



# TimeTabler > Cloud School Import Guide

## Cloud School

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# 1 Introduction

This document covers, step by step, the setup required in Cloud School for any schools using TimeTabler to create their schedule.

It also details the import routine once the timetable has been completed in TimeTabler.

It assumes that you are starting from scratch in creating a new academic year ready to setup your new timetable and starts from the beginning, however, if you are part way through academic progression or setup, please do still read through all of the steps and ensure all data is correctly in place to help ensure a smooth import.

If you have any queries or come up against any problems related to Cloud School setup whilst working through this preparation or during the import, then please contact our Support Team on 0330 060 2199. Alternatively, use the support site for live chat with a support representative, to search the knowledge base or to log a call.

Once the preparation in Cloud School is complete and you are ready to begin timetabling in TimeTabler, further documentation produced by the TimeTabler team detailing full functionality and how to export the finished schedule is available with the software and additional information is available from <http://timetabler.com/> and from the help pages in TimeTabler itself.

Any questions relating to that side of the setup or regarding TimeTabler in general is best directed to TimeTabler Support in the first instance - [support@timetabler.com](mailto:support@timetabler.com) however, both teams will try and help wherever they can with any issues.

When considering Teaching Groups, you can either:

1. Use the Academic Progression process to promote existing teaching groups with learner populations, create any new/additional teaching groups required in Cloud School and match the codes exactly in TimeTabler – this way, they will be automatically linked to the timetable as part of the import process. If this is done, you can populate the new groups and change the setting between existing groups at any point during the entire process.
2. Don't progress any teaching groups and import them (with or without learners) instead so they match new/TimeTabler codes and they will then be matched automatically on the import process. The import can be done and learners populated at any point during this process.

Choice 1 is most recommended to save time and for convenience but teaching group codes must match exactly and dates must be within the timetable source for them to match and you may have hundreds of groups to match so please do pay particular attention to this section.

The following page contains a high-level process flow.

1

### Create the new Academic Year in Cloud School

- This can be done any point from September of the new year onwards
- Must be completed and is the first step in this overall process

### Setup Subjects

- Any subjects being used on the 2022/2023 timetable must be setup and mapped to the correct courses
- Subject codes and names must be matched EXACTLY between Cloud School and TimeTabler – an export from Cloud School can be done to import for TimeTabler to ensure this is the case
- Must be done before you start creating the timetable in TimeTabler

### Academic Progression of Teaching Groups

- This is optional **BUT HIGHLY RECOMMENDED**: if you wish to 'promote' teaching groups (e.g. 7a/Ma1 to 8a/Ma2 with associated learners) and keep learner populations then you can link them automatically or manually to the timetable during the import process
- Must be done before the import and codes and years must match exactly if you wish link automatically during the import

### Setup Staff and Rooms

- Any rooms and staff being used on the 2022/2023 timetable must be setup
- Staff and Room codes and names must be matched EXACTLY between Cloud School and TimeTabler – an export from Cloud School can be taken to import into TimeTabler to ensure this is the case
- Must be done before you start creating the timetable in TimeTabler

2 -4 (mandatory)

### Academic Progression Mapping - Learners and Registration Groups

- This must be done before the start date of the 2022/2023 academic year to ensure learners are promoted correctly
- It should be done before importing the timetable

5 & 6

### Creation of New Teaching Groups

- This is optional **BUT HIGHLY RECOMMENDED**: if you wish to have new groups ready to automatically or manually link during the import they should be created before the import
- If you do not wish to promote – i.e. you wish have new codes/populations and empty groups – then new groups can be imported via a spreadsheet if formatted correctly

7

Check "**System Setting**" is for TimeTabler

8

Export core details for TimeTabler, create the schedule in TimeTabler and export for Cloud School

9

Import TimeTabler file to Cloud School – create the source, set the date mappings, match teaching groups, associate teachers to groups, check learner timetables – check and print!

## 2 Academic Year

In order to progress learners, registration groups and (should you wish to do so), teaching groups for the new Academic Year, you will need to complete the setup in Cloud School. It is important that you setup the dates for the Academic Year and complete each required step of the academic progression correctly – it is recommended that a Data Manager do this in conjunction with the Timetabler as the two processes are closely tied.

The Academic Year setup in Cloud School is powerful and elaborate because it involves the definition of terms, mid-term breaks, training days, etc.

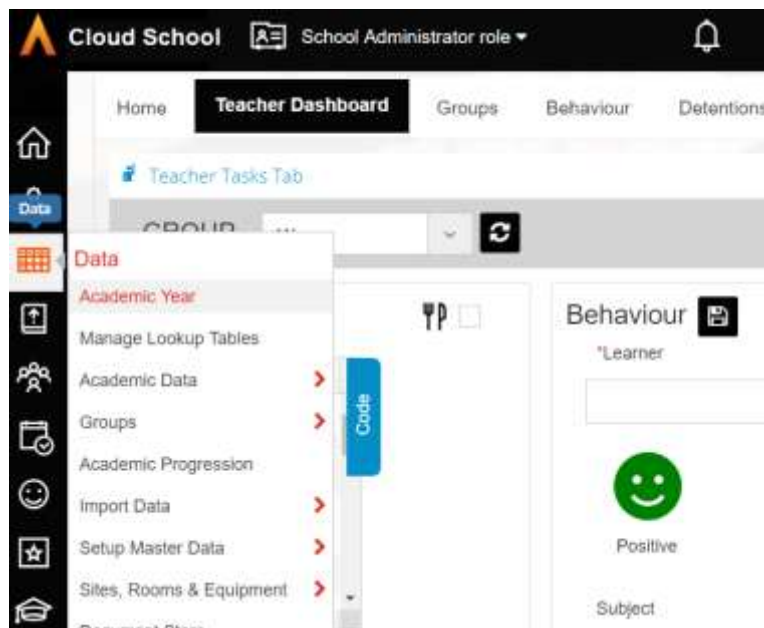
When adding dates for the new Academic Year, non-volatile data such as rooms, staff and Subjects - i.e. data that doesn't change significantly between years – will continue to be active into the new date range – learner and group progressions are dealt with in the Academic Progression.

**Note:** The creation of the Academic Year and the first two steps of the Academic Progression are the very least required to be able to import a TimeTabler file so should be done at the start of the overall process.

If you are part of a Cluster of schools, it is possible to copy and use an Academic Year structure which has been created at Cluster level. If you are part of a Cluster and they have made an Academic Year available to you, you will see two options – one to *Add an Academic Year* of your own and another to *Copy the Cluster defined Academic Year*. An Academic Year must have been defined and made available by a Cluster user for this option to work.

### 2.1 Create Own Academic Year

- > **Select** Data | Academic Year



- > **Click Add** – the radio button by default will remain in **Create Own Academic Year** even if you have an option to copy from a cluster available.

