

## 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.

The screenshot displays the TimeTabler software interface. On the left is the 'TimeTabler Menu' with buttons for 'Welcome', '1 Basic Data' (with a sub-button 'Availability etc.'), '2 Activities' (with 'Check & Validate'), '3 Schedule' (with 'Check & Tidy'), '4 Print' (with 'Export'), 'Backup', and 'Support Centre'. The main area is titled 'Basic Data' and contains the instruction 'Start by entering all the Basic Data for your School:'. Below this are five icons: 'School Structure' (a grid), 'Subjects' (books), 'Rooms' (a room), 'Teachers' (a teacher), and 'Classes' (students). The 'Subjects', 'Rooms', and 'Teachers' icons are highlighted with a red box. At the bottom, there are links for 'QuickStart Guide', 'How do I...? Booklet', 'Online Help-Movies', and 'Import from a file'. A footer section shows shortcuts: 'F2 List Batches', 'F4 List Schedules', and 'F5 Open Current Schedule'.

**TimeTabler Menu**

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

**Basic Data** [View Help-Movies](#)

Start by entering all the Basic Data for your School:

- School Structure
- Subjects**
- Rooms**
- Teachers**
- Classes

[QuickStart Guide](#) [How do I...? Booklet](#) [Online Help-Movies](#) [Import from a file](#)

Click here to learn about the 4 steps in TimeTabler

Shortcuts: **F2** List Batches **F4** List Schedules **F5** Open Current Schedule

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.

The screenshot displays the Ed-admin web application interface. At the top, the header includes the Ed-admin logo, the date and time (Saturday, May 29, 2021 3:18:26 PM), and user information (SID: 2098, T2, 2021, Log Out). Below the header is a navigation menu with various modules: Dashboard, Enquiry, Admissions, Student Records, Parent Records, Human Resources, Calendar and Events, and Assessment Premium. The main content area is titled "Academic Management" and features a sub-menu with tabs: Student/Class All..., Class Subjects, Classes, Grouped Subjects, Students/Group S..., Timetable Sched..., and Sub-menus (AP). The "Timetable Sched..." tab is selected and highlighted with a red box. Below the tabs, there is a dropdown menu showing "GR/R". A table displays the following data:

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

To the right of this table, a section titled "Students in Ladybirds (5)" lists the following students:

ID	Name	Grade
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.

The screenshot shows the 'Scheduler - Detail' window. At the top, there is a blue header with the word 'Scheduler' and a printer icon. Below this is a toolbar with 'Select timetable:' followed by several icons. The main content area is titled 'Term 2 2021' and has a breadcrumb trail: 'Detail | Periods Setup | Grades | Educators | Grouped Subject Choices | Schedule | By Venue (room) | By Student'. There are two columns of settings. The left column includes: 'Name of the Timetable:' (Term 2, 2021 - High School), '(Example Primary Term 2, 2009 V.1)', 'Number of periods:' (3), 'Days in a cycle:' (5), and 'Timetable type:' (Normal week day). The right column includes: 'For:' (Term 2, 2021), 'Activate on portals:' (checkbox), 'Activate in periodic attendance:' (checkbox), 'From Day:' (1), and 'Synchronise with Assessment module:' (checkbox). A 'Reports' dropdown menu is open on the right, listing: '(Select a Report)', 'Subject choices (1)', 'Educator subject allocation (2)', 'Student Choices (3)', 'Student Choices - by subject group (4)', 'Educator free report (5)', 'Institution Calendar (6)', 'Subject Statistics (7)', and 'Exporting to Other Timetable Software (8)'. The last item is highlighted in blue. At the bottom, there is a 'Footer:' section with a rich text editor toolbar containing various icons for source, undo, redo, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, quote, link, unlink, image, table, smiley, and other symbols. Below the toolbar are 'Styles', 'Format', 'Font', and 'Size' dropdown menus, along with font color and background color pickers.

