Exporting from *TimeTabler* to an MIS

This document applies to exports to **SIMS .net, Advanced Cloud School (Progresso) or Facility, Arbor, Bromcom, RM Integris, iSAMS, Ed:gen, WCBS/PASS/HUBmis, SchoolBase, ScholarPack, Rediker-AdminPlus, IES, SWAN, School2000, WebEIM, Pearson-Fronter (Phoenix) e1, Denbigh Admin, BehaviourWatch, SchoolPod, On the Button, Room Booking System.**

For **SEEMiS** and **Double-First Engage** see the separate documentation and the HelpMovies.
For other MIS admin systems please contact our HelpLine.

Before starting the steps described in this document, you should read and apply the steps A - I described in the Export-Doc-**1** **'Preparing for Export'** document.
This document is can be downloaded from: https://www.timetabler.com/ExportMenu

The Export-Doc-**1** document explains about 2-stage exporting, if your MIS allows it (eg. SIMS .net).

For questions about **Registration** (and Breaks, Lunches) see the PDF about
5 different Styles, found in the KnowledgeBase by using the Search Box:

| Registration | SEARCH |

Please ensure that you leave ample time <u>before</u> the end of term to complete the export <u>and</u> the import.
It is rarely as simple as pressing a button, and each step needs care to ensure that everything is formatted in the way that your MIS expects.

The process normally needs the knowledge and understanding of <mark>both</mark> the Timetabler <mark>and</mark> the Manager of the MIS admin system, working <u>together</u>.

Contents

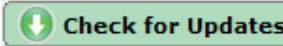page

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Preparing for the Export

Please read and apply the steps A – I described in the Export-Doc-**1** '**Preparing for Export**' document.
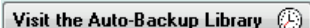This document is can be downloaded from : https://www.timetabler.com/ExportMenu

If you are ready for the final export of your completed timetable then :

- Check all lessons have a Subject and a Room, by using **Check & Tidy** ⇒ Rooming Check.

- Enter ***D** as the Printing Name (section C10) 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).

Versions

1. Make sure you have the very latest version of *TimeTabler*, by clicking on [Check for Updates] (on the front screen of *TimeTabler*).

2. Make sure you check for any later versions of this document at the web address shown above.

Backup your data

1. Before doing the import into your MIS ensure that you have **a full MIS data backup**, for safety. Ensure that you consult your MIS 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: [Backup]
   and make Backups:
   a) on a USB 'memorystick', via: [Backup now 💾]
      and
   b) in the AutoBackup Library via: [Visit the Auto-Backup Library 🕐]

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 the MIS will fail to recognise it and the import will fail.

HelpMovie

There are useful HelpMovies which give you an overview of the steps to be taken. [View Help-Movies 🎥]
See HelpMovie 60 onwards.

An Overview of the Steps of the Export

See also the HelpMovie: [View Help-Movies 🎥]

1   Read the Latest Documentation
ie. download and read the latest version of this document.
It is updated from time to time, and you need to have the latest version.

2   Select the Schedule
You may have several schedules, so you need to choose the correct one to export.

3   Prepare your Data for Export

Step 3 of 8: Preparing the Basic Data for Export	☒
Welcome	Teachers	Years	Days	Shape	Times	Dates	Non-teaching	Eligibility	Sixth-form

This is the most tedious step, but important if you are to get a successful export !
This section allows you to prepare your *TimeTabler* data so it will match your MIS.
If you don't do it meticulously, it will cause problems later. The details are saved for the future.

4   Compare your Data in *TimeTabler* with the Data in the MIS
This is an optional step (not supported by all MIS) but a useful check if your MIS supports it.

5   Set up Teaching Group Names
Not all exports require this step, to create Teaching Group Names for the export. The ones that do are SIMS.net, Arbor, Bromcom, iSAMS, Integris, SchoolBase and several others, see Step 5.

6   Create the Export file(s)
TimeTabler does the work here.

7   View Reports & Logs
Don't be tempted to skip this important step. Check the Reports & Logs carefully, to ensure that the data is correct and ready for importing to your MIS.
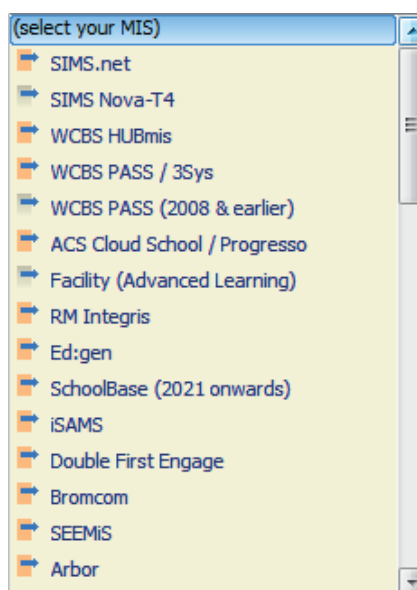
8   Export completed
Copy the file(s) (and in the case of SIMS.net connect to the SIMS Import Transfer 'Wizard').

When you are ready to start the actual export, go to: [Export]

then click on:

[(select your MIS) ▼]

and select your MIS from the list, which includes:

(select your MIS)
SIMS.net
SIMS Nova-T4
WCBS HUBmis
WCBS PASS / 3Sys
WCBS PASS (2008 & earlier)
ACS Cloud School / Progresso
Facility (Advanced Learning)
RM Integris
Ed:gen
SchoolBase (2021 onwards)
iSAMS
Double First Engage
Bromcom
SEEMiS
Arbor

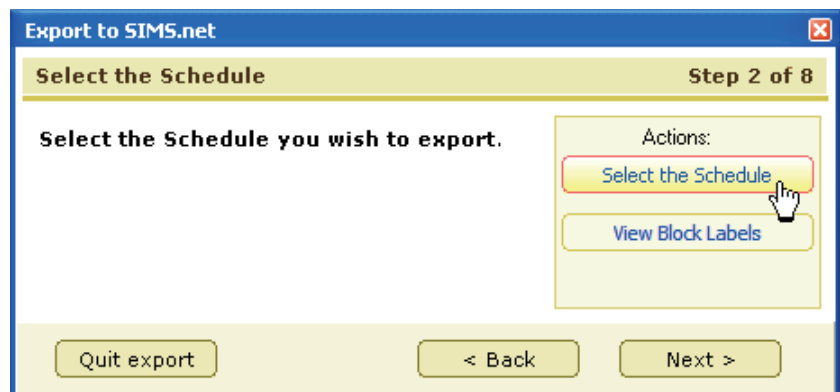## Step 1   Read the Latest Documentation

