# Importing a timetable from *TimeTabler* into Progresso

This document is intended to complement the official Advanced Learning document titled '***Progresso : Academic Progression & TimeTabler Import Preparation***'.

That document includes more details than this one, so you will find it essential to have a copy of it.

When you first use Progresso you will need to tell it that you are going to be importing data from ***TimeTabler***. [The default is Facility Scheduler.]

To change the system so that it expects to import from ***TimeTabler***, go to:
System ➡ Timetable ➡ Other settings ➡ Default Scheduler
and select ***TimeTabler*** from the drop-down list :
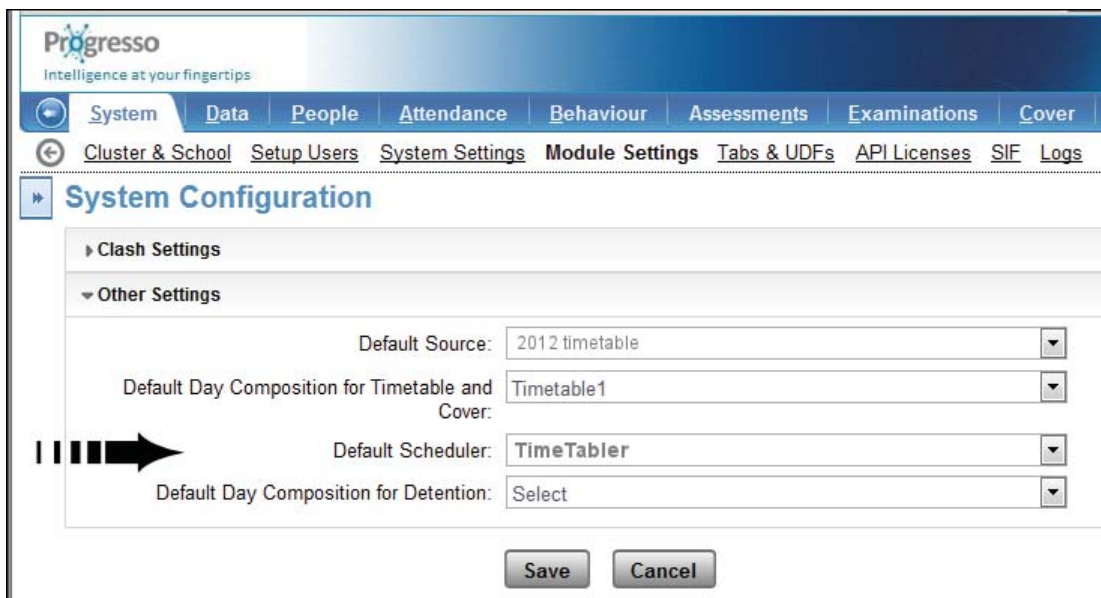
You may need to return to this screen later to select a 'source' timetable, see page 6.

On the following pages:

Appendix : Importing Teachers / Subjects / Rooms into ***TimeTabler***

Preparing for the Import

You need to ensure that all the Teachers / Subjects / Rooms that you have used in *TimeTabler* are already in Progresso [and absolutely identical].

See also **Export-Doc-1** [5 pages] in the documentation that we provide.

The routes for doing this are:

1. Teachers:

The route in Progresso is : People ⇒ Staff   then click on Add or Edit.

It is absolutely essential that the **Staff Codes** are identical in *TimeTabler* and Progresso.

If you need to change them in *TimeTabler*:
- first make a Backup (eg. in the AutoBackup Library C15, HelpMovie 9),
- update a Teacher's Initials as described in HelpMovie 26 or Section D14 in your Manual.
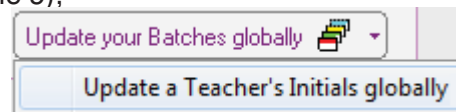
Note: Do not Delete any teacher once you have started a schedule.
[If you don't want to see them on later screens or printouts, just give them a Printing Name of *D (Dummy), see Section C13)].
You can Add a new teacher using the New button.

[If you haven't yet started entering any data at all into *TimeTabler* then you may be able to import the Staff / Subjects / Rooms from Progresso into *TimeTabler*, see the Appendix.]

2. Subjects:

The route in Progresso is : Data ⇒ Set up Master data ⇒ Data ⇒ Subject [from the drop-down list].

