

# Importing your data into Phoenix e1

Before doing the import into your MIS it is always advisable to do a full MIS backup, for safety. Ensure that you consult your e1 documentation and any other guidelines that are available.

Please note that the information given here is correct to the best of our knowledge, and it may change at any time, so you should always download the latest version of this document, via [www.timetabler.com/export.html](http://www.timetabler.com/export.html)  
You should refer to any relevant MIS documents and any guidelines provided by the HelpDesk for your MIS.

---

## Contents

page

2-5 Importing into e1

6-7 Trouble-shooting : Logs & Reports

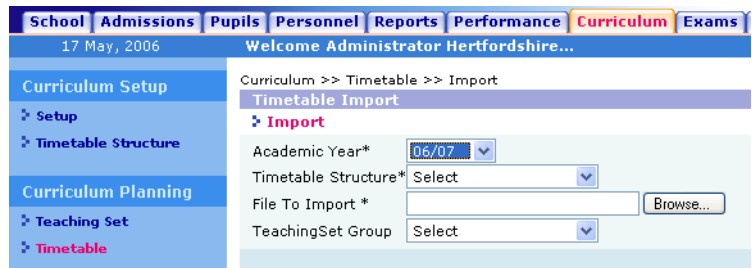
8-11 Trouble-shooting : Questions & Answers

---

# Importing the timetable data into e1

1. In e1, click on the **Curriculum** tab.  
Then select Curriculum Planning ➡ Timetable ➡ Import.

2. You will see the screen shown here:



a) Click the drop-down list to select the **Academic Year\*** that the timetable refers to. eg. 06/07 as shown here:

Fields marked \* are mandatory.

b) Select the **Timetable Structure\***

You have 2 choices:

- i) If you have previously entered a Timetable Structure (of Days & Periods) you can now Select it from the list.
- ii) Or choose '**Create New TTS**', and e1 will create the Timetable Structure of Days & Periods from the data supplied in the **TimeTabler** file that you are going to import.  
If you choose this option, more entry boxes now appear below (see the diagram below).

c) **File to Import\*** Use the Browse button to find the file exported by **TimeTabler**. It is called TTX-TIM.xml See the details in Step 4 on the previous page.

d) If you chose 'Create New TTS' in part (b) above, then 3 new entry boxes are showing:

### Name\*

Give the new Timetable Structure a name that you'll recognise.  
eg. '2006-7 timetable structure'

### Description

This can be the same as the Name or a fuller description (as shown here):

### Year Group(s)\*

Select/highlight the Year Group(s) that you are importing to.  
To select more than one year, hold down the <Ctrl> key.

e) **TeachingSet Group\***

Unless you have already got the Teaching Groups set up in e1, then select '**Create New TSG**'.  
Four new entry boxes appear:

### Name\*

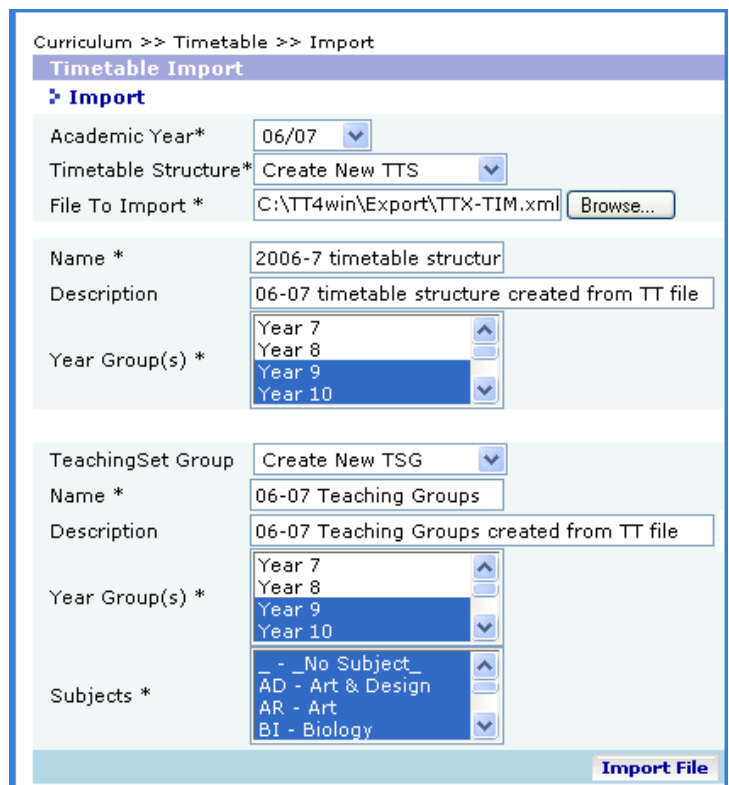
Enter a name for the folder that the new/created Teaching Groups will be created in.  
eg. '06-07 Teaching Groups'

