

Exporting from *TimeTabler* to SEEMiS

Please ensure that you leave ample time before the required date to complete the export, the matching and the import.

The matching itself typically takes only about half-a-day, but each step needs care to ensure that everything is formatted in the way that SEEMiS demands. We strongly recommend that you read all of this document first; it covers everything you might need to know.


The process normally needs the knowledge and understanding of **both** the Timetabler **and** the Manager of the SEEMiS admin system, working **together**.

We **strongly recommend** that well **before** you get to the stage of doing the export, you should give a Printout to the SEEMiS Manager, and **discuss** it, so that they can prepare SEEMiS for the import. To get the Printout, the route is:



Give them also a copy of **Appendix 1** in this document.

If you haven't already done so, please read the other PDFs on [Timetabling in Scotland](#) first. There are several, including one on scheduling S1/S2; and others on scheduling S3 and S4/5/6. They are all listed at www.timetabler.com/scotland

You can find these PDFs in the  **Support Centre** by typing [Scotland](#) in the Search Box.

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A. An Overview of the Process

A successful export involves these steps:

- Set-up your **Curriculum** and your **Teachers / Rooms / Subjects** in SEEMiS in the usual way.

At this stage SEEMiS can (optionally) export a file of data about Teachers, Subjects, Rooms. ['File 1']

This file can (optionally) be imported into **TimeTabler** to set up the Basic Data on the very first occasion that you use **TimeTabler**, but note that if you do it later it will overwrite all your data in **TimeTabler**!

Normally, after that very first occasion, the timetabler will prefer to continue with a promoted version of last year's data in **TimeTabler**, plus any edits, and re-align the data with SEEMiS at Step 1 below.

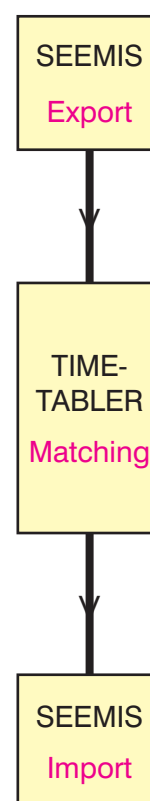
You must also create '**Teaching Groups/Sets/Sections**' (TGs) in SEEMiS, as place-holders. ie. the right number of TGs for subjects/courses have to exist in SEEMiS as well as in **TimeTabler**, for the two to be matched (at step 2a below). See also Appendix 1.

- Create your timetable in **TimeTabler** in the usual way (see the Manual and the HelpMovies). This creates 'Teaching Groups/Sets' (TGs), each with a Teacher/Subject/Room in **TimeTabler**, scheduled to specific times of the week.

Then, when you have completed your schedule and are ready to export it to SEEMiS:

1. A file is exported from SEEMiS by using the Export button. See Section **C** below. This file has a name like : [Seemis_Timetable_Export_dd-mm-yyyy_hh-mm-ss.csv](#) It contains Teachers*, Subjects*, Rooms*, and Teaching Sets as set up in SEEMiS. * Some of this data may have changed since 'File 1' above. Eg. new teachers may have been appointed and entered into SEEMiS.
2. This SEEMiS export file is imported into **TimeTabler**. See Section **D** below.
 - (a) You then use the "**Matching Screen**" in **TimeTabler** to match the Teaching Groups in **TimeTabler** to their equivalent groups in SEEMiS. See Section **E** below.
 - (b) The Teachers & Rooms from SEEMiS are checked by **TimeTabler** to see if they are identical with their equivalent in **TimeTabler**. If not, they need to be matched at this stage, see Section **F** below.
 - (c) When the matching is complete, the results are exported from **TimeTabler**, in a file called **TT-SEEMiS.CSV**
3. This **TT-SEEMiS.CSV** file is imported into SEEMiS using the Import button. See Section **G** below.

Because you have matched the Teaching Groups in the two systems, SEEMiS knows where to attach the correct Teacher / Subject / Room / Period(s) to each Teaching Set within SEEMiS.



The imported timetable is put into the SEEMiS 'Next Session' (Planning) database, ready to be made 'live' on the appropriate date.

10 common problems to be aware of

Just so you are aware of common pitfalls before you start.

See the Trouble-Shooting Guide on pages 16-21 for solutions to all of them.

	The problem:	Why it happened, and the solution:
1	“SEEMiS doesn’t have enough groups (on the left-hand side of the Matching Screen) for me to finish matching all the timetabled groups.” Or, “I have some groups left over.”	It is <u>essential</u> that SEEMiS is set up first with exactly the same structure (and the same number of groups/sections) as you are scheduling in TimeTabler . So that all the place-holders are in place, ready to receive the import which has the specific details of the timetabled lessons. Key Step: Print out a list of Teaching Groups (TGs) to give to your SEEMiS Manager. See the Trouble-Shooting Guide, page 16 onwards.
2	“The Matching Screen shows 522 TGs (Teaching Groups) in TimeTabler but only 497 in SEEMiS.”	This is the same problem as (1). The screen gives you early warning. You must have a place-holder set up in SEEMiS for every timetabled group, ready to receive the details. The only exceptions are if you know that you will need to use the Duplicate or Clone buttons, see 9 below.
3	“Some of the SEEMiS groups refer to a subject which is not in TimeTabler at all.” Or vice-versa.	Again it shows a lack of coordination between the Timetabler and whoever sets up SEEMiS. Solution: use the Printout referred to in (1) to discuss the setting-up, early in the process.
4	“It was tedious matching some Subject groups.”	If you call a Subject ‘Art’ in TimeTabler it is best to call it ‘Art’ in SEEMiS if possible. Calling it ‘CfE Expressive Arts’ in SEEMiS is not helpful and it will take you longer to find it on the list. You can ‘match’ subjects at Step 2. See also the HelpMovie.
5	“After the timetable was imported some of the lessons were not on the correct days/periods.”	For example, if your school does not work on Wednesday-period-5 then Thursday will be out-of-sync in SEEMiS, unless you specify the missing period(s) in TimeTabler first. See the Trouble-Shooting Guide.
6	“I forgot to include Registration in TimeTabler .”	This is the same problem as (5). All the lessons will be in the wrong periods in SEEMiS. See the Trouble-Shooting Guide for how to add Registration periods before starting the export again.
7	“I thought you could only import once into SEEMiS.”	This is false, a myth. Even if you make a big mistake, you can correct it and then do the export-import again.
8	“I imported S2–S6 and now I want to import (add) just S1.”	SEEMiS have not yet implemented this (at present every import overwrites the previous one). They have been asked to (in 2015) but have not done it yet. Contact your local SEEMiS Rep for news.
9	“I need to match one Art TG in TimeTabler with 3 sections in SEEMiS (Art is taught at 3 Levels in the same lesson, by a single teacher).”	See the Trouble-Shooting Guide, item 26, and the button labelled ‘Clone TG’.
10	“We had to spend some time after the import correcting the names of some Teachers & Rooms in SEEMiS.”	You won’t need to do this if you follow the matching of Teacher names & Room names described on page 10 of this document.

We advise you to read all of the Trouble-Shooting Guide in Appendix 2 before you start.

Notes:

Making some notes of key points may save you some time next year.

B. Preparing for the Export

When you are ready for the final export of your completed timetable then,

In **SEEMiS** :

- Check that your SEEMiS Manager has entered the correct number of Teaching Sets/Groups/Sections, as placeholders for the timetable data that you are about to import.

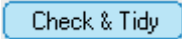
You should check this using a Printout from **TimeTabler** at  ➔ 
[Curriculum Diagram Screen](#) ➔ [TGs button](#) ➔ [Export All current TGNs to show to your MIS Manager](#)


Note: make sure that you select the correct SuperBatch first !


We think that you should discuss this Printout with the SEEMiS Manager and explain what it means, as early as possible. He or she can then be setting up SEEMiS while you are scheduling the timetable.


The key parts are columns **D–G** which show the number of groups (with S=Single, D=Double period)
The Printout shows the Number of groups that will be exported. Note that there **must** be the **right number** of groups/sets/sections set up in SEEMiS, as place-holders, ready to receive the detailed timetable information [teacher, subject, room, lesson-times] when it is imported.

And in **TimeTabler** :


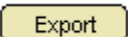
- Check that the School Day/Week in **TimeTabler** has exactly the same structure as is set up in SEEMiS. This usually means adding Registration periods into **TimeTabler**, and it may also mean blocking-off some periods if you have a non-rectangular week.
See Appendix 2 (the Trouble-Shooting Guide, parts 4, 5, 6, 7), and Appendix 3.
- Check all lessons have a Subject and a Room, by using  ➔ Rooming Check.
- Enter ***D** as the Printing Name (section C12) of any Class you wish to be ignored.
- It can be a big help if you add into the Blocks in **TimeTabler** the same **Block Labels** as shown in SEEMiS. See Appendix 2 for help on how to do this, if you haven't done it already.
- 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).

- **Backup your data.** Click on the Backup button:  and make Backups:

a) on a USB 'memorystick', via: 
and

b) in the AutoBackup Library via: 

Versions

1. Make sure you have the very latest version of **TimeTabler**, by clicking on : 
(on the front screen of **TimeTabler**).
Do not begin on anything but the latest version.
2. Ensure you get the latest version of this document via:  ➔ [Read the latest instructions](#) (part 2).

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

HelpMovie

Have a look at HelpMovie 65 : 'Export-to-SEEMiS' which outlines the many features on the main Matching Screen.



C. Stage 1 : Exporting the export-file from SEEMiS

1) Using the 'Next Session' part of Click&Go you must complete the COS screens and prepare the SETTS screens for your timetable in the usual way. See also Appendix 1.

2) Then export these details from SEEMiS in a **SEEMiS export file**.

The Export button is in 'Click and Go' at:

Next Session ►► SETTS ►► Setup ►► Timetabler Extract.



(If you are exporting from here before you start using **TimeTabler** for the very first time, and want just the Basic Data of Teachers / Subject/ Rooms you needn't 'Include teaching groups'.)