The first screen is just to allow you to get the latest documentation, if you haven't already got it:
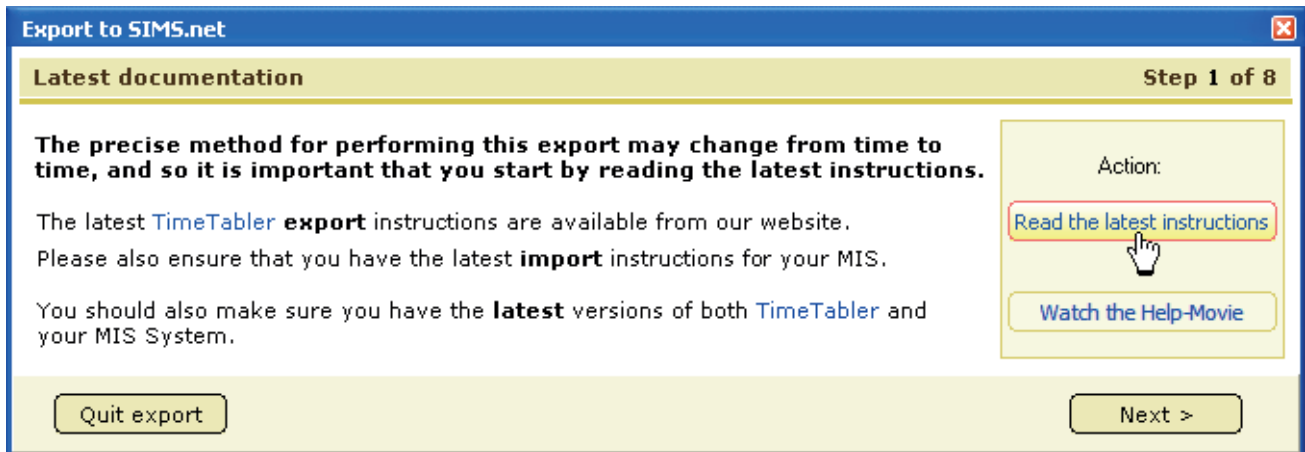
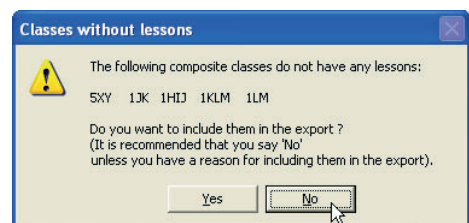Click on **Next** when you are ready for Step 2:

Step 2   Select the Schedule

You may have timetabled several schedules, so first choose the one that you want to export:

If you have some Classes on the Classes Screen (section C10) that do not have any lessons (and if you haven't given them a printing name of *D, see C12) then you will get a message:
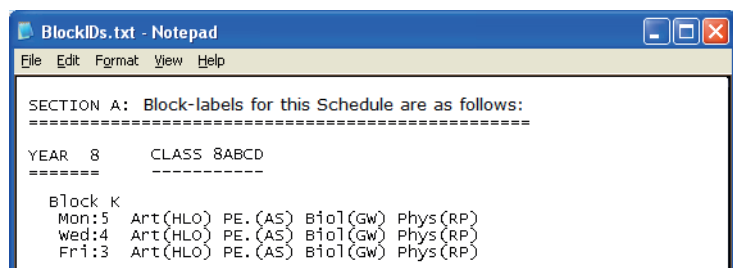
The usual answer is **No**.

Click on [View Block Labels] to see the contents of a file called **BlockIDs.txt** (in Notepad).

This file shows you which Blocks have a Block Label (if any):
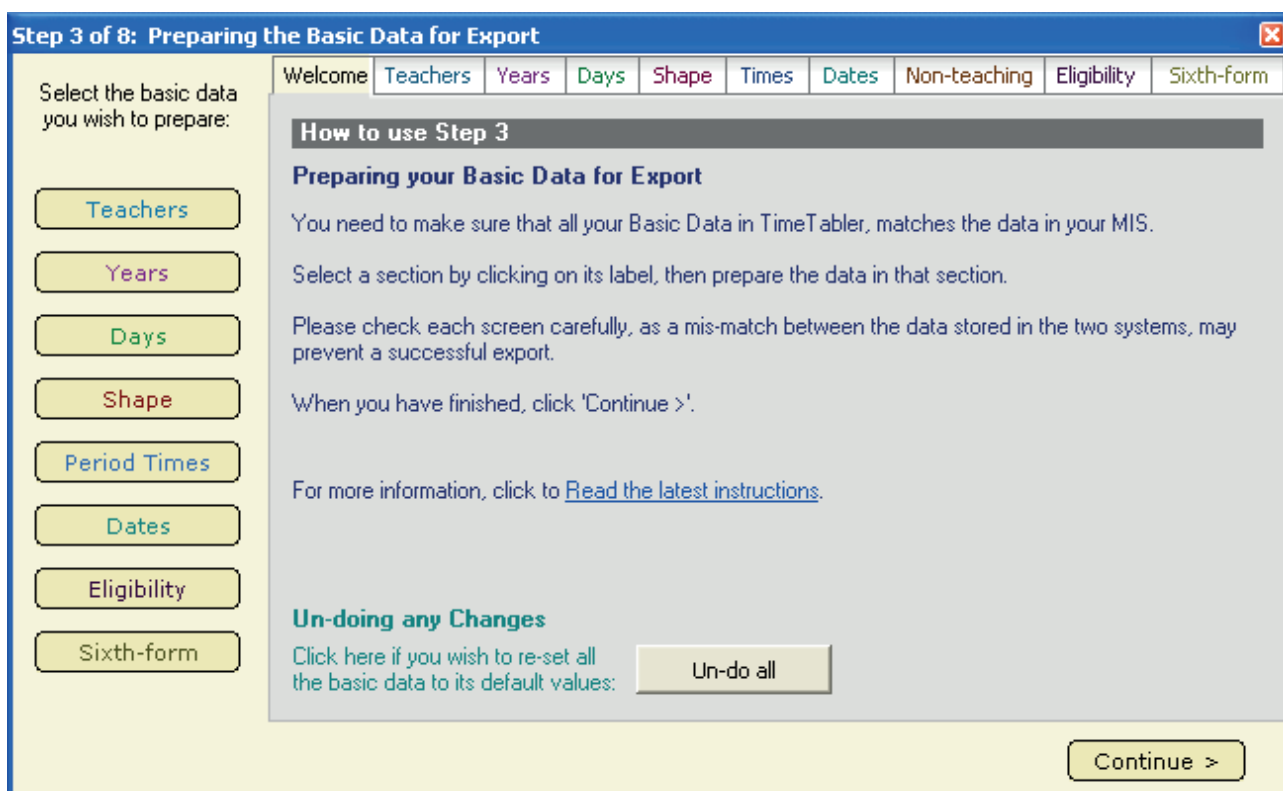You can print it out via File ➡ Print.

You may find this information useful at a later stage. Or you may decide that you want to go back to **Step G** of the previous document, to add more Block Labels now.

