Export to SIMS-NOVA-T

Part 2

Ensure that you have Nova-T v4.18 or later. It is quicker if you have *TimeTabler 2003* or later.

Ensure that you have already carried out steps 1 – 5 in the document entitled: **Preparing for Export**.

It is always advisable to do a full SIMS backup, for safety, before doing any of the steps below.
Ensure you consult your SIMS/Nova manual and any LEA guidelines that are available.

For stage 3 below you will find it useful to have to hand:
a) a printout from Nova of the Nova class names, and
b) printouts of the Class timetables from *TimeTabler*, see section J15 or J18 in the Manual,
(perhaps with a Printout Design of Line 1: **s t r**).
You can also use these to check that each lesson has got a subject and a room, but a quicker way is to use Print Menu ➠ Rooming Check (which shows all lessons without a Room or without a Subject label).

There are 4 more stages to complete the Export to Nova-T:

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1. Check the Curriculum Plan in Nova

Nova-T always needs a Curriculum Plan in place before it will operate. If your SIMS system has been regularly maintained then the curriculum plan will be there, but it may need modifying to represent next year's curriculum, ready to receive the *TimeTabler* data.
Some details of the Curriculum Plan can be seen via Plan➠Curriculum.

Block IDs
In Nova you must make sure that every band (block/class/group) has a Block ID (a Block Identifier) associated with it.
Most or all of them will already have a Block ID, but before the Export can be successful, you <u>must</u> ensure that they **all** have a Block ID.

Use the supplementary pages on these topics:

Appendix 1 : How to check if an Identifier has been given to each band.

Appendix 2 : How to give an Identifier to each band.

Check also that none of your Part-timers still have their periods blanked out in Nova from the previous schedule (via Schedule ➠ Teacher Blanking Codes) ... otherwise Nova will refuse to accept their lessons on those days!

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2. Save the Nova Block IDs and structure to a file on disc

In **Nova-T4** (version 4.18 or later), go to the File Menu and select:

<u>File</u> ➡ <u>E</u>xport Routines ➡ **TPTI** ('Third Party Timetable Interface')

(This will save a file to disc, of the curriculum labelling used in Nova, which you need to do the matching in stage 3.)

If you are running Nova and *TimeTabler* on different machines save this file to a floppy disc.
Select where you want to save the file (eg. A: for floppy) and give it a suitable file-name that you will recognise later at stage 3 (eg. `Nova-Exp`).

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3. In *TimeTabler*, match the Nova curriculum to the finished *TimeTabler* schedule

In *TimeTabler*, go to the File Menu and select:

File ➡ Export to ... ➡ Nova-T ➡ Export

(Note that the option here to 'View Log' allows you to see any error messages that occurred in a previous Matching Session, see below.)

and then click on the **Start** button. On the screen which appears, there are 3 steps to take :

Step 1. Click on the [icon] button to view the list of your Schedules.
Click on the correct final schedule. ie. the one that you have edited as described in steps 1 to 5 in the Preparing to Export document.
Then click on **Select**.

Step 2. Choose whether you are going to use the **Teacher** codes shown in
● the Initials column, or
● the Full Name column
of the Teachers Screen (section C5 of the TimeTabler Manual), ie. the one that you chose to use at step 2 in the Preparing to Export document.

Choose also whether you are going to use the **Subject** codes shown in
● the Abbreviation column, or
● the Full Name column
of the Subjects Screen (section C3 in the Manual), see step 4 in the Preparing to Export document.

Note 1: In earlier versions of *TimeTabler* only the Full Name column can be used.

Note 2: The export can only work if the lessons in *TimeTabler* have the correct Subject code. For example, if a teacher's main Subject is Maths, but for a particular lesson they are teaching PE, then the Subject for this lesson must be PE or else it cannot be matched and exported. See Section F13 (and D7) in the Manual for how to change the Subject for a lesson.

Step 3. Click on the browse button [icon] and then steer in the usual way until you find the file you saved in Stage 2 above (labelled `Nova-Exp`, or similar). Click on the correct file-name and then click on **Open** to load in the file.

Then click on **Next Step**.

If you have *TimeTabler 2003* or later, you are asked to make a choice between:

Yes — The program will **Auto-Match** your *TimeTabler* data with the data from SIMS-Nova-T

No — You will match and make the links manually (see the next page).