If you have completed the timetable in **TimeTabler** and are ready to export, as on the following pages, then ensure you select 'Include teaching groups', as shown:

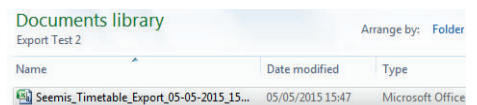
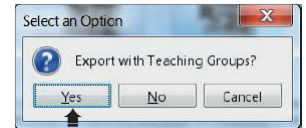
Choose the directory where you want to save the file, and click Export.

This produces a file with a name like:

[Seemis_Timetable_Export_dd-mm-yyyy_hh-mm-ss.csv](#)

(the final part is the day's date and time).

(Details of its format are available on request).



If you are unsure how to do any of this, please ask SEEMiS.

Notes:

If possible try to ensure your Teacher and Room (and Subject) codes are the **same in both systems** (SEEMiS & **TimeTabler**). The first two are particularly important.

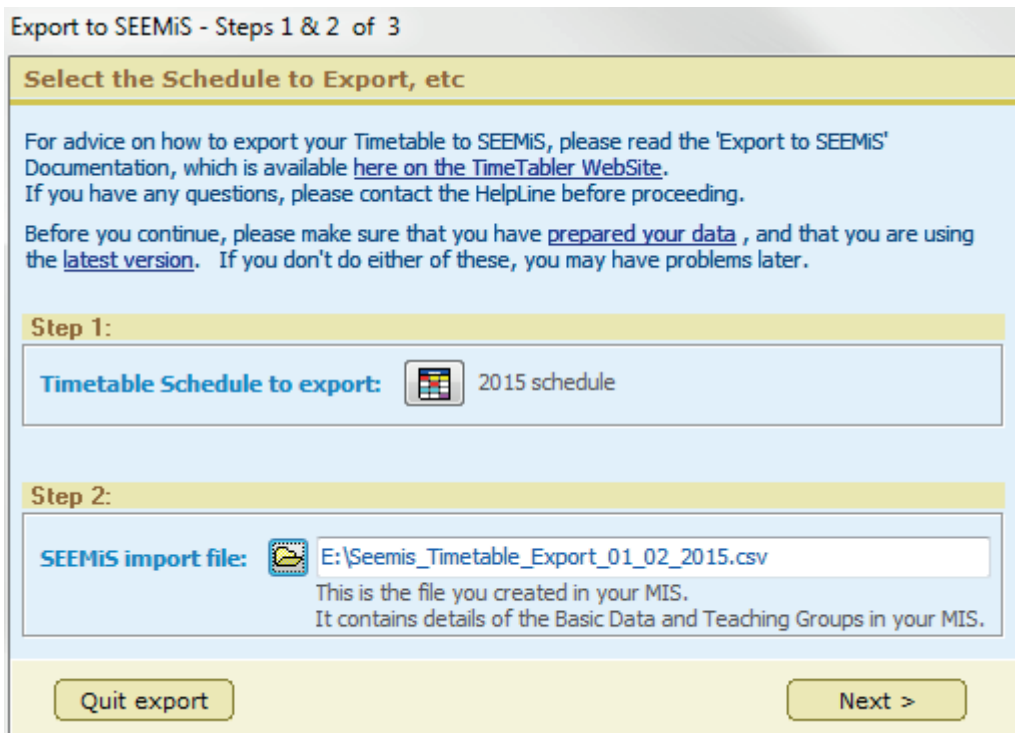
- A failure to have your **Teacher** or **Room** codes matching in the final export file, will mean that lessons involving those teachers or rooms will be rejected or ignored by SEEMiS. However, if the Teacher or Room codes are different in the two systems you will be able to match them later, before the final export. See Section F for how to do this.
For example : SEEMiS will export J.HANSON as JHa (the first three characters). But in **TimeTabler** you may have used JHn for J.HANSON. However at a later step you can link these two together (JHn and J.Ha), to say that they are really the same person. You can do this matching at any time before you make the final export file for SEEMiS.
See Section F, where you will be told if this is a problem and shown how to fix it.
- A failure to have your **Subject** codes matching, or at least similar, will make it harder for you to use the Matching Screen (see Section E below). For example, a search to find a group to link with (say) "S1 CfE Expressive" in SEEMiS may not easily find any suitable groups if the Subject name in **TimeTabler** is "Art" and does not include the word "Expressive". You can still find it, by widening the search (see Section E), but it will take you slightly longer.
- If you are tempted to omit S1 from your first import to SEEMiS, see Appendix 2.

D. Stage 2 : Importing the SEEMiS data into *TimeTabler*

To start the matching process in *TimeTabler*, click on 

and then select 'SEEMiS' from the list: 

You are offered a copy of the latest version of this document, and then shown this screen:




Export to SEEMiS - Steps 1 & 2 of 3

Select the Schedule to Export, etc


For advice on how to export your Timetable to SEEMiS, please read the 'Export to SEEMiS' Documentation, which is available [here on the TimeTabler WebSite](#).
If you have any questions, please contact the HelpLine before proceeding.


Before you continue, please make sure that you have [prepared your data](#), and that you are using the [latest version](#). If you don't do either of these, you may have problems later.

Step 1:

Timetable Schedule to export:  2015 schedule

Step 2:

SEEMiS import file:  E:\Seemis_Timetable_Export_01_02_2015.csv
This is the file you created in your MIS.
It contains details of the Basic Data and Teaching Groups in your MIS.

Step 1: Click the icon/button  and select the *TimeTabler* Schedule that you wish to export.

You are then shown a screen that allows you to choose new names for the Teaching Groups (TGs), or just use the Default Names. The usual choice is **Use the Default TGs**.

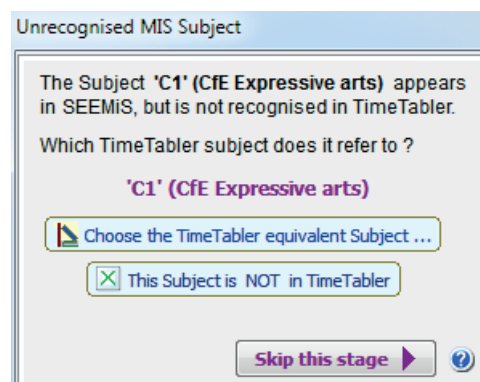


More details in Appendix 4. A key point is to ensure that you have a sufficient number of TGs in SEEMiS (as place-holders) for the number of groups that you have scheduled in *TimeTabler*.

Step 2: Click the button and browse to locate the file you exported from SEEMiS (at stage C on the previous page). The file-name is like: `Seemis_Timetable_Export_dd-mm-yyyy_hh-mm-ss.csv`
TimeTabler then imports this file.

If you have a **joint** S456 then at this stage you will see an extra message, see Appendix 5.

You are offered the chance to match Subjects, when they are not the same in SEEMiS as in *TimeTabler*:
A common example is when you may have used 'Art' in *TimeTabler* but the SEEMiS group is labelled 'CfE Expressive Arts'. Matching them here will save your time on the Matching Screen (section E), but if you wish you can just Skip this stage.



When you have completed these steps, you move on to the main Matching Screen, see the next page.

E. The Matching Screen

Step 3: This is where you link the Teaching Groups in SEEMiS to those in *TimeTabler*. You are shown:

There are 3 main parts to the screen:

In purple at bottom-left:	A list of the SEEMiS groups that are 'outstanding'. ie. have not yet been matched to their equivalent TimeTabler group(s). The top group (ie. the one you are about to match next) is highlighted in green.
In blue at bottom-right:	A list of the TimeTabler groups that you could link to the highlighted (green) SEEMiS group. If you can't see the group you require, and want to see a wider range of TimeTabler groups, then choose one of the other options under 'Search TimeTabler TGs for:'.
Top half in green:	Groups that have been matched so far. To begin with, no groups have been matched and so this box starts empty.


Your Task : To link the highlighted SEEMiS group (at left) to its equivalent **TimeTabler** group (or groups) (at right) ... by highlighting the **TimeTabler** group and then clicking the **Link** button.


To highlight the **TimeTabler** group, just click on the correct one (in the blue box at bottom-right).

Continue for all the SEEMiS groups, one-by-one, until they are **all matched**.

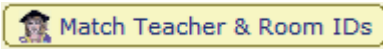
The % figure at the top-right of the screen informs you of your progress.

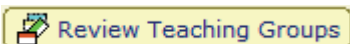
Using the Matching Screen:


 Creates a second/duplicate instance of the highlighted SEEMiS group. This enables you to link the same SEEMiS group to two or more **TimeTabler** groups (should you need to). Highlight the group you wish to duplicate in the upper (green) area, then click 'Duplicate'.


 Allows you to Undo any link you made earlier, so you can re-link it differently. Highlight the group you wish to unlink in the upper (green) area, then click 'Undo'.

 Prints the list of linked groups, if you want a hard-copy to check.

 If any Staff or Rooms have different codes in SEEMiS and **TimeTabler**, you can click here to 'match' them. You can do this at any time, and in any case you will be reminded of any unmatched items when you click the Finish button. See the next page and Section F.


 This shows you the results of your matching work, at any time.

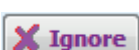
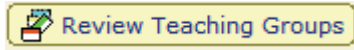
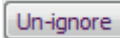
 Creates a second/duplicate instance of the highlighted **TimeTabler** group. This enables you to link the same **TimeTabler** group to two or more SEEMiS groups (see page 21, item 26).





 You can use different criteria for displaying **TimeTabler** Groups, in order to select the correct one to match with the SEEMiS Group.

Use the bottom setting, named : 'Very similar TGs', whenever you can, as it will give you a shorter list of Teaching Groups, which is easier to select from.


If the box of **TimeTabler** Teaching Groups is empty, then widen your search by ticking options higher up this list. See also Appendix 2.


 When you have found & highlighted the correct **TimeTabler** Group (at the right-hand-side), click this button to Link it with the highlighted SEEMiS Group.