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

**Export Timetable**

Software to Export To: TimeTabler


Teachers | Subjects | Venues


Abbreviation	Full Name	Department
ADM0	Georgina	Math - Class 1
ADM1	Mark	
AGN0	Nicola	
AHM0	Michael	Art - Visual
ALB0	Beverly	
ALI0	Ibtisa	
ALJ0	Janice	Gen. Ed. - Class 1
ARL0	Lynn	Art - Arts and Culture
ARS0	Seren	IT Mathematics
ASD0	Daniel	Art - Visual
AYY0	Yael	Art - Visual
BAK0	Kate	Art - Foundation Phase
BAS0	Susan	Health - Day Care
BEC0	Cheryl	
BEG0	Geraldine	Math - Class 1
BET0	Taryn	
BLB0	Benjamin	Art - Visual Arts
BLC0	Candice	
BLL0	Lois	Counselling
BM	Bob	
BOS0	Samuel	
BOS1	Sonia	
BOS2	Sally	Art - Visual Arts
BRA0	Andre	
BRC0	Chris	
BRJ0	Jeremy	
BRM0	Melissa	

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**

Software to Export To: **TimeTabler** 

**Teachers** | Subjects | Venues 

Abbreviation	Full Name	Department
ADM0	George	Math - Class 1
ADM1	Mark	
AGN0	Nicole	
AHM0	Michael	IT Support
ALB0	Bevel	
ALI0	Ibtisa	
ALJ0	Janice	Math - Class 1
ARL0	Lynn	Math and Culture
ARS0	Seren	IT Mathematics
ASD0	Daniel	IT Music
AYY0	Yael	IT Science
BAK0	Kate	IT Foundation Phase
BAS0	Susan	Math - Day Care
BEC0	Chery	
BEG0	Gerald	Math - Class 1
BET0	Taryn	
BLB0	Benjamin	IT Support Life
BLC0	Candice	
BLL0	Lois	Counselling
BM	Bob	
BOS0	Samuel	
BOS1	Sonia	
BOS2	Sally	IT Life Sciences
BRA0	Andre	
BRC0	Chris	
BRJ0	Jerem	
BRM0	Melis	

7 The file will be downloaded into your computer automatically.

The screenshot shows a web browser window titled "Export Timetable" with the URL <https://testtable1-ed-qaqa.net/timetables/exporttimetable.php?tab=1>. The page has a blue header with the text "Export Timetable". Below the header, there is a dropdown menu labeled "Software to Export To: TimeTabler" with an upload icon. A navigation bar contains "Teachers" (underlined), "Subjects", and "Venues", also with an upload icon. A table with columns "Administration", "Full Name", and "Department" is partially visible. In the foreground, a "Download" bar for an "Untitled" window shows a file named "export.xls" with a red box around it. The background table contains the following data:

BEG0	Gerard	Class 1
BET0	Taryn	
BLB0	Benjamin	Life Sciences
BLC0	Can	
BLLO	Lois	Counselling
BM	Bob	
BOS0	Sam	
BOS1	Sonia	
BOS2	Sally	Life Sciences
BRA0	Andi	
BRC0	Chris	
BRJ0	Jerome	
BRM0	Melissa	





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.

Export Timetable

Software to Export To: TimeTabler

Teachers | Subjects | Venues

Venues
C01
C02
C03
C04
C05
C06
C07
C08
C09
C10
C11
C12
C13
C14
C15
C16
C17
C18
C19
Gardens Te
High Schoo
HP Deck
HP Hall
HP Top Pla
HP Tucksho
HP01
HP02

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	George	Math - Class 1
ADM1	Mark	
AGN0	Nico	
AHM0	Michelle	SP Health
ALB0	Beve	
ALI0	Ibtisa	
ALJ0	Janice	Gen Eds - Class 1
ARL0	Lynn	MS Arts and Culture
ARS0	Sere	CP Mathematics
ASD0	Dani	MS Music
AYY0	Yael	CP History
BAK0	Kate	CP Foundation Phase
BAS0	Susa	Health - Day Care
BEC0	Cher	
BEG0	Gera	Math - Class 1
BET0	Taryn	
BLB0	Benjamin	MS Health Life
BLC0	Cand	
BLL0	Lois	Counselling
BM	Bob	
BOS0	Sam	
BOS1	Sonia	
BOS2	Sally	MS Life Sciences
BRA0	Andr	
BRC0	Chris	
BRJ0	Jerem	
BRM0	Melis	



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.