If you choose **No**, (or are not offered the choice) you skip the rest of this page and move to page **4**.

If you choose **Yes**, you are shown a screen which allows you to specify which Nova Block IDs belong to each Class that you used to do your schedule in *TimeTabler*:

For example, on the screen shown above, the User is saying:

● In *TimeTabler* I used a Class with a Scheduling Name of **9A**, and in Nova-T this class (called a 'group' in Nova) has a Block with an ID of **W**.

● In *TimeTabler* I used a Class with a Scheduling Name of **9ABC**, and in Nova this class has Block IDs of **E**, **G**, **J** (For example, **E** may be a Maths Block, **G** may be an Option Block, etc.)

You will know which Block IDs belong to each Class, because you looked at the Block IDs in Nova, using the method described in Appendix 1.

On the screen above, the Grid at the right-hand side shows which Block IDs exist in Nova.
You just highlight each Class in turn, and click on the grid with your mouse to allocate a Block ID to a Class. As you click on each Block ID the cell turns green, as you 'use them up'.

If you have used Container Blocks in *TimeTabler*, ensure that they have the same IDs as the blocks in Nova (see the appendices). To change the IDs in *TimeTabler*, see Section F13 in the Manual.

Do this allocation of IDs for each Year, by selecting each Year in turn from the drop-down list.

Correcting errors:
If you assign a Block ID letter to the wrong Class then you can:
● Right-click on the cell to remove that Block ID, or
● Highlight the correct Class and click the grid cell again, to transfer the Block ID.

If for some reason you need to re-export your data (ie. a second time) then just click on the button labelled ⬚ Restore IDs from last time ⬚ (and then you can edit the allocation of IDs if necessary).

Then click on **Next Step**. The program Auto-Matches the *TimeTabler* classes to the Nova classes, as far as possible, and then displays the results on the **Matching Screen**, shown on the next page.

The Matching Screen:

Note:
At this stage and from now on, you can choose to Save your work, exit the program and re-start at the same place later.
(On re-starting you are also given the option of beginning again, for example if you have changed staff initials/rooms/class details since the previous session.)

If you selected **AutoMatching** (see the top of page 3), then the Matching Screen (above) will show, in the top window, all the matches that *TimeTabler* has made.
Any items that could not be matched by *TimeTabler* are shown in the bottom two windows.
If you selected Manual Matching (at the top of page 3), then the top window will be empty initially.

There are 2 Tasks to do now:
Task 1 : Finish the matching manually, for any items shown in the bottom windows.
Task 2 : Check the matches shown in the top window, and correct them if necessary.

Task 1 : Manual Matching

This requires you to link the top (green-highlighted) Nova class on the left-hand side (**9E**/**Ma1** in the example shown) with the correct *TimeTabler* activity on the right-hand side.
With a little practice you will probably be able to do each Year-group manually in 5-10 minutes.

The box on the right-hand side displays all the *TimeTabler* activities that could link with the highlighted Nova class.
Often the Nova class will link with the top activity on the right-hand side, but you can use your mouse or the <up/down> arrow keys to select which *TimeTabler* activity you want.

In the example **Ma 9ABC JB Mon 5** means Maths for *TimeTabler* class 9ABC with teacher JB and the first time it appears on the timetable is Monday period 5 (so that you can identify it if there is any ambiguity).

The **1** in the Set column means you have chosen to specify a Set Number (see Sections D7 or F13).
The final numbers (1, 2, 3...) group the members of a teacher-team, in team-order, as you specified in *TimeTabler* when entering the activity in the batch.
Note : in making an Auto-Match with a SIMS class, *TimeTabler* looks first of all to see if you have entered Set Numbers against the team-members (ie. using section D7 or F13) **–** if you have, then it uses them; if you haven't then it uses the team-order in the batch.

When you have highlighted the correct activity (in the right-hand window), just click on the [✓ Link] button to link the 2 highlighted items. The Linked items move as a pair into the list in the top window, which shows all the matches that have been made so far. In the example opposite, the highlighted Nova class **9W/En2** has already been linked with En (English) for class 9B with teacher UB.

[C Undo] allows you to Undo the highlighted link shown in the upper area. ie. in this example, it would bring back this **9W/En2** class into the lower area of the screen, to be linked differently.

