



TimeTabler Software



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

Contact

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TimeTabler software
www.timetabler.com

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Book T5

Exporting from *TimeTabler* to *TASS*

Purpose of this Document

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

TimeTabler : www.timetabler.com

TASS : www.tassweb.com.au

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 TASS before your next school year starts. You could just re-type all the lessons into TASS, 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 TASS.

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

How to Perform the Export

There are two steps:

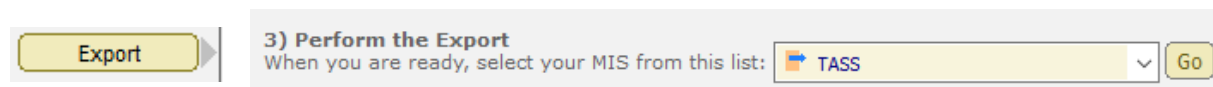
- [Exporting from TimeTabler](#)
- [Importing into TASS](#)

These are explained in the next two sections.

2 Exporting from *TimeTabler*

Performing the Export

To start the Export, click on “Export” on the *TimeTabler* main menu, select “TASS” from the drop-down list of MIS / Admin Systems, then click “Go”. Or if “TASS” 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: [HelpMovie:An outline of the export process](#)

One optional extra that the TASS export has, that is not in the PDF above, is that at **Step 5**, you can click on “**Check Band-letters**” and choose a “band-letter” for each of your *TimeTabler* Classes. These band-letters are then used in the Group names in the Export file, as described below.

Format of the Export File

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

1 , 3 , Eng11z , 11 , AJO , U14 , Eng11z , Eng , 2 , C

It contains 10 fields (some of the later fields may be blank) ... where each field has the following meaning:

Field number	Content	Example
1*	Day number	“1” for Monday
2*	Period number	“3” is the third period within that day
3*	Subject code	“Eng11z” is the name of this English group in Year 11. “z” here is the band-letter you chose at Step 5 of the export (if any). Examples in Appendix-A.
4*	Year group	“11” is year 11
5*	Teacher code	“AJO” is this teacher’s initials
6*	Room code	This lesson is in room “U14”
7	Alternative Subject code	For some lessons, a slightly different group name appears here, which may suit some schools
8	Subject abbreviation	“Eng” for English
9	Set number	This English group has been labelled in TimeTabler as being set “2”
10	Block label	This lesson has been labelled in TimeTabler as being in Block ‘C’

Key:

- the fields with an asterisk (*) beside them, are required by TASS.
- If your school is configured as a Unitised/Vertical Timetable within TASS, then field 4 (Year Group) is not required.
- field 7 can be used instead of field 3, if it better matches the Subject code in TASS
- the remaining fields are just to help you recognise the group and are not required within the upload file.

3 Importing into TASS

You are now going to take the file you just created in TimeTabler, and import it into TASS.

*Note: There may be some specific setups required within TASS for your **first import**. Please refer to the "Notes provided by TASS" (section 4) below before importing the first time.*

To do this, within TASS, click on "**Student Admin**" (on the left-hand menu), then on "**Timetable**", and then on "**External Data Interface**". Click "**Import Data**" and you should see a screen like this:

The screenshot shows the TASS web interface. On the left, a navigation menu is visible with the following items: Finance, Student Admin, Enrolments, Parent Records, Student Records, Timetable, Timetable Information, External Data Interface (with sub-items: Define Import Format, **Import Data**, Validate Imported Data, Generate Master Timetable, Import Student Subject Data, Define Subject/Class Translations). The main content area is titled 'Import Data' and contains a form for 'Import Master Timetable - Step 1 of 3'. The form has the following fields: 'Timetable' (86), 'Year' (2018), 'Term' (4), and 'File Name' (Choose File). A 'GO' button is located at the bottom right of the form.

Then follow these steps:

- 1) Choose the "Timetable" you wish to import into, from the drop-down list
- 2) To the right of "File Name", click on "Choose file", and browse to find the file "**TTEXPOR.TXT**" exported earlier by TimeTabler.
- 3) Then click "GO".