**Description** This can be the same as the Name, or a fuller description, as shown.

**Year Group(s)\*** See (d) above. Do the same here.

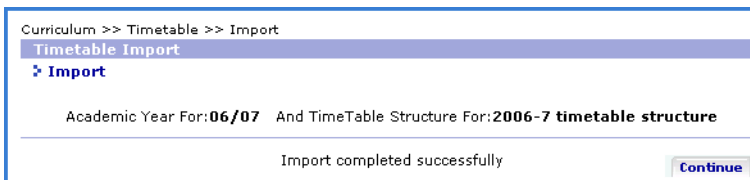
### Subjects\*

You can select individual Subjects, but usually select all of them (by highlighting the first one, then hold down the <Shift> key and click on the last one).

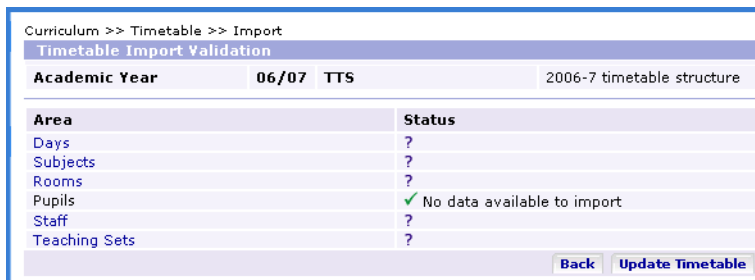


- Click on the button (at bottom-right) labelled 'Import file'.

After a few seconds you should see 'Import completed successfully'.






- Click the **Continue** button. After a few seconds you will see:

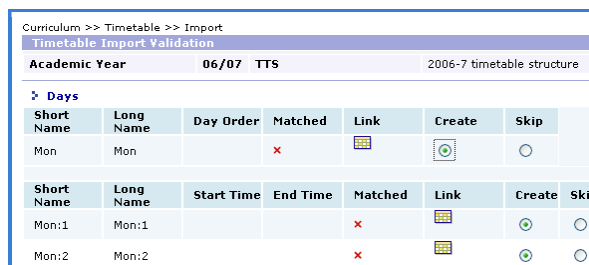


- For each 'Area' showing a '?' as its Status, you need to ensure that the items are matching correctly, or confirm to e1 that they are acceptable.

For example, it may be that the initials of a Teacher in e1 do not exactly match the Teacher's initials in **TimeTabler**. Similarly with Days (periods), Subjects, Rooms, Teaching Groups. To do this,

- Days.** Click on 'Days' to display the items:

- If an item has Matched = ✓ and Skip =  you can leave it alone and let e1 accept it.
- If you want to change it, click on the Link icon , and change the data.
- If an item has Matched = ✗ and Create =  then you can leave e1 to create it.

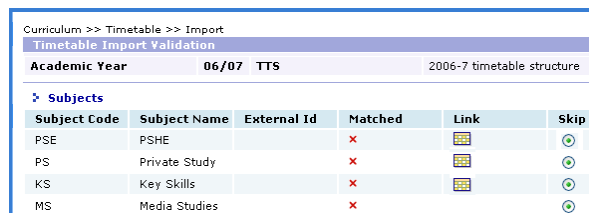


At the bottom of the list, click OK. Under 'Status' you will now see that Days is ✓ ticked.

- Subjects**

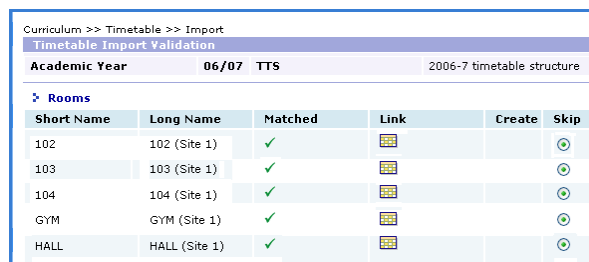
Do the same for Subjects:

You can usually just click OK at the bottom of the list.



