

## SchoolBase Timetable Import Spreadsheet Format

This was based on the export file produced by Keith Johnson's Timetabler, but any spreadsheet export can be reformatted to match the column descriptions below, and can then be imported. We have a converter spreadsheet that can be used to convert some common timetable export formats (ASC, Nova-T & Untis).

If you are using Timetabler, export your completed timetable from Timetabler by selecting to export to School MIS and then selecting SchoolBase

This will give you two text files

1. TTEXP-T.CSV
2. TTEXP-B.CSV

SchoolBase does not need nor require the second of these thus hereafter all reference is to the first.

### The top of the spreadsheet

At the top of this spreadsheet are some non timetable rows that will look something like:

Your School	Date last worked on	10:07	5.01	SchoolBase	
2010-11-Yr7-13					
6	9	pppBpppLppp			
Mon	yyyyyyyyy				
Tue	yyyyynnn				
Wed	yyyyyyyyy				
Thu	yyynynnn				
Fri	yyyyyyyyy				
Sat	yyyyynnn				

These need to be deleted and the file saved before importing, so that the actual timetable rows start at the top of the spreadsheet. You also need to close the file, SchoolBase® cannot import the file if it is in use.

### The Body

Line	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Mon	1	1	C	9ABC	Yr9	EJT	Fr	1	L3	1	9	L
2	Mon	1	1	C	9ABC	Yr9	CT	Fr	2	L2	2	9	L
3	Mon	1	1	C	9ABC	Yr9	RV	La	3	L1	3	9	L
4	Mon	2	1	C	9A	9X	ABC	His		H1	1	9	
5	Mon	2	1	C	9B	9Y	DEF	Art		Art1	1	9	
6	Mon	2	1	C	9B	9Y	FED	Art		Art1	2	9	
7	Mon	2	1	C	9C	9Z	PQR	Geo		Geo1	1	9	
8	Mon	3	1	C	9ABC	Yr9	ABC	Ma	1	M1	1	9	
9	Mon	3	1	C	9ABC	Yr9	DEF	Ma	2	M2	1	9	

10	Mon	3	1	C	9ABC	Yr9	PQR	Ma	3	M3	1	9	
11	Mon	3	1	C	9ABC	Yr9	PQR	Ma	4	M4	1	9	

The way the body comes from TimeTabler there are no column headings so we will explain the purpose of each

### **Column A - Day**

This shows days – please note these REALLY need to be Mon and NOT Monday etc. SchoolBase will be looking for Mon, Tue etc and will not accept anything else.

If you have a 2 week timetable so have, e.g. Mon A in here, you need to do the following to get a correct import into SchoolBase®.

1. In your SchoolBase® Periods table, set the import number of the week 2 periods to be higher numbers than the week 1 periods (e.g. in a 6 period day, 2 week timetable, week 1 will be periods 1-6, week 2 will be periods 7-12)
2. Use Find and Replace in Excel to replace all the 2<sup>nd</sup> week period numbers (e.g. period 1 in week 2 becomes period 7)
3. Remove the week signifiers (e.g. A's and B's) from the day field, so it is just Mon, Tue, etc.

### **Column B - Period**

These numbers MUST correspond to the periods in your SchoolBase period table

### **Column C – Period Count**

The number 1 indicates a single period, 2 a double and so on. These must always be numeric.

### **Column D – Type of lesson**

The letter C indicates a teaching class. This is all SchoolBase will import. We strongly recommend doing all other bits and pieces in SchoolBase once you have imported the main timetable.

### **Column E – Who is being taught**

TimeTabler insists on classes being labelled A, B, C etc whilst you may have totally different names. If the group is being taught as a Form (e.g. lines 4 to 7) then it will show something like 9A etc. Where there is a block, you will see 9ABC to indicate they have been brought together. Much more of that in a moment.

### **Column F – Form**

If column E is a class (form) you MUST have the corresponding class name, as recorded in SchoolBase, in this column, if not this can be blank. Extraneous data in here will be removed as part of the import process by using 'Remove Form when Set exists' and 'Remove Form when block exists' functions.

### **Column G – The teacher**

These are the mnemonics of the teacher taking the class. It is possible that two (or more) teachers are assigned to a class as is the case in lines 5 and 6. These mnemonics MUST match those in SchoolBase.

### **Column H – The subject**

These MUST match those in SchoolBase.

