-Teaching Activities
- Student eligibility
- Sixth-form arrangements

Action:
Prepare your Basic Data

Quit export   < Back   Next > |

| 29 | Once clicked, a similar screen will appear.

Use the left panel to check and prepare each type of basic data.

Then, click on Continue.

NOTE: Full details of what each panel/page means is provided in the TimeTabler documentation. If in any doubt, please contact TimeTabler on their Support Centre. You may also watch [this Help Video](). | |

30	This is an optional step that requires a CSV file and allows you to compare the Basic Data in TimeTabler with the data in Ed-admin.	
	Ignore this step by clicking on the Next button and proceeding to the next one.	

Export to Ed-admin

Compare the Basic Data in TimeTabler with the Data in Ed-admin   **Step 4 of 8**

Do you wish to check that all the Teachers, Rooms & Subjects in TimeTabler also exist in your MIS ?

You need a file (in the correct format) from your MIS, containing its Basic Data.

(If you do not have this file, you will not be able to check the teachers, rooms & subjects. But that is okay as this step is optional and can be ignored. In this case, just click 'Next >' to continue.).

Actions:

Required File Format

Read the file from my MIS

Quit export   < Back   Next >

31	The next step is setting up Teaching Group Names. This is equal to Classes in Ed-admin.
	If you have already set up the teaching groups during a previous export or while creating the timetable, you can click on View Teaching Groups to see and check the list.
	Otherwise, you can set up the teaching groups by clicking on the Set Up Teaching Groups button.
	NOTE: For more information about this step, you can watch the TimeTabler - Export - Step 5 tutorial video.

Export to Ed-admin

Set up Teaching Group Names   **Step 5 of 8**

Before exporting, you need to set up your Teaching Groups.

Actions:

To do this, you need to assign a **band-letter** to each composite class, and also choose the **format** you wish to use.

Set up Teaching Groups

View Teaching Groups

Are my Teaching Groups set up ?
Yes - but if you wish to change them, click on Set up Teaching Groups.

☐ If a Teaching Group has **no lessons** do you still want to include it ?
Tick this if, for eg, you have not yet scheduled your lessons but want your office staff to see a list of your Teaching Groups in your MIS.

Quit export   < Back   Next >

| 32 | Now, you can create your export file by clicking on the Create Export button. | |

33	Then, the program gives you a log of the export.
	Check the log carefully for any conflicts or problems.
	If everything seems fine, click on Next to complete the process.

Export to Ed-admin

Before proceeding, please review the Checks below for any problems or warnings.
If any Check has Failed, then please click "View details" to view more details of the problem, then 'Quit' the export, correct your data, and then try the export again.

Type of Check	Result
General Checks:	**Passed**
Subject Names:	**Passed**
Teaching Groups:	**Passed**

More logs & reports: [Open or Print Log] [View BlockIDs] [View Teaching Groups]   [Export ▾]

[Quit export]   [< Back]   [Next >]

| 34 | Finally, all the data will be saved as a file on your computer and you can see the name and the path in which the file is saved. | |

| 35 | This is how the exported file will look.

Since the file is in CSV format and Ed-admin supports XLS files only, you need to convert the file before importing it into Ed-admin. |


	A	B	C	D	E	F	G	H	I	J	K	L
1	Grade*	Class	Educator 1 code	Educator 2 code	Subject code*	Subject section	Day No*	Period No*	Period Len*	Room		
2	9	9A	KJo		Sci.		4	3	2	L4		
3	9	9A	JSi		Sci.		4	5	2	L4		
4	9	9D	RR		Hist		5	2	1	L30		
5	9	9B	GM		Geog		5	2	1	L22		
6	9	9C	SW		Geog		5	2	1	L23		
7	9	9A	JPa		French		5	2	1	L9		
8	9	9D	GWd		Maths		5	3	1	L18		
9	9	9C	TO		Hist		5	3	1	L24		
10	9	9B	RR		Hist		5	3	1	L30		
11	9	9A	DKe		Geog		5	3	1	L22		
12	9	9A	GNe		Maths		5	4	1	L17		
13	9	9D	ST		Eng.		5	4	1	L10		
14	9	9A	JHa		Maths		5	4	1	L19		
15	9	9C	JM		Maths		5	4	1	L18		
16	9	9E	BJ		Eng.		5	4	1	L7		
17	9	9D	GM		Geog		5	5	1	L22		
18	9	9E	GNe		Maths		5	5	1	L17		
19	9	9A	SG		Eng.		5	5	1	L5		
20	9	9G	MU		Eng.		5	5	1	L26		
21	9	9F	VH		Maths		5	5	1	L28		
22	9	9C	GP		French		5	5	1	L27		
23	9	9B	ST		Eng.		5	5	1	L10		
24	9	9G	MA		Maths		5	6	1	L26		
25	9	9F	BJ		Eng.		5	6	1	L7		
26	9	9B	GS		French		5	6	1	L8		
27	9	9A	TO		Hist		5	6	1	L24		
28	9	9C	SG		Eng.		5	6	1	L5		
29	9	9E	DKe		Geog		5	6	1	L22		
30	9	9D	GP		French		5	6	1	L27		