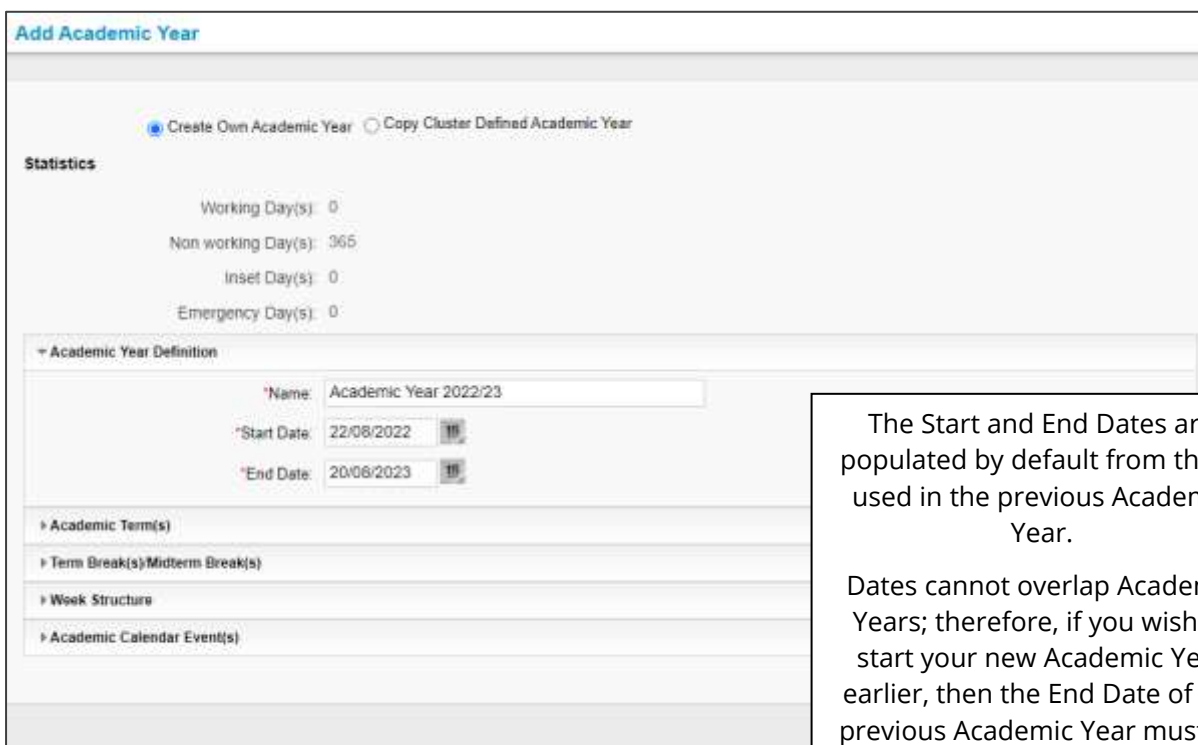
The first section *Academic Definition* requires you to provide a name, start date and end date for the new Academic Year.

**Note:** The mandatory fields in this section are the only ones which need to be completed in order to save the Academic Year – the terms and inset days can be added at a later date – please note however, that they must be completed before the dates actually arrive.

- > Fill in a name for the Academic Year – the recommended format is **Academic Year 2022/2023**

**Note:** By default the Start Date is taken as the date immediately after the End Date of the previous Academic Year and the new End Date is set a calendar year later. Don't change the start date so there is a gap, if you need to make the new academic year start earlier or later, cancel here and amend the end date of the current/previous academic year first so the new one defaults correctly next time.

- > Check the default **Start Date** is early enough for your first day back at school – amend the date correctly if it isn't
- > Check the default **End Date** is correct – click the calendar icon or overtype in the same date format to select a different date



The Start and End Dates are populated by default from those used in the previous Academic Year.

Dates cannot overlap Academic Years; therefore, if you wish to start your new Academic Year earlier, then the End Date of the previous Academic Year must be adjusted first.

- > Click **Save**
- > Click **Yes** to the confirmation message that appears

A success message will then appear stating that the record(s) have been added successfully.

- > Click **OK** and you will see the new year showing in the list



## 2.2 Copy Cluster Defined Academic Year

- > Select **Data | Academic Year**
- > Click **Add**
- > Select the **Copy Cluster Defined Academic Year radio button**

**Note:** If a Cluster defined Academic Year wasn't available to you at this point, a message would appear to warn you that is the case. If an Academic Year from the Cluster is available, the predefined information will be made available and shown in each section.

- > Check the details and amend according to your individual school's requirements by selecting a term or term break and clicking the **Edit** button
- > Click **Save** when you are happy to use the Academic Year details
- > Click **Yes**
- > Click **OK** when you get a message stating that the record(s) have been added successfully
- > You will then see your new Academic Year showing in the Academic Year list view.
- > Select the **2022/2023 Academic Year** and click **Edit**

You will see several sections which can be worked through in turn to further define the new academic year.

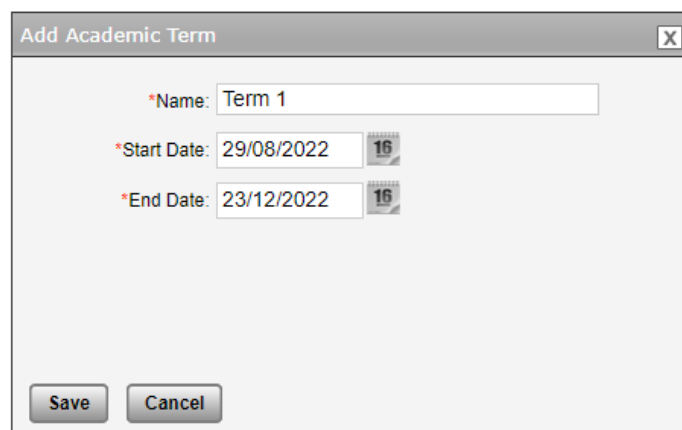
## 2.3 Academic Year Definition

This section allows you to edit the academic year details you have just defined should you wish to do so at any point. You can edit the name or change the end date accordingly until the year starts. The start date is greyed out as this is determined by the end date of the previous academic year.

## 2.4 Adding Academic Terms

This section allows you to add and/or edit academic terms. Each term date should be entered according to its start and end date – e.g. the Autumn Term, the Spring Term and the Summer Term.

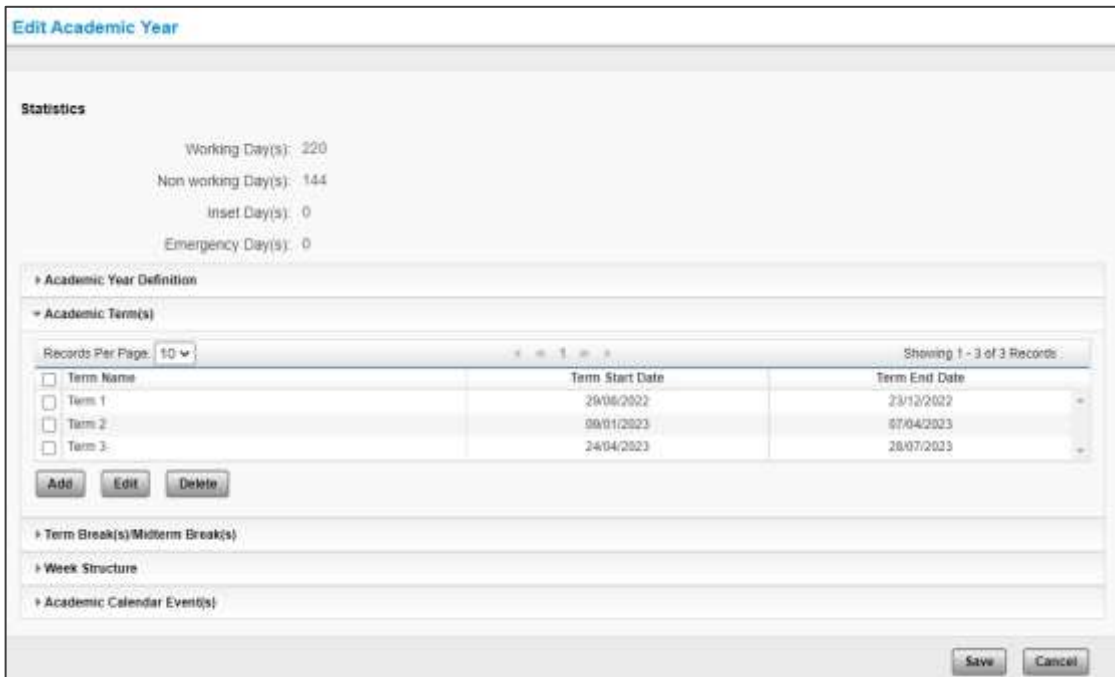
- > Expand the Academic Term(s) section by clicking on the section header
- > Initially there will be no records to display – click **Add** to add the first Academic Term
- > Enter in a **Name** for the term and a **Start Date** and an **End Date** for the term