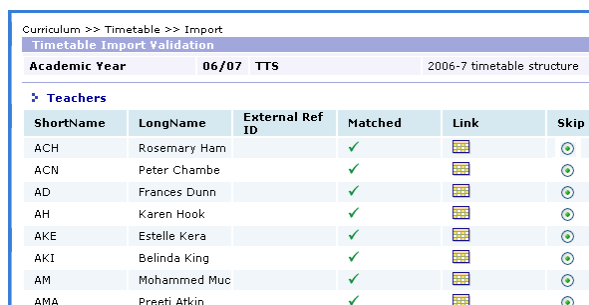
- Rooms**

Do the same for Rooms:



- Staff**

And do the same for the Staff:



e) **Teaching Groups**

This screen allows you to match the imported Teaching Groups with any 'TeachingSet Groups' that have already been set up (and populated) in e1. If none has been set up then empty Teaching Groups will be created, for you to populate later (see below).

e1 uses the phrase 'Teaching Set' for all Teaching Groups whether the students are 'setted' by ability or not.

The 'short names' are often difficult to interpret (because at present they are limited to only 8 characters), but:

- i) See the examples in part A-1 on page 1 of this document.
- ii) See your printouts of the file called 'Teaching-Groups.htm' (see part A-5 above).

At the bottom of the list, click OK.

Curriculum >> Timetable >> Import						
Timetable Import Validation						
Academic Year	06/07	TTS	2006-7 timetable structure			
TeachingSet Group: 06-07 Teaching Groups						
Short Name	Long Name	Subject Id	Matched	Link	Create	Skip
9AEN1	9-upper/EN.1/ES	ENG	x			<input type="radio"/>
9AFR1	9-upper/FR.1/FDN	FR	x			<input type="radio"/>
9AHI1	9-upper/HI.1/HDE	HI	x			<input type="radio"/>
10AMA3	Year 10/MA.3/AD	MA	x			<input type="radio"/>
10AMA4	Year 10/MA.4/AH	MA	x			<input type="radio"/>
10AEN1	Year 10/EN.1/ES	ENG	x			<input type="radio"/>
10AEN2	Year 10/EN.2/ET	ENG	x			<input type="radio"/>
10AEN3	Year 10/EN.3/FBR	ENG	x			<input type="radio"/>
10AEN4	Year 10/EN.4/FC	ENG	x			<input type="radio"/>
10APS3	Year 10/PS.3/ES	PSE	x			<input type="radio"/>
10APS4	Year 10/PS.4/ET	PSE	x			<input type="radio"/>
10APS5	Year 10/PS.5/SJ	PSE	x			<input type="radio"/>

6. The screen shown above at Step 4 will now look like this, all ticked:

At the bottom of the list, click on 'Update timetable'.

Curriculum >> Timetable >> Import	
Timetable Import Validation	
Academic Year	06/07 TTS 2006-7 timetable structure
<b>Area</b>	<b>Status</b>
Days	✓
Subjects	✓
Rooms	✓
Pupils	✓ No data available to import
Staff	✓
Teaching Sets	✓
<input type="button" value="Back"/> <input type="button" value="Update Timetable"/>	


7. After a delay (a minute or so), you will see a message 'Update completed successfully'.

Click OK. **The import is complete.**

continued...

## To view the imported timetable

Go to Curriculum Planning ➤ Timetable ➤ View.

To populate the list of Teachers, you should click on the Helper icon  , then highlight 'Teaching', click on **Search**, and Select all the staff by ticking the box next to **Name**, then click OK at the bottom.

## To edit the 'Start' and 'End' times of periods

Go to Curriculum Setup ➤ Timetable Structure ➤ Edit.

## To make small changes to the timetable

Go to Curriculum Planning ➤ Timetable ➤ Edit.

For major structural changes it is best to make the changes in *TimeTabler* and then re-export-import.

---

## To populate the Teaching Groups with your pupils

If you did not set up Teaching Groups before importing the timetable, then the Groups will be empty. Go to Curriculum Planning ➤ Teaching Set ➤ Edit and in the Pupil Details section, either use 'Selected' to pick from a list, or 'Based on' to import a whole pre-existing group.

