



# *TimeTabler Software*

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**Export of the Timetable**  
from *TimeTabler*  
into *PCSchool*  
and other *Imports* and *Exports*

## Contact

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**TimeTabler** software  
[www.timetabler.com](http://www.timetabler.com)

## Version

Version 1.0  
Dec 2022  
Book T5P

# Exporting from *TimeTabler* to *PCSchool*

## Purpose of this Document

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

*TimeTabler* : [www.timetabler.com](http://www.timetabler.com)

*PCSchool* : [www.pcschool.net](http://www.pcschool.net)

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 ?

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When you have completed your timetable / schedule in *TimeTabler*, you will want to get that information into PCSchool before your next school year starts. You could just re-type all the lessons into PCSchool, 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 PCSchool.

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 PCSchool. And then within PCSchool, you will populate each Group with its students. (ie: you will tell PCSchool which students are in each Group).

## How to Perform the Export

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There are two steps:

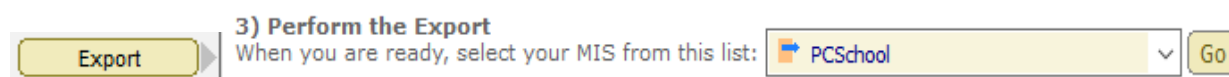
- [Exporting from TimeTabler](#)
- [Importing into PCSchool](#)

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 “PCSchool” from the drop-down list of MIS / Admin Systems, then click “Go”. Or if “PCSchool” 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 PCSchool 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 “**TTEXPOR.TXT**” and has one line for each Lesson on your timetable. A typical line might look like this:

**1, 3, A, 7Eng A, U14, AJo, Eng, 7, 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*           | Band-letter          | The band-letter you chose at Step 5 of the export (if any). For class 7A it would typically be 'A'                            |
| 4*           | Subject code         | The "year+subject+band-letter" you chose. <b>Examples in Appendix-A.</b> "7Eng A" represents "Year 7 English, band-letter A". |
| 5*           | Room code            | This lesson is in room "U14"  |
| 6*           | Teacher code         | "AJO" is this teacher's initials  |
| 7*           | Subject abbreviation | "Eng" for English   |
| 8*           | Year Group           | This group is in year 7   |
| 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 PCSchool.
- optional fields may be blank / a space.

### 3 Importing into *PCSchool*

Documentation to follow from PCSchool.

Please consult the PCSchool documentation for how to import, or ask Brendan Croese at PCSchool.

## 4 Further Links – *TimeTabler* and PCSchool

When needed, you can also transfer information between *TimeTabler* and *PCSchool* in a number of other ways, as described below:

### For *TimeTabler* :

#### 4.1 Import Teachers/Staff into *TimeTabler* from PCSchool

When you first start using *TimeTabler*, you can save typing time by importing a list of your teachers/staff from PCSchool, into *TimeTabler*.

- In *PCSchool*, follow the PCSchool advice to create the file “**Teacher.CSV**”.
- In *TimeTabler*, go to “Basic Data → Import from a file → PCSchool” ... then click on “Quick Setup → MIS examples → PCSchool (teachers)”. Then follow the on-screen instructions.



#### 4.2 Import Subjects into *TimeTabler* from PCSchool

When you first start using *TimeTabler*, you can save typing time by importing a list of your rooms from PCSchool, into *TimeTabler*.

- In *PCSchool*, follow the PCSchool advice to create the file “**Option.CSV**”.
- In *TimeTabler*, go to “Basic Data → Import from a file → PCSchool” ... then click on “Quick Setup → MIS examples → PCSchool (subjects)”. Then follow the on-screen instructions.

#### 4.3 Import Rooms into *TimeTabler* from PCSchool

When you first start using *TimeTabler*, you can save typing time by importing a list of your rooms from PCSchool, into *TimeTabler*.

- In *PCSchool*, follow the PCSchool advice to create the file “**Room.CSV**”.
- In *TimeTabler*, go to “Basic Data → Import from a file → PCSchool” ... then click on “Quick Setup → MIS examples → PCSchool (rooms)”. Then follow the on-screen instructions.

## 5 Further Links – *Options* and PCSchool

### For *Options* / *Electives* :

#### 5.1 Import Students/Pupils into *Options* from PCSchool

If you use our *Options* software, you can import a list of your students from PCSchool.

- In *PCSchool*, follow the PCSchool advice to create the file “**Student.CSV**”.
- *Options*, go to “Students & Choices → Import Students → Import”. Click on “Standard formats -> from PCSchool” and follow the instructions thereafter.

#### 5.2 Export group populations from *Options* into PCSchool

If you use our *Options* software, you can export which students are in each group, to PCSchool.

- In *Options*, go to “Export → MIS/Admin System → PCSchool” and follow the instructions.
- In *PCSchool*, follow the PCSchool advice.

Note: the final details of this transfer are still being agreed – **ready soon** (6/12/22).

### Any Questions ?

Any questions about this document, or any difficulties when you come to export or import from *TimeTabler* or *Options*, please contact us via our *TimeTabler Online Support Centre*. You can reach the Support Centre by clicking on the “**Support Centre**” button on the opening screen of *TimeTabler* or *Options*.

**PCSchool** can answer questions about their imports and exports.