- > Click **Save** once this is correct or **Cancel** to start again

You will see the term added to the section.

- > Repeat as above until you have added all the term dates required



**Edit Academic Year**

**Statistics**

Working Day(s): 220  
 Non working Day(s): 144  
 Inset Day(s): 0  
 Emergency Day(s): 0

▶ **Academic Year Definition**

▶ **Academic Term(s)**

Records Per Page: 10 | Showing 1 - 3 of 3 Records

<input type="checkbox"/> Term Name	Term Start Date	Term End Date
<input type="checkbox"/> Term 1	29/08/2022	23/12/2022
<input type="checkbox"/> Term 2	09/01/2023	07/04/2023
<input type="checkbox"/> Term 3	24/04/2023	28/07/2023

Buttons: Add, Edit, Delete

▶ **Term Break(s)/Midterm Break(s)**

▶ **Week Structure**

▶ **Academic Calendar Event(s)**

Buttons: Save, Cancel

If you make an error whilst adding the dates, e.g. a finish date earlier than a start date - then a warning will appear to advise you to make a correction.

## 2.5 Term Break(s)/Midterm Break(s)

As you created the term dates, Cloud School in the background automatically defined the Term Breaks which will take place between the terms – e.g. the Christmas holiday, the Easter holiday and the Summer holiday.

Using this section, you can re-name those term breaks that are automatically defined and further create midterm breaks.

Should you wish to rename a Term Break:

- > Select it and click **Edit**
- > Change the Name and click **Save**

To add a Midterm Break:

- > Click **Add**
- > Type in a **Name**, **Start Date** and **End Date**
- > Click **Save**

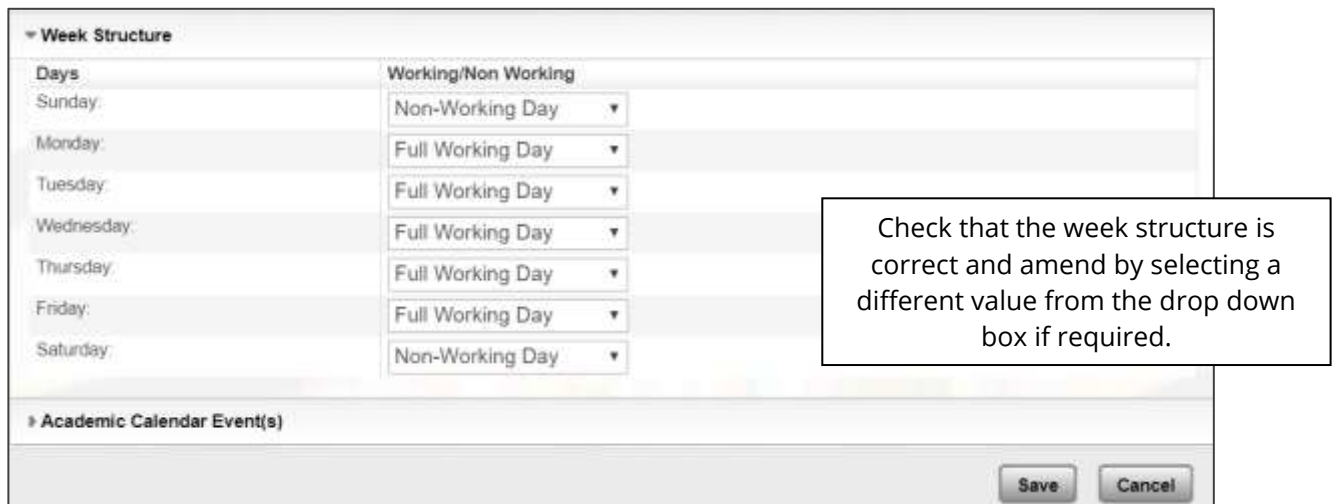
Repeat until you have all the Midterm breaks required.

**Note:** Each section can be reduced once you have completed it to save on space by clicking the header again.

## 2.6 Week Structure

This section allows you to define which sessions of which days of the week are 'in use' and should count as school days for roll call attendance purposes. For example, if your school opens on Saturday morning and you expect learners to attend then you can set AM only on Saturday.

Typically, this section should be correct anyway but double check and change if required.



Days	Working/Non Working
Sunday:	Non-Working Day
Monday:	Full Working Day
Tuesday:	Full Working Day
Wednesday:	Full Working Day
Thursday:	Full Working Day
Friday:	Full Working Day
Saturday:	Non-Working Day

Check that the week structure is correct and amend by selecting a different value from the drop down box if required.

Academic Calendar Event(s)

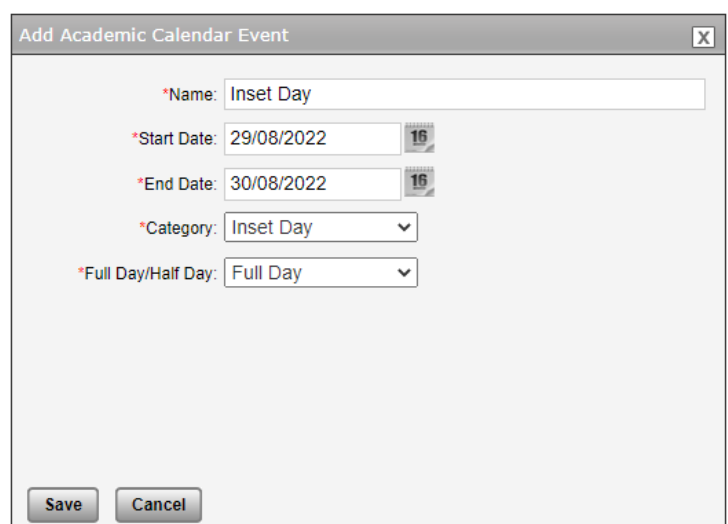
Save Cancel

## 2.7 Academic Calendar Events

This section allows you to add other days which will have an impact on your academic year and attendance requirements – e.g. inset days and unexpected school closures.