---

Use the Help documentation provided by Pearson-Phoenix.  
The Phoenix HelpDesk telephone number is: 01722-344-800

continued...

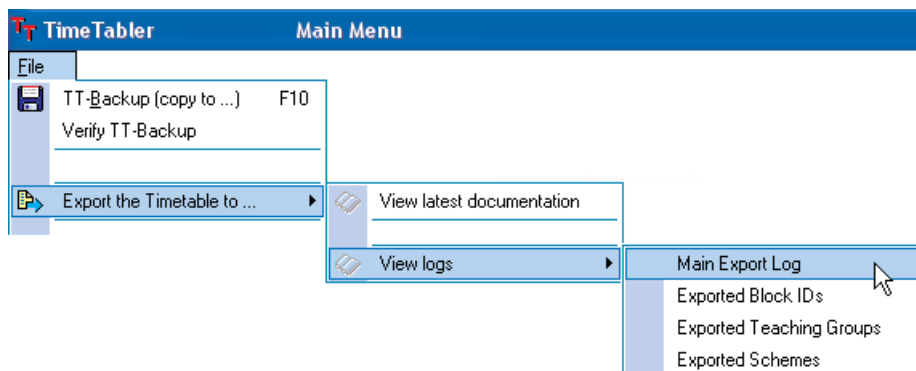
# Trouble-shooting

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

These Logs and Reports are summarised on these 2 pages.

These files can be viewed at File  Export your Timetable to...  View Logs:

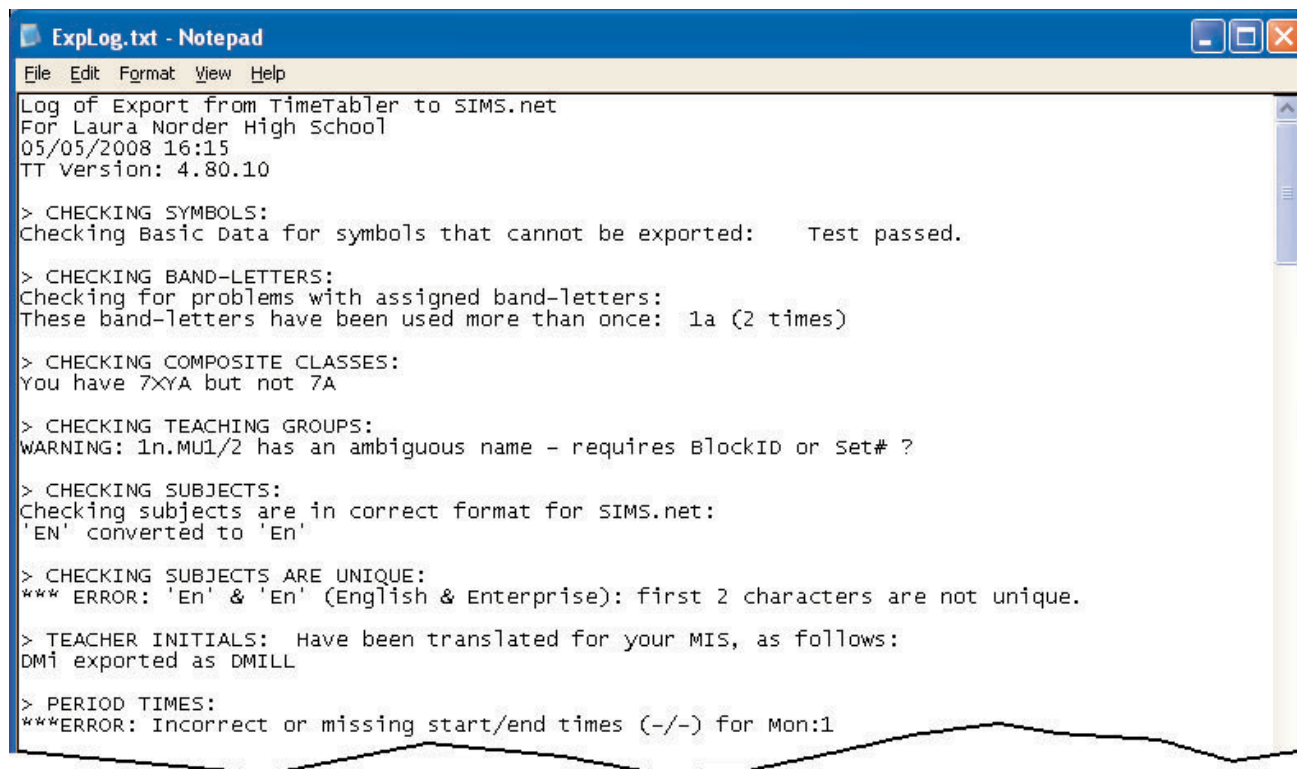
They can also be found in the Export folder within the folder where **TimeTabler** was installed.