Step 3   Prepare your Data for Export
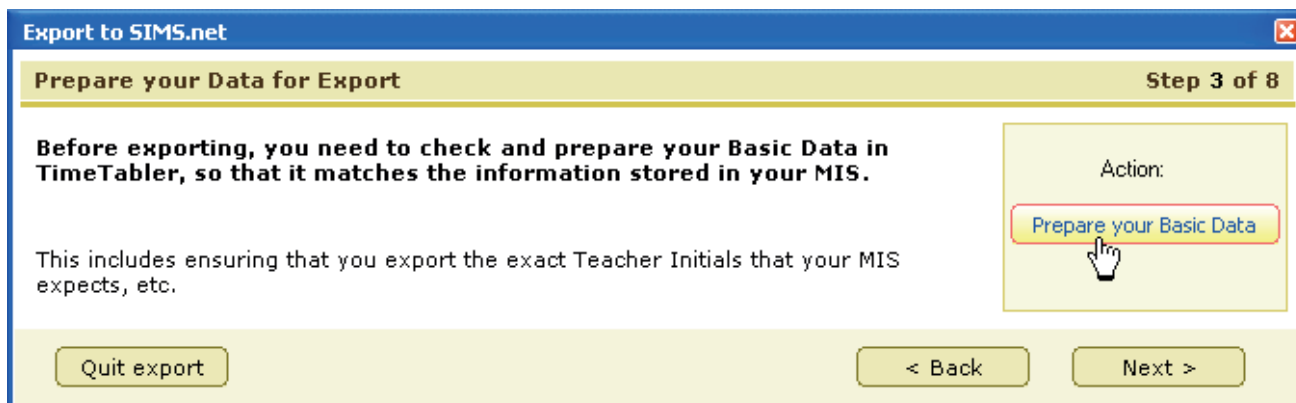
Click on the [Prepare your Basic Data] button to see the screen below. See also the HelpMovie.

This is the most tedious step, but **very important** if you are to get a successful export !

The way you have stored data in *TimeTabler* may be different from the way it is stored in your MIS.
This section allows you to prepare your *TimeTabler* data so it will match your MIS.
There are 9 sections (covered on the next 4 pages).

You may not need to make changes to each section, but you should check each one to make sure.
The first time (each year) you want to export, you must go through all these screens to prepare your
data. *TimeTabler* saves this data for future exports.

There is a useful HelpMovie which oulines this Step 3.

Teachers

The Teachers' initials in *TimeTabler* need to match *exactly* the initials/staff codes in your MIS.

If they already match, tick the box:

If they don't, untick the box and then manually edit the list of teacher codes shown in the second column :

Your changes are shown in red.

If your MIS supports more than the 3 characters used in *TimeTabler* then you can enter extra characters here.

Case (upper/lower) may be important to your MIS, so use the same case in *TimeTabler* as in the MIS.

The key point: for a successful export the codes in the second column must be *exactly identical* to the staff codes in your MIS.

Years

The year-numbers in the two systems (*TimeTabler* and the MIS) must match.

Normally each year in *TimeTabler* and in the MIS will use the National Curriculum Year Number.

If you have a Sixth Form, and if you used Worked Example 4 (in Section I of the Manual) see page 7.

Days

You need to set the Day labels in *TimeTabler* to match the Day labels in your MIS.

If you have a fortnightly cycle, in most MIS you cannot call both Mondays by the same name.
They will be labelled differently, eg. 1Mon, 2Mon or Mon-A, Mon-B.

If you click on the button you get the usual Day & Period Labels Screen (section J3 in the Manual), so you can edit them:

Shape   (This is like the usual Shape Screen, section C5 in the Manual).

Click on the grid to cycle through 3 states:

1. Teaching period (green):
   This is the normal state.

2. Excluded (red):
   A red period will be ignored for exporting purposes. For example, if the school is closed on Friday period-6. However, some MIS (eg. SIMS .net) cannot accept a non-rectangular week, so for these MIS do not use red.

3. Non-teaching (blue/purple/orange, etc):
   A blue period will be marked as a 'non-teaching' period. To mark a period as 'Registration', 'Break', 'Lunch', or 'Out of hours', keep clicking to change the colour as shown. Reason: some MIS (eg. SIMS .net) need to distinguish between teaching and non-teaching.

If you are using SIMS .net then see the important extra notes on page 14.

If you have fewer periods here than in your MIS, add them via: Check & Tidy ➠ Add a period.

Use Period Labels instead   Tick this only if you have a specific reason for wanting period-numbers in your MIS to differ from those in *TimeTabler*.

Period Times

This works like the usual 'Period labels' Screen on the Customize Menu.

Enter start & finish times for each (non-red) period, in the form hh:mm (24-hour). eg. 09.30 or 14.15

Note: These 'Period Times' are kept separate from the 'Period Labels' in *TimeTabler*, in case within *TimeTabler* you want labels that are not times. However, if you have already set-up your labels as times in this format, you can click on 'Copy from Period Labels' to save time, so you don't have to re-enter them.

Dates

Some MIS require you to specify the date range (start/end dates) that the schedule covers. For SIMS see p14.

If you are exporting next year's time-table, these should typically be set to the first & last (student) days of the next Academic Year (as stored in your MIS).

If you are (re-)exporting the current year's timetable, the start date may be today's date, and the end date should be the last (student) day of the current Academic Year.

Non-teaching activities

Tick the box if you want to export some or all of your 'non-teaching activities' (ie. your Special Locations and Staff Timetable Labels).

For example, some of your Special Locations may need to be represented in your MIS ('Yes') while others may only be timetabling 'tricks' that your MIS does not want/need to know about ('No').

The final item in this list is 'Staff Unavailability' – ticking this will export a non-teaching activity called [Unavail] in every period you have marked as unavailable on the Staff Availability Screen. Tick this item if this is the best way to represent unavailability in your MIS.

Step 3 of 8: Preparing the Basic Data for Export

Non-teaching

Non-Teaching Activities

To export "non-teaching activities", tick the box below, and then (optionally) select only those Special Locations & Staff TT Labels you wish to be exported.

☑ Yes, export Non-Teaching Activites

Special Location or Staff TT Label	Export?
Sen Man Team	Yes
KJo--Home	Yes
free	No
Sci.Dept-Mtg	Yes
PPA	Yes
Staff Unavailability	Yes

Use the table on the left to select which activities you wish to export.

Simply click on an activity to toggle between:
  Yes = Export
  No = Do not export.

Sixth Form

Have you used a single year in *TimeTabler* to represent both years of your sixth-form ?
eg. Year 12 to represent 12 & 13 (or 6 to represent 6 & 7), as in Worked Example **4** in the Manual ?
If not, ignore this section.

If yes, you will need to make a small change to your data before you export to your MIS. This is because your MIS is unlikely to be able to cope with this method, and will expect year 13 to be labelled 13, etc. You need to:

a) On the School Structure Screen (C5 in the Manual), include a Year 13.
b) On this screen shown here, select '12/13' as your sixth-form years, and also select 'Yes, 12a,12b, etc = lower-6th; 12A, 12B,etc = upper-6th'.

It will then export 12A as 13A, etc.

For student-eligibility, it will say:
12a = any student in year 12; 12A = any student in year 13; 12aA = any student in year 12 or 13

Step 3 of 8: Preparing the Basic Data for Export

Sixth-form

Sixth-form

Do you have a Sixth form ? Yes, sixth-form is years 12/13 ▼

NB: if you can't see your sixth-form years in this list, then Quit the export, add the required year(s) and then re-start the export and return to this screen.

Combined Years / Joint Blocks across Years 12 & 13
Have you used Year 12 to represent joint-blocks across both the lower-6th and upper-6th ? (See Worked Example 4 in the Manual)

☑ Yes; 12a,12b,etc = lower-6th ... 12A,12B,etc = upper-6th
☐ Yes; 12A,12B,etc = lower-6th ... 12a,12b,etc = upper-6th

(NB: Sixth-form is usually years 12 & 13, but in your school it may be years 6 & 7).

Global Eligibility
Do you want 'global eligibility' in your sixth-form ?   ie. allow any student in Year 12 to be eligible for any Teaching Group in Year 12 ?   Ditto for Y13.   If in doubt, tick 'Yes'.