The screenshot displays the TimeTabler software interface. On the left is the 'TimeTabler Menu' with several options: 'Welcome', '1 Basic Data' (with a sub-option 'Availability etc.'), '2 Activities' (with 'Check & Validate'), '3 Schedule' (with 'Check & Tidy'), '4 Print' (with 'Export'), 'Backup', and 'Support Centre'. The main area is titled 'Basic Data' and contains the instruction 'Start by entering all the Basic Data for your School:'. Below this are five icons representing 'School Structure', 'Subjects', 'Rooms', 'Teachers', and 'Classes'. At the bottom of the main area, there are four buttons: 'QuickStart Guide', 'How do I...? Booklet', 'On-line Help-Movies', and 'Import from a file' (which is highlighted with a red box). At the very bottom, there are shortcuts for 'List Batches', 'List Schedules', and 'Open Current Schedule'.

**TimeTabler Menu**

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

**Basic Data** View Help-Movies

Start by entering all the Basic Data for your School:

- School Structure
- Subjects
- Rooms
- Teachers
- Classes

QuickStart Guide | How do I...? Booklet | On-line Help-Movies | **Import from a file**

Click here to learn about the 4 steps in TimeTabler

Shortcuts: List Batches List Schedules Open Current Schedule

- 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:  ?

Truncate long subject abbreviations:  ?

#### 4 Select the fields and file format:

##### Required:

Abbreviation is field:  ? Delimiter is:  ?

Full Name is field:  ? Header is:  ?

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:  ?

#### 5 Now Click to import this basic data:

←

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
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
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89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

#### 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: - ?

#### 5 Now Click to import this basic data:

**Import** ←

- 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
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
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39	39
40	40
41	41
42	42
43	43
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45	45
46	46
47	47
48	48
49	49
50	50

#### 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: - ?

#### 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.



Initials	Full Name	Dept / Faculty	Main Subject	1st Room	2nd Room	3rd Room
JF3	Jac...	-	none			
AF	Ade...	-	none			
KG1	Kim...	-	none			
VG3	Vin...	-	none			
HG1	Hele...	-	none			
NG3	Nicc...	-	none			
BG2	Barb...	-	none			
BG	Bev...	-	none			
SG3	She...	-	none			
CH	Ch...	-	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](https://www.timetabler.com/).

The screenshot shows the TimeTabler website's help page. The browser address bar displays "https://www.timetabler.com/help/". The website header includes navigation links for Home, News, and Help, along with social media icons for Facebook, Twitter, and LinkedIn. The main navigation menu contains links for Home, Our Products, Our Schools, How To Order, Help & Support, Downloads, and Contact Us. The page features a large banner image of three smiling people in a classroom setting. Below the banner, the heading "Help in 12 Ways" is displayed. A sidebar on the left lists various support options: Our Help & Support, Help in 12 ways (highlighted), Features and Screenshots, Gold-Start, Our Support Centre, New to TimeTabler?, New To Timetabling?, and Help Movies. The main content area has a breadcrumb trail "Home / Help in 12 Ways" and a large heading "TimeTabler : Help in 12 Ways". The text explains that timetabling is a difficult task and offers help in 12 ways, including downloading PDFs. An image of a person working at a computer is shown on the right. A Privacy - Terms link is visible in the bottom right corner.

Home News | Help |   

**TimeTabler**  
Timetabling software for Schools

Home Our Products ▾ Our Schools ▾ How To Order ▾ Help & Support ▾ Downloads ▾ Contact Us 

Help in 12 Ways

Our Help & Support

- Help in 12 ways
- Features and Screenshots
- Gold-Start
- Our Support Centre
- New to TimeTabler?
- New To Timetabling?
- Help Movies

Home / Help in 12 Ways

## TimeTabler : Help in 12 Ways

**Timetabling is a difficult and sometimes lonely task.**

Even for experienced timetablers there are times when you may need to discuss your timetabling problems with an experienced timetabler.

**We provide you with Help & Support in 12 ways.**

You can [download a short PDF](#) of these 12 ways, or [a longer PDF full of more details](#).

You may find these PDFs useful if you need to persuade your Head/Principal of the value of purchasing **TimeTabler** for you and your school.