A graphical representation is provided to show what is happening. To add an Academic Calendar event:

- > Click **Add**
- > Type in the **Name** and the **Start and Finish** dates – it is possible to enter events spanning more than one day, e.g. 2 Inset Days together
- > Select a **Category** (each event must have one) - there should be sufficient categories already provided by default, but it is possible to add your own (**Data | Setup Master Data | Data | Academic Calendar Category**)
- > Select whether the event should be applied for a **Full Day or Half Day** (e.g. am only or pm only session)
- > Click **Save**



Add Academic Calendar Event

\*Name: Inset Day

\*Start Date: 29/08/2022

\*End Date: 30/08/2022

\*Category: Inset Day

\*Full Day/Half Day: Full Day

Save Cancel

The graphical representation will be updated and the event will be added to the list view. Repeat as above until you have added any events you need to at this time. The Academic Calendar can be updated throughout the year.

If you have an emergency closure day, it is possible to send SMS or Email notifications after adding the event.

If you wish to record absences for staff but not teachers during dates now marked as school holidays, you can create Academic Calendar Events with a category which expects staff attendance but does not expect learner or teacher attendance.

- > Once you have completed all of the possible setup steps you can, click **Save**
- > Click **Yes** to the confirmation message, then **OK** to the success message.

Your Academic Year is now created and saved and you are ready to continue with Academic Progression.

Setting up the academic year is necessary before using TimeTabler, however, Academic Progression can be completed now or at a later stage so it features slightly later in these notes.

## 3 Further Core Data Preparation

There are some areas of core data which will be used in the timetable that can only be setup and edited in Cloud School. Once setup, this data can be exported for TimeTabler to ensure the codes match when the file is imported (if the codes do not match exactly the import will not work). Much of this data is used in other areas of Cloud School so it is worth setting them up in conjunction with users of those areas – e.g. Exams Officers, Data Managers and those responsible for Assessment.

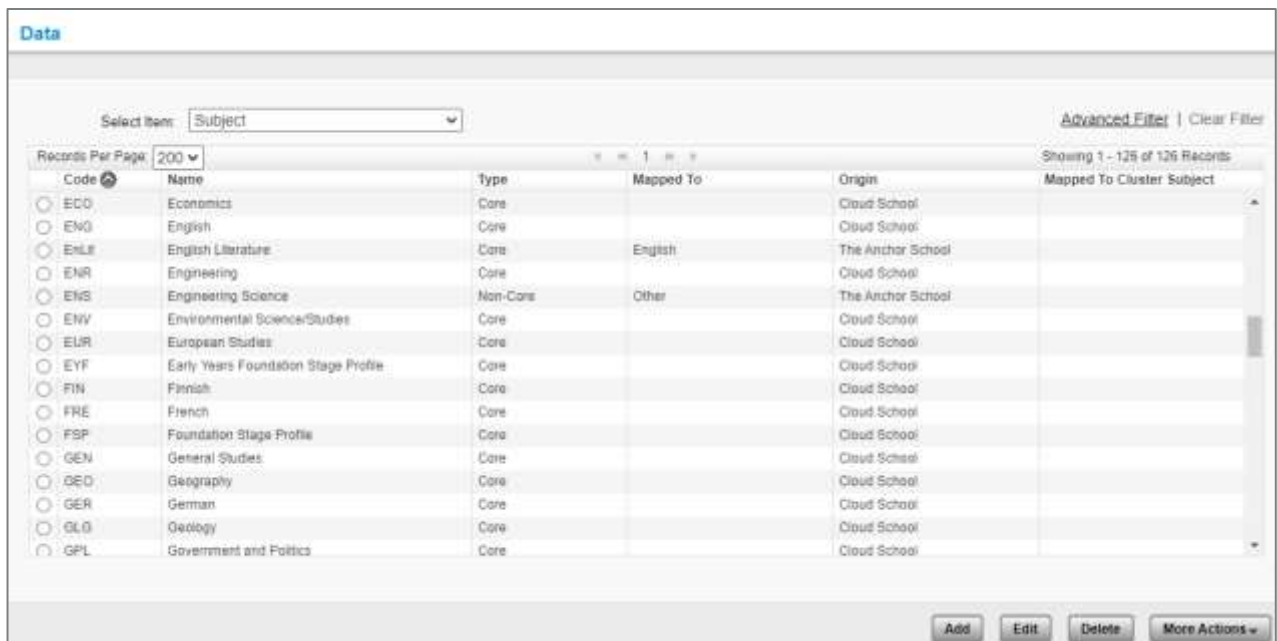
### 3.1 Subjects

It is possible for each school to choose the codes and names for their own subjects. As subjects will be used throughout the system for a variety of purposes including analysis, it is very important that as a school all stakeholders who use subjects agree on the codes that need to be used. That means consulting with the Exams, Attendance and Assessment officer for example. Additional subjects can be added should they be required.

Subjects can also belong to departments depending on the school preference, however, if subject codes and department associations are changed unreservedly then this can have an impact on assessment, examinations, analysis etc., as the Timetabler please appreciate you should not simply change the codes to your desired convention, this is also true of other colleagues. It must be decided at school level.

- > Select **Data | Setup Master Data | Data**
- > Select **Subject** from the drop down list

This will display a list of subjects which came with Cloud School and also any that have been imported from/added by your school.

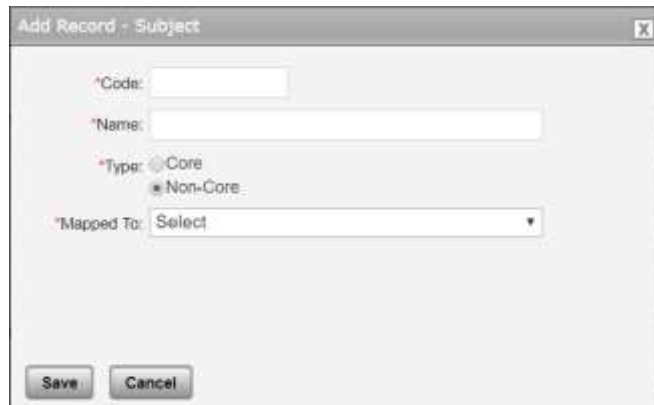


Code	Name	Type	Mapped To	Origin	Mapped To Cluster Subject
ECC	Economics	Core		Cloud School	
ENG	English	Core		Cloud School	
ENL	English Literature	Core	English	The Anchor School	
ENR	Engineering	Core		Cloud School	
ENS	Engineering Science	Non-Core	Other	The Anchor School	
ENV	Environmental Science/Studies	Core		Cloud School	
EUR	European Studies	Core		Cloud School	
EYF	Early Years Foundation Stage Profile	Core		Cloud School	
FIN	Finnish	Core		Cloud School	
FRE	French	Core		Cloud School	
FSP	Foundation Stage Profile	Core		Cloud School	
GEN	General Studies	Core		Cloud School	
GEO	Geography	Core		Cloud School	
GER	German	Core		Cloud School	
GLO	Geology	Core		Cloud School	
GPL	Government and Politics	Core		Cloud School	

Each new subject created by the school should have a **Code**, **Name** a **Type** and be **Mapped** to a subject in the CBDS.