☑ Yes, give the sixth-form 'global eligibility'

Notes:
1) The export above assumes that you have followed the description in Worked Example 4. ie. used 12a, 12b, etc to represent your lower-sixth, and 12A, 12B, etc to represent your upper-sixth. So 12abAB (for example) would represent a joint-block across the whole sixth-form.
    If you have used the lower-case/upper-case labels the other way round, tick the other box.

2) At Step 7 of the export ('Review logs') look at the reports for 'Teaching Groups' and 'Schemes' and check them (if they are available ...not all MIS have these reports).

3) An alternative to the above is for you to manually rename 12A as 13A, 12B as 13B, etc. and then deal with any joint-blocks (eg. 12abAB) by unassigning those lessons, and creating new activities for 12ab and 13AB, which you then assign to the same periods where 12abAB was. This is more time-consuming but gives you greater control. (It also has side-benefit of showing a Year 13 in all other areas of *TimeTabler* too; statistics, curriculum diagram, etc). (For more details, see 'Year 1 used to represent Reception too', in the next document, Export-Doc-3).

continued...

Eligibility

In some (fairly rare) curricular structures the same Class Scheduling Name may have been used for different populations.

For example:
In a 6-form-entry school with classes 9ABCDEF, for some parts of the week 9ABC (and 9DEF) may refer to a band of students selected by their ability in English, while in other parts of the timetable 9ABC (and 9DEF) now refers to a band of students selected by their ability in Science.

In this case the band labelled '9ABC' may actually include students from 9D, 9E, 9F.

In such cases you need to tell some MIS (eg. SIMS) that students from anywhere in Year 9 have 'eligibility' to access any of these groups. To do this, click to show 'Whole Year' against Year 9.

To see more detailed examples visit: https://www.timetabler.com/export/eligibility/

Step 4   Compare Basic Data in *TimeTabler* and in your MIS

This is an optional step (not supported by all MIS) but it is a useful check if your MIS supports it.

If your MIS can produce a CSV file of its Teachers, Subjects & Rooms, then you can import this file here. *TimeTabler* then checks the MIS data in the file against the data in *TimeTabler*, and warns you of any differences. Obviously this check is done meticulously by the computer and will help to prevent any export problems.

To see the required file format, click on the button:

The format is a CSV file ('comma-separated-values'), with rows like:

```
TC,AH,A.HAWLEY
TC,AJ,A.JOHNSON
:
SB,Art,Art
SB,Biol,Biology
:
RM,Hall
RM,Lab1
```

where the Teacher rows can begin with TC, TE or TS
the Subject rows can begin with SB or SU
the Room Name rows can begine with RM or RO

Your IT Manager or MIS Administrator should be able to provide you with a file in this format.

For example, in SIMS:
Reports ➡ Design Report. Choose Staff or School | Subject or School | Room.
Select Subject and Subject Code, Room and Room Description or Employment Details | Staff Code, Preferred Surname, Preferred Forename. Filter on each to Classes for Subject/Room/teacher exist. Default output can be set to CSV (Excel).

Step 5   Set up Teaching Group Names

Not all exports require this step on Teaching Group Names. The ones that do include the exports to: SIMS, Arbor, Bromcom, CloudSchool (Progresso), iSAMS, Ed:gen, WCBS, Integris, and some others. ('Teaching Groups' are also called 'classes' in SIMS, and 'sets' in iSAMS and PASS.)
For these MIS it is essential to get the correct TeachingGroupNames, in the correct format, because this helps the MIS to recognise the components of your timetable.

You may have already set up your Teaching Group Names,
- during a previous export, or
- while working on your Curriculum Diagram (see D22 in the *TimeTabler* Manual) via:

If so, at Step 5 of the Export click on the 'View Teaching Groups' button, which lists them all for you in a comprehensive report, and highlights any potential problems in red.

If not, at Step 5 click on the button to set them up now.
There are 2 sections :

1. Format
The first section allows you to choose the **format** of the Teaching Group Name that will be exported:

The basic choices from the drop-down list are :

10A/Ma1C means
Class: 10A, Subject: Maths, Set 1, Block Label: C

See also the 'Common formats' button below.

You can also choose the **number** of letters in the Subject: eg. 10A/**Ma**1C or 10A/**Mat**1C
and you can tick a box to say that 2 or more activities that look the same but are on different rows in the activities-batch should be treated as one TeachingGroup. The usual choice is 'ticked'.

If you want further control over the format of the TeachingGroupName you can select '**Custom**', and then click the 'customize further' button, to get :

You can use these drop-down lists to compose a TeachingGroupName with up to 8 components, ...but be aware that most MIS restrict the length, typically truncating them to 10 or 12 characters.

continued...

2. Band-letters

The second part of the screen is about **Band-letters**.

Band-letters are used in the short-hand labels for a Teaching Group, as shown in the examples in Section G in Document-1 : Preparing for Export. For example, in 8z/Ma1 the 'z' is a band-letter.

Each exported class **must** have a Band-letter.
A Band-letter is a single character (usually a letter, Upper-case or lower-case).

Class	Main	CB 'A'	CB 'B'	CB 'X'
9A	A			
9B	B			
9AB				
10A	A	A	A	
10B	B	B	B	
10C	C			
10AB				

assign automatically

Class	Main	CB 'A'	CB 'B'	CB 'X'
9A	A			
9B	B			
9AB	z			
10A	A	p	x	
10B	B	q	y	
10C	C			
10AB	z			

The 'Main' column refers to the main part of your curriculum, outside any Container Blocks.
The columns headed 'CB' will appear only if you have used Container Blocks.
The label "CB 'A'" means the Container with an ID of A (though of course it may have a different Block Label for printouts).

The first picture above shows the screen as it might be when you first enter it.
The default for a 'pure class' name is the letter used in its scheduling name (eg. A for 9A).
There are no Band-letters yet against the composite Classes (9AB, 10AB, etc).
And the Band-letters inside the Container Blocks are the same as outside (by default).

You can:
- either let the program allocate Band-letters by clicking on '**Assign automatically**', or
- assign your own choice of Band-letters by clicking on any cell, to edit it.

In the second picture:
- Band-letters have been given to 9AB and 10AB (you can use the same Band-letter in different years),

- In Year 10, in Container Block A, the upper row has a Band-letter of 'p' while the lower row is 'q'; and in the other Container Block in Year 10, the upper row is 'x' while the lower row is 'y'.
This allows you to deal with the (rare) cases where the students are banded differently in different Container Blocks.

To avoid confusion between similar TeachingGroups, it is best to make sure that you don't use the same letter twice in any given year.

Finally, click on a '**View Teaching Groups**' button, to get a Report which shows you how they will look in the export, and highlights any potential problems in **red**.

View Teaching Groups   **View Teaching Groups**

Important Note:

Any **red** Teaching Groups shown here **must** be dealt with and corrected before you proceed.

The notes on the Report explain what you need to do.
See also Appendix 1 on Trouble-shooting.

Step 6   Create the Export Files

This is the step where you actually bring together all the information you've entered on the previous screens to create the export file(s). Most exports create one file, some create two.