 Privacy - Terms

## 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](#).

**TimeTabler Menu**

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

**Basic Data** [View Help-Movies](#)

Start by entering all the Basic Data for your School:

- School Structure
- Subjects
- Rooms
- Teachers
- Classes

[QuickStart Guide](#) [How do I...? Booklet](#) [Online Help-Movies](#) [Import from a file](#)

Click here to learn about the 4 steps in TimeTabler

Shortcuts: **F2** List Batches **F4** List Schedules **F5** Open Current Schedule

- 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:

**Export HTML files for your school web-site:**  
These are available by going to [Export to -> HTML / web-page](#)

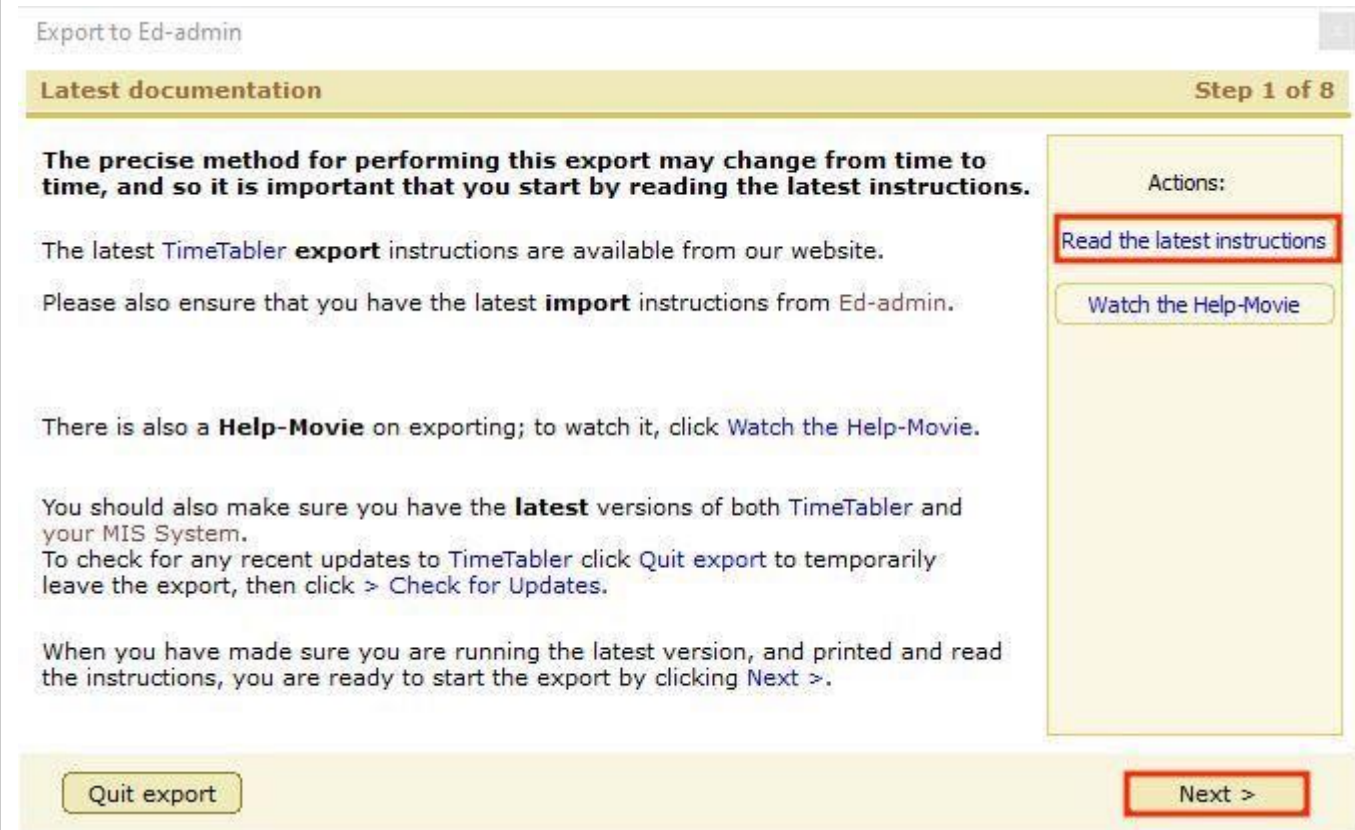
**Export to other programs:**

- TT-Options**  
Analyse your students' options and create options patterns
- Sc StaffCover**  
Cover for absent staff, publish cover-slips, etc
- Customized File**  
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.**

The latest **TimeTabler export** instructions are available from our website.  
Please also ensure that you have the latest **import** instructions from Ed-admin.