It is absolutely essential that the **Subject Codes** [Abbrev.] are identical in *TimeTabler* and Progresso.

It is also essential that they are unique. Take care not to have subjects like German/Geography, English/Engineering with the same 2 or 3 letter codes, because then the Teaching Group Names [see the next page] will not be unique!

To change a Subject in *TimeTabler*:
- first make a Backup (eg. in the AutoBackup Library C15, HelpMovie 9),
- update the Subject on the Subjects Screen by editing the Abbreviation [and the Full Name if you wish].
Note: do not Delete a subject once you have started entering batches.
You can Add a new subject using the New button.

3. Rooms:

The route in Progresso is : Data ⇒ Rooms ⇒ Room List.

It is absolutely essential that the **Room Names** are identical in *TimeTabler* and Progresso.

To change them in *TimeTabler*:
- first make a Backup (eg. in the AutoBackup Library C15, HelpMovie 9),
- update the Room on the Rooms Screen by editing in the usual way.
Note: do not Insert or Delete a Room once you have started a schedule. You can Add a new room using the New button.

4. Teaching Group Names

The Teaching Group Names are the unique codes which allow Progresso to identify each of the groups exported from *TimeTabler*. They typically have names like 7A/MA1 [ie. Class 7A, subject MA, Set 1].

You can see exact details of all the TeachingGroupNames in *TimeTabler* by:
- On the Curriculum Diagram Screen of the Current Schedule, click the Customize button, then select 'Show TGs', then Apply,

or (better):
- Complete Steps 1- 6 of the Export to Progresso, at which point you can click on the 'View Teaching Groups' button. This shows you a file [called Teaching-Groups.htm]. The second column lists for you every TeachingGroup Name in *TimeTabler*. There needs to be a 1-1 correspondence with the names in Progresso.

You can choose the format of these TeachingGroup Names at Step 5 of the export from *TimeTabler*.
eg. 7A/MA1 or 7A-MA1 or 7AMA1 or 7A.MA1 or 7A\MA1 etc.
[You can also give any activity its own individual customized TeachingGroupName.]
Whatever style you choose is then used to construct the XML export file, which you import into Progresso.

The absolutely key point is that the names exported from *TimeTabler* must match **exactly** the names that are in Progresso.
In a future version of Progresso it may be possible to just import these Names from the file, but at present you have to manually enter into Progresso any new TeachingGroupNames, as described below.

So in summary:
- If you already have TeachingGroup Names in Progresso [like 7A/MA1 etc] for all the Groups on the timetable, then you just need to ensure that at Step 5 of the *TimeTabler* Export you choose that same format, so that Progresso can match the Groups during the import. If you set up the format correctly last year then it will automatically be the same this year.
- If you have a TeachingGroup in *TimeTabler* but not yet in Progresso [eg. because there is a new subject on the curriculum, or an extra Maths set, or an extra subject group in an option block] then you need to **add** the Name of the new TeachingGroup manually into Progresso as follows:

The route in Progresso is: Data ➡ Groups ➡ Learner Groups.

The first screen shows existing TeachingGroups:

Click on Add to add a new TeachingGroup.

The screen shot below shows the essential parts. Add the details and then click on Save.

Exporting a timetable from *TimeTabler*

Export

Before starting the import into Progresso, you need to Export the data from
TimeTabler.
At Step 1 of the Export you can download our documentation,
called 'Export-Doc-2', which leads you through the 8 steps.

Step 8 gives you an export file [in XML format] called TTX-TIM.xml
Make a note of where it is stored [by default this is at C:\TT4win\Export].
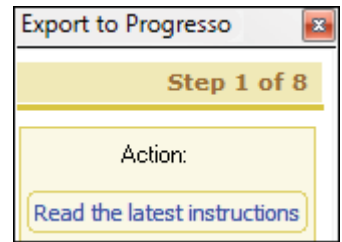
Importing the timetable data into Progresso