[Duplicate] allows you to duplicate any Nova class that you choose to highlight with your mouse.
In the example above it would bring back down, on the left-hand side only, a copy of **9W/En2**, to be linked with another *TimeTabler* English(En) activity.
You would need to do this if, for example, this class was taught for some English periods by teacher UB (as shown) and for the other English periods by a different teacher.

Here is another example where you would need to use [Duplicate]
If a teacher-team changes during the week, for example:

	On Tuesday	On Friday
Class 8A:	AB (Art)	AB (Art)
	CD (Music)	EF (Drama)

The Art for teacher AB will be shown as two lines on the right-hand side of the screen, because the teams are different. If you have only one Nova class-name for both Art lessons, then you will use this button to duplicate it and so link both lessons.

Instead of using the Duplicate button, you can also use **<Ctrl-Click>** (ie. hold down the <Ctrl> key while you click with your mouse) to collect (highlight) 2 or more *TimeTabler* activities in the right-hand column, and then click [✓ Link] to link all of them to the highlighted Nova class on the left-hand side.

[Ignore] allows you to ignore the highlighted (top) Nova class in the bottom-left window.
Use this if there is no *TimeTabler* activity to link it to.

[Format] allows you to change the format used for the *TimeTabler* class name.
In the example it is showing the Scheduling Name (9DEF etc), but you can click **Format** to change to the Printing Name (eg. Yr-9), if this is easier to recognise.

[💾 Save] saves your decisions to your hard disc. Use it every few minutes, in case of power-cuts.

The **%** figure at the top right of the screen tells you of your progress.
Continue on this screen until all the Nova classes have been linked with a *TimeTabler* activity (or ignored).
The program automatically picks up all the periods you have timetabled for each activity.

See also the Trouble-shooting Guide in Appendix 3.

Task 2 : Checking the matches

When the bottom 2 windows are empty, you should check that all the matches in the upper window are correct. You can use [**Print**] to get a printout of the list, for easier checking.

If you find any errors, use **Undo** on 2 or more rows, and then re-Link correctly.

[**Finish**] saves the data and ends this session. When you re-start it will be at this point.

Whenever you leave the program, via **Finish**, *TimeTabler* will list for you any items that have not (yet) been linked. You can see the list and get a printout via File ➡ Export to ...➡ Nova-T ➡ View Log.

Finally, when all items are matched and you click the Finish button, *TimeTabler* constructs a data file of all this information, including all the timetabled periods and the teacher and the room for each activity, and stores it in the 'Export' folder within the current *TimeTabler* directory (this is usually at C:\TT4win\Export. The file is called `TT-Nova.CSV`

If you are running Nova on a different machine you will need to copy this file to a floppy disc or CD before the next step.

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4. Import the result into Nova-T

In **Nova-T4**, go to the File Menu and select:
File ➡ Import Routines ➡ TPTI ('Third Party Timetable Interface')

Browse to find the file `TT-Nova.CSV` that was exported from *TimeTabler* (it was put in the *TimeTabler* Export directory, usually at C:\TT4win\Export, or you may have copied it to a floppy disc). Then click on OK to load it in.
The data is imported into Nova-T.
Errors are reported in a list-box, but you may find the Nova terminology confusing (see Appendix 1 and Appendix 2).

Look at the timetable in Nova (eg. by **Timetable ➡ Year/band**) to see that it is all there.
If there are missing classes, it will probably be due to a missing Block ID (see Appendix 3).

If there were a few classes shown still unlinked on the View Log printout (in *TimeTabler*), you will usually need to enter them within Nova, eg. via **Schedule ➡ Manual**.
Use this same route to correct any minor mistakes you have made on the Matching Screen.
For major mistakes it will usually be better to use *TimeTabler* and then re-Export the data.

When you have finished Exporting, you may wish to:
● use File ➡ TT-Backup to save the *TimeTabler* data in this Export format, and then
● use File ➡ TT-Restore to re-load the *TimeTabler* data that you saved in Step 1 of Preparing for Export. This will restore your full staff-names for printouts if you changed them for the export.

Please send us feedback on this process, while it's fresh in your mind, to keith@timetabler.com
particularly about
– any suggestions for improvements in these notes,
– any suggestions for improving the software.

How to check if an Identifier has been allocated in Nova

For the transfer to work, all bands/classes in Nova must have a **Block ID** associated with them, to identify them, otherwise Nova doesn't know what to do with them.
This page describes how you can check whether this is true (it's not a very obvious check, but it does tell you if you look closely).