Levels Screen
Some MIS (eg. SIMS .net) require a **Level** to be applied to each course (this may be used as part of the school's statutory returns, especially post-16). More details are given in Appendix 2.
Default values may be automatically assigned by *TimeTabler* (see also Appendix 2).
Note: they can**not** be changed in SIMS .net !
To correct a Level here, highlight any Teaching Groups (use Click, Ctrl-Click or Shift-Click as usual), and then:
- click on a button (for a common Level), or
- click on 'Choose...' to enter another code.
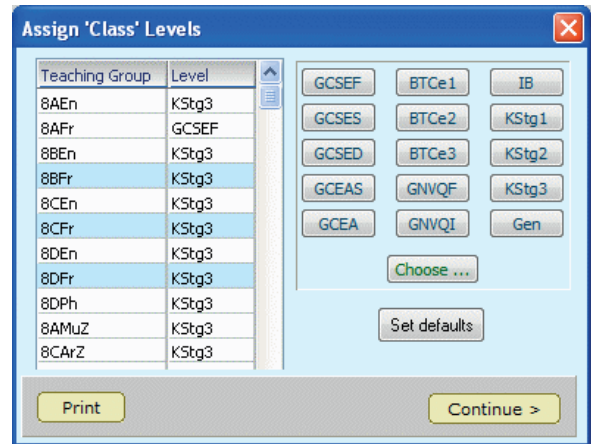
Main Teacher:
Some MIS (eg. SIMS .net) require each group to have a 'Main/Lead Teacher' (for reporting purposes in your MIS). For these MIS, you will be shown a list of which Main Teacher has been assigned to each Group by *TimeTabler*. Check the list is correct, and if you need to make a change, just click on the teacher and enter the new one.

Step 7   View and Check the Log of the Export

The program gives you a Log of the export, which you can also Print.
You must check the Log carefully for any conflicts or problems.
TimeTabler applies many checks and may forewarn you of problems. The checks are MIS-specific.

There are also other Reports that you can view, depending on the MIS you are exporting to.

Click the buttons at the bottom to view them.
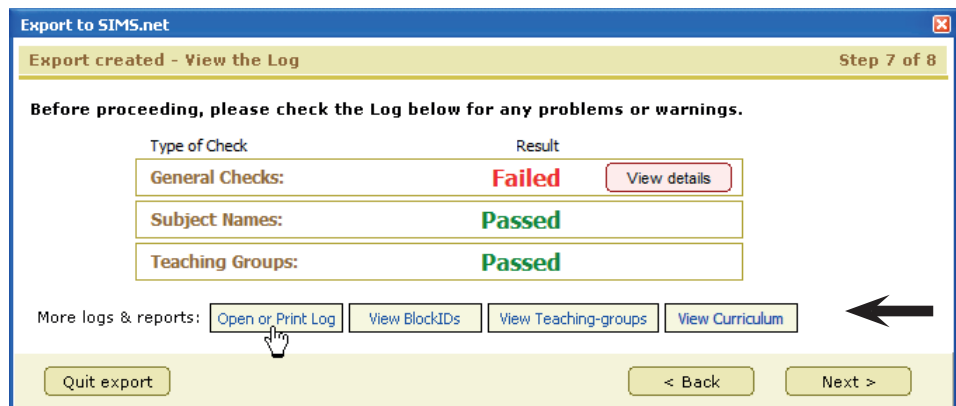
You should print these Logs & Reports and study them. If you find a problem, you must quit the export section, correct the problem(s), and then restart the export. Otherwise the export will fail.

After completing the export, you can still view the Logs or your Teaching Group Names at any time, by going to the top bar of the *TimeTabler* screen and selecting: Export to... ➠ View logs.

There is more about these Reports in **Appendix 1**, and in the Trouble-shooting Guide for your particular MIS, at: https://www.timetabler.com/ExportMenu

Step 8   Export completed

You are told the name of the export file(s) created, and which folder they are stored in.
(For most MIS there is one file, for others there are two files.)

You are also given 2 or 3 choices:

Save a Copy
saves the file(s) to a USB memory-stick or zip-drive, etc of your choice.
This is useful if you have not been working on the same network as your
MIS machine.

View file
opens the export file (or the main file if there are two) in Wordpad for you
to view. NB: this is usually for interest's sake only - you should only edit
the file if you are sure of what you are doing!

SIMS .net
The export to SIMS .net has one extra step :

You need to make sure you are on a PC with
access to SIMS .net and the 'SIMS Transfer
Wizard'.
Complete the details correctly for your system.

It is possible that the SIMS import wizard
(called CurrMatch.exe) may not be at:
C:\Program Files\Sims\Sims .net\CurrMatch.exe
but on some other drive.

Then click on **Send Timetable**. This connects you to the wizard, which takes you through the import.
For more details of the import see the 'Export-Doc-**3**-SIMS' document, which is available from:
https://www.timetabler.com/ExportMenu and consult your SIMS Import documentation.

Importing to your MIS

For SIMS .net see above.

For other MIS (iSAMS, PASS, CloudSchool/Progresso, SchoolBase, etc, etc) please visit:
https://www.timetabler.com/ExportMenu
to see the documentation there, about the import steps for your MIS.

The same web-address gives you extra advice on trouble-shooting (as well as pages 15−17 here).

Important Notes for SIMS .net Users

A. More information about the **Shape Screen** (page 7)

1.
SIMS.net requires the Shape to be the *same* for each day (ie. period 1 on each day has to be the same type/colour, ditto for period 2, etc). SIMS cannot handle differences between days.

2.
If some periods in your week are not taught at all (blocked/excluded) then SIMS.net prefers these to be marked as Non-teaching periods (ie. not green or red).
In fact, it is generally best to not use red periods at all for SIMS.net.
SIMS will give an error message if you try to import a lesson into a non-teaching period

Failure to comply with either of these may cause a problem when you import into SIMS .net.

3.
If, after importing into your MIS, you find your period labels in your MIS are not what you intended (eg. Mon period 1 says 'Mon 2') then return to *TimeTabler* and go to PrintMenu ➡ Publishing ➡ Day & Period labels. Click on 'Period labels' and edit them to be what you want to see in SIMS.

B. More information about **Dates** (page 7)

It's important to remember that 31st July is normally the last date for the export as any date after this will cause problems with the Post-16 Census.
The earliest date has to be on or after the first day of the Academic Year that has been set up in SIMS. Usually it will be the same as the start date of the Academic Year, which should normally be 01/09 at the latest in the UK.
The usual advice to schools is to send from 01/09 to 31/07. However there is an argument to send from an earlier date, so that some admin work can be done in SIMS before the students arrive and so that teachers can see data (eg. on INSET days), but this means that the Academic Year needs to be set up as starting on a date in August.

See also Appendix 2 (Levels) and Appendix 3 (Registration).

The next pages provide general Help if you need to trouble-shoot the **Export**.

They give you information on how to check the Export files ...which in turn helps you to decide if any problem is because of the export or because of the import.

For more detailed Help on **Importing**, and any error messages that you may get during the import, please visit:
https://www.timetabler.com/ExportMenu
and look at the **third** section on that web-page.

Where we have detailed documentation about an MIS Import (eg. into SIMS .net, WCBS/PASS, iSAMS, CloudSchool-Progresso, RM Integris) we provide it there.