For the rest of the import, follow the on-screen instructions provided by TASS.

See also the notes provided by TASS in the next section.

4 Notes provided by TASS

The following notes have been provided by TASS, to help you with your import. Please read through them before you import, in case they affect you.

Adding Students into Groups

The export from TimeTabler to TASS, will send across the basic details for each lesson:

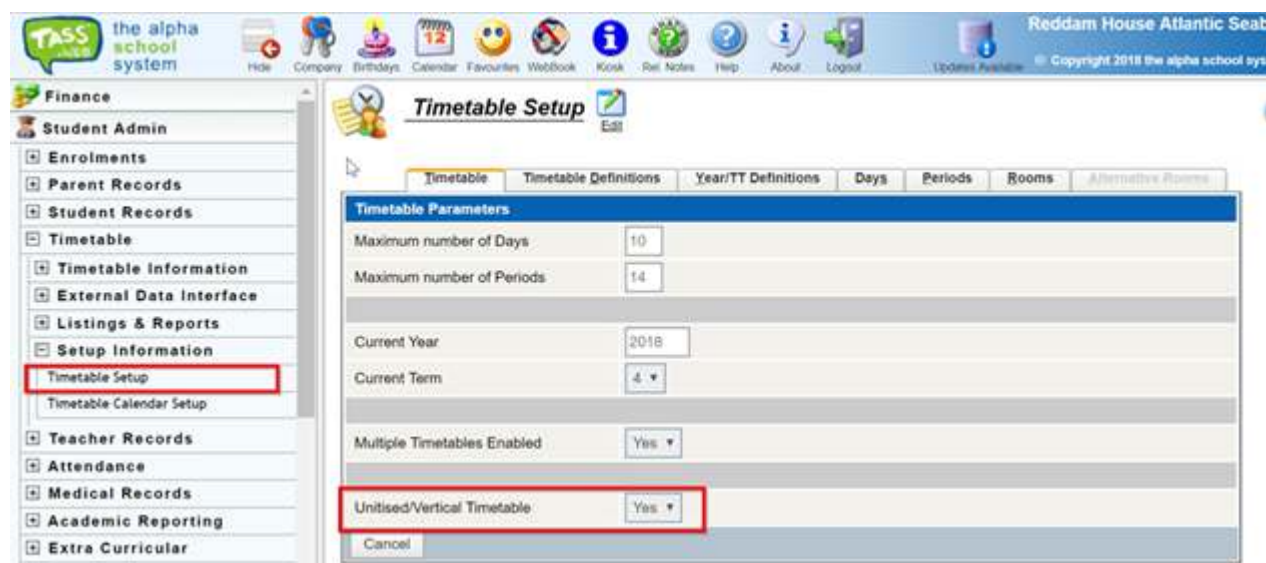
Day / Period / Subject code / Teacher / Room.

The populating (placing individual students into groups) of those groups/lessons is then done within TASS.

TASS say: We have bulk programs to add students to subjects. A school should speak to our helpdesk if they have any questions regarding which is the best method.

Field 5 (Year Group)

TASS say: For some schools, the “year_grp” (Year Group) field is **not** required because the school is configured as a unitized/vertical timetable (see below):



However, schools which are not unitized/vertical, will need to make use of the “year_grp” field.

Continued on next page ...

If Subject names are different in the two systems

Your subjects will probably be labelled differently in TASS from *TimeTabler*. TASS separates the subject code and class code into two separate fields, whereas in *TimeTabler* they may be combined.

By maintaining a “subject/class translations” within TASS, TASS can automatically convert your *TimeTabler* codes into TASS codes during the timetable import.

For more about how to do this, see the next item.

Field 3 (Subject code)

TASS say: The subject code in the file has 2 elements embedded.