| 36 | To do so, open the file using MS Excel, first, and then click on Save As from the File dropdown menu. | |
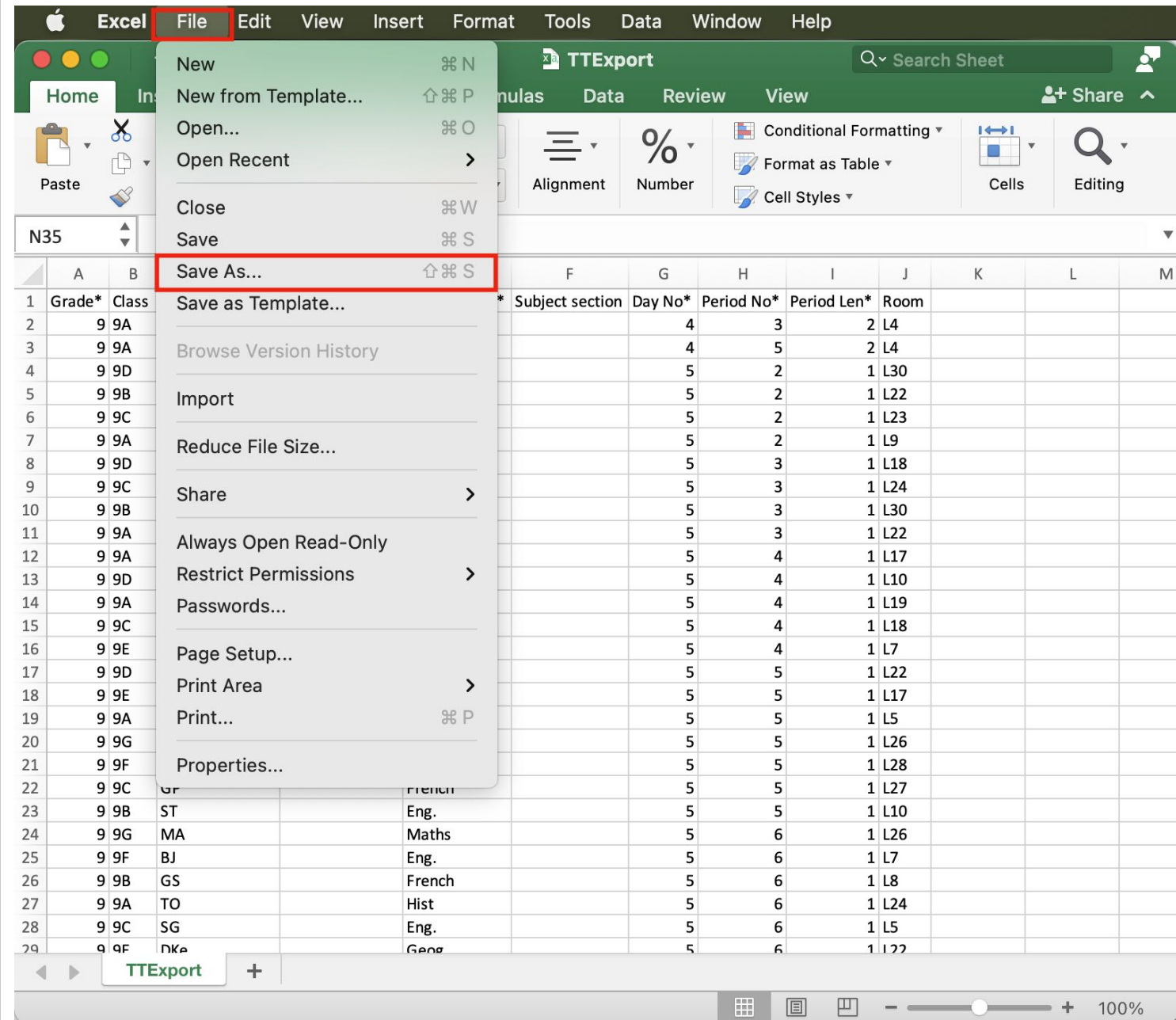
37	Select the indicated format - Excel 97-2004 Workbook (.xls) - from the File Format dropdown menu. Then, click on the Save button.