We **also** provide a general document of 'Trouble-shooting – Questions & Answers' which applies to **all** imports.

Appendix 1 : Trouble-shooting

If you get any error message during the export from *TimeTabler* or during the import into your MIS, or if you find that some or all of the timetable does not appear in your MIS, then the first things to do are to look at the diagnostic information that *TimeTabler* provides.

These Logs and Reports are summarised on these pages.

These files can be viewed at Export to... ➥ View Logs:
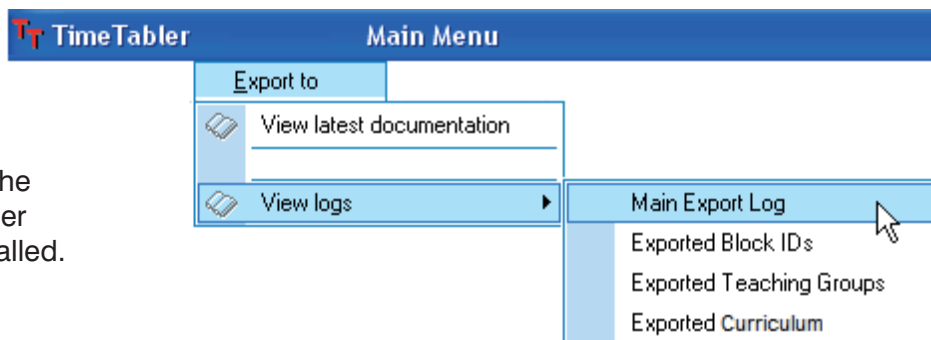
They can also be found in the Export folder within the folder where *TimeTabler* was installed.

These files include:

Main Export Log   Exp Log.txt

This analyses and summarises your export data, see some of the headings below:
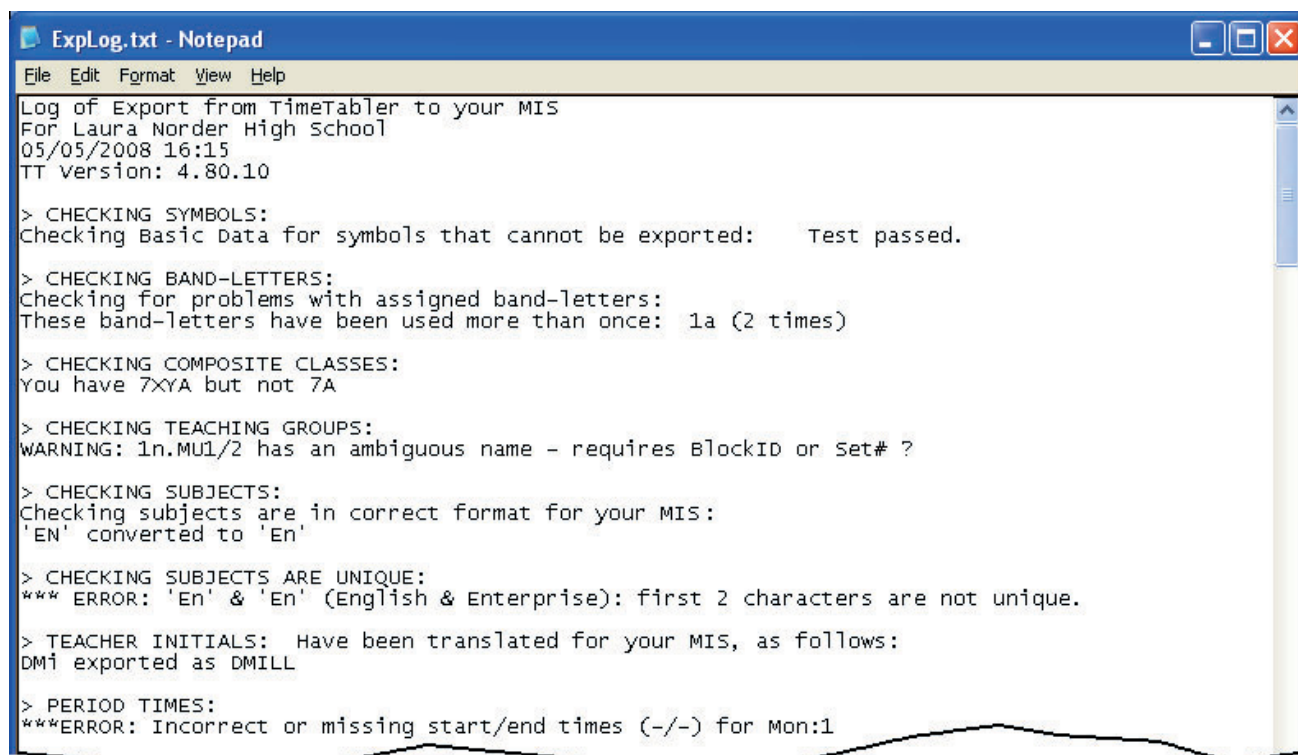
If anything looks at all wrong, please ensure that you correct it before trying another export.

continued...

Trouble-shooting, continued

Teaching-Groups.htm

This useful page lists for you every activity that has been exported, with:

- the short 'Label' used in your MIS, see Section G in the Export-Doc-1 'Preparing for Export' document,

- a longer 'Description', which may also be used in the MIS,

- the activity that you scheduled in *TimeTabler*,

- the times of the week that the lessons are placed.

Exported Teaching Groups

No.	Label	Description	Class	Block	Subject	From this activity in TimeTabler	Lessons - Period(Teacher)
001	8A/En1	8A En1	8A	-	Eng.	8A **SSS** AJ	Fri:1(AJ) Tue:1(AJ) Wed:1(AJ)
002	8A/Fr1	8A Fr1	8A	-	French	8A **SS** LM	Mon:1(LM) Wed:2(LM)
003	8B/En1	8-B En1	8B	-	Eng.	8B **SSS** CN	Mon:1(CN) Tue:1(CN) Wed:2(CN)
004	8B/Fr1	8-B Fr1	8B	-	French	8B **SS** JP	Fri:1(JP) Wed:1(JP)
005	8A/Mu1Z	8A Mu1 'Z'	8A	Z	Music	8A **S** DW	Wed:3(DW)
006	8A/Dr1Z	8A Dr1 'Z'	8A	Z	Dr	8A **S** JR	Tue:3(JR)
007	8A/Ar1Z	8A Ar1 'Z'	8A	Z	Art	8A **SS** HLO	Thu:3(HLO) Mon:3(HLO)
008	8y/Ma1	Year8(y) Ma1	8ABCD	-	Maths (set 1)	8ABCD **SSS** JH AJ RP AS	Thu:4(JH) Tue:4(JH) Fri:2(JH)
009	8y/Ma2	Year8(y) Ma2	8ABCD	-	Maths (set 2)	8ABCD **SSS** JH AJ RP AS	Thu:4(AJ) Tue:4(AJ) Fri:2(AJ)
010	8y/Ma3	Year8(y) Ma3	8ABCD	-	Maths (set 3)	8ABCD **SSS** JH AJ RP AS	Thu:4(RP) Tue:4(RP) Fri:2(RP)
011	8y/Ma4	Year8(y) Ma4	8ABCD	-	Maths (set 4)	8ABCD **SSS** JH AJ RP AS	Thu:4(AS) Tue:4(AS) Fri:2(AS)

! This is very useful for checking the imported timetable in your MIS.