For example, a Subject code of “TUT8R” has these elements:

- Subject code = Tutor Group
- Class Group = R

A note on ‘Year Groups’:

- If your TASS software is configured as Unitised/Vertical, then ‘Year Group’ is not included as a dedicated field within the import; however, you should ensure you only allocate the correct students to the subject group. (Allows subject groups with multiple year levels).
- If your TASS software is **not** configured as Unitised/Vertical then ‘Year Group’ becomes mandatory in the timetable import and the TASS software will ensure that only students of that year group can be assigned to the subject group. (Does **not** allow subject groups with multiple year levels)

Regardless of whether your school is Unitised/Vertical or not, the code has embedded values which need to be expanded for TASS, the school will need to set-up **translations** within the TASS software – there is an upload facility for this.

For example, in Unitised/Vertical mode, the TASS software might translate this code of TUT8R to subject code 0892 and R. The subject code 0892 is ‘Tutor Gr 8’.

The screenshot shows the TASS software interface. On the left is a navigation menu with options like Finance, Student Admin, Enrolments, Parent Records, Student Records, Timetable, and External Data Interface. The 'Define Subject/Class Translations' option is highlighted. The main window displays a table of subject codes and their corresponding TASS codes and classes. A red box highlights the row for 'TUT8R' which is translated to TASS Code '0892' and Class 'R'. A dialog box titled 'Subject Class Translation Definitions' is open over this row, showing the mapping: Ext. Package Code: TUT8R, TASS Code: 0892 (with a dropdown showing 'Tutor Gr 8 [0892]'), and Class: R. The dialog has 'Cancel' and 'Update' buttons.

Subject Code	TASS Code	Class	Notes
ASSFP	0800	Assembly	
ASSEM	0800	Assembly	
TUT8R	0892	Tutor Gr 8	
TUT8E	0800	Tutor Gr 8	
TUT8R	0892	Tutor Gr 8	
TUT8E	0800	Tutor Gr 8	
CYCBE			
CYC8R			
CAL8R			
CYCLE			
CTEST			
CYT08	0892	Cycle Test	
BRK08	0808	Break	
BOTUC	0808	Break	
BOU7Y	0808	Break	

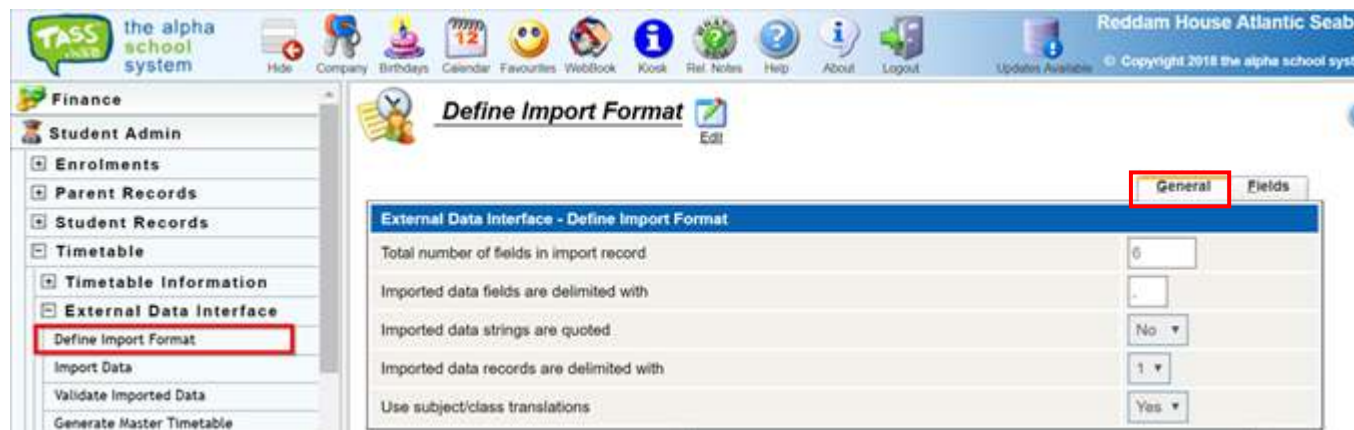
In the example for **non** Unitised/Vertical mode, the TASS software might translate this code of TUT8R to subject code 0092 and R. The subject code 0092 is ‘Tutor Gr’ which can be used with any year group.