	Now, you can import the xls file into Ed-admin.
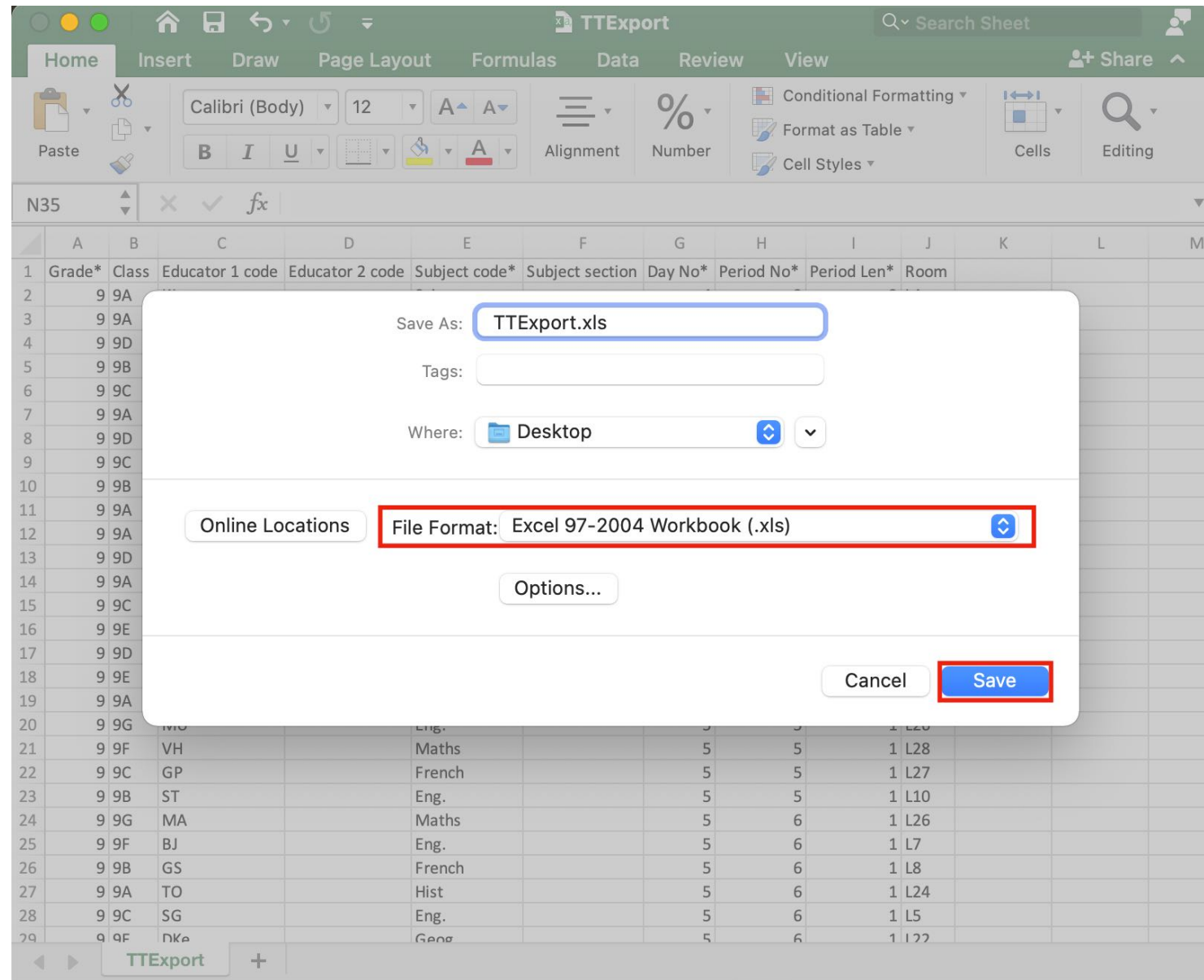
| 38 | To import the xls file from TimeTabler into Ed-admin, first, open the Academic Management module in your Staff Portal, and then click on the Timetable Schedules tab. |