These files include:

## Main Export Log      ExpLog.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 the 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.

You should give a printout to the person who allocates students to teaching groups in your MIS.

## BlockIDs.txt

This summarises:

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

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
    
```

continued...

# More Trouble-shooting : Questions and Answers

## 1. What is a 'Double-import'? And why should I do it?

A 'double-import' or '2-stage' import can be a key factor in ensuring a successful transfer of data.

If your MIS allows a double-import, then please see the full reasons why you should do this, on page 6.

See also item 9 on the next page.

## 2. My office staff are having difficulty assigning students to Teaching Groups ...because they don't recognise the Teaching Group Names imported from *TimeTabler*.

In *TimeTabler*, you should go to File  Export the timetable to...  View logs  Exported Teaching Groups and print this list of all the Teaching Groups to give to your office staff.

Please then find time to sit down with them and the printout and explain the terminology that you have used in *TimeTabler*.

The 'Label' and the 'Description' are both exported to the MIS – the 'Description' is longer and more descriptive, but often the MIS screen shows just the short label.

**Note:** any Teaching Groups marked in red in this list are ones where perhaps you should have labelled them differently (by using a BlockID or GlobalDayBlockCode or Set Number). For more details on this, see sections G and H of the first document, 'Export-Doc-1'.

## 3. What is a 'Teaching Group' ?

A Teaching Group is a specific 'class' being taught a specific 'subject' (and optionally with a 'block ID' and 'set number').

Change any of those (4) variables and you have a new Teaching Group.

Examples are:

7A/Fr (7A being taught French),

10A/Ma1 (10A being taught Maths Set 1),

9C/Hi3B (9C being taught History, 3rd group in Block B),

11z/Ma2 (11ABCD Maths Set 2, where 11ABCD has been given the 'band-letter' z)

See also sections G and H in Export-Doc-1.

Although Teaching Group is the usual word for this, your MIS may use the term 'class' or 'set'.

## 4. Can I change the Teaching Group Names ?

Yes, see Step 5 of the Export, where you can customize the look of your Teaching Groups.

eg. 7A/Fr1 7A.Fr1 7A-Fr1 7A\Fr1 7AFr1

You can also change the names by adding BlockIDs, set-numbers, band-letters, etc.

The best way to see how the Teaching Groups fit into your curriculum and relate to your activities is to view the Curriculum Diagram Screen (section D15 in the *TimeTabler* Manual).

## 5. The Teacher-codes in the MIS are different from the initials in *TimeTabler*

Use the 'Prepare Data' screen (see Step 3 of the export).



## 6. I don't want to export a particular class

Give it a printing name of \*D.

Special Resources and Special Locations are never exported.

## 7. I have used Year 1 to represent not just Year 1 but Reception too

If you have used Year 1 to also represent Reception (and/or Nursery 1 and Nursery 2)  
eg. 1A, 1B = Year 1 and 1a, 1b = Reception,

and if your MIS is expecting instead that Reception is a separate year, with a separate cohort of students, then you will need to:

- a) Add an extra year to represent Reception (eg. if you currently have 1-6, add a Year 7).
- b) Print the timetable for Year 1.
- c) Unassign the lessons for Reception.
- d) In the classes list, change 1a to 7a, 1b to 7b (giving 7a the printing name R1, say).
- e) Globally update the batches 1a to 7a, etc (via 'Activities' ►► Update Batches Globally').
- f) Go back into the schedule and assign 7a's lessons to where (according to your printout) 1a's were.
- g) When you start the export ... on the 'Prepare Data' screen (Step 3), click on 'Years' then enter 'R' against Year 7. (Or similarly 'N1' or 'N2' for the nursery years).

Obviously it is better to use a separate year right from the start (see section A in Export-Doc-1).

## 8. I have used 'dummy' teachers in *TimeTabler* to represent something


If you have 'teachers' called 'Lunch' or 'Break' in your Teachers list (section C5 in the Manual) or if you have included rooms in your teacher list, this would cause problems if they were exported to the MIS, as they would not be recognised.

So please clean these up in *TimeTabler* before you export (by assigning their lessons a different way, or at least putting \*D against the dummy teachers so they're not exported).

Special Resources are never exported.