Any **red** warnings here **<u>must</u>** be dealt with & corrected, before trying the export again.

Curriculum.htm

This diagnostic gives a list of the exported schemes.

This is relevant to the 'eligibility' of the students to be placed in a Teaching Group.

Exported Schemes

Name	Type	Source(s)					Destination(s)				
Basic Groups in Year 7	Band	Year 7					7A	7a			
Basic Groups in Year 8	Band	Year 8					8A	8B	8C	8D	8X
8AB (u)	Band	8A	8B				8AB (u)				
8ABC (w)	Band	8A	8B	8C			8ABC (w)				
8ABCD (y)	Band	8A	8B	8C	8D		8ABCD (y)				
8A Block Z Mu	Block	8A	8B	8C	8D	8X	8A/Mu1Z				
8A Block Z Dr	Block	8A	8B	8C	8D	8X	8A/Dr1Z				

BlockIDs.txt

This summarises:

- Activities that have a Block Label,
- Activities that do not have a Block Label.

See also Section G of the Export-Doc-1 'Preparing for Export' document.

```
BlockIDs.txt - Notepad
File  Edit  Format  View  Help

SECTION A: Block-IDs for the Current Schedule are as follows:
=============================================================

YEAR  8      CLASS 8ABCD
======       -----------

 Block K
  Mon:5  Art(HLO)  PE.(AS)  Biol(GW)  Phys(RP)  Tech(AKE)  Hist(JC)
  Fri:3  Art(HLO)  PE.(AS)  Biol(GW)  Phys(RP)  Tech(AKE)  Hist(JC)


SECTION B: The following Composite Classes do NOT have a Block-ID:
=================================================================

Batch 3: 'Year 8 curriculum':
  1)  8ABCD      SSSS        JH AJ RP AS
  2)  8AB        DS          RP AKE AS
```

TTresult.xml

Some MIS give Log files. This XML file is a results file from SIMS, and is perhaps less useful, but it includes a list of any 'unknown' Teachers and Rooms that SIMS does not recognise:

```
- <ImportCurriculum>
    <LoginSucceeded>TRUE</LoginSucceeded>
  - <Scheme>
      <SCHEME_CODE>#665</SCHEME_CODE>
      <SCHEME_TYPE>Band</SCHEME_TYPE>
      <SCHEME_NAME>Forms in Year 8</SCHEME_NAME>
    </Scheme>

  - <Unknown>
    - <Staff>
        <Code>BJ</Code>
      </Staff>

    - <Room>
        <Code>L19</Code>
      </Room>
```

> For additional trouble-shooting ideas, and an explanation of error messages in SIMS .net, etc, go to **https://www.timetabler.com/ExportMenu**

Appendix 2 : 'Levels' codes are required in SIMS .net (at Step 6)

There are over 100 (!) possible codes for the Levels in SIMS .net at the time of writing. A 'course' is defined as a Subject + a Level.

By default *TimeTabler* inserts 'KStg3' as the Level for Years 7, 8, 9; 'GCSE F' for Years 10 & 11; 'GCE AS' for Year 12; 'GCE A' for Year 13 ...but you can change the Level during the Export (eg. if some of your courses are for the IB). See step 9 of the export.
At the time of writing the Levels seem to be needed only for the 'Post-16 census return'.
It is **essential** that these Levels are set correctly in the Export to SIMS to avoid errors with the Post-16 census or a large amount of corrective work at a later date.

After the import you can view the Level in SIMS .net at Tools ➡ Academic Management ➡ Course Manager ➡ Maintain Course. Unfortunately SIMS .net will **not** allow you to edit the Level.
To correct a Level, see the Note below.

There are more details of the Levels in the Capita SIMS booklet '**Managing Courses**', pages **79–84**.
It is available in the timetabler section of the Documentation, accessed through the Home Page of SIMS .net. The Levels table is now maintained in Course Manager in SIMS .net.

Later advice (2019):
In SIMS, Levels are used to manage groups of students for Exams, Assessment Manager and Profiles.
Schools are now generally moving away from the AS/A2 model and teaching 2-year Linear A levels. This means that it is essential that they use the same Level for the Year 13 class that they used for the Year 12 class from the previous Academic Year.
The default Level for both Year 12 and Year 13 is GCEA. [Another level was created in SIMS to help with managing the changeover from AS/A2 to Linear A levels: GCE2Y]

Note: If a mistake is made then it becomes more difficult to correct it after the Academic Year has started because SIMS does **not** accept a change of Level of a class unless you are changing it for the whole of the date range for which it has been set.
For example, if the timetable has been exported with dates from 01/09 to 13/07 then sending for the same date range again will allow the Level of a class to be changed, but if a new send is 21/09 to 31/07 it will not change the Level of the class in SIMS because the class is a member of the Course for dates outside the dates of the export.

For Export Document **3**, for Trouble-shooting the import, visit: **www.timetabler.com/ExportMenu**

Appendix 3 : Advice on exporting Registration to SIMS.net

Overview: the two possible ways

What is the 'right' way to export Registration periods to SIMS.net ?

It would be nice if there was a definitive answer to this, but in practice Capita have given you a choice of two possible ways to export registration to SIMS.net …and your choice can affect Attendance and Cover within SIMS. This makes it one of the most complicated parts of SIMS.net.

The two possible methods are:

Method	Represented in *TimeTabler* by:
(1) As lessons (in teaching periods)	A standard activity, with a class (eg: 7A) and a subject of 'Reg' (say), for example: 7A SSSSS JW (7A for 5 singles with teacher JW)
(2) As duties (in non-teaching periods) (sometimes called 'non-class codes' in SIMS)	A 'Special Location' or 'Staff Label' in *TimeTabler*.

Notes:

1) Either of these methods is allowed, depending on the effect you wish to have in SIMS.net.
    Capita's own timetabling software (Nova-T) allows either.
    In practice it seems that most Nova-T schools export registration as a 'duty' (method 2)
    ...however, Capita's standard advice to *TimeTabler* users is to use Method 1.

2) School Census: In order for the School Census to work in SIMS, it seems to be best to <u>set the</u> <u>'Levels' for all Registration groups as 'Gen' or 'Other'</u>.

    How to do this: At Step 6 of the export, after you click on 'Create export', a screen pops-up that invites you to say what the 'Level' is for each Teaching-Group (called a 'class' in SIMS).
    The defaults give, for example, 'KStg3' to all the groups in Year 7, 'GCEA' to the groups in Years 12, 13, etc.
    But for the groups that just represent <u>Registration</u>, Capita recommends that you choose a neutral level such as 'Gen' or 'Other'. You need to do this for all the Registration groups, in all years. If you do this once, then these levels will be remembered for future (re)exports.

The effect on 'Attendance' & 'Cover' in SIMS

The methods affect 'Attendance' and 'Cover' within SIMS as follows:

Method	How handled by SIMS Attendance?*	How handled by SIMS Cover?
(1) As lessons (in teaching periods)	Attendance **can** be recorded	Teacher **can** be covered. The Covering Teacher can click on the 'lesson' on their Home page to take the register.
(2) As duties (in non-teaching periods)	Attendance can**not** be recorded, as duties have no 'members' (students)	Teacher **can** be covered, but the Covering Teacher cannot take the register on their Home page.