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 >](#).

Actions:

[Read the latest instructions](#)

[Watch the Help-Movie](#)

[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](#).

Select the basic data you wish to prepare:

Teachers

Years

Days

Shape

Period Times

Dates

Eligibility

Sixth-form

Welcome Teachers Years Days Shape Times Dates Non-teaching Eligibility Sixth-form

### How to use Step 3

#### Preparing your Basic Data for Export

You need to make sure that all your Basic Data in TimeTabler, matches the data in your MIS.

Select a section by clicking on its label, then prepare the data in that section.

Please check each screen carefully, as a mis-match between the data stored in the two systems, may prevent a successful export.

When you have finished, click 'Continue >'

For more information, click to [Read the latest instructions](#).

#### Un-doing any Changes

Click here if you wish to re-set all the basic data to its default values:

Un-do all

Continue >

**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.**

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

**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.

Actions:

- Set up Teaching Groups
- View Teaching Groups

Quit export < Back **Next >**

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

Export to Ed-admin

**Create the Export File(s)** Step 6 of 8

You are now ready to create the Export file for Ed-admin.

To continue, click on Create Export.

This will store your export file(s) in the folder: C:\TT4Win\Export. If you wish to save it in a different folder, click Change Location.

**Note:** If this is a **re-export**, then click on Check & Compare and be aware that if you have altered export parameters since last time, this may confuse your MIS.

Endose fields in quotes

Quit export < Back Next >

**Actions:**

- Create Export
- Change Location
- Check & Compare



- 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

Export created - View the Logs & Checks

Step 7 of 8

**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.

Export to Ed-admin

**Export Completed** Step 8 of 8

A copy of your selected schedule is now stored in CSV format in the file **TTEExport.CSV** in the folder: C:\TT4Win\Export.

If you would like a copy (on a memory-stick, etc) click Save a Copy.

For details on how to import this file into Ed-admin, see their documentation.

After completing the export, you can still **view the logs** or your **Teaching Groups** at any time, by going to **Export to -> View logs**.

You have now finished the export - click "**Finish**" to return to the Main Menu.