To enter a new subject:

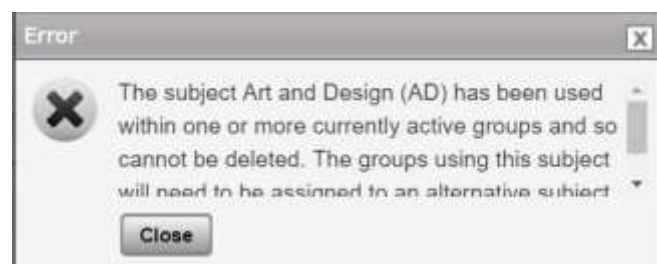
- > Click **New**
- > Type **SPS** in the **Code** field (try and keep the code as short as possible)
- > Type **Sports Science Level 2** in the **Name** field
- > Select **Non-Core** (this is not used elsewhere in Cloud School so you can have your own use/convention for it in the Subject area)
- > Select **Physical Education / Sports** from the **Mapped to** combo box
- > Click **Save**
- > Click **OK**



The subject will be added to the list.

- > To delete a subject which you don't wish to use, select the radio button and click **Delete** then click **Yes** and **OK** to the messages.

*Should you attempt to delete a subject which is actively is use elsewhere in Cloud School you will receive the following error message;*

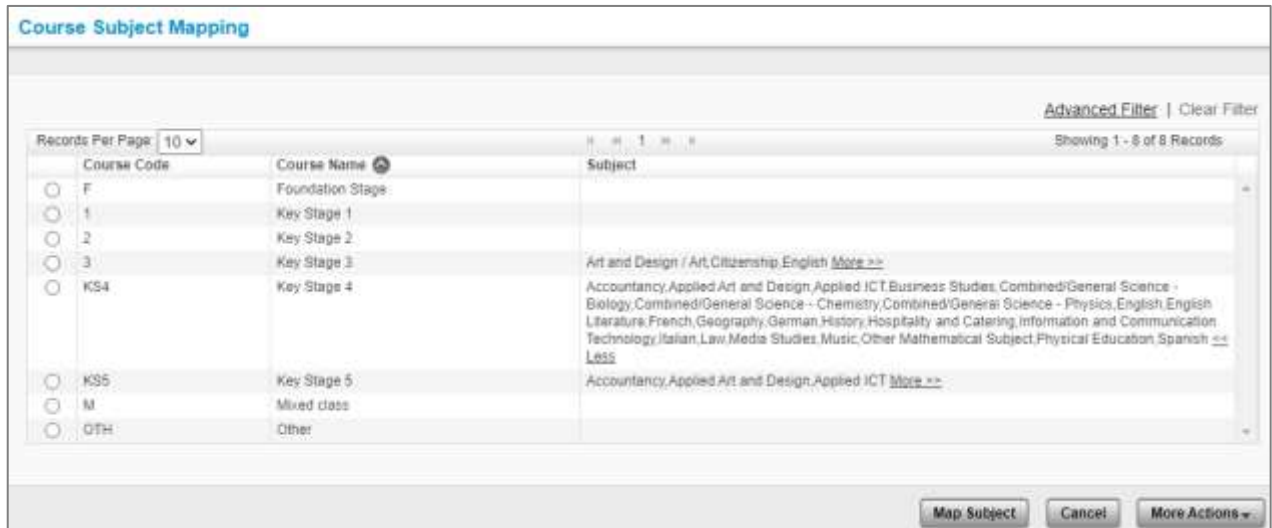


**Note:** When a file has been extracted for TimeTabler, it is important that either no changes are made to subject names or codes until it has been imported or that those changes are matched and also made in the TimeTabler file.

### 3.1.1 Course Subjects

Once subjects have been added, it is advisable to associate subjects with courses to provide filtering of subjects in other areas of Cloud School – e.g. when creating teaching groups for KS4 mapped subjects will appear in a separate section at the top of the list.

- > Select **Data | Academic Data | Course Subject Mapping**



- > Select the radio button for a course and click **Map Subject**
- > Select the additional subject(s) required and click **Save**
- > Click **OK**



If you are no longer teaching a subject in a key stage and wish to un-map it;

- > Select the radio button for a course and click **Map Subject**
- > De-select the subject(s) you wish to un-map and click **Save**
- > Click **OK**

## 3.2 Teachers/Staff

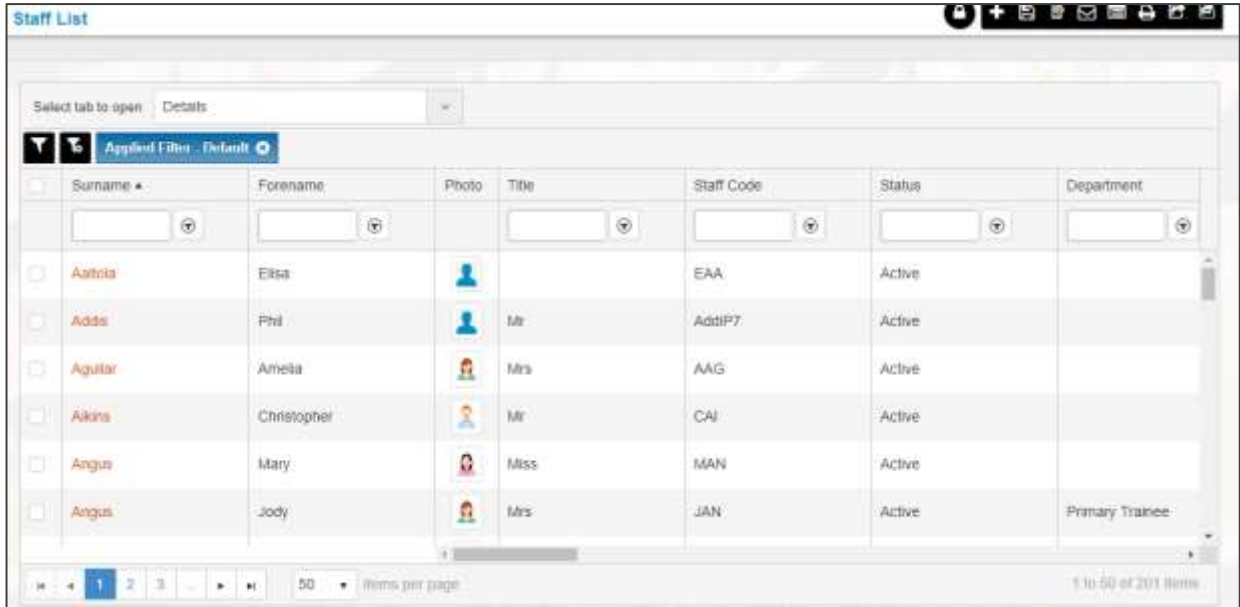
Staff Records must be created and maintained within Cloud School. Staff records can be added in TimeTabler but they must also exist in Cloud School with the same details for the import routine to work when attempting to match them.







Staff records are date based and active records must have a unique code (which is automatically created upon saving).

### 3.2.1 Adding a New Teacher

To create a new teacher record:

- > Select **People | Staff**



Surname	Forename	Photo	Title	Staff Code	Status	Department
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Aarota			EAA	Active	
<input type="checkbox"/>	Addi		Mr	AddiP7	Active	
<input type="checkbox"/>	Agular		Mrs	AAG	Active	
<input type="checkbox"/>	Akins		Mr	CAJ	Active	
<input type="checkbox"/>	Angus		Miss	MAN	Active	
<input type="checkbox"/>	Angus		Mrs	JAN	Active	Primary Trainee

- > Click **Add**
- > Type **Dinshah** the **Surname** field
- > Type **Freya** in the **Forename** field
- > Tick the '**Timetable**' box
- > The ID is automatically generated but you can overtype this if you wish
- > Enter a **Start Date** – this can be a future start date
- > Click **Save**

The system will automatically check to ensure that the ID entered for the teacher is unique amongst active and draft records. If the code is not unique then you will see an error message.

