

Export your timetable from *TimeTabler* to *ManageBac*

> Performing the export:

1) Select 'ManageBac' from the list of MIS on the Export page:

3) Perform the Export
When you are ready, select your MIS from this list:

2) Then follow the steps on-screen.

You will be advised about how you should set-up your [Teaching Group Names](#), and [set numbers](#).
If you have not done this, close the export, make the changes, then return to the export.

3) An export file will be created for you, called "TTE`Export.CSV`".

You can now import this into ManageBac, as explained in the ManageBac documentation.

> Trouble-shooting & notes on the export file:

1) The kind of data you will see in the export file, will be:

```
ENG. 9A. ABE, 1, 1, R344  
ENG. 9B. CKJ, 1, 1, R345  
SPA. 9B. ONA, 1, 1, R11  
***** HIST. 7B. JWO, 1, 1,  
GEOG. 7C. GRE, 1, 1, R32
```

PS: if you look in your export file, it is probably best to open it in a text editor, and don't save changes when you close it.

2) If a Manual Teaching Group Name cannot be found for a group, then you'll see that we have inserted a dummy name, which begins with several asterisks: ***** (to alert you).
If you have some of these, scroll down the list and whenever you find asterisks (*****) in column 1, then either manually edit it** to be the "Class ID" you want ... or else delete the row if you don't need this lesson in ManageBac.

Save any changes you make to the file, before importing it into ManageBac.

(** This is best done in a text editor).