Export to Phoenix e1

Part 2

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 backup, for safety, before doing any of the steps below.
Ensure you consult your Phoenix documentation and any LEA guidelines that are available.

For the final stage you will find it useful to have with you 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 2 more main stages to complete the Export to Phoenix e1:

A. Exporting the timetable data from *TimeTabler*

1. Decide whether to add (more) Block IDs to your schedule.

Block IDs are not essential but they can help you to identify Teaching Groups more easily.
The 'short name' used on displays in e1 can be ambiguous. The 'long name' is much clearer.

> **Example 1.** Class Name 10A (Printing Name: Year 10), for Maths (Ma), Set 1, taught by CJo.
>
> | | 'short name' in e1 | 'long name' in e1 |
> |---|---|---|
> | Without a Block ID: | 10AMa1 | Year10/Ma.1/CJo |
> | With a Block ID of 'B': for this Maths Block | 10AMaB1 | Year10/Ma.B1/CJo |
>
> If you have used a Container Block, it already has an ID.
>
> **Example 2.** Class Name 11AB (Printing Name: Year 11), Option Block 1, 3rd Group in the Block is Art, taught by RNe.
>
> | | 'short name' in e1 | 'long name' in e1 |
> |---|---|---|
> | Without a Block ID: | 11+Ar3 | Year11/Ar.3/RNe |
> | With a Block ID of '1': for this Option Block | 11+Ar13 | Year11/Ar.13/RNe |
>
> (ie. '13' means Block '1', the Subject in row 3)
>
> Block IDs may be more necessary to help identify Teaching Groups in mixed Option Blocks.

a) At Step 5 below, *TimeTabler* gives you a list showing the 'short name' and the 'long name' for each Teaching Group in your schedule.
At that stage you can decide to return here and add more Block IDs if you wish.

b) You can even do the complete export-import into e1, and if you find the names are unclear in e1, then you can add Block IDs (here) and then re-export-import the data into e1.

c) To add an ID, first ensure that Block IDs are switched on (at CustomizeMenu ➠ Block IDs). Then in the schedule to be exported, go to the Class Timetable Screen (section F15 in the Manual), click on the Details button to go to the Edit Details Screen (F14). Enter a Block ID in the box and click Apply (ensure that "Apply to all other lessons in the Activity" is ticked).

2. Export the data from TimeTabler.

Go to FileMenu ➠ Export the Timetable to... ➠ Phoenix e1

Click **Next**, then **Select** the schedule that you want to Export.
TimeTabler displays the contents of a file called BlockIDs.txt (in Notepad).
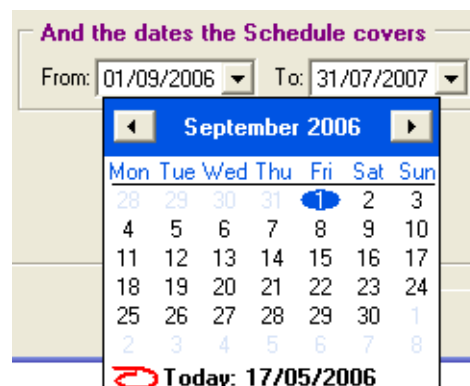This shows you which Blocks have a Block ID (if any).
You may find this information useful at a later stage; you can print it out via File ➠ Print.

3. Close the Notepad window, and then select the '**From**' and '**To**' dates that your schedule will be valid for.

To change the date, click on the down-arrow so that a calendar appears:
Click on the calendar to select a date.

4. Click **Next** to produce the XML Export file. It is called **TTX-TIM.xml**
You will need it for Part B below, to import into e1.

It is stored in a sub-folder called 'Export' within the directory where you installed *TimeTabler*.
For example, if *TimeTabler* was installed in the default location of C:\TT4win then the XML file called TTX-TIM.xml will be stored at C:\TT4win\Export

If e1 is to be accessed on a different machine from this *TimeTabler* machine, then you will need to copy this file, to a floppy disc or a USB FlashDrive 'memorystick' etc.

5. In the same 'Export' sub-folder there is a useful file called **Teaching-Groups.htm**
If you double-click on this file it will open in your browser (Internet Explorer or Firefox etc).

For every activity in your timetable, it lists the 'short name', the 'long name', and more details to enable you to identify every Teaching Group unambiguously. See the notes in Step 1 above.

You will find it helpful to print out this document ...you will find it very useful later.

B. 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).

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

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

Curriculum >> Timetable >> Import
Timetable Import
> **Import**

Academic Year For:**06/07**   And TimeTable Structure For:**2006-7 timetable structure**

Import completed successfully   **Continue**

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

5. 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.

Curriculum >> Timetable >> Import
Timetable Import Validation

Academic Year	06/07	TTS	2006-7 timetable structure

Area	Status
Days	?
Subjects	?
Rooms	?
Pupils	✔ No data available to import
Staff	?
Teaching Sets	?

Back   **Update Timetable**

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,

a) **Days.** Click on 'Days' to display the items:

i) If an item has Matched = ✔ and Skip = ◉ you can leave it alone and let e1 accept it.
ii) If you want to change it, click on the Link icon ▦, and change the data.
iii) 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.

Curriculum >> Timetable >> Import
Timetable Import Validation

Academic Year	06/07	TTS	2006-7 timetable structure

> **Days**

Short Name	Long Name	Day Order	Matched	Link	Create	Skip
Mon	Mon		✗	▦	◉	○

Short Name	Long Name	Start Time	End Time	Matched	Link	Create	Skip
Mon:1	Mon:1			✗	▦	◉	○
Mon:2	Mon:2			✗	▦	◉	○

b) **Subjects**
Do the same for Subjects:

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

Curriculum >> Timetable >> Import
Timetable Import Validation

Academic Year	06/07	TTS	2006-7 timetable structure

> **Subjects**

| Subject Code	Subject Name	External Id	Matched	Link	Skip
PSE	PSHE		✗	▦	◉
PS	Private Study		✗	▦	◉
KS	Key Skills		✗	▦	◉
MS	Media Studies		✗		◉

c) **Rooms**
Do the same for Rooms:

Curriculum >> Timetable >> Import
Timetable Import Validation

Academic Year	06/07	TTS	2006-7 timetable structure

> **Rooms**

Short Name	Long Name	Matched	Link	Create	Skip
102	102 (Site 1)	✔	▦		◉
103	103 (Site 1)	✔	▦		◉
104	104 (Site 1)	✔	▦		◉
GYM	GYM (Site 1)	✔	▦		◉
HALL	HALL (Site 1)	✔	▦		◉

d) **Staff**
And do the same for the Staff:

Curriculum >> Timetable >> Import
Timetable Import Validation

Academic Year	06/07	TTS	2006-7 timetable structure

> **Teachers**

ShortName	LongName	External Ref ID	Matched	Link	Skip
ACH	Rosemary Ham		✔	▦	◉
ACN	Peter Chambe		✔	▦	◉
AD	Frances Dunn		✔	▦	◉
AH	Karen Hook		✔	▦	◉
AKE	Estelle Kera		✔	▦	◉
AKI	Belinda King		✔	▦	◉
AM	Mohammed Muc		✔	▦	◉
AMA	Preeti Atkin		✔	▦	◉

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.

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'.

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

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

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