### **Column I – The Set**

- If they are being taught as classes this column must be blank
- If they are all doing the same subject as shown in lines 8 – 11, then you MUST have a set number – please note a number not a letter.
- If there is a block letter in Column M then you do not need a set number UNLESS the same subject appears twice for that block in column H
- If they have the same subject (for example two Art groups in the same option block) and there is no set number, the system will assume there is one group with two teachers. Put in a set number and it will realise that there are two distinct groups.

### **Column J – The room**

These MUST match those in SchoolBase.

There MUST be a room – some schools do not timetable rooms and have left this blank. This will not import.

PLEASE NOTE that if you call your rooms 1, 2, 3 etc this is fine. If you call them A1, Art3, ACD etc this is also fine but if some are numeric and others are alpha-numeric, this will cause you problems.

### **Column K – The order**

Where taught in classes this will normally be 1. Lines 5 and 6 show two teachers taking 1 group and teacher DEF will be shown as the first teacher in SchoolBase and FED the second. Where taught in sets, these will often be the same number as the sets. Where taught in an option block they will often be 1 other than where there are two groups with the same subject in which case they will match the groups as in Column I above.

### **Column L – The Year**

This should be NUMERIC (e.g. L6 should be shown as 12) and this column MUST match the Years table in SchoolBase. That may mean that you need to change L6 to 12 etc. Or Reception which might be showing as R to -1 or whatever will be found in TimeTabler.

If you need to change these they can be changed back in SchoolBase once the import has been completed.

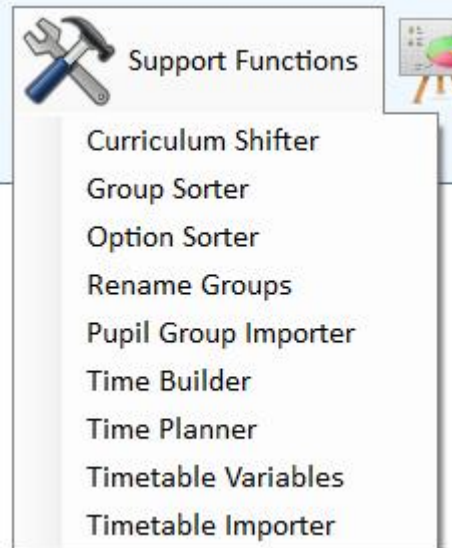
### **Column M – The Block**

This must be a letter and should only be used to indicate a group of subjects being brought together as a block. Quite often an option but in lines 1 – 3 we have shown a language block where the school has two French sets and one Latin. A letter should be unique within the year group but can be used again for a different year group.

## The SchoolBase importer

### Getting the Data in

On the timetable menu click Support Functions, Timetable Importer



SchoolBase Timetable Importer

Academic year:  Current  Next

1 - Import spreadsheet

2 - Check import

Missing Period Info	All Fine	Y
Unallocated	All Fine	Y
Periods	All Fine	Y
Days	All Fine	Y
No Teachers	All Fine	Y
Match Teachers	All Fine	Y
No Subject	All Fine	Y
Match Subjects	All Fine	Y
No Rooms	All Fine	Y
Match Rooms	All Fine	Y
Forms Match	All Fine	Y
Years	All Fine	Y
Form/Set/Block	All Fine	Y
Singles Lessons	All Fine	Y

Take snapshot

Manage snapshot

Day	Period	Lessons	Who	Form	Mnem	Subject	Block	Set	Room	Order	Year	Group Name	Curic Name
Mon	1	1	LVI		Awl	MAT	A		Rm8	1	LVI	LVI A MAT	A
Mon	1	1	LVI		STT	BIC	A		L2	1	LVI	LVI A BIC	A
Mon	7	1	LVI		Mfo	MAT	B		SV4	1	LVI	LVI B MAT	E
Mon	7	1	LVI		Awl	MAT		2	Rm8	1	UVI	UVI MAT 2	MAT
Mon	13	1	LVI		MS	PHY		1	SV3	1	UVI	UVI PHY 1	FHY
Mon	21	1	LVI		DI	MAI		1	SV6	1	UVI	UVI MA 1	MAI
Tue	33	1	LVI		STT	BIC	A		L2	1	LVI	LVI A BIC	A
Tue	33	1	LVI		Awl	MAT	A		Rm8	1	LVI	LVI A MAT	A
Tue	40	1	LVI		Mfo	MAT	B		SV4	1	LVI	LVI B MAT	E
Tue	53	1	LVI		MS	PHY		1	SV3	1	UVI	UVI PHY 1	FHY
Tue	59	1	LVI		BB	MAT		1	SV6	2	UVI	UVI MAT 1	MAT

11 rows. Curriculum Close

For details of using this form and the full import process please see the Curriculum - Timetable Importer manual.