 Ignores/discards the next SEEMiS group to be matched. Use it if there is no equivalent in **TimeTabler** to this SEEMiS group. If you make a mistake, and want to Un-Ignore an item you ignored, then click on this button to see the list of all the Teaching Groups. Ignored ones will be grey. Highlight one and then click on:  

    Using these buttons you can choose the views that you prefer. For more about Teaching Group Names, see Appendix 4.

 Use this button to check your data regularly. See section F for more details.

 Saves your decisions. Use it every few minutes in case of a power-cut.

 Saves the choices you have made, and ends the session. See section F for more details. If you re-start the matching later (eg. on another day), it will continue from this point.

These options should help you to successfully match the groups in the two systems. More details on the next 2 pages.

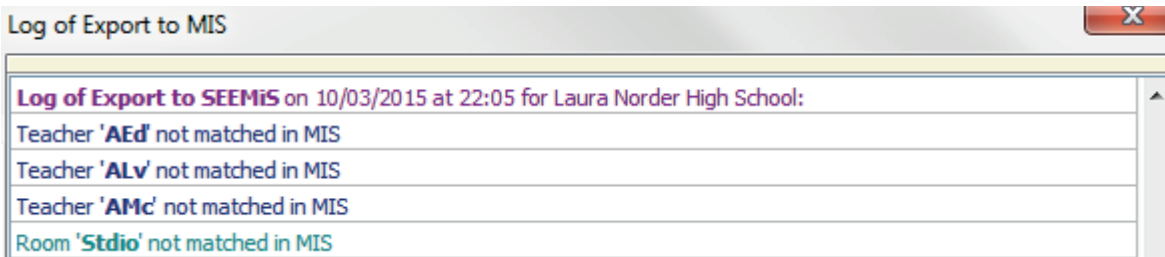
 Match Teacher & Room IDs **The Teacher/Room Matching Screen**

It is likely that some of the **Teacher Initials** that you used in **TimeTabler** are not identical to the 3-character Staff Initials that SEEMiS generates. *For example*, for a teacher named Alison Eadie in your school you may have called her AEd in **TimeTabler**, but in SEEMiS she will be AEa. In order for the export file to make sense to SEEMiS you have to tell the program about this.

A similar problem can arise with **Rooms**. *For example*, a Room you have called 'Stdio' in **TimeTabler** is actually called 'Studio' in SEEMiS. Again, you must match them to ensure that the export goes smoothly.

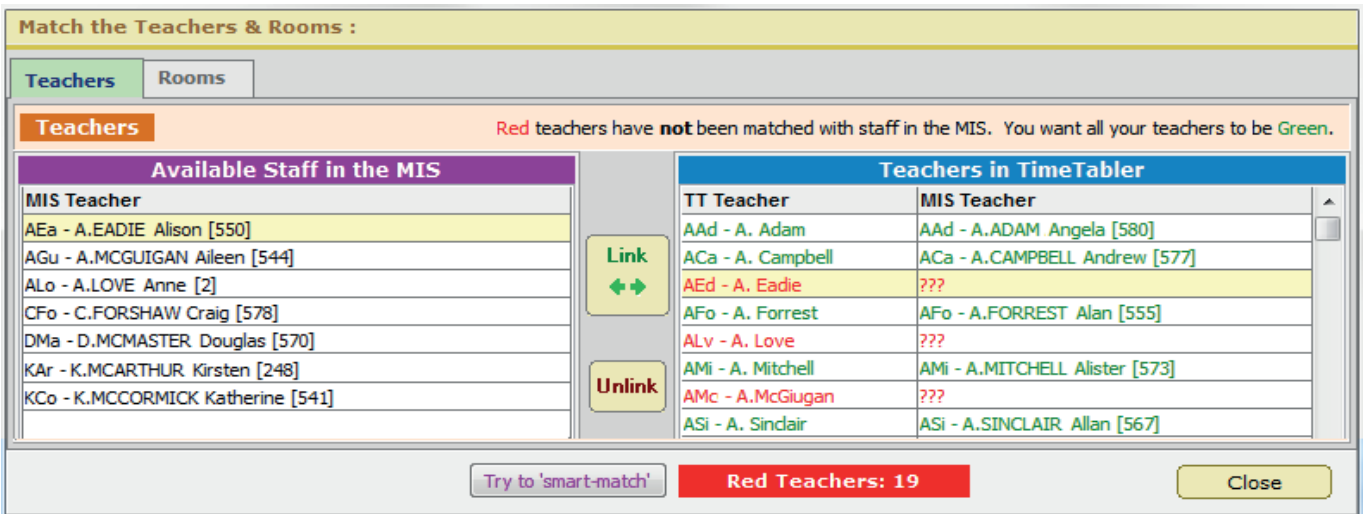
There are 2 ways in which you can discover which Teachers & Rooms have this problem.

1. If you click on **Finish** to create the final Export file you will be shown a Log, with items like:



You must 'match' these **TimeTabler** names to the correct SEEMiS names, using the screen shown below. This is so that the Export file can contain the correct Teacher/Room IDs, that SEEMiS will understand.


2. Click on  Match Teacher & Room IDs to see the Teacher/Room Matching Screen, which looks like this:




In the right-hand list, green items show Teachers that have been auto-matched by **TimeTabler**. You need to match the outstanding (red) ones. The left-hand list shows some possible matches in SEEMiS.

In the example shown, Alison Eadie is shown by **AEa** in the SEEMiS file, but in **TimeTabler** she was called **AEd**. So you need to click with your mouse to highlight (in yellow) AEa (at the left) and AEd (at the right), and say that they are the same person by clicking the **Link** button. Then AEd will turn green on the right-hand screen, and AEa will disappear from the left-hand list.

In the same way, Anne Love (ALo) can then be matched with ALv, etc.

You can save yourself a lot of time by clicking on the button at the bottom: 

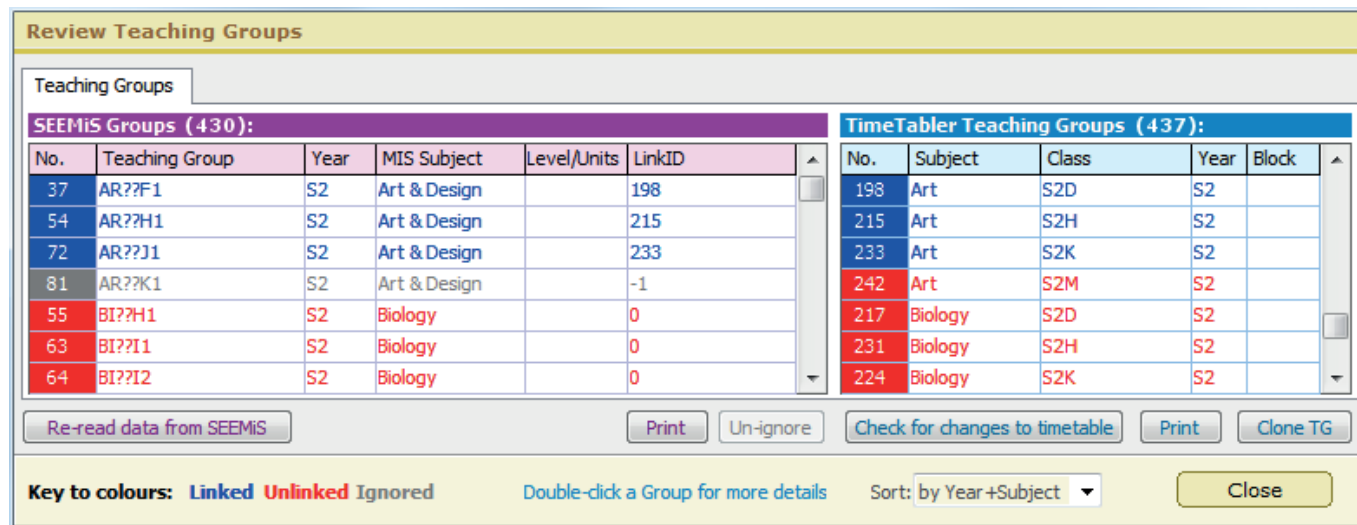
Then click on the **Rooms** tab, and do the same with any Rooms that have been entered differently in the two systems. You are aiming for every (timetabled) Teacher and every Room to be green, not red.

If you have a non-rectangular week use the  Shape of Week button, see Appendix 2 for some examples.

 **Review Teaching Groups** **The Review Teaching Groups Screen**

At any time that you are using the main Matching Screen (to match your teaching groups) you can Review the groups that you have already matched.


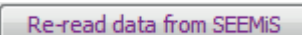


Click on  **Review Teaching Groups** to see the Review Screen, which looks like this:



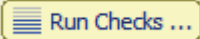
SEEMiS Groups (430):						TimeTabler Teaching Groups (437):				
No.	Teaching Group	Year	MIS Subject	Level/Units	LinkID	No.	Subject	Class	Year	Block
37	AR??F1	S2	Art & Design		198	198	Art	S2D	S2	
54	AR??H1	S2	Art & Design		215	215	Art	S2H	S2	
72	AR??J1	S2	Art & Design		233	233	Art	S2K	S2	
81	AR??K1	S2	Art & Design		-1	242	Art	S2M	S2	
55	BI??H1	S2	Biology		0	217	Biology	S2D	S2	
63	BI??I1	S2	Biology		0	231	Biology	S2H	S2	
64	BI??I2	S2	Biology		0	224	Biology	S2K	S2	

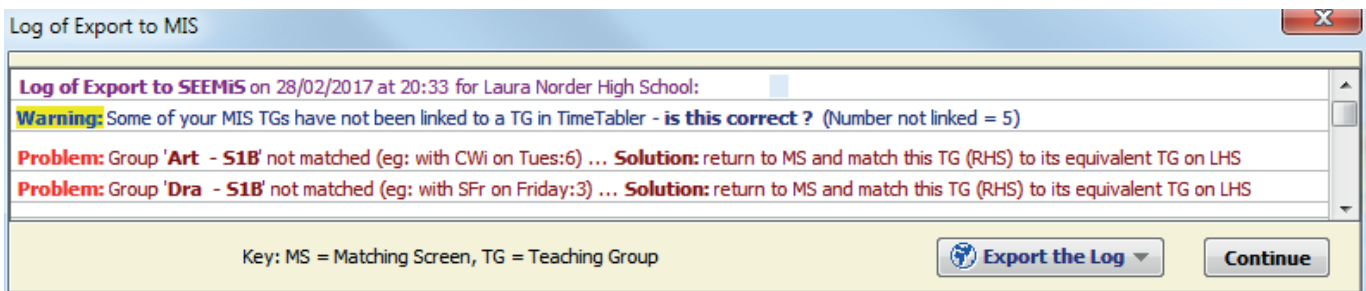
Notes:


- The rows are colour-coded:
 - Blue** = groups you have already linked on the Matching Screen.
 - Red** = groups that are yet to be matched.
 - Grey** = groups that you chose to ignore, via the Ignore button.