Where display IDs are in use by an active staff member, another ID must be chosen.

If the ID is not in use on another active or draft record, a success message will appear (codes used previously on records which now have a status of Left can be used again).

- > Click **OK**

Notice that each record has a Status:

**Draft** – this will be allotted to a record which has been created but is not yet active according to the start date (future date or blank)

**Active** – this will be allotted to a record which has been created and is active according to the Start Date and Date Left

**Left** – this will be allotted to a record which has a leaving date assigned which is already in the past

When using the Manual Event Override functionality in Cloud School and the Cover functionality, in order to show teachers of the same subject or teachers who are free, they must also have been assigned a 'Teaching Position' in the **Position** drop down.

The Position drop down is defined in **Setup Master Data | People | Staff Position** – there are some Cloud School system defined positions which can't be edited, however should you wish to clone/create a new position and set the Type as Teaching then staff assigned that position will appear when searching for free teachers in Cloud School.



## 3.3 Sites and Rooms

Largely these will remain static but you may be having building works or moving to a new site and find it necessary to create new rooms or even sites.

### 3.3.1 Sites

It is not possible to set up rooms until a site is present. Most schools operate on a single site - individual blocks within a site are not set up as separate sites. If you do have a split site school, you can set up additional sites.

Cloud School comes with a ready set up Site called Main which can be used as the default if you only have one site. To add a new site;

- > Select **Data | Site, Rooms & Equipment | Sites**
- > Click **Add**
- > Fill in a **Code** – e.g. PRI
- > Fill in a **Name** – e.g. Primary
- > Click **Save** then click **OK**

Details of the site will be displayed in the list view.

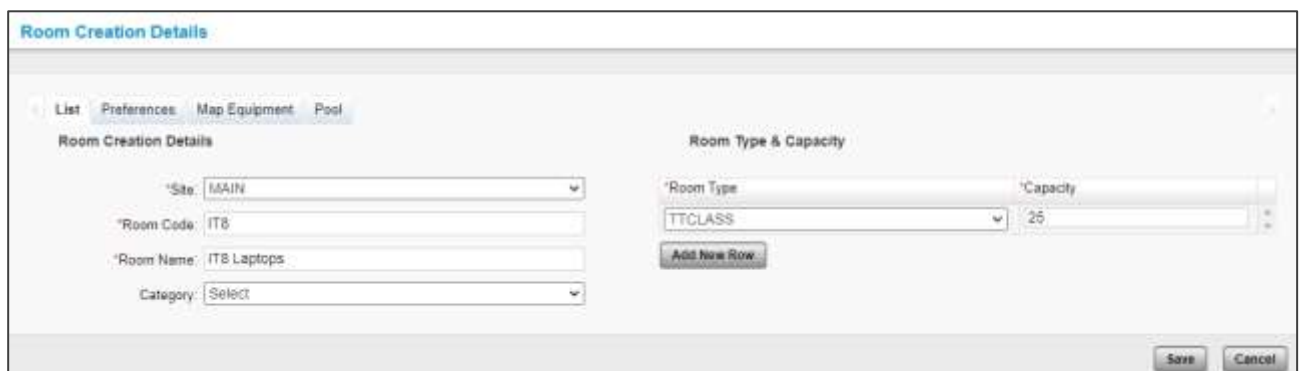
The import won't look at site, it will match on Room Code so if you do have a split site try and make sure there aren't rooms with the same code on both sites.

### 3.3.2 Setting up Rooms

Each Room requires a Site, Code, Name, Room Type and Capacity.

To enter details of a new room:

- > Select **Data | Site, Rooms & Equipment | Rooms**
- > Click **Add** (notice the *Site* defaults to Main)
- > Fill in a **Code** – e.g. IT2
- > Fill in a **Name** – e.g. Information Technology 2
- > Select the appropriate **Site**
- > Select a **Room Type** – we suggest TTCLASS for this
- > Fill in a **Capacity** – e.g. the maximum number of learners for that room
- > Click **Save**
- > Click **OK**



You will be returned to the list view and the new room will now be displayed.

## 4 Timetable Sources, Setup and Date Mappings

Within Cloud School, each timetable must have its own source – this source will be created as part of the import routine.

Each source can have its own day structure, its own number of iterations and its own set of events – the day structure will be created as part of the import routine.

Teaching groups are linked to timetable sources based on the start and end dates of both and the subject of the teaching group matching in both.

When the import is creating the source, it must have a start date and according to the number of iterations, a finish date – these must sit within the academic year start and finish dates.

In turn teaching groups that you wish to use for a particular timetable must have start and end dates that sit within the timetable source start and finish dates so they all tie in together.

The day structure, timetable source start date, the number of iterations (how many times the cycle repeats during an academic year) and the date mappings will all need consideration to ensure that the hierarchy of dates is correct so that the teaching groups can be matched during import so please pay particular attention to this part of the setup in TimeTabler and the import.

The below scenario would work as the teaching groups are within the source which is within the academic year and the day structure is Monday to Friday.

Academic Year	30/08/2021	26/08/2022
Timetable Source	06/09/2021	26/08/2022
Teaching Groups	06/09/2021	26/08/2022

It is recommended you run your teaching groups past exam results days in August to make it easy to run reports for active groups.

Once the timetable has been imported, the date mappings can be amended accordingly should you need to remove some days from the beginning or end of the timetable source.

If you run a two week timetable you will also need to adjust the week sequence (e.g. a, b, a, b, a, b) so that after a one week holiday school returns to the correct week of a timetable but again, this is easier done once in the main date mappings screen once the file has been imported.

Guidance for two week timetable date mappings is available in the Cloud School Resource Centre.

## 5 Academic Progression

Once the dates for the new Academic Year have been defined it is possible to carry out some or all of the Academic Progression. This will allow you to ensure years are mapped correctly to courses for group creation, progress teaching groups (should you wish to do so) with the **correct dates**, make them available for matching on import and progress learners to ensure they are in the correct groups.

### > Select **Data | Academic Progression**

The process is broken down into steps which should be completed in turn. It is essential that you check the settings thoroughly and ensure the data is correct before moving on to the next section as it is not possible to re-visit some sections. For example, once you have created new groups, the Course Year Mapping and Course Year Promotion sections are greyed out. You must at the very least carry out steps 1 and 2.

Should you wish to do so, you can progress the teaching groups, along with the population of learners – e.g. 7A/Ar becomes 8A/Ar – this will save time repopulating groups where the population will largely remain the same and if the group codes are the same the import will match them to the TimeTabler file.