Quit export < Back **Finish**

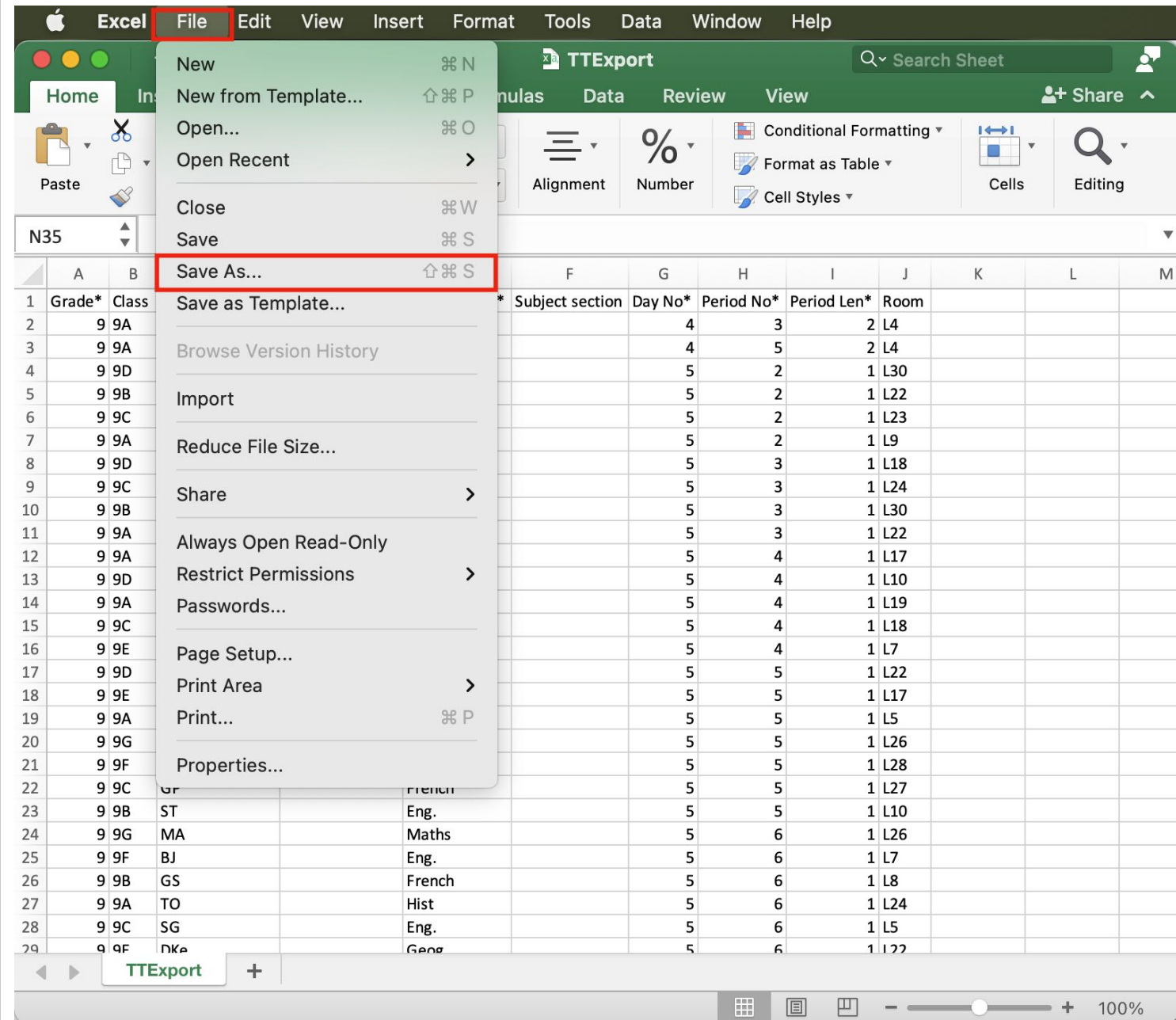
Actions:  
Save a Copy  
View the file

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.