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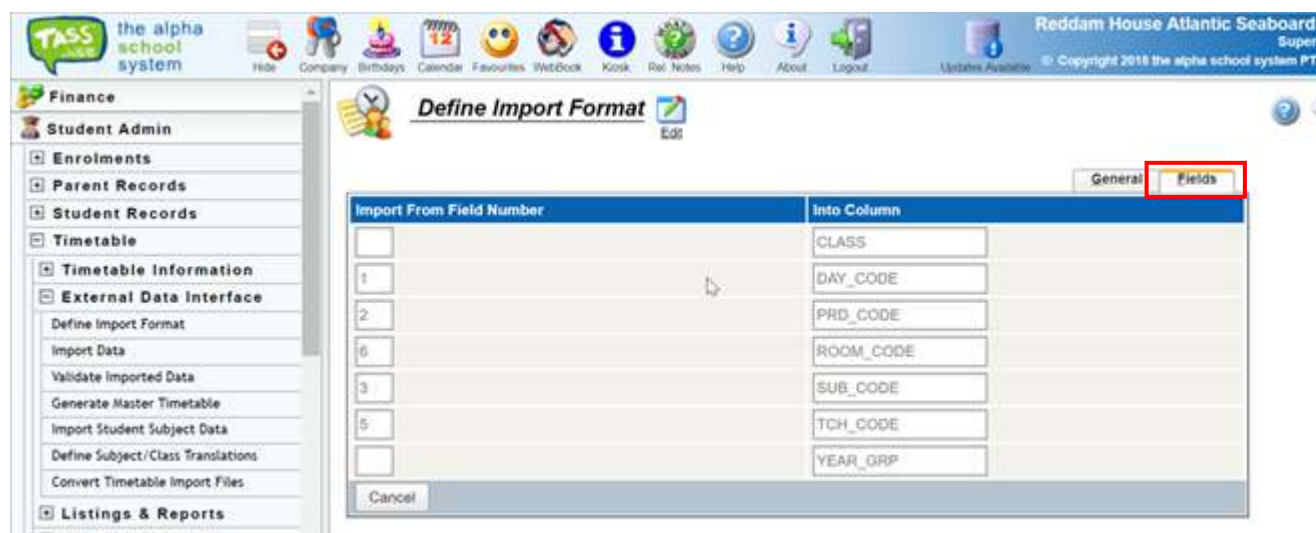
How do I choose the fields I want to import into TASS ?

TASS say: The order of the fields in the export file doesn't matter, because you can configure the "file upload format" within TASS. There are **two parts** to this:

-- **Part A** is the **General File format** (how many fields, are they quoted, etc.) See example below. In particular, the bottom option (Use subject/class translations) is important.



-- **Part B** is the **mapping** of the fields. This is how TASS knows what field is what:



Note: The above example is for Unitised/Vertical mode as YEAR_GRP is not required in the import file. In **non** Unitised/Vertical mode, it would be mandatory to map YEAR_GRP to a field in the import file.

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](#).

TASS also have a helpdesk available and requests for assistance can be submitted online at <https://tasscloud.com.au/spr/index.cfm>

A Appendix A : the Subject Code

The TASS Subject Code is created from the Subject, Year, Band, and Set-number (if any) of the lesson, in *TimeTabler*.

It is best illustrated by some examples:

Subject	Year	Band-letter for this class	Set-number	Subject code (Field 3)	Alternative Subject code (Field 7)	Notes
MAT	10	A	-	MAT10A	MAT10A	Subject+Year+Band
GEOG	11	B	-	GEO11B	GEO11B	Only first 3 chars of subject used
French	9	A	-	Fre9A	Fre9A	Only first 3 chars of subject used
Eng	8	-	-	Eng8	Eng8	User has not entered a Band letter for this class
Art	8	X	-	Art8X	Art8X	
Sci	11	P	3	Sc11P3	Sci11P3	Field 3: when there is a set-number, subject is truncated to 2 chars. Field 7 is <u>not</u> truncated / shows 3-char subject
Maths	11	S	5	Ma11S5	Mat11S5	Ditto
Art	7	E	1	Ar7E1	Art7E1	Ditto