| 39 | In the Scheduler popup window, use the Three Dots icon or the + icon to select a timetable or create a new one, respectively.

NOTE: For more information about creating or editing a timetable, check the Ed-admin Online Guides - Academic Management - Timetable Scheduler User Guide. | |

40	Make sure the new timetable has the same Number of Periods and Days in a Cycle as the timetable created using the TimeTabler software.

Set the two dropdown menus under the Details tab, and then click on Save.

Scheduler

Select timetable: ... ➕ ⧉ 📅 🗓 ▶️

Reports: (Select a Report) ⌄

Term 2, 2021   Term 2, 2021

Detail | Periods Setup | Grades | Educators | Grouped Subject Choices | Schedule | By Venue (room) | By Student

Name of the Timetable:

Term 2, 2021

(Example Primary Term 2, 2009 V.1)

Number of periods: 4 ⌄
Days in a cycle: 6 ⌄
Timetable type: Timetable cycle ⌄

For:

Term 2, 2021

Activate on portals: ☑
Activate in periodic attendance: ☑
From Day: 1
Synchronise with Assessment module: ☑

Footer:

Save

41	Then, set up the periods and days under the Periods Setup tab and click on Save.	

Scheduler

Select timetable: ...   ➕ ⧉ 📅 📅 ▶️   Reports: (Select a Report) ⌄

Term 2, 2021	Term 2, 2021

Detail | <u>Periods Setup</u> | Grades | Educators | Grouped Subject Choices | Schedule | By Venue (room) | By Student

Period type: Static ⌄

Periods list

Period 1 from	08:00	to	09:00	Break after this period ☐
Period 2 from	09:00	to	10:00	Break after this period ☑
Period 3 from	10:30	to	12:00	Break after this period ☑
Period 4 from	13:00	to	14:30	Break after this period ☐

Description of days in the cycle

Day 1:	Monday
Day 2:	Tuesday
Day 3:	Wednesday
Day 4:	Thursday
Day 5:	Friday
Day 6:	Saturday

Term 1, 2021   02/01/2021-31/03/2021
Term 2, 2021   03/04/2021-30/06/2021
Term 3, 2021   01/07/2021-30/09/2021
Term 4, 2021   01/10/2021-31/12/2021

Save

| 42 | Select the grades you wish to enable this timetable under the Grades tab. Then, click on the Save button. |

| 42 | Select the grades you wish to enable this timetable under the Grades tab. Then, click on the Save button. | |

| 42 | Select the grades you wish to enable this timetable under the Grades tab. Then, click on the Save button. |

Scheduler

Select timetable: ...

Reports: (Select a Report)

Term 2, 2021   Term 2, 2021

Detail | Periods Setup | Grades | Educators | Grouped Subject Choices | Schedule | By Venue (room) | By Student

Grades in this timetable	Optional signup on student portal
Early Childhood	
Early Childhood	
☐ GR/RR	☐
☐ GR/R	☐
Primary School	
Primary	
☑ GR01	☐
☑ GR02	☐
☑ GR03	☐
☑ GR04	☐
☑ GR05	☐
☑ GR06	☐
High School	
High School	
☐ GR07	☐
☐ GR08	☐
☐ GR09	☐
☐ GR10	☐
☐ GR11	☐
☐ GR12	☐
☐ Music_Program	☐

Save

43	Then, navigate to the Schedule tab, and click on the Import icon to open the Timetable Schedule Import popup window.

Scheduler

Select timetable: ... + ⊞ ☑ ▤ ▶   Reports: (Select a Report) ⌄

Term 2, 2021   Term 2, 2021

Detail | Periods Setup | Grades | Educators | Grouped Subject Choices | <u>Schedule</u> | By Venue (room) | By Student