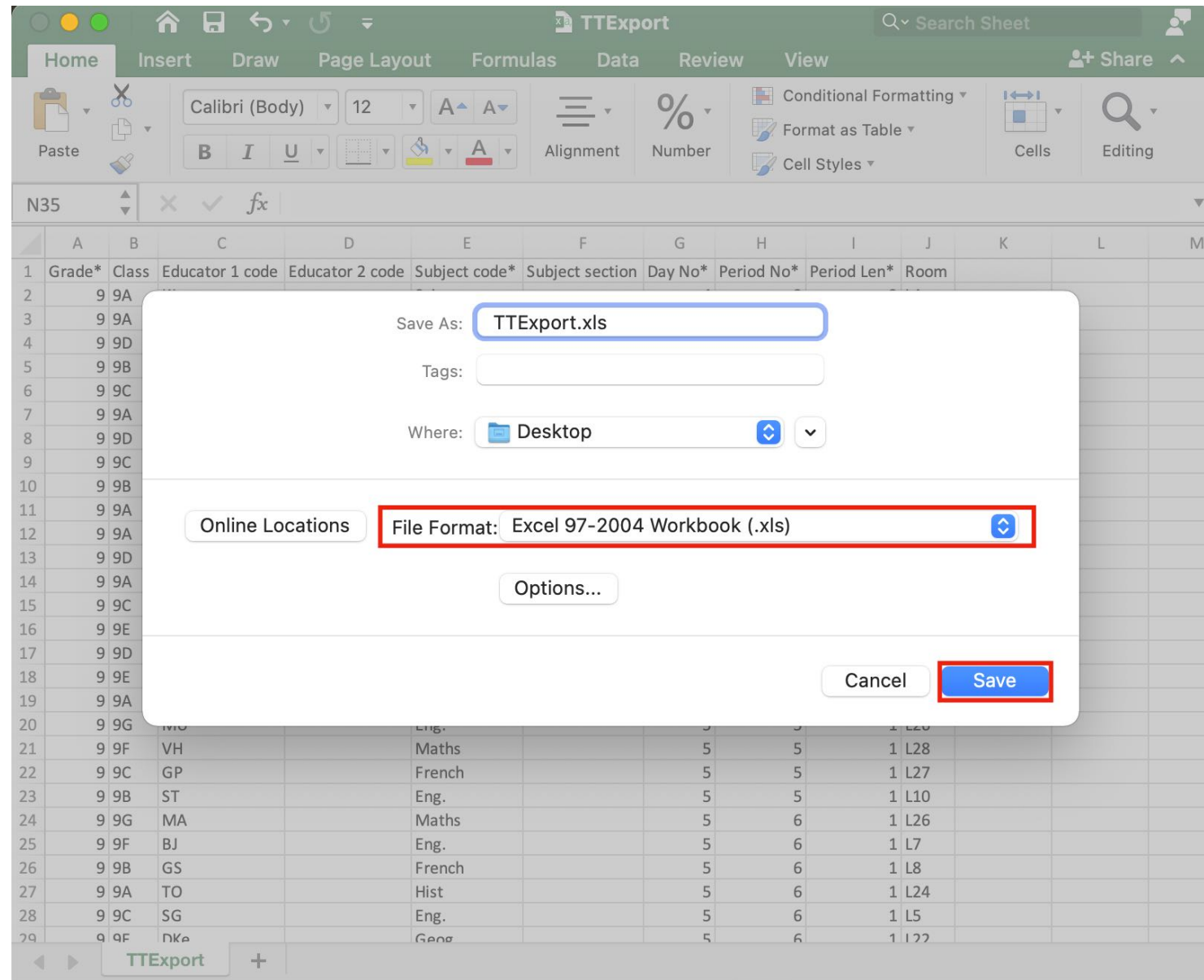
	A	B	C	D	E	F	G	H	I	J	K	L
1	Grade*	Class	Educator 1 code	Educator 2 code	Subject code*	Subject section	Day No*	Period No*	Period Len*	Room		
2		9 9A	KJo		Sci.		4	3	2	L4		
3		9 9A	JSi		Sci.		4	5	2	L4		
4		9 9D	RR		Hist		5	2	1	L30		
5		9 9B	GM		Geog		5	2	1	L22		
6		9 9C	SW		Geog		5	2	1	L23		
7		9 9A	JPa		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.

The screenshot shows the Ed-admin interface. At the top, the header includes the Ed-admin logo, the date and time (Saturday, May 29, 2021 3:18:26 PM), and user information (SID: 2098, T2, 2021, Log Out). Below the header is a navigation menu with options: Dashboard, Enquiry, Admissions, Student Records, Parent Records, Human Resources, Calendar and Events, and Assessment Premium. The main content area is titled "Academic Management" and contains several tabs: Student/Class All..., Class Subjects, Classes, Grouped Subjects, Students/Group S..., Timetable Sched..., and Sub-menus (AP). The "Timetable Sched..." tab is selected and highlighted with a red box. Below the tabs, there is a dropdown menu showing "GR/R". A table displays the following data:

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

Below this table, a section titled "Students in Ladybirds (5)" lists the following students:

Student ID	Name	Grade
30044	Joshua	GR/R
30007	Ava	GR/R
30016	Holly	GR/R
30008	Dylan	GR/R
30022	Harry	GR/R

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.

The screenshot displays the 'Scheduler' interface. At the top, there is a blue header with the title 'Scheduler' and a print icon. Below the header, a navigation bar contains the text 'Select timetable:' followed by a red-bordered box containing three dots and a plus sign, and several icons for file operations. To the right of this bar is a 'Reports: (Select a Report)' dropdown menu. The main content area is titled 'Term 2, 2021' on both the left and right sides. Below the title, there is a breadcrumb trail: 'Detail | Periods Setup | Grades | Educators | Grouped Subject Choices | Schedule | By Venue (room) | By Student'. The interface is divided into two columns. The left column contains the following fields: 'Name of the Timetable:' with the value 'Term 2, 2021' and a sub-label '(Example Primary Term 2, 2009 V.1)'; 'Number of periods:' with a value of 4; 'Days in a cycle:' with a value of 6; and 'Timetable type:' with a value of 'Timetable cycle'. The right column contains the following fields: 'For:' with a value of 'Term 2, 2021'; 'Activate on portals:' with a checked checkbox; 'Activate in periodic attendance:' with a checked checkbox and download/upload icons; 'From Day:' with a value of 1; and 'Synchronise with Assessment module:' with a checked checkbox. At the bottom of the interface is a 'Footer:' section containing a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for Source, Bold, Italic, Underline, Strikethrough, Superscript, Subscript, Bulleted List, Numbered List, Indent, Outdent, Quote, Unlink, Link, Image, Table, and other standard editing tools. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by text color and background color selection tools.