## 9. The teaching groups already in e1 don't match those being imported

A school had already set-up their 'teaching set codes' [teaching groups] in the MIS, and entered their students into those classes. Unfortunately the names they had used were **not** the same as the ones exported by *TimeTabler*!!

When they came to run the import, they were told that none of the classes being imported matched the existing classes. 

In such a case it **may** be possible to change the Teaching Group Name (at Step 5 of the export), so that the MIS recognises the names ...but only if they **exactly** match.

**The solution** to this major problem is:

either: do not allocate any students to teaching groups (classes) until after the timetable has been successfully imported,

or: **Use the double-export method** (see an earlier page in this document) if your MIS allows it.

continued...

#### 10. I have used 'free-format' set names in *TimeTabler* – is this a problem ?

Problem:

In *TimeTabler*, we allow free-format Set names of (up to) 5 characters.

In some MIS, anything above 1 character can cause a problem (by breaking the maximum lengths of names, etc). Above 2 chars is quite likely to do this.

Solution:

The only solution is for you to manually alter your set names (eg. change 'H&S' to 'HS', etc).

We highlight the problem in the export log ...we highlight any set-number over 2 chars.

But to see whether this causes a problem in practice, look at your List of Teaching Group Names – any Teaching Group Name in red could be a problem.

#### 11. The log says: 'ERROR: Class contains reserved char <'

Phoenix e1 uses a format called XML, and there are some characters that are 'reserved' in XML and cannot be used in your basic data. You will need to change your class name (or teacher or subject or wherever the problem lies).

#### 12. I get the message 'Illegal XML file'

Same as the previous one – you have a character in your basic data which is reserved / illegal in XML. If you can't spot it, please send your XML file to the HelpLine.

#### 13. I get double labels in the MIS like 7A.En1, 7A.En1/2 even though they are really both the same group of students

You have forgotten to add a **Global DayBlock code** as explained in part H of Export-Doc-1.

You can check the labels by viewing the Report: **Teaching-Groups.htm** as explained in the first part of this trouble-shooting section.

#### 14. Other reasons why data may not be exported.

a) The following data are not exported from *TimeTabler*:

i) Any teacher whose full name is \*D.

ii) Any class whose printing name is \*D.

iii) Any composite class without a 'band-letter' (ast Step 5 of the Export, for some MIS).

b) If there is a composite class on the Classes Screen in *TimeTabler*, but this class has no lessons on the schedule, you are asked: "The following classes have no lessons - do you want to include them in the export?"

If you click 'No' (recommended) then these classes will not be exported.

continued...

## 15. Other items to check

- a) You must have entered your basic school information into the MIS before attempting the export. This means entering your teachers & students, setting-up your academic year, etc.
  - b) In some MIS a timetable is always associated with a particular range of dates - so make sure the 'start' and 'end' dates you enter in **TimeTabler** match the intended academic year (or part thereof) in the MIS. If you get it wrong it might over-write an existing timetable!
  - c) During the export, some subjects may be truncated to 2 or 3 characters. This may be a problem if the truncated subjects are no longer unique, but if this is the case, **TimeTabler** will warn you (in the Export Log).
  - d) Some parts of this export rely on finding the lesson in its activity batch in **TimeTabler**. So if on the Edit Details Screen (see Section F14 in the **TimeTabler** Manual) you have any instances of 'This lesson cannot be found in any of the batches currently linked to this Schedule' ...then you may have a problem in the MIS.
  - e) If some of your timetable has not been exported, remember that Dummy (\*D) teachers are ignored & omitted from the export. All special resources are also omitted.
- 

We would appreciate it if you could take the time to send us feedback on both:

- the **TimeTabler** export
- and
- the import to your MIS,

plus any comments about whether the export could be made better, for example to help at the stage of allocating students to classes in the MIS (using the 'eligibility rules').

Chris Johnson, Keith Johnson  
support@timetabler.com