Start Progresso in the usual way by entering your log-on details.
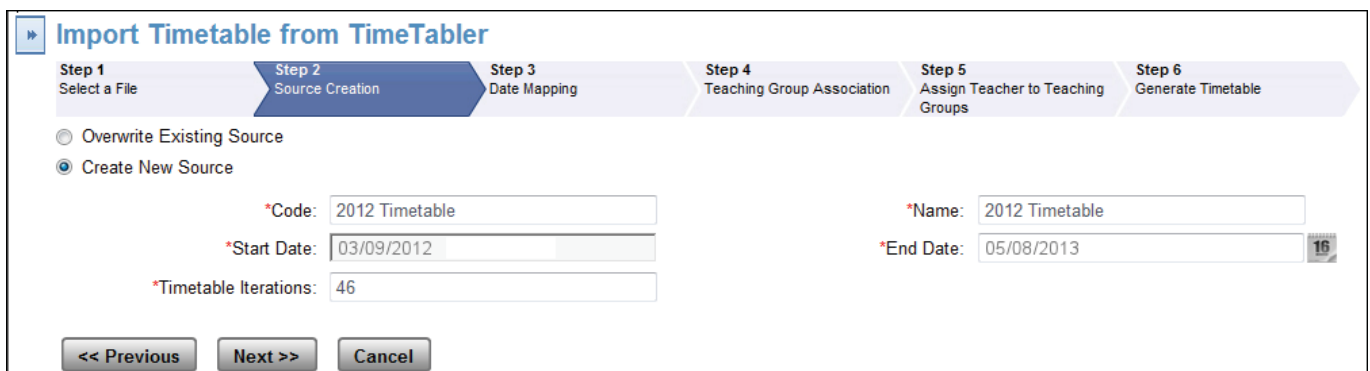Make sure that *TimeTabler* is the default scheduler, as on page 1.

Take the route : Timetable ➡ Import (Integrate) Timetable, to see the screen shown below:
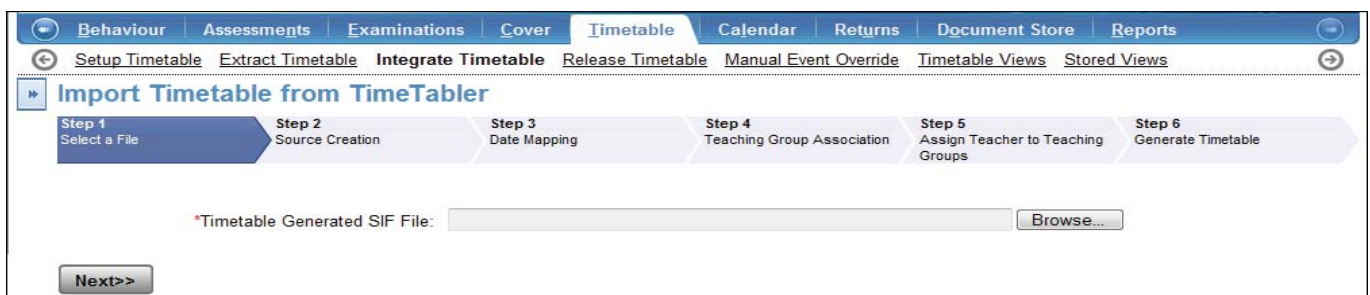
This shows the first of the 6 steps.
Click on the Browse button (see above) and search for the export file called TTX-TIM.xml.
Select it and then click on Next.

Step 2 :

You can choose between (i) Over-writing an existing timetable, or (ii) Creating a New one (as shown).

Each of the 5 fields marked * must have an entry.

The field 'Timetable iterations' is to do with the number of repetitions of the timetable cycle between the start date and the end date. For more about 'Timetable iterations', and what entry to make (depending on whether you have a one-week or two-week cycle), please see the documentation from Advanced Learning (see page 1 above).

Step 3:

This step allows you to align the timetable data that you are about to load, with dates on the calendar.

The screen above shows that this timetable is not intended to run on Sunday or Saturday.

For more details of this step please see the documentation from Advanced Learning (see page 1).

Step 4:

The first column shows the TeachingGroupNames that are in the XML file imported from *TimeTabler*.

The 6th column shows TeachingGroupNames that you entered into Progresso [see page 3 above], which have been matched to the Names in the file you are importing.

You need to check down the entire list to make sure that every item in the 1st Column has a corresponding match in the 6th Column.
Where a match hasn't been made automatically by Progresso, you need to either use the drop-down list in Column 6 to make a match, or enter a new TeachingGroup.

Step 5 :

Progresso shows you which Teachers have been matched with each TeachingGroup [using the data in the file that is being imported from **TimeTabler**].