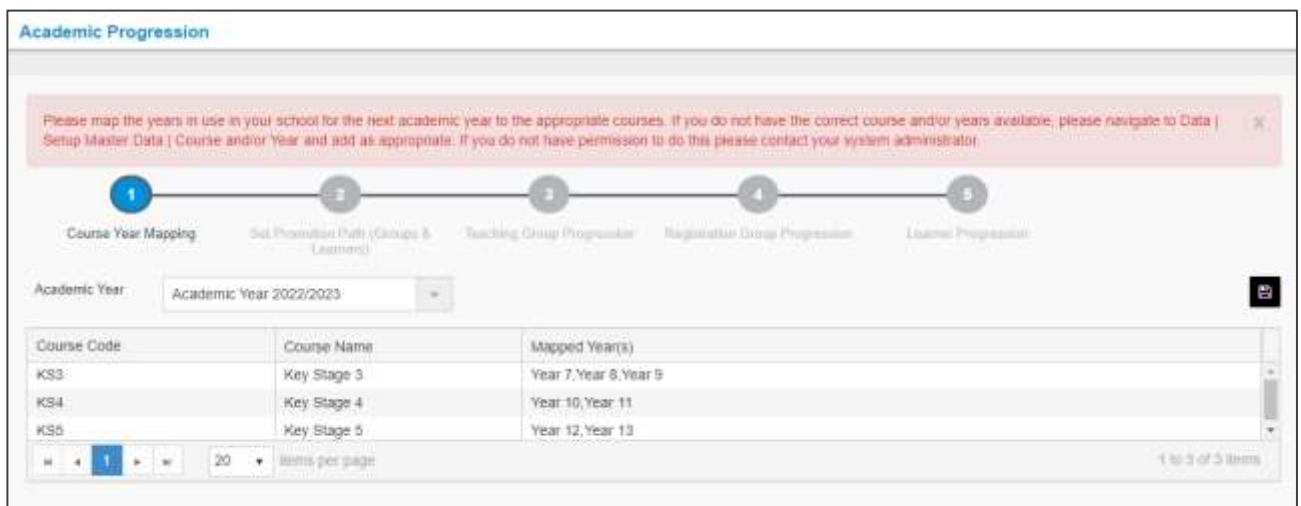
If you wish to start teaching groups from scratch in terms of coding them and populating them, you can create the teaching groups via the import teaching groups process or manually and code them based on the naming convention being used in TimeTabler and manually populate them with learners. This is a time consuming process however, so fine for the odd group here and there but not recommended for all groups.

Whatever you decide to do for teaching groups, you will need to map promotion paths for learner promotion and it's also likely that you'll be able to promote registration groups.

### 5.1 Course Year Mapping (Step 1)

This section allows you to map School Years to Courses and is the mechanism by which the Academic Structure of your school is defined in the new Academic Year.

**For example, if your school has decided to move Year 9 into Key Stage 4 then you must re-map it here before continuing.**



**Academic Progression**

Please map the years in use in your school for the next academic year to the appropriate courses. If you do not have the correct course and/or years available, please navigate to Data | Setup Master Data | Course and/or Year and add as appropriate. If you do not have permission to do this please contact your system administrator.

1 Course Year Mapping    2 Set Promotion Paths (Groups & Learners)    3 Teaching Group Progression    4 Registration Group Progression    5 Learner Progression

Academic Year: Academic Year 2022/2023

Course Code	Course Name	Mapped Year(s)
KS3	Key Stage 3	Year 7, Year 8, Year 9
KS4	Key Stage 4	Year 10, Year 11
KS5	Key Stage 5	Year 12, Year 13

1 | 20 | Items per page | 1 to 3 of 3 items

- > Check that all required Years are mapped to their correct Course
- > If no changes are required and everything remains the same, just click **Save**
- > To map any un-mapped Years, click in the Mapped Year(s) line for the appropriate Course and choose a year from those available in the drop down
- > To re-map a Year, select its current Course and click in-line to activate it
- > Click the 'x' on the Year concerned to remove it from that course
- > Click in-line for the new course and it will be available to re-map
- > Click **Save**
- > Ensure you see the successful save banner

Once you have saved this step you can move on to Step 2 of the Wizard.

## 5.2 Set Promotion Path (Groups & Learners) (Step 2)

This section of the Academic Progression allows you to map years for progression – for example, KS3 Year 9 into KS4 Year 10. This step of the process doesn't move actual learners from class group to class group or at this stage create the groups, it simply determines the mapping of the pathway.

**Academic Progression**

1 — 2 — 3 — 4 — 5

Course Year Mapping    **Set Promotion Path (Groups & Learners)**    Teaching Group Progression    Registration Group Progression    Learner Progression

Academic Year: Academic Year 2022/2023

Current Course	Current Year	Next Course	Next Year
KS3	7	KS3	8
KS3	8	KS3	9
KS3	9	KS4	10
KS4	10	KS4	11
KS4	11	KS5	12
KS5	12	KS5	13
KS5	13	Leaving	

1 to 7 of 7 items

**Learner Promotion Guidance**

- Learners will be promoted according to the pathway you set in the Promotion Pathways screen.
- Learners will be promoted according to the year set in the learner record
- Learners will be promoted independently of groups
- The promotion will take place at midnight on the start date of the new academic year.

**Guidance on Leaving**

If a learner is associated to a year group which is marked as 'Leaving' in the Promotion Pathways screen then they will not be progressed an actual year or an NC year.

Even if a year is marked here as 'Leaving' you still need to go and mark learners directly via the learner record in People | Learners | Transfer Learner for bulk functionality.

If you think you will have some learners returning to an optional course/year then map the year then mark those who aren't coming back as leaving and manage those who don't turn up as expected individually.

Once you have created any teaching group or registration group for the new academic year - be it manually or via step 3 or 4 of this wizard - you will not be able to change which course a year is mapped to. Therefore, please double check the mappings and ensure you are saving the correct data before you go ahead and create any groups.

- > Select step 2 – Set Promotion Path (Groups & Learners)
- > All years listed, must be mapped before you can continue
- > By default, numerical years will be picked up and mapped forward – e.g. 10 will go to 11
- > Any which cannot be mapped and those years which are set to 'Leaving' must be mapped manually
- > Where a year group will be leaving – e.g. 11 or 13 – select Leaving (this won't actually mark learners as left but will mean that they won't be moved forward into future groups)

- > If you have a sixth form and there may be some learners who will progress, move year 11 to year 12 at this point then any who don't actually return can be marked as left but those who do can be put into new year 12 groups
- > Next Year is dependent on Next Course
- > To map a year, click in-line in the Next Course to select a course then select a Next Year if appropriate
- > Ensure all years are mapped and click **Save** then click **OK**

### 5.3 Teaching Group Progression (Step 3)

Step 3 allows you to progress teaching groups with learner populations and it is recommended you do this for all groups which follow on into the new timetable.

Once groups are created via Academic Progression, they can be manually updated, however, populations changed in the current group after progression cannot be automatically reflected in the new groups created via progression, therefore you may wish to wait to bulk progress teaching groups until you are ready to associate them to the timetable later on in the process in order to capture the most up to date learner populations possible.

Groups must be promoted before they reach their End Date so just double check that and remember to progress any groups you want to before that date is reached.

If/when you are ready to complete Step 3 of Academic Progression, please check the video and/or walkthrough guides available in the "Resource Centre" or "Product hub" in Cloud School. There is also information available in the "Product hub" on how to import or create groups which can't be progressed. We recommend all teaching groups are created before the import.

### 5.4 Registration Group Progression (Step 4)

Step 4 allows you to progress registration groups with learner populations and it is typically all groups not in a leaving year that can progress.