In Nova-T, on the Main Menu:

<u>Either</u> :

> Select **Reports** ➡ **Curriculum Analysis** ➡ **Lists of classes for a year**,
> click OK, then **Select the Year** (eg. Year 9), click OK,
> then select **List all classes**, then OK, to see the list.

<u>Or</u> :

> Select **Plan** ➡ **Curriculum** then **Select the Year** (eg. Year 9),
> then highlight a row for a **Teaching Set** (eg. a) and click the button labelled **EDIT BLOCK**,
> then look at the labels in the cells, or click on a cell and look at the **Label** box.

If you see classes/labels like:

```
9.A En
9.A Ph
9.E Ch
9.F RE
```

these have **NOT** got a Block ID. They will <u>not</u> transfer correctly into Nova-T.

If you see classes/labels like:

```
9E/Ma1   Ma
9E/Ma2   Ma
9E/Ma3   Ma
9E/Ma4   Ma
9F/Ma1   Ma
```

these have got a Block ID and will export correctly into Nova-T.
The Block ID is **E, F** in these examples.
Note that 9E, 9F here are Block IDs and have NO connection with groups/classes 9.E and 9.F above!
This can be confusing.

See Appendix 2 for details of how to enter a Block ID.

How to allocate a Block Identifier in Nova.

For the transfer to work, all bands/classes must have a **Block ID** associated with them, to identify them, otherwise Nova doesn't know what to do with them.
See Appendix 1 to find how you can check whether this is true.

The terminology used within Nova-T can be confusing.
It differs from common parlance and the terminology used within *TimeTabler*.

Consider this Year 9 curriculum diagram:

band a	**A:**	En	Hi	Gg	Sc	RE	PE	**J:** Te1 Te2 Te3	**L:** Ma1 Ma2 Ma3 Ma4	**M:** Fr1 Fr2 Fr3 Fr4	**N:** EA1 EA2 EA3 EA4 EA5
	B:	En	Hi	Gg	Sc	RE	PE				
band b	**C:**	En	Hi	Gg	Sc	RE	PE	**K:** Te1 Te2			

There are 2 Bands, a and b.

In Nova-T terminology there are 3 "Groups" A, B, C.
In *TimeTabler* these are Classes 9A, 9B, 9C.

The Technology, Maths, French and Expressive Arts (EA) blocks each have a Block ID (shown by letters J, K, L, M, N).

However the En, Hi, Gg, Sc, RE, PE activities or teaching groups ('linear groups' or 'linear blocks' in Nova-T terminology) do not have a Block ID.

In order to load *TimeTabler* data properly into Nova-T, they must be given Block IDs.
Band a ("groups" A and B) needs to be given a Block ID (eg. a Block ID of **X**).
Band b ("group" C) needs to be given a different Block ID (eg. a Block ID of **Y**).

The steps to allocate a Block ID are described on the next page.

Note 1:
If you used Container Blocks in *TimeTabler* then assign the **same** Block ID in both *TimeTabler* and here in Nova. This is particularly important for 'Sixth Form' blocks in Years 12, 13. If you don't do this, then *TimeTabler* will not be able to do its AutoMatching and you will have to do the matches manually.
You can change Block IDs in Nova (as described on the next page) or you can change Block IDs in *TimeTabler* (on the Edit Details Screen, see section F13 in the Manual).
See also Appendix 3 of this document, parts 4 and 5.

Note 2:
For each Year that you look at in Nova, make a note of the Block IDs that are used for each Class.
You will need this information for the screen shown on page 3.
One way to do this is to print out a curriculum diagram from Nova (via Reports ➡ Curriculum Diagram) and then write on it the Block ID for each part.

You can allocate a Block ID as follows:

1. In Nova-T, on the Main menu, select **Plan** ➡ **Curriculum.**

   Note: minor details may vary (below) depending on which version of Nova-T4 you have.

2. Use the radio buttons to select a Year. eg. Year 9.
   It will list for you all the Blocks in Year 9, together with the Bands that they apply to.
   For example:

Block	Band	Groups	periods	doubles
M	ab	3	2	0

   This shows the details for the French Block (M) in the curriculum diagram shown above.
   Note that Groups=3 refers to the 'Groups' (Classes) A, B, C, and **not** the 4 teaching groups (or sets) within the French Block M.

