



Export of the Timetable from *TimeTabler* into *PowerSchool*

Contact

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<http://timetabler.helpserve.com/>

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Exporting from *TimeTabler* to *PowerSchool*

Purpose of this Document

This document describes how to export your final timetable, from *TimeTabler* into *PowerSchool*.

TimeTabler : www.timetabler.com

PowerSchool: <https://www.powerschool.com/solutions/student-information-system/powerschool-sis/>

Before exporting, you need to have first created your timetable in *TimeTabler*. If you have any questions about how to do this, please contact our Support Centre, by clicking “**Support Centre**” in the software.

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1 Overview of the Export

Why use the Export ?

When you have completed your timetable / schedule in *TimeTabler*, you will want to get that information into PowerSchool before your next school year starts. You could just re-type all the lessons into PowerSchool, but this export will do most of the work for you, saving you a lot of time.

TimeTabler does this by creating an 'Export File', which you can then import into PowerSchool.

The export file does not contain individual students – rather it exports a set of Lessons [where each Lesson has a Day, Period, Teacher & Room] to PowerSchool. And then within PowerSchool, you will populate each Group with its students. (ie: you will tell PowerSchool which students are in each Group).

How to Perform the Export

There are two steps:

- [Exporting from TimeTabler](#)
- [Importing into PowerSchool](#)

These are explained in the next two sections.

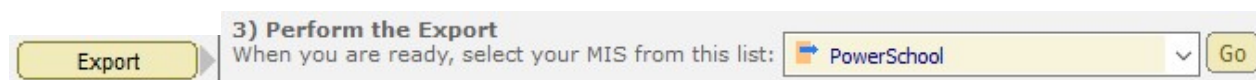
Note

This export was developed with the help of a mutual school, rather than with PowerSchool themselves.

2 Exporting from *TimeTabler*

Performing the Export

To start the Export, click on “Export” on the *TimeTabler* main menu, select “PowerSchool” from the drop-down list of MIS / Admin Systems, then click “Go”. Or if “PowerSchool” is already selected, you can just click “Go”.



You are then taken through a set of steps, for which you can usually just click “Next”. The exceptions are:

- **Step 2:** at this step, you need to select which schedule you wish to export
- **Step 6:** at this step, you need to create the export.

If you wish to investigate what the other steps do, they are described in more detail in this document:

<https://www.timetabler.com/export/PDFs/Export-Doc-2.pdf>

And in ‘Step 1 ... Step 8’ in this help-movie:

<https://www.timetabler.com/HelpMovies/60-ExportOutline/ExportingOutline.html>

Format of the Export File

The export file will be called “**TTEXPORt.CSV**” and has one line for each Lesson on your timetable. A typical line might look like this:

Ma, Maths, 7ABCD, , CJo, P5 (A) P2 (C), 2, ATT_ModeMeeting, , , 16, 7,

It contains 13 fields (some of the later fields may be blank) ... where each field has the following heading:

Field number	Content	Example
1	Course_Number	Format depends on information you’ve entered for this lesson: Ma (Maths, no set or block-label) Ma_3 (Maths set 3) MaC (Maths in Block C) Ma_2C (Maths set 3 in Block C)
2	Course_Name	Maths (Subject name in TimeTabler)
3	Section_Number	7ABCD (Class scheduling name in TimeTabler)
4	TermID	
5	Teacher Number	CJo (Teacher initials)
6	Expression	P5 (A) P2 (C) (2 lessons: on period 5 of day 1, & period 2 of day 3)
7	Attendance_Type_Code	2 (fixed – for PowerSchool use)
8	Att_Mode_Code	ATT_ModeMeeting (fixed – for PowerSchool use)
9	SchoolID	
10	Maxenrollment	
11	Room	16
12	Grade_Level	7 (Year in TimeTabler)
13	Dependent Sections	

Blank fields are not required / used by PowerSchool.

3 Importing into *PowerSchool*

You are now going to take the file you just created in TimeTabler, and import it into PowerSchool as follows:

PowerSchool Import Process:

At the district level:

1. Click [System](#) in the left hand pane
2. Then click [Page and Data Management](#)
3. Scroll down to Data Import
4. Click on [Quick Import](#)
5. Select the Following on this page:
6. [Table: Sections \(Master schedule\)](#)
7. File to import: Your data file (saved as tab delimited txt)
8. Click on [Import](#)
9. Make sure your filed names match (if teacher number does not, then you can select from the drop down)
10. Check the box to [exclude first row](#) (Column headings)
11. Under advanced Import options, check [update section records IF you want to update](#)
12. Click [Submit](#)

Any questions or problems, please ask.

4 Notes provided by *PowerSchool* School

A school who has used this export-import, says:

- There are PS templates for different parts of the school, eg: "elementary sections"
- Apart from the above instructions, the only necessity (of course) is to have the subject names match (correctly set up in PS)

Any Questions ?

Any questions about this document, or any difficulties when you come to export, please contact us via our [TimeTabler Support Centre](#). You can reach the Support Centre by clicking on the "[Support Centre](#)" button on the opening screen of [TimeTabler](#).