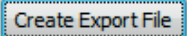


A **Grey** item can be resurrected by clicking to select it, and then clicking the  button.
- You can Sort the lists in 4 different ways using the **Sort** button.
You can print out each list, or export it to a spreadsheet, using the **Print** buttons.
- The headers here show two numbers [430, 437] which we'd usually expect to be a similar number. The mismatch may indicate that SEEMiS has not yet been set up with the correct number of groups, and may not be able to accept all the incoming timetable information. Or the numbers may differ because you are going to need to use the Duplicate or Clone buttons. See below and Appendix 2.
-  If you go back into SEEMiS to **add** extra groups/sets/sections, then you can export a file from SEEMiS again (as at C:Stage1 on page 6) and use this button to import the new data. If you have only added groups, and have not changed any of the **blue** groups that have already been matched, then you should not need to start the export again. ie. you can just **Continue**.
-  In the unlikely event that you have to go back into **TimeTabler** to change something (eg. a subject label) then you can use this button to import the new data. Or if you change your period numbers (eg. because you added a registration period) [You are advised to take a Backup of the **TimeTabler** data first so you can go back if you need to.] In using this feature you won't lose any matching work, provided your change hasn't altered the name of any of your TGs. If a **blue** TGN has changed, you will need to re-match it after using this feature, by first using the Un-Link button. Unless you have made structural changes to any of the **blue** groups that you have already linked, you should not need to start the export again. ie. you can just **Continue**.
-  This Clones the highlighted **TimeTabler** group, in the same way as the identical button on the Matching Screen, as explained on the previous spread.

F. Checking, finishing and creating the Export File

At any stage you can click on:  and the program will report any problems. It is worth running before you start matching and at regular intervals during your matching. It shows you a Log of any problems at this stage:




At any stage or after ending a work session you can click  to leave the Matching Screen.

You are offered a choice:   

If you choose **Create Export File** you are first shown the Log of any problems, as shown on the screenshot above. Before doing the actual Export you must fix these [click **Continue** to be taken to one of the matching screens].

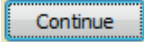

See also Appendix 2, the Trouble-Shooting Guide, especially the sections about:

- including Registration periods in **TimeTabler** if they are in SEEMiS (see page 17, items 4 & 5),
- ensuring that the Shape of Week is the same in **TimeTabler** as in SEEMiS (page 17, items 6 & 7).

Note that you don't have to do all the matching in one session; you can (at any time) click .

When you wish to do some more work, just start the export again,

in the usual way, via:    

and when you are offered:   choose '**Continue**'.

You will be taken straight back to the Matching Screen, where you can continue to link groups.


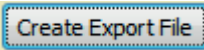
You can then click  again if you wish.

Go round this loop as often as you wish, until everything has been resolved.

When the Log shows no problems at all then you can choose to create the Export file. You are offered the chance to view (open) the file if you wish. The file is called **TT-SEEMiS.CSV**

This is the file you will import into SEEMiS to transfer your timetable into SEEMiS. See the next page.

G. Stage 3 : Importing the file into SEEMiS

When you have finished all the matching, and clicked on  and  then **TimeTabler** creates a file called **TT-SEEMiS.CSV**

The program asks where you want to store this file.

The next step is to import this file into SEEMiS.

The Import button is in C&G at: Next Session  SETTS  Setup  TimeTabler Extract 



Follow the on-screen instructions, or ask SEEMiS if you need more help.

SEEMiS imports the timetable data into Next Session  SETTS.

Then make sure that you complete the final parts of the FlowChart in Appendix 1.

ie. match classes (if you didn't do this before the export), and make sure you remember to merge!

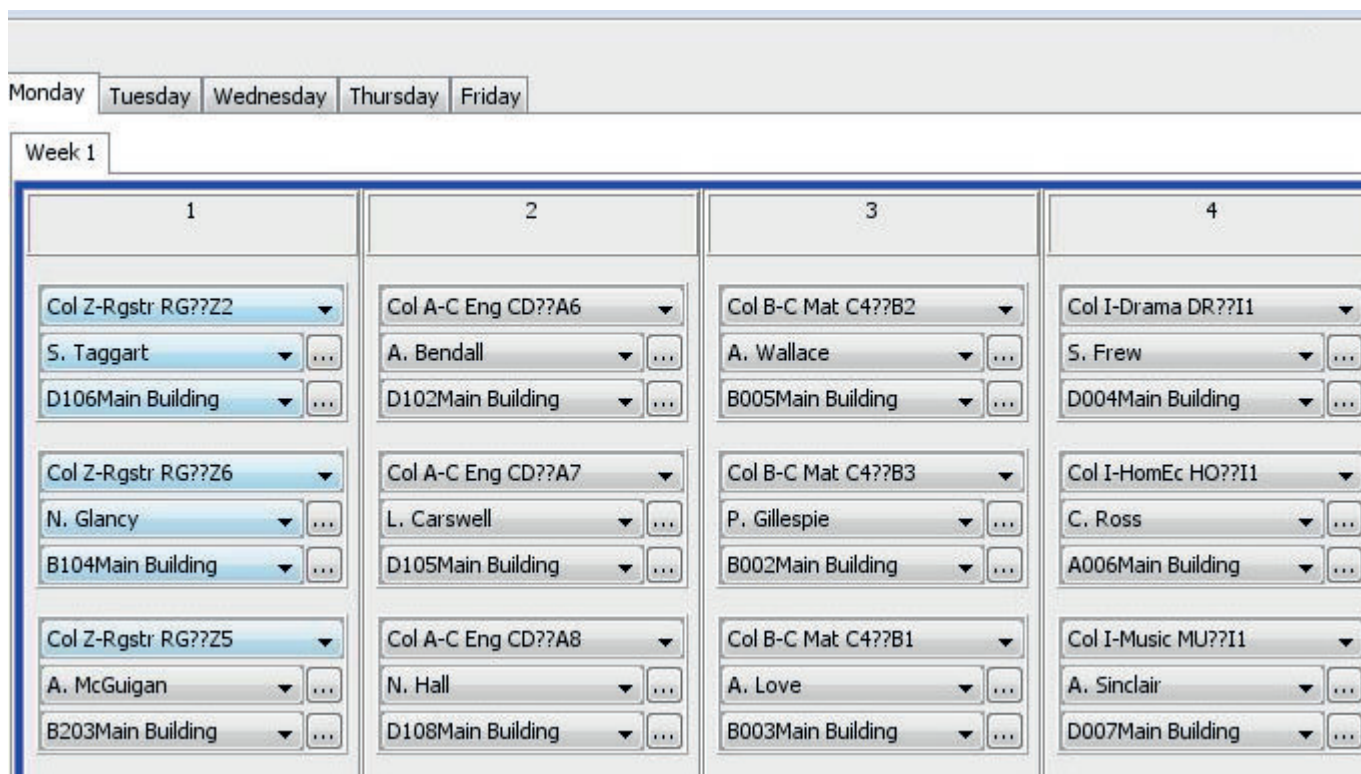
Checking the timetable

Note that SEEMiS will not give you any warnings if the data is wrong or incomplete (eg. if lessons are missing).

When you have imported the file **it is your responsibility** to check that the timetable in SEEMiS is correct and complete.

The route is: Next Session  SETTS  Timetable  By Column.

Then click on Expanded View, as shown below:



Monday	Tuesday	Wednesday	Thursday	Friday
Week 1				
1	2	3	4	
Col Z-Rgstr RG??Z2	Col A-C Eng CD??A6	Col B-C Mat C4??B2	Col I-Drama DR??I1	
S. Taggart	A. Bendall	A. Wallace	S. Frew	
D106Main Building	D102Main Building	B005Main Building	D004Main Building	
Col Z-Rgstr RG??Z6	Col A-C Eng CD??A7	Col B-C Mat C4??B3	Col I-HomEc HO??I1	
N. Glancy	L. Carswell	P. Gillespie	C. Ross	
B104Main Building	D105Main Building	B002Main Building	A006Main Building	
Col Z-Rgstr RG??Z5	Col A-C Eng CD??A8	Col B-C Mat C4??B1	Col I-Music MU??I1	
A. McGuigan	N. Hall	A. Love	A. Sinclair	
B203Main Building	D108Main Building	B003Main Building	D007Main Building	

This screen allows you to:

- Check that all the timetable has imported accurately. (Hint : Look at Friday first.)
- Tweak the timetable now or later, if you wish.

We suggest you also ask all your Staff to check their timetables in SEEMiS, just in case anything has not imported properly when transferring from **TimeTabler** to SEEMiS.