   In the list find the Block you are interested in. In some versions of Nova it may be called a 'Teaching Set' (though these are <u>not</u> Sets within the usual meaning used in schools).
   For example:

Block	Band	Groups	periods	doubles
Teaching Set	a	2	17	5
Teaching Set	b	1	17	5

   Note that Groups=2 in Band a refers to the 'Groups' (Classes) A and B.

3. Select the Block (or 'Teaching Set').   eg. **a**

4. At the top of the screen there are **10** (or 12) buttons. Select number 2 : '**Rename**/**Alter Block**'.

5. In the identifier field add a letter as Block ID.   eg. **X**

   (Do not tick the box labelled 'Systematic naming'. ie. leave it blank. Or if there is a black dot with 3 choices, ensure it is on 'No change').
   Click **OK**.

6. You may now see a small dialogue box labelled 'Rename Block', Update group names.
   If so, click on **No**.

Repeat this procedure for other Bands in this Year.

Finally click on the button at the top-right: '**Confirm save changes**'.
This gives you a dialogue box labelled 'End curriculum edit'. Click **Yes**.

Repeat this for any other Year-groups.

Then move to Stage 2 on page 1 of this document.

Trouble-shooting the Export to Nova-T

1. No *TimeTabler* activities appear in the bottom-right-hand window.

For example, in the case shown, the SIMS-Nova-T class is **10A/Bs1** but nothing is showing in the right-hand window, so no matching can be done.

Reason: *TimeTabler* is searching in its data for an activity in the correct Year with the correct Subject.
In the example shown, there are no lessons in Year **10** that are labelled **Bs** in *TimeTabler*, so nothing can be shown.
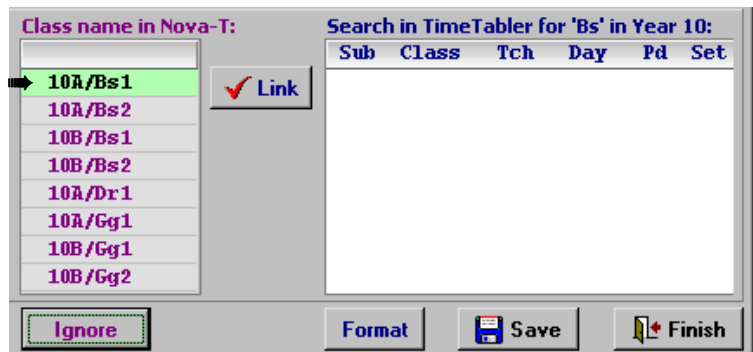
Solution: make sure that the Curriculum Plan in Nova-T and the scheduled activities in *TimeTabler* agree, and that the Subjects have exactly the same spelling.

2. Some of the expected SIMS classes/groups do not appear in the bottom-left-hand window.

Reason: Unfortunately, SIMS-Nova-T will only export data for classes/groups that have an ID in Nova. If a group does not have an ID, then it is not exported by Nova-T, so it is not in the data-file, and so *TimeTabler* cannot display it in the bottom-left window.

Solution: Use Appendices 1 and 2, diligently.

3. Our Maths Sets in Year 7 are displayed and are matched on the Matching Screen, but our History, Geography, RE groups, etc, are not displayed.

Reason: this is the same as number 2 above. Nova automatically adds IDs to parallel groups/blocks (like Maths sets), but unfortunately it does not do this for 'linear-groups' (pure class activities).

Solution: You have to add IDs to these groups manually, in Nova-T (as described in Appendix 2).

4. We used Container Blocks (A, B, C, D, E) in Year 12 (as in Worked Examples 3, 4, 5) and have added the same IDs (A, B, C, D, E) in Nova (using Appendix 2).
But now we're not sure which class to put them against (on the screen shown at the top of page 3):