Grades: GR01 ⌄

All Days

Timetable Schedule Import

🔒 https://pg.clappll.ed-space.net/timetable/scchimport.cfm?ttab=78

Import TT from Excel

The data in Excel must be in format

Grade*	Class	Educator 1 code	Educator 2 code	Subject code*	Subject section	Day No*	Period No*	Period Len*	Room
G08	8B	GPA		MATH		1	3	1	M30

☐   **Delete timetable allocation data first**

Excel File: [Choose File] No file chosen

[Close]   [Save]

Class: 1A
Subjects: All

JPAFR ➡ 1
JPDT ➡ 1
JPENG ➡ 1
JPMAT ➡ 1
JPPE ➡ 2
LSK ➡ 1
Swim ➡ 1

☐ Friday
w classes with students ☑

4
13:00-14:30

Friday

Saturday

44	Upload the Excel file using the Choose File button. Should you wish to delete any data in the timetable before importing, tick the highlighted checkbox. Click on Save to import the file.	

Timetable Schedule Import

🔒 https://pg-chapp5.ed-space.net/timetable/schlimport.cfm?tttab=76

Import TT from Excel

The data in Excel must be in format

Grade*	Class	Educator 1 code	Educator 2 code	Subject code*	Subject section	Day No*	Period No*	Period Len*	Room
G08	8B	GPA		MATH		1	3	1	M30

☑ **Delete timetable allocation data first**

Excel File: [Choose File] TimeTabler.xls

[Close] [Save]

| 45 | All the data from TimeTabler will then be imported and available in your Ed-admin timetable. Further editing is possible from within the Scheduler window. |

Scheduler 🖨

Select timetable: ... ➕ 🗐 📅 📅 ▶️

Reports: (Select a Report) ⌄

| **Term 2, 2021** | **Term 2, 2021** |

Detail | Periods Setup | Grades | Educators | Grouped Subject Choices | **Schedule** | By Venue (room) | By Student

Grades: GR06 ⌄

Class subjects | Grouped subjects

All Days | ☐ **Monday** | ☐ **Tuesday** | ☐ **Wednesday** | ☐ **Thursday** | ☐ **Friday**
☐ **Saturday**

[Timetable View]

Show classes with students ☑

Class: 6A ⌄		
Subjects: All ⌄		
ART ⇨ [1] [X]		
DT ⇨ [1][1][1][1] [X]		
ENG ⇨ [1][1][1][1] [X]		
GEOG ⇨ [1] [X]		
HIST ⇨ [2] [X]		
JPAFR ⇨ [2] [X]		
LFS ⇨ [1][1] [X]		
MUS ⇨ [2][2] [X]		
P&SD ⇨ [1] [X]		
PEP ⇨ [2] [X]		
SSC ⇨ [1][1] [X]		

Days	**1** 07:30-09:00	**2** 09:15-11:00	**3** 11:15-12:30	**4** 12:45-14:00
Monday	ENG ✏️ 💬 Room 102 TC1 (8/0!) MJ (4/0!)	DT ✏️ 💬 Room 101 TC1 (8/0!)	ART ✏️ 💬	ENG ✏️ 💬 Room 102 TC1 (8/0!) MJ (4/0!)
Tuesday	ENG ✏️ 💬 Room 102 TC1 (8/0!) MJ (4/0!)	ENG ✏️ 💬 Room 102 TC1 (8/0!) MJ (4/0!)	DT ✏️ 💬 Room 101 TC1 (8/0!)	Geography ✏️ 💬 Room 101 TB1 (1/0!)
Wednesday	LFS ✏️ 💬	SSC ✏️ 💬	PEP ✏️ 💬	
Thursday	DT ✏️ 💬 Room 101 TC1 (8/0!)	SSC ✏️ 💬	Music ✏️ 💬	
Friday	Music ✏️ 💬		LFS ✏️ 💬	JPAFR ✏️ 💬
Saturday	P&SD ✏️ 💬 Committee Room KB (1/0!)	DT ✏️ 💬 Room 101 TC1 (8/0!)	History ✏️ 💬 AstroTurf DA (2/0!)	