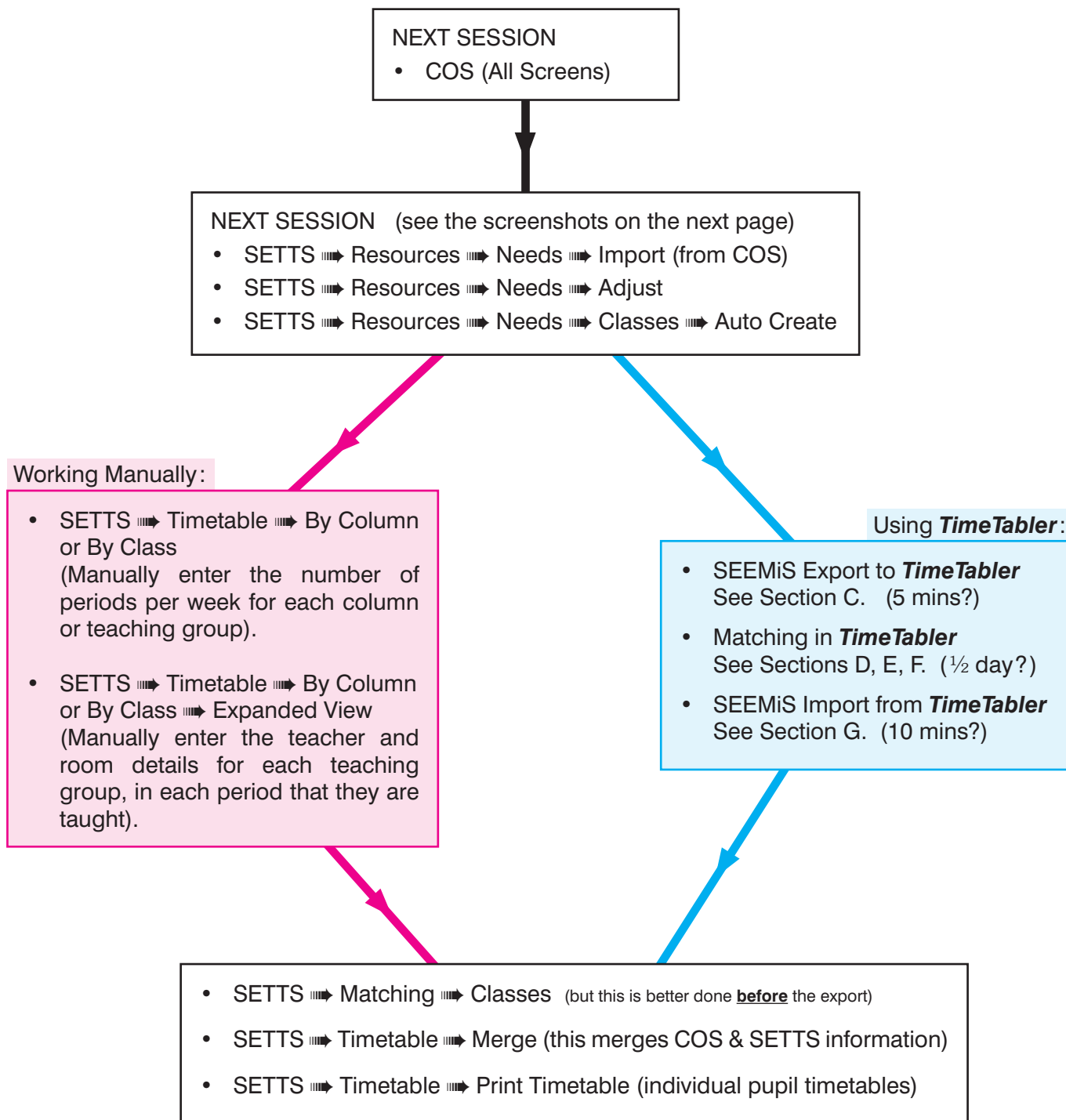
If there are errors, see the Trouble-Shooting Guide in **Appendix 2**, and then do the export-import again.

Appendix 1 : Setting up SEEMiS

Using the NEXT SESSION part of Click&Go you must complete the COS screens and prepare the SETTS screens for your timetable in the usual way.

We are not experts on the SEEMiS screens, and if in any doubt you should contact the SEEMiS HelpDesk, but you may find the following summary of the steps useful.

Screens to be completed:

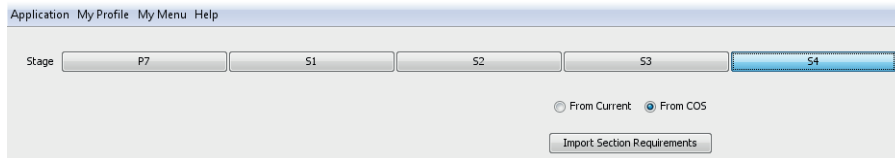


continued...

Appendix 1 (continued) Setting up SETTS as usual, ready to receive the timetable

When the screens in COS are complete:

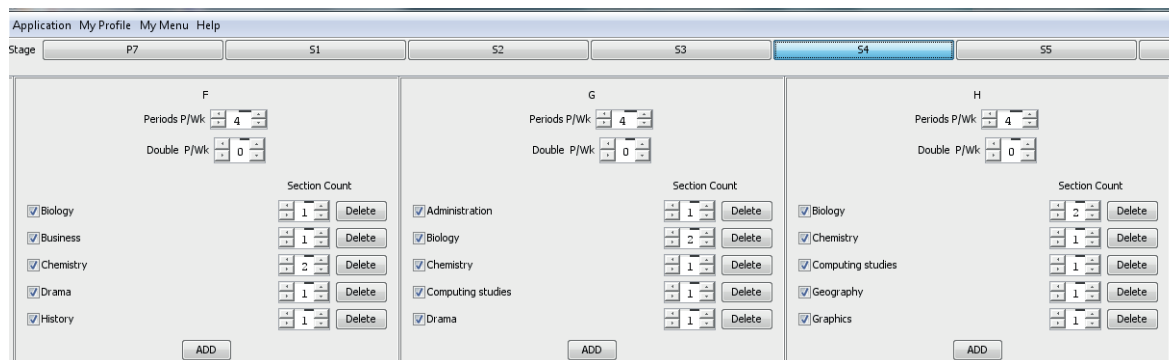
1. In Click & Go follow the route: Application ► Next Session ► SETTS ► Resources ► Needs ► Import. This takes you to this screen :



2. Choose a Year group that you wish to set up, and then select the 'From COS' option and then 'Import Section Requirements'.

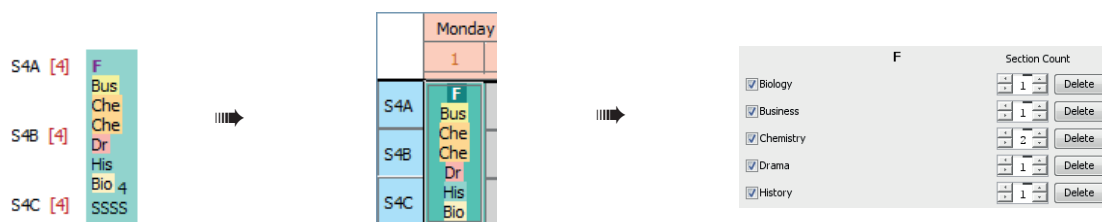
Repeat Step 2 for every other Year group you wish to set up.

3. Now follow the route: Application ► Next Session ► SETTS ► Resources ► Needs ► Adjust. This takes you to the screen below. Choose a Year group you have imported in steps 1/2.



Look at each column on this screen and make sure that the number of Teaching Groups and Subjects matches what you actually (will) have in your timetable in **TimeTabler**.

Eg. In the above example Column **F** has: 1 Biology group, 1 Business group, 2 Chemistry groups etc. This should mirror the groups in **TimeTabler**, with the same Block Label F (see Appendix 2), like this:



On the Curriculum Diagram Screen in **TimeTabler**

When scheduled in **TimeTabler**

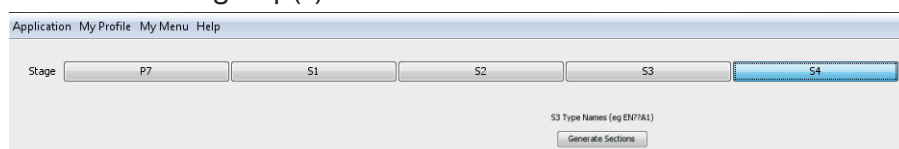
When set up in SEEMiS to receive that timetable data

The number of Teaching Groups in each column **must** match the number that you are scheduling in **TimeTabler**. **ie. there must be a Group set up here, ready to receive the timetable data when it is imported.** In SEEMiS the subjects in a column are in alphabetical order; in **TimeTabler** they can be in any order.

You may need to alter some of the numbers in the 'Section Count' on this screen.

Note : You do not need to be concerned with the Periods P/Wk or Double P/Wk at the top of each column.

4. Finally, follow : Application ► Next Session ► SETTS ► Resources ► Needs ► Classes ► Auto Create. Select the Year group(s) and click on 'Generate Sections' :



See also Appendix 2.

If in doubt at any stage please contact the SEEMiS HelpDesk for advice.

Appendix 2 : Trouble-shooting : Questions & Answers

1. “How can I help my SEEMiS Manager set up SEEMiS correctly?” TGs → Export all current TGNs to show your MIS manager

After you have entered your Batches to set up the Curriculum Diagram, then you can get a printout showing the required number of groups/sets/sections that need to be set up, by going to:

Curriculum Diagram Screen »»» TGs button »»» Export All current TGNs to show to your MIS Manager

NB. Make sure that you have selected the correct SuperBatch first.

We think that you need to discuss this Printout with the SEEMiS Manager and explain what it means. He or she can then be setting up SEEMiS while you are scheduling the timetable.

The key parts are columns **D–G** which show the number of groups (with S=Single, D=Double period) The Printout shows the Number of groups that will be exported. Note that there **must** be the **same number** of groups/sets/sections set up in SEEMiS, as place-holders, ready to receive the detailed timetable information [teacher, subject, room, lesson-times] when it is imported.

2. “What do I do if there are no groups on the right-hand side of the Matching Screen?”