Solution: When you have used Container Blocks it doesn't matter which Class you put the IDs against. You can put them all against 12A as shown, or against any relevant class.
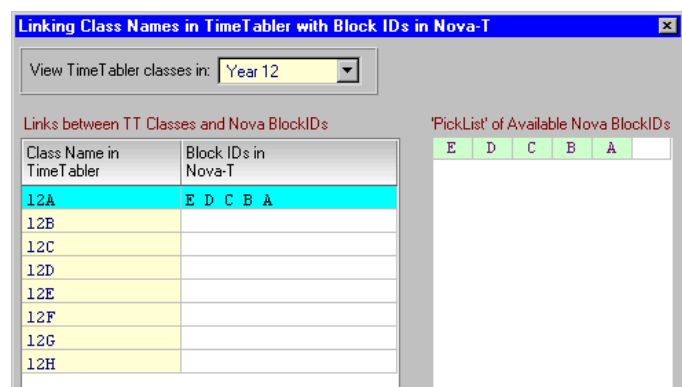
5. **To schedule our 'Sixth Form' using Container Blocks, we have used Worked Example 4 (or 5) where you give the Year 13 classes some Scheduling Names in Year 12, as shown:**

We used 12a, 12b, ...12f, for the real Year 12 classes, and 12A, 12B, ...12F, for the real Year 13 classes.

The problem then arose in the Export to Nova section, because Nova had naturally exported group names beginning with '13' ...but *TimeTabler* didn't have any classes beginning with '13' ...and so naturally did not do any auto-matching and also didn't display any activities in the bottom right screen when there was a '13' SIMS class in the bottom left window.

The solution: We need to make *TimeTabler* have all the real Year 13 activities assigned to classes with a Scheduling Name beginning with '13' (but without Unassigning and re-assigning the whole of the year!).

There are 2 ways of doing this:

```
Yr13    A                      B
12A   │ Math JH 5       │   │ Phys KJ 5       │
12B   │ Hist RR3+JC2    │   │ Lit  JR 5       │
12C   │ Geog DK4+GM1    │   │ Soc  VP3+AH2    │
12D   │ Eng  AJ 4       │   │ Fren LM3+GS2    │
12E   │                 │   │ Biol GW 5       │
12F   │                 │   │                 │


Yr12    P                      Q
12a   │ Phys KJ 5       │   │ Math JH 5       │
12b   │ Lit  JR 5       │   │ Hist RR3+JC2    │
12c   │ Soc  VP3+AH2    │   │ Geog DK3+SW2    │
12d   │ Fren GS3+LM2    │   │ Eng  DS 4       │
12e   │ Biol GW 5       │   │                 │
12f   │                 │   │                 │
```

Method 1.

In 4 steps (it's tedious but it doesn't take long):

i) Working on the **Classes Screen** in Basic Data, add some (temporary) classes named 13A, 13B, ...13F (to correspond to the names 12A, 12B, ...12F that you had used for the classes that were really Year 13 curriculum).

ii) Then go to **ActivitiesMenu ➡ Promote a Batch** and select the Batch that contained (only) all your Year 13 activities, and promote all the 12A,B,C... classes to the corresponding Year 13 classes.

[However this is not yet a solution, because on the schedule (as shown on the Class Timetable Screen) the Year 13 activities are still shown against 12A, 12B, etc.]

iii) Working on the **Classes Screen** in Basic Data again, now Delete the (temporary) classes named 13A, 13B, ...13F that were added in step 1 (ignore the red warnings).

[You had to add these class names, temporarily, at step (i) in order to get step (ii) to work.]

iv) Still working on the **Classes Screen**, edit each Year 13 class so that 12A ➡ 13A, 12B ➡ 13B, etc, down to 12F ➡ 13F.

Method 2.

An alternative, especially if you have a small Year 13 Batch, or if the Batch has a mix of Year 12 and Year 13 activities in it, is to just to do step (iv) and then go through the Batch manually editing each row (that has 12A, 12B, etc) to show the correct 13A, 13B, etc, class name (see D8 in the Manual).

Either way, on the Class Timetable Screen the Year 13 lessons are now shown against classes called 13A, 13B, etc. ...so now the Export Screen can now do the matching.

6. **When we imported the final file into Nova-T, it gave an error message 'Bad Day' (or 'Bad Period').**

Reason: This happens if the DayNames used in *TimeTabler* are different from the ones used in Nova.

Solutions:

Either: In Nova, go to Plan ➡ Days&Periods ➡ Rename to change the Day Name (or Period Name) and then just re-import the file,

Or: Load the file into a 'File Editor' with a 'Find & Replace' feature, and use this to correct the DayNames in the file, save it, and then re-import it,

Or: More tediously, change the Day Names in *TimeTabler* and start the Export process again(!)