[It gives you the opportunity to change the Teacher for a Group, but it's very unlikely that you would wish to do that at this stage.]

Step 6 :

Click on 'Generate Timetable Events' to import the XML file and construct the timetable in Progresso.

Viewing the imported timetable

The route in Progresso is : Timetable ➠ Timetable Views

If you get a message saying : "You must select the Default Source and Day Composition before accessing this screen" then you need to visit System ➠ Timetable ➠ Other Settings [see the screenshot on page 1].

Known issues, as at 22 April 2013

1.
If Progresso meets a problem it is likely to simply stop with a message **'System error'** but no other apparent explanation or details.
If you encounter this 'System Error' message that contains no further information on the nature of the error, please consult your Advanced Learning support adviser.
All error details are captured in an Audit Log which can help their support team to diagnose a fix.

2.
Care is required when importing Vertical classes.
Activities that use class 8Z, where on the Classes Screen 8Z [=7A+7B+8A] will not be imported.
However, activities that use class 7Z where on the Classes Screen 7Z [=7A+7B+8A] will be imported without issue. ie. the current Progresso version requires that the dummy class used to represent the vertical class be in the lowest year of the component classes.
When timetabling therefore, if the component classes are in Years 7 & 8 use a dummy Class in Year 7.
If the component classes are in Years 9 & 10, use a dummy Class in Year 9, etc.

3.
It is essential to make sure that the source (*TimeTabler*) start & end dates set at the export-import stage are **within** the Academic Year start & end dates in Progresso.
In the documentation from Advanced Learning see the section titled "Timetable Sources and Mapping Dates", which explains the hierarchy of dates.

Known issue, as at 21 September 2017

4.
ACS/Progresso have made us aware that if you re-import a second timetable then this will delete any existing Cover (for absent staff) that you have setup in Progresso. This is due to a known bug in Progresso that ACS are intending to fix soon (as at 20/9/17).
If you have any doubts about how the Progresso import may affect your Cover, please contact our Support Centre with your specific question, and we will check with ACS/Progresso.

If you meet any other problems please let us know.

## Appendix : Importing Basic Data from Progresso into *TimeTabler*

The first time that you use *TimeTabler* you may find it useful to import the essential Codes for Teachers / Subjects / Rooms from Progresso into *TimeTabler*.

There are 2 stages:

1. In Progresso, export the data

Make sure that the default scheduler is set to *TimeTabler*, as explained on page 1.
Go to Timetable ➡ Extract Timetable, to see:
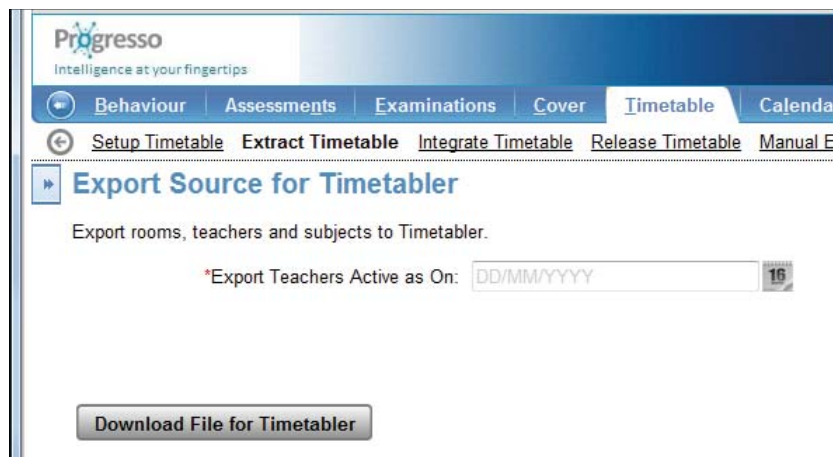
Enter the appropriate Date using the calendar button, and click on Download to get the file and save it in a suitable place on your machine. The file is called: Progresso-Timetabler-Export List.csv

2. In *TimeTabler*, import the data

Go to FileMenu ➡ Import from... ➡ MIS/Admin System.

Use the Browse button to find the file (wherever you chose to save it at step 1), then click **Import**.

Then go to the Subjects Screen, the Rooms Screen, and the Teachers Screen to complete the data.
For example, adding Subject Colours on the Subjects Screen, and Room Preferences on the Teachers Screen.