For example if you see:

SEEMiS Teaching Groups (310)			TimeTabler Teaching Groups				
Group name in SEEMiS:			Search in TimeTabler for very similar TGs in Year S2:				
Teaching Group	Year	Subject	Subject	Block/Set	Class Printing	Year	Teaching Group name
BU??E1	S2	Business					
BU??E2	S2	Business					
BU??E3	S2	Business					

This occurs if you have selected Very similar TGs and (in the example shown) there is no Teaching Group called ‘Business’ (BU in the screenshot) in **TimeTabler**.

To find the right group, click higher up the blue list until at: Year only you get:

SEEMiS Teaching Groups (310)			TimeTabler Teaching Groups				
Group name in SEEMiS:			Search in TimeTabler for all Groups in Year S2:				
Teaching Group	Year	Subject	Subject	Block/Set	Class Printing	Year	Teaching Group name
BU??E1	S2	Business	Sci.	-	2a/2A1	S2	S2a/Sci.
BU??E2	S2	Business	PE.	-	2a/2A1	S2	S2a/PE.
BU??E3	S2	Business	Ent	-	2a/2A1	S2	S2a/Ent

Now you can see all the Teaching Groups in this year, and you can choose ‘Ent’ (Enterprise) if this is what ‘Business’ has been called in **TimeTabler**.

3. “What if there are many groups at the right-hand side, and I can’t see which is the correct one?”

For example if you see:

SEEMiS Teaching Groups (266)			TimeTabler Teaching Groups				
Group name in SEEMiS:			Search in TimeTabler for very similar TGs in Year S2:				
Teaching Group	Year	Subject	Subject	Block/Set	Class	Year	Example Lesson (total)
C4??B1	S2	CfE Mathematics	Maths	B 1	S2abcdDe	S2	Mon:4 KJo (4)
C4??B2	S2	CfE Mathematics	Maths	B 2	S2abcdDe	S2	Mon:4 CKJ (4)
C4??B3	S2	CfE Mathematics	Maths	B 3	S2abcdDe	S2	Mon:4 MWa (4)
C4??B4	S2	CfE Mathematics	Maths	B 4	S2abcdDe	S2	Mon:4 REN (4)

You may find that View-TT »»» Default view (as shown here) is the better view.

You can decide which group to choose at the right-hand side by looking at the Teacher (KJo etc), and perhaps the time-slot (Monday:period-4, etc) [the final column], especially if you have a timetable printout.

Or use View-TT »»» Print Name & TG which will be clearer if you have set up TG Names (as in Appendix 4).


Either way you can look at the **Block Label** and **Set Number** [in the second column] to identify a group. If you have forgotten to add Block Labels or Set Numbers while scheduling then see the details of how to do it now, on the next page. An option at View-TT allows you to swap the order of these two.

continued...

4. “What do I do if there are Registration periods in SEEMiS (see the screenshot in Section G)?”

If there are Registration groups/sections entered in SEEMiS then you **must** enter Registration time-slots in **TimeTabler before** you do the export. If you’d already begun the export, then you’ll need to start it again. There are 3 ways to deal with this, as explained in **Appendix 3**.


5. “What do I do if TimeTabler has Registration periods but SEEMiS doesn’t?”

On the Matching Screen, click on  **Shape of Week** to get this Shape of Week Screen:

Click on a green (available) period to turn it red (unavailable), so then that period will **not** be exported to SEEMiS.

	1	2	3	4	5	6	7
Monday	1	2	3	4	5	6	7
Tues	7	8	9	10	11	12	
Wed	13	14	15	16	17	18	
Thurs	19	20	21	22	23	24	
Friday	25	26	27	28	29	30	

6. “What do I do if we have a short week with no lessons on Friday afternoon?”

On the Matching Screen, click on  **Shape of Week** to get the Shape of Week Screen:

Click on green (available) periods to turn them red (unavailable), so they are **not** exported to SEEMiS.

	1	2	3	4	5	6	7
Monday	1	2	3	4	5	6	7
Tues	8	9	10	11	12	13	14
Wed	15	16	17	18	19	20	21
Thurs	22	23	24	25	26	27	28
Friday	29	30	31	32	33		

7. “My lessons in SEEMiS are out-of-sync with the lessons in TimeTabler!”

If you find, post-import, that the lessons in SEEMiS are out-of-sync with the lessons in **TimeTabler** (for example, period-3 in **TimeTabler** has become period-2 in SEEMiS) then the most likely causes are that:

- A You have Registration slots in SEEMiS but not yet in **TimeTabler** (or vice versa), so the periods don’t match up and are out-of-sync. See items 4 and 5 above.
- or
- B You have a non-rectangular week. For example, if in your school you don’t teach during Tuesday-7 and Thursday-7, change the Shape of Week Screen to show:
- or, less likely,
- C If they are still wrong, click ‘Shape of Week’ on the Matching Screen, and on the new screen click on the blue question-mark next to ‘Use Period Labels instead’. You should only use this feature if you are sure of what you are doing. If in doubt about whether or how to use it, please contact our Support Centre for advice.

	1	2	3	4	5	6	7
Monday	1	2	3	4	5	6	7
Tues	8	9	10	11	12	13	
Wed	14	15	16	17	18	19	20
Thurs	21	22	23	24	25	26	
Friday	27	28	29	30	31	32	33

Then do the export-import again, via 

8. “How do I add Set Labels and Column/Block Labels in TimeTabler?”

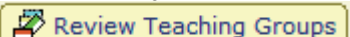

Adding Set Labels and Column/Block Labels in **TimeTabler** will make it much easier for you to work on the Matching Screen, especially if you use the **same** Column Labels as are shown in SEEMiS at : Next Session  SETTS  Resources  Needs  Adjust.




To add the Labels to the current Schedule, at any time, go to :

 **Schedule**  Current Schedule  Class Timetable Screen (HelpMovie 44).

Double-click on a cell of the lesson you want to label, to see the **Edit Details Screen** (HelpMovie 43). Then:

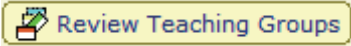

1. Select a Set Label from the drop-down list**: **Set:** {none} ▾
2. Enter a Column/Block Label (a single character): **Block Label:** **C**
3. Tick: **Apply to all other lessons in this Activity** then click **Apply**.

If you had already started the export, then when you go back to the Export area, choose ‘Continue’ and then  **Review Teaching Groups** and then  **Check for changes to timetable**. Click Yes to apply the changes.

** Note : If a suitable Set Label isn’t shown on the drop-down list then you can add a new Set Label via: Customize Menu  ‘Set’ Labels  Free-form labels  Edit.

continued...

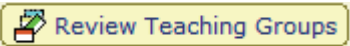

9.
“What should I do if I am part-way through matching Teaching Groups on the Matching Screen (Section E), when I find that Teachers/Rooms/Subjects/Sections have changed in SEEMiS?”

Take a Backup first. Then click on  and then on . This allows you to import an updated file from SEEMiS. ie. a later version of the SEEMiS file that you imported in Section D (at Step 2). The left-hand side of the Matching Screen will then update itself to include the new groups from SEEMiS, which you can then match as required. Then continue with the rest of the matching.

In the worst case, especially if you haven't spent much time matching, you can always Re-start your matching from scratch with the new SEEMiS file.

10.
“What should I do if I am part-way through matching Teaching Groups on the Matching Screen (Section E), when I find I have to make a change to something in TimeTabler?”

Leave the Export section of *TimeTabler*, via Finish, and make changes to the Schedule in the usual way. Take a Backup. Then start the Export again and choose 'Continue' to get back to the Matching Screen.

Then click on  and then on . This allows you to use the updated Schedule in *TimeTabler*. Then continue matching.

11.
“Can I re-match and re-import a new / different timetable into SEEMiS?”

We are told that while the timetable remains in the 'Next Session' area of SEEMiS you can re-import, as in this document, over-writing any timetable that was imported earlier**.

But at present, once the session becomes 'live' in 'This Session' you cannot re-import from *TimeTabler*. If you want SEEMiS to allow this you will need to make representations to them.

[**Note that you cannot import just one Year to replace an existing Year; any import entirely wipes out the previous import.]

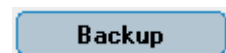
12.
“When should I choose ‘Re-start’?”



Use 'Re-start' if you are starting to export an entirely new timetable, or if you have to re-export the timetable because it has significant changes after correcting an error. If in doubt contact the Support Centre.

**Note that SEEMiS scrubs out any information that is not included in the current export-import file!

It's a good idea to make a **Backup** of your *TimeTabler* data regularly, so that even if you accidentally click on Re-Start, you can always Restore the backup.



13.
“I have used lots of ‘Pool’ teachers while scheduling in TimeTabler, can I still use the import?”

Yes.

“Do I have to convert all the ‘soft’ assignments to ‘hard’ before I do the import?”

No. If you are happy with the allocations that *TimeTabler* has made, that's fine. Just ensure that you have staff (and rooms) correctly assigned to each group of pupils.

continued...

14.

“A problem : after my import my timetable looks fine except that pupils who should be in two different groups are in the same group for some periods of the week.”

You have forgotten to do ‘merge’. You need to do this every time you make changes in COS/SETTS.

15.

“Is it OK to leave S1 out of the first import, and add it later?”

We don’t recommend this. We recommend that you schedule all the school (and set up all the sections in SETTS) before you do the import.

Reason : If you import just S23456, and then do any manual tweaking in SEEMiS ...and then later import S123456, the second import completely overwrites the previous import. So it destroys any manual tweaking that you did, and you’ll have to do it all again!

Currently SEEMiS will not allow you to import a single Year to add to an existing timetable. It’s all or nothing; every import overwrites any previous import in ‘Next Session’.

16.

“Is it true that the Sections (Teaching Groups) in SEEMiS have to be populated before the import?”

Yes, SEEMiS is unusual in that it is the only MIS that needs to have the students in place. Just creating the Section (TeachingGroup) doesn’t appear to be enough.

A SEEMiS User writes *“The COS/SETTS matching certainly has to be completed before timetables can be printed. In COS pupils are put into courses and then these are matched with classes in SETTS. [You could have more courses than classes – two courses being matched into one class on the COS/SETTS matching screen.]*



The logical way would be to complete COS first but you can move pupils between sections at any time.