* Attendance: Note that SIMS also has a separate 'pastoral structure' which runs in parallel with the timetable, and can also be set-up to record registration/attendance.

Teaching or Non-teaching periods ?

In addition, SIMS has the concept of each period being either a 'teaching' or a 'non-teaching' period. You can therefore, as you export from *TimeTabler*, choose to export each period of your timetable as either a 'teaching period' or as a 'non-teaching period'. This is quite a complicated area of SIMS.

The main differences between teaching and non-teaching periods in SIMS.net are as follows:

(Normal) Teaching Period	Non-teaching period
Visible in Lesson Monitor and Lesson Register.	Ignored by Lesson Monitor and Lesson Register.
Both 'classes' and 'non-class codes' (duties) can be scheduled here	Only 'non-class codes' (duties) can exist here; classes cannot be scheduled here. (If you try to do this, the first page of the SIMS Transfer Wizard will say 'Error: Lessons scheduled at non-teaching periods').
Teaching periods will print on all timetable printouts in SIMS.	Users can choose whether Non-Teaching periods print or not.

Notes:

1) SIMS does <u>not</u> allow a <u>different</u> pattern of teaching/non-teaching on different days! So if you are going to use non-teaching periods, you must place them in the same period(s) of each day.

2) If you need to change your Lesson Monitor settings in SIMS.net, go to:
   tools ➠ setups ➠ lesson monitor options.

3) Capita's standard advice to *TimeTabler* users is to use Teaching Periods.

Further information about the Export to SIMS

The export from *TimeTabler* finishes by calling the SIMS program 'CurrMatch.exe' which then performs the rest of the import into SIMS. See page 13 for the bit about 'CurrMatch.exe' being called.

You can also learn more about what happens in SIMS once 'CurrMatch.exe' has been called here:
http://www.timetabler.com/export/PDFs/Export-Doc-**3**-SIMS.pdf

Important: **before** importing a timetable from *TimeTabler* into SIMS.net, <u>always make a Backup of your SIMS Database</u>(s), so you can go back if you need to.

Testing: a 'trial run'

To see the effects of exporting Registration to SIMS, you may wish to do a 'trial' export to SIMS, with just a few registrations included in your schedule, to see how it appears in SIMS. If it appears the way you would like, then you can go on to enter the rest of your registrations.

Note: Always remember to take a complete **Backup** of your SIMS database **before** importing, so you can go back if you need to.

Registration in SIMS : advice from a school (September 2011)

We received some feedback from a school that imported its timetable from *TimeTabler* into SIMS in Sept 2011, explaining how they handled Registration – you may find it useful:

It appears that they entered the Registrations in *TimeTabler* as lessons for the teachers, but with Special Locations, rather than classes.
And at Step 3 of the export, on the 'Prepare your Basic Data --> Shape' page, they said that those periods are non-teaching periods. They did this so they appear in SIMS Cover Module.

As far as marking attendance in SIMS Lesson Monitor, they set this up via the 'pastoral set up in SIMS' ...rather than by having 'registration lessons' against those classes in *TimeTabler*.

Email from the school:

Hello Chris,

The issue we had was Registrations not appearing in Cover on SIMS. We used the **pastoral set up in SIMS to allocate tutors to tutorgroups** and rooms and these appeared on **Lesson Monitor** in SIMS, but not in **Cover**.

My process for getting Registrations imported into SIMS so that they appeared on Cover was to put them as **Special Locations**. I produced new Special Locations (7Alb, 7Beck etc), then made a new Batch of activities with these Special Locations in.
[We have 20 tutor periods over a fortnight (2 a day) and so had to make 2 activities for each tutor group as it would only accept a maximum of 10 S's for each activity.]

I then called up the Schedule and loaded the batches with the tutor periods in them. [However, I found that, as I had put in the two registration periods a day before we imported I had made the registration periods unavailable and so I found I couldn't schedule the new activities. So I went to the Class Timetable Screen and on the right-click menu I used 'Make Available all week (cycle)' for each class.] Then I allocated the tutor activities on these new periods.
When we reimported them into SIMS we found that they would appear as needing Cover if a teacher was absent, so it worked. It did take a while however and it would be beneficial if there was a quicker way to sort out inputting Registration periods into a cycle.

Now that we are at the end of my first ever timetabling marathon I'd like to add that the software has been great and I have enjoyed using it. It was well worth the investment of both time and money.

Registration in SIMS : advice from LA Support (2014)

The advice here refers to Nova-T, but the same advice should apply to *TimeTabler*, as during the export *TimeTabler* effectively replaces Nova-T, by using exactly the same import into SIMS .net:

~~There is no need to create academic classes to match registration groups for Lesson Registration purposes because Lesson Monitor will offer Registration groups for selection in Take Register if it is set up to do so. The only reason for creating academic classes to match registration groups for a registration period is so that they appear on the student timetables and so that Cover slips for Reg periods can be printed with student names.~~

~~The normal way to represent registration periods is in Nova and is designed specifically for Cover purposes. Reg Periods are created as Non teaching periods and Non Class codes entered for Teachers for Registration. These periods do not appear on the student timetables.~~

We believe that the best advice has now changed, see the note at the bottom of this page*****.

Periods must not be excluded or made non-teaching if the user wishes them to appear on student timetables as follows:

Registration in Teaching periods:

Where Registration periods are teaching periods in Nova, they are treated like any other teaching period. A block is created and scheduled which represents the registration groups (one block of registration group classes for each year). Teachers are assigned to these classes (not given NCCs) and they are scheduled in the normal way.

Cover sees this as no different from any of the other classes. Where this type of Registration setup is used, the students will need to be assigned to these registration group classes in Academic Management in SIMS .net.

When registration is set up in this way, it means that 2 Reg columns will appear in Lesson Monitor and that **the user will need to set up Lesson Monitor so that both columns are populated when the Reg attendance is done.** (Some schools prefer not to have these 2 columns displayed in Lesson Monitor and therefore opt for the other method -not teaching periods.)

Changing from one method to the other means sending the cycle to SIMS .net from Nova. It is not advisable to do this in the middle of the academic year.

Additional Note :
To ensure a registration teacher can see marksheets for their registration group you need to make sure they are linked as the Registration Tutor in the Pastoral Structure.

- Navigate to Focus / School / Pastoral Structure / Current Structure
- Click on Go.
- Expand the pastoral structure by clicking the +, expand the Year group and Registration Group.
- Right-click the appropriate Registration Group and select Properties.
- Click the browse (magnifying glass) next to Registration Tutor.
- Search for the Tutor's name, click OK and OK again.
- Save your amended pastoral structure.

***** Later advice (2019) :

Because the teacher's timetable now appears on their Home Page in SIMS, if Registration has been set up as a **Non-Class Code** then the teacher will see 2 small rectangles next to each other on their screen, one representing the Registration group set up in the Pastoral Structure (which they need to use to take the register) and the other representing the Non-Class Code (which does nothing).

If the Registration group is set up as a **Class** then the teacher only sees one rectangle to click on which tidies up the screen and avoids errors. Also if a teacher is covering a registration class they can take the register from their Home page if it has been set up as a class.

Our thanks to Jim Borcherds and the many Users who have helped to improve this document.