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

### Scheduler

Select timetable: ... + [Calendar] [365] [Play]

Reports: (Select a Report) ▾

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

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

Period type: Static ▾

Periods list				Description of days in the cycle	
Period 1 from	08:00	to	09:00	Break after this period	<input type="checkbox"/>
Period 2 from	09:00	to	10:00	Break after this period	<input checked="" type="checkbox"/>
Period 3 from	10:30	to	12:00	Break after this period	<input checked="" type="checkbox"/>
Period 4 from	13:00	to	14:30	Break after this period	<input type="checkbox"/>


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.

**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
<b>Early Childhood</b>	
<b>Early Childhood</b>	
<input type="checkbox"/> GR/RR	<input type="checkbox"/>
<input type="checkbox"/> GR/R	<input type="checkbox"/>
<b>Primary School</b>	
<b>Primary</b>	
<input checked="" type="checkbox"/> GR01	<input type="checkbox"/>
<input checked="" type="checkbox"/> GR02	<input type="checkbox"/>
<input checked="" type="checkbox"/> GR03	<input type="checkbox"/>
<input checked="" type="checkbox"/> GR04	<input type="checkbox"/>
<input checked="" type="checkbox"/> GR05	<input type="checkbox"/>
<input checked="" type="checkbox"/> GR06	<input type="checkbox"/>
<b>High School</b>	
<b>High School</b>	
<input type="checkbox"/> GR07	<input type="checkbox"/>
<input type="checkbox"/> GR08	<input type="checkbox"/>
<input type="checkbox"/> GR09	<input type="checkbox"/>
<input type="checkbox"/> GR10	<input type="checkbox"/>
<input type="checkbox"/> GR11	<input type="checkbox"/>
<input type="checkbox"/> GR12	<input type="checkbox"/>
<input type="checkbox"/> Music_Program	<input type="checkbox"/>

**Save**

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

The screenshot displays the 'Scheduler' interface for 'Term 2, 2021'. The main area shows a navigation menu with 'Schedule' selected. A popup window titled 'Timetable Schedule Import' is open, featuring a blue header 'Import TT from Excel'. Below the header, a table provides the required Excel format for data import. The table includes columns for Grade, Class, Educator codes, Subject code, Subject section, Day No, Period No, Period Len, and Room. An example row shows 'G08', '8B', 'GPA', 'MATH', '1', '3', '1', and 'M30'. Below the table, there is a checkbox for 'Delete timetable allocation data first' and an 'Excel File' field with a 'Choose File' button. The popup also has 'Close' and 'Save' buttons. In the background, the scheduler interface shows 'Grades: GR01', 'All Days', and a list of subjects with their respective counts. A red box highlights the popup window, and a red arrow points to a download icon in the top right corner of the scheduler interface.

**Scheduler**

Select timetable: ... + [Icons] 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: GR01

**All Days**  Friday

Timetable View

**Class:** 1A

**Subjects:** All

- JPAER → 1
- JPDI → 1
- JPENG → 1
- JPMAT → 1
- JPPE → 2
- LSK → 1
- Swim → 1

**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:  No file chosen

4  
13:00-14:30

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**

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:  TimeTabler.xls

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

	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	UPAFR
Saturday	P&SD Committee Room KB (1/0)	DT Room 101 TC1 (8/0)	History AstroTurf DA (2/0)	

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

UPAFR → 2 X

LFS → 1 1 X

MUS → 2 2 X

P&SD → 1 X

PEP → 2 X

SSC → 1 1 X