The important thing is to make sure you have the correct number of courses/sections in COS, so that when you do the import from COS to SETTS the Adjust screen by and large mirrors what you have done in COS – although there are often changes to be made on the Adjust screen.

Regarding the statement that : ‘I need to have all my classes in SEEMiS populated prior to importing from COS to SETTS’ - once pupil options are in, there is a screen to create the correct number of sections which is fairly straightforward – indeed C&G also has an AutoCreate sections screen which should give you the correct number of sections depending on the number of pupils who have chosen the course.”

17.

“I’m not sure when to use the  button.” Here are two examples:

- a) “In SEEMiS S3 Games is a single Group, for 3ABC. But in **TimeTabler** I made the mistake of scheduling 3 TeachingGroups for Games, one for each of 3A, 3B, 3C, each with a teacher. So I need to match a single SEEMiS Group with each of 3 **TimeTabler** Groups.” The method is:
 - Match & Link the SEEMiS Group with the first **TimeTabler** Group (for 3A),
 - Highlight that pair in the upper area and click  to get another copy of the SEEMiS Group showing in the lower-left window,
 - Match & Link this (duplicated) SEEMiS Group with the second **TimeTabler** Group (for 3B),
 - Repeat for 3C.
- b) “In SEEMiS S2A French is a single group. But it is to be ‘split-taught’, by 2 teachers: AB teaches some periods and CD teaches the others, so there are 2 TeachingGroups in **TimeTabler**.” The method is:
 - Match & Link the SEEMiS Group with the first **TimeTabler** Group, taught by AB,
 - Highlight that pair in the upper area and click  to get another copy of the SEEMiS Group,
 - Match & Link this (duplicated) SEEMiS Group with the second **TimeTabler** Group, with teacher CD.

See also item 26 about using the  button.

continued...

18.

“Someone told me that I have to import my Teacher Names from SEEMiS. Is that true?”

“If I want to import the teachers/subjects/rooms from SEEMiS, can I do that?”

- No, you do not have to import your Teacher Names into **TimeTabler** from SEEMiS. For example, if you have a teacher called Alison Eadie, you could call her whatever you like in **TimeTabler**, (eg. AEed or Ead, etc) but SEEMiS will always abbreviate her name to AEa. The fact that the initials are different in the two programs does not matter so long as you do the Teacher-Matching described in Section F. Then **TimeTabler** will always send the correct initials to SEEMiS.
- When you first purchase **TimeTabler**, after doing the Tutorial you will want to delete all the Tutorial data by the method described in Section C1 of the **TimeTabler** Manual. Then you need to enter your own data ...either by typing it in, or by importing it from SEEMiS as described in Section C2 of that Manual. The CSV file for doing this is the same file as described in Section C on page 4 of this document. ie. the file obtained by using the Export button in Click & Go.



19.

“In our S4 there is no ASDAN group scheduled in TimeTabler but there is one in SEEMiS.

Can I timetable it manually in SEEMiS once the main rest of the timetable is in? ie. add the periods (time-slots), Teacher and Room?”

Yes. In the way that all Scottish schools had to do, before this new method was invented.

20.

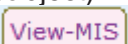
“Also in S4 there is an extra Physics set in Block Q (in TimeTabler) which isn’t needed. On inspection however it appears that this is the missing ASDAN group which is also in that block. Is it possible to link it to the correct SEEMiS set without having to make changes in TimeTabler or is it better to make the changes first and then continue with the matching process?”

If you know that the Physics group in **TimeTabler** is really the ASDAN group in SEEMiS, then yes, you can match it. All **TimeTabler** will do is tell SEEMiS that the ASDAN group is taught by those teacher(s) / room(s) in those period(s). It will get the teacher(s) / room(s) / period(s) from the Physics group, but it won't mind that the subject differs! (In fact, in theory you can match any SEEMiS group to any **TimeTabler** group, even if the year and subject are different.)

21.

“What do I do if there are no groups on the left-hand side of the Matching Screen?”

Problem : I can't see any subjects on the left-hand side of the matching screen (or I can only see the first 5 or 6 characters of the subject).

Solution: Try the options at: . Or you may have 'large fonts' set in Windows - so you need to change to 'standard fonts' (or work on a different computer). If that doesn't help, contact the Helpline.

22.

“I have blocks across years S4/5/6, but I am not getting the message you describe in Appendix 5.”

Solution: the export to SEEMiS assumes that in **TimeTabler** you have a vertical class across years S4+S5+S6, and that this vertical class will have a year number of S4 (the first year of the three years). If your vertical class is in a different year (eg. the last year of the three years, S6) and **TimeTabler** does not detect this, then contact the Helpline for advice, via the Support Centre.

What you have done is not wrong from a timetabling viewpoint - it just differs from the usual way that schools represent 3 years, and so differs from the assumption made in the export.

If it is a problem we can rename those vertical classes so they fit the export's assumption ... this won't change your timetable materially, but it will help SEEMiS to import.

23.

“Registration: my SEEMiS file includes registration groups, but *TimeTabler* doesn’t – what do I do with the SEEMiS Registration groups on the Matching screen.”

This is common, because Registration is usually something better added in SEEMiS, and something you don’t want to have to consider while timetabling. However, the SEEMiS import relies on there being the same number of periods on each day in *TimeTabler* as there are in SEEMiS, and having registration in SEEMiS will mean that SEEMiS has more periods than *TimeTabler*.

See item 4 above, and Appendix 3. If necessary contact the Helpline for advice, letting us know how many periods you have in SEEMiS on each day. We can then tell you how to setup *TimeTabler* the same way.

24.

“Other periods, apart from Registration: I have other periods (as well as Registration) that appear as periods in SEEMiS, but not in *TimeTabler* (eg. there is a ‘Personal Support’ period in SEEMiS that we have not included in *TimeTabler*).”

You can map periods in *TimeTabler* to different periods in SEEMiS, using the Shape of Week Screen. See items 5, 6, 7 above. Contact the Helpline via the Support Centre button for details.


25.

“Different subject names: some of my SEEMiS subject names are different from the subject names I have used in *TimeTabler* (eg. we’ve used ‘Creative’ in SEEMiS, but ‘Art’ in *TimeTabler*).”

In these cases, just change the ‘Search TimeTabler TGs for’ filter (the blue box on the Matching Screen, see section E), to widen the search until you find the group you wish to match – as described above in item 2. And make a note to improve the names next year.

26.

“We are a small school, and for Art in S5/6 we have pupils taught at 3 Levels (Nat4, Nat5, Higher) but all in the same room at the same time, with a single Teacher. How do we do the matching?”

- a) Normally you do this within Click&Go, where the 3 COS groups should be matched with the single SETTS section/group (the one that is timetabled). See Appendix 1.
Then, on the Matching Screen in *TimeTabler*, a single match is sufficient.
- b) If you ever find that there are 3 Art groups on the left-hand side of the Matching Screen to be matched with only one Art group on the right-hand side, then:
 - i) Match one of the SEEMiS Art groups (left-hand side) with the Art group in *TimeTabler* (right-hand side). The *TimeTabler* Art group disappears from the right-hand side, and the matched pair appears above.
 - ii) In the top area of the screen, highlight the matched pair, and use the  button to clone the *TimeTabler* group.
 - iii) It re-appears in the right-hand box, so you can match it again with a second SEEMiS group.
[Note : it may appear low down the list, so you may have to scroll to find it!]
 - iv) Repeat these steps for the third group.If the Art group is actually across S4 as well you can repeat the procedure to match the S4 SEEMiS groups.

27.

“Why do the Teaching Group Names from SEEMiS have ‘??’ in them? For example, AR??F1”

It’s an unfortunate feature of the names in SETTS. (In COS the Level is shown instead of ??)
We have asked SEEMiS to change it, to provide information about Levels.

Appendix 3 : Registration periods (and form periods for PSHE, etc.)

SEEMiS usually has Registration periods included in its structure, like this:

If so, then you **must** have a corresponding Registration in the export file from **TimeTabler**, as discussed below.

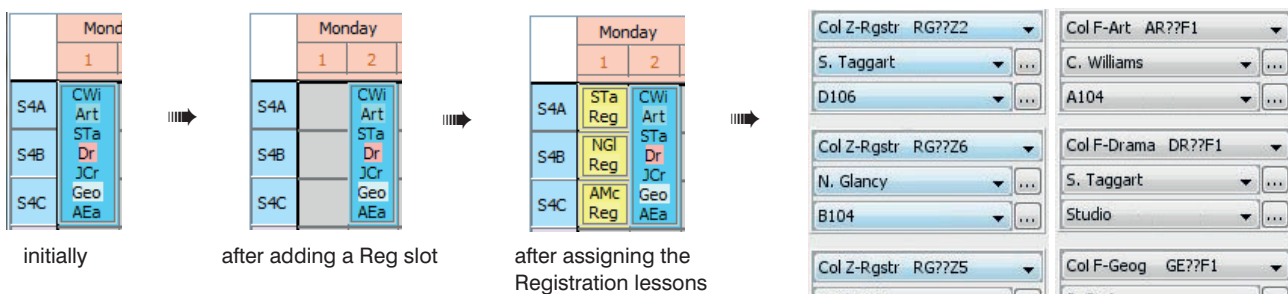
However, we recommend that you do NOT include any Registration periods in **TimeTabler** while you are scheduling the timetable. (Two reasons : the screens are less cluttered, and you cannot accidentally put a subject lesson in a Registration time-slot.)

Then, **after** the timetable has been scheduled, you **must** add in the Registration time-slots (before doing the export to SEEMiS), by using:  

Then there are 3 ways in which you can set up the Registration period in the Export file to SEEMiS:

1. You can choose to schedule individual Registration 'lessons'.

For example, in a batch for S4, for each of the classes 4A, 4B, 4C..., enter 'lessons', with a Subject called "Reg.", with the Form Teacher, and then schedule them into their Registration time-slots:



initially

after adding a Reg slot


after assigning the Registration lessons

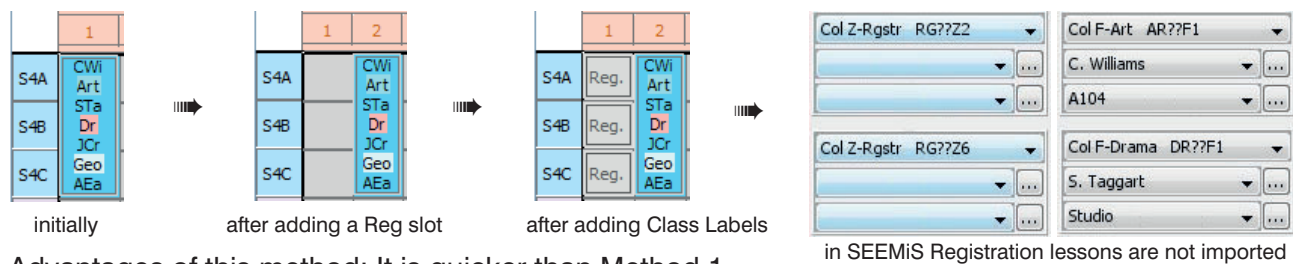
in SEEMiS Reg lessons appear as well as subject lessons

Advantages of this method:

- (i) Registration, with the correct form teacher, will appear on your Printouts from **TimeTabler**.
- (ii) These Registration 'lessons' will be imported into SEEMiS like all the other lessons.

2. You can choose to just add Class labels to the empty Registration cells.

Class labels are added on the Class Timetable Screen (HelpMovie 44) by right-clicking on a 'Reg' cell. (First, set up a suitable label, eg. 'Reg.', via Customize Menu  Class Timetable Labels.)



initially

after adding a Reg slot

after adding Class Labels

in SEEMiS Registration lessons are not imported

Advantages of this method: It is quicker than Method 1.

The 'Reg.' labels appear on your **TimeTabler** printout, but no teacher is shown.

Disadvantages : They are not imported into SEEMiS, though space is reserved so you would have to enter the Registration details manually in SEEMiS, later.

3. You can choose to add the Registration time-slots but not enter anything in them.



initially

after adding a Reg slot

in SEEMiS Registration lessons are not imported

Advantages: It is quick to do in **TimeTabler**.

Disadvantages : No Registration is shown on **TimeTabler** printouts; not imported into SEEMiS, though space is reserved so you can enter the Registration details manually, later.

Appendix 4 : Setting up Teaching Group Names in *TimeTabler* (optional)

This is an optional step, that you may find useful on the main Matching Screen (section E).

Please note : there is absolutely no need to make the TeachingGroupNames (TGNs) in *TimeTabler* look the same as the ones in SEEMiS. The only point in looking at TGNs at all is if it helps you to identify the groups in the bottom-right box of the Matching Screen, as explained below.

Background: On the main Matching Screen at Step 3 (see Section E), you can choose between views by clicking on **View-TT** (at the bottom of that screen).

View-TT ➡ Default shows:

TimeTabler Teaching Groups				
Search in TimeTabler for 'Drama' in Year 1:				
Subject	Set/Block	Class	Year	Example Lesson (total)
Drama	-	1A	1	Thursday1:2 AH (2)

View-TT ➡ Printing Name & TG shows:

TimeTabler Teaching Groups				
Search in TimeTabler for 'Drama' in Year 1:				
Subject	Set/Block	Class printing	Year	T-Group name
Drama	-	1-Smith	1	1A/Dr

In View 1, the 'Class' is the Class Scheduling Name (eg. 1A), and an example lesson is shown. If you have a printout of the 'master' Class Timetable to hand then you can identify the lesson easily.

In View 2, 'Class printing' is the Class Printing Name (eg. 1-Smith); the Teaching Group Name is shown.

You will use one or other of these views to decide which *TimeTabler* group to click on and Link to the highlighted SEEMiS group shown at the left.

The default is View 1, and you may find this sufficient to select the correct Teaching Group for matching.

Teaching Group Names (TGNs)

In View 2 the Teaching Group Names (TGNs) are determined by what you chose at Step 1 (in Section D), when you were offered the choice of:



Choose TGs takes you to the 'Set-up Teaching Group Names Screen' where, if you wish, you can change the design of the TGNs.

For example, ClassName-slash-Subject-SetNumber-BlockLetter. eg. S2A/Ma1B

Default TGs uses whatever is currently set up on that screen. **This is the easiest choice**, especially if you are not sure whether you want to use View 2 at all.

If you had entered any Teaching Group Names (TGNs) in *TimeTabler* manually (see section D23 in the Manual) then they have been preserved and will be shown (if you select View 2, as above).

Appendix 5 : Dealing with a combined S456 structure

If your school has a combined/joint S456 (ie. the columns and teacher-teams are across S4 as well as across S56) then you will have entered the activities using a vertical class like 4Z:

This is explained on pages 3–4 in the PDF in the KnowledgeBase about scheduling S4/5/6.


SEEMiS cannot yet deal with a joint S456 in the same way that it deals with a joint S56. Instead it expects that exactly the same columns/subjects/teachers/rooms/time-slots are allocated to S4 and to S56 (even though that implies that each teacher needs to be in two places at the same time).

Scheduling Name	Printing Name
S5 A	S5A
S5 B	S5B
S5 C	S5C
S5 ABC (composite)	S5ABC
S4 A	S4A
S4 B	S4B
S4 C	S4C
S4 ABC (composite)	S4ABC
S4 Z [=S5ABC+S4ABC]	S456

Of course **TimeTabler** can never allow a teacher to be in two places at the same time; this is in order to ensure that the timetable is guaranteed to work when term starts.

So to give a solution for SEEMiS a special tactic has to be employed.

After you have loaded in the SEEMiS Export file (see part D of this document) then if **TimeTabler** detects a joint S456 it shows this message:

 **Special Situation for S456**

Do you have this Special Situation ?

- in TimeTabler, I have vertical classes representing the whole of S456
- but in the SEEMiS curriculum, S4 is separate from S56.

If you have a joint S456, then answer 'Yes'.

TimeTabler then duplicates all your S456 activities, into an S4 set and a duplicate set labelled with a Year 5 class (it uses the first S5 class that it finds, eg. S5ABC).

So then, when you go to the Matching Screen (see Section E), you have:

- activities labelled S4 to match with the S4 sections that you have set up in SEEMiS, *and*
- duplicate activities labelled S5 to match with the S56 groups that you have set up in SEEMiS **.

In order for this to happen you must have set up SEEMiS correctly.


ie. with the **same**† columns & sections (groups) for S4 as for S56.

ie. if Column F in S4 is:

F	Section Count
<input checked="" type="checkbox"/> Biology	1
<input checked="" type="checkbox"/> Business	1
<input checked="" type="checkbox"/> Chemistry	2
<input checked="" type="checkbox"/> Drama	1
<input checked="" type="checkbox"/> History	1

then Column F in S56 should also be:

F	Section Count
<input checked="" type="checkbox"/> Biology	1
<input checked="" type="checkbox"/> Business	1
<input checked="" type="checkbox"/> Chemistry	2
<input checked="" type="checkbox"/> Drama	1
<input checked="" type="checkbox"/> History	1

** If you wish, you can view these duplicate groups by going to  **Review Teaching Groups** and then scrolling down to find the duplicate S56 groups as well as the original S4Z groups.

† there is one exception to this rule, which is discussed on the next page.

continued...

Appendix 5 (Joint S456) continued...

A group available to S56 but not available to S4 (even though it is a joint S456)

Normally, in order to deal with a joint S456, you need to enter into SEEMiS exactly the same sections/groups for S4 as for S56.

ie. if Column F in S4 is:

F	Section Count
<input checked="" type="checkbox"/> Biology	1 Delete
<input checked="" type="checkbox"/> Business	1 Delete
<input checked="" type="checkbox"/> Chemistry	2 Delete
<input checked="" type="checkbox"/> Drama	1 Delete
<input checked="" type="checkbox"/> History	1 Delete

then Column F in S56 should also be:

F	Section Count
<input checked="" type="checkbox"/> Biology	1 Delete
<input checked="" type="checkbox"/> Business	1 Delete
<input checked="" type="checkbox"/> Chemistry	2 Delete
<input checked="" type="checkbox"/> Drama	1 Delete
<input checked="" type="checkbox"/> History	1 Delete

But occasionally you may have a group (within a joint S456) which is only to be offered to S56 students. In this case you may have set up SEEMiS to look like this:

Column F in S4 is:

F	Section Count
<input checked="" type="checkbox"/> Biology	1 Delete
<input checked="" type="checkbox"/> Business	1 Delete
<input checked="" type="checkbox"/> Chemistry	2 Delete
<input checked="" type="checkbox"/> Drama	1 Delete
<input checked="" type="checkbox"/> History	1 Delete

Column F in S56 has an extra group:

F	Section Count
<input checked="" type="checkbox"/> Biology	1 Delete
<input checked="" type="checkbox"/> Business	1 Delete
<input checked="" type="checkbox"/> Chemistry	2 Delete
<input checked="" type="checkbox"/> Drama	1 Delete
<input checked="" type="checkbox"/> History	1 Delete
<input checked="" type="checkbox"/> Computing studies	1 Delete

Of course this extra group (Computing Studies) will have been scheduled in **TimeTabler** as part of the S456 teacher-teams, and so when the groups are duplicated (as on the previous page) there will be an S4 group (which is not actually needed) and an S5 group which will be matched on the Matching Screen.

The S4 Computing Studies group will be left over at the end of the Matching process (because it is not needed for S4), and so when you click on Finish you will be shown a warning message:

Problem: Group 'Comp 6F 4Z' not matched

As long as you understand what this message means, there is no problem and you can ignore it.



If you have any support queries not covered in this documentation, contact our **Support Centre**. For more details about how to do this please see **HelpMovie 4**.

Our thanks to the staff at SEEMiS and especially to Neil Farquharson.