Once groups are created via Academic Progression, they can be manually updated, however, populations changed in the current group after progression cannot be automatically reflected in the new groups created via progression, therefore you may wish to wait to bulk progress registration groups until you need them.

If you wish to timetable registration periods, we recommend you do this using Registration Groups but this is typically later on in the timetabling process. Even if groups aren't needed for the timetable, they typically should still be progressed.

Note: to timetable registration groups, the Start and End dates must be equal to or within the Timetable Source.

Groups must be promoted before they reach their End Date so just double check that and remember to progress any groups you want to before that date is reached.

If/When you are ready to complete Step 4 of Academic Progression, please check the video and/or walkthrough guides available in the "Resource Centre" or "Product Hub" in Cloud School.

## 5.5 Learner Progression (Step 5)

Step 5 allows you to automatically increment the NC Year of learners. By default it does this anyway so you only need to make changes to this step if you do not wish to automatically increment the NC Year.

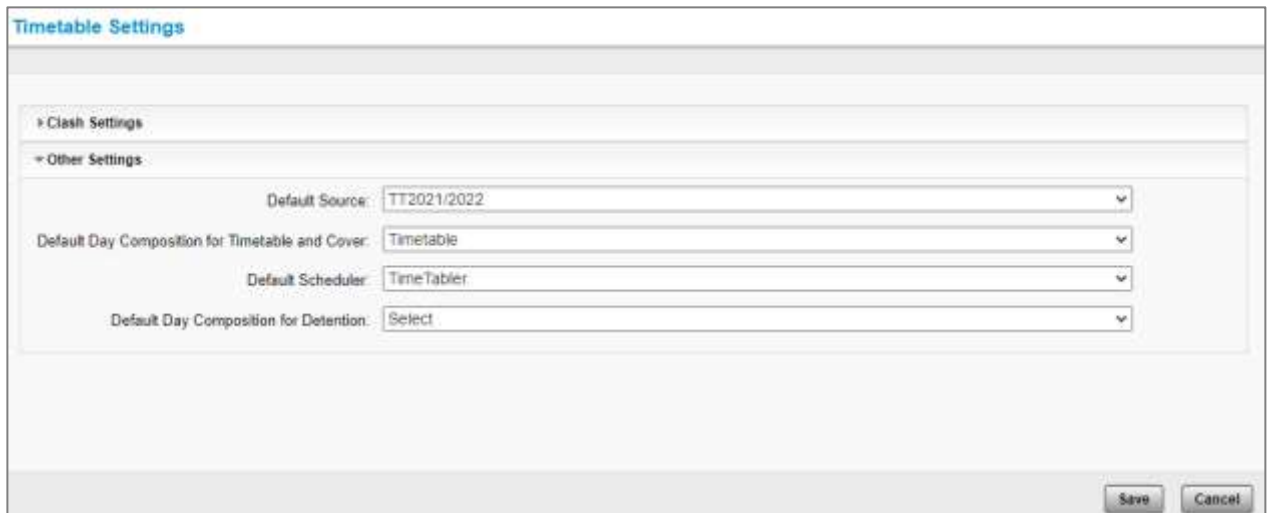
- > Learners will be promoted on the first day of the new academic year
- > Only active learners will be promoted
- > When adding new intake, add them as year 7 with a start date in the new academic year
- > If you wish to increment the NC Year for each learner on the first day of the new academic year, leave the default setting of 'Yes' and click **Save**
- > If you do not wish to increment the NC Year for any learner on the first day of the new academic year, change the 'Yes' to 'No' and click **Save**

## 6 System Settings

In order to set Cloud School to work with a TimeTabler import then the default setting needs to be checked. Do this **before** you import the file.

In Cloud School;

- > Select **Timetable | Manage Timetable | Settings**
- > Expand the **Other Settings** node



**Timetable Settings**

» Clash Settings

» Other Settings

Default Source: TT2021/2022

Default Day Composition for Timetable and Cover: Timetable

Default Scheduler: TimeTabler

Default Day Composition for Detention: Select

Save Cancel

- > Select **TimeTabler** from the Default Scheduler drop down
- > Click **Save**

### 6.1 Further Settings – After the Import

Once the new timetable has been imported and once the old academic year has finished, you can revisit the Timetable Settings and set the **Default Source** so it is the newly created timetable source.

Also set the newly created **Default Day Composition for Timetable and Cover**.

To ensure that users can see the master timetable report for the new timetable source, you should navigate to **Timetable | Post Integration Routines | Release Timetable**.

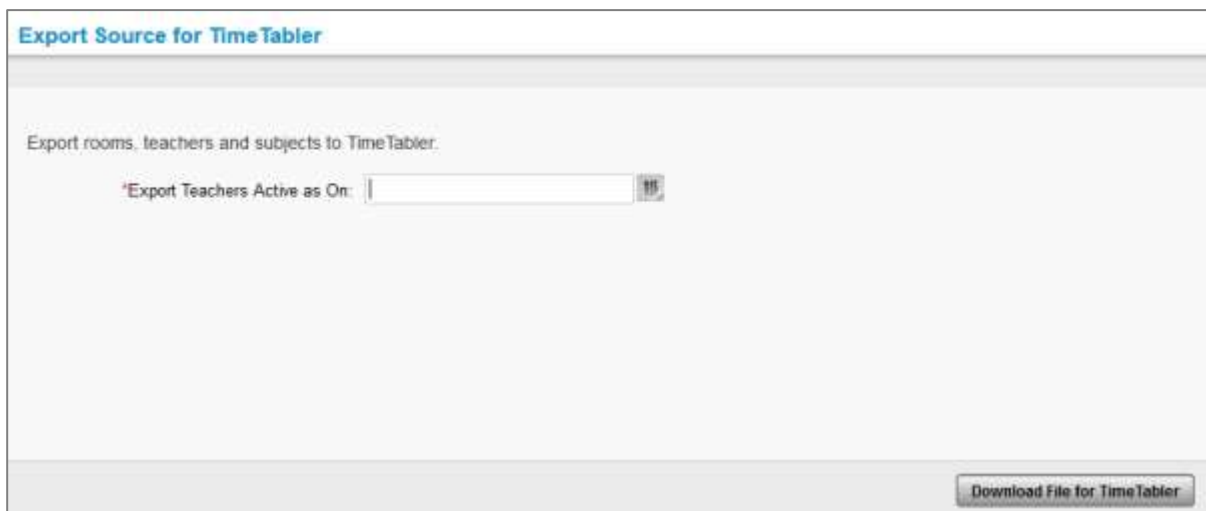
Release the timetable to all roles to let them know it is completed and is available and they will then be able to select that source to view in a report. (Note: you only ever need do this once for each new source).

## 7 Export Core Data Codes

It is possible to export details for staff, rooms and subjects to read in to TimeTabler to ensure that when you import your timetable the codes match **exactly** so that the import can progress successfully.

It is highly recommended you do this.

- > Select **Timetable | Extract or Integrate Timetable | Extract Timetable**
- > Select the current date
- > Click **Download File for TimeTabler**



- > Save the downloaded .csv file somewhere accessible
- > Ensure the file is as tidy as required – e.g. delete any teachers you know are leaving, any subjects you won't be teaching and any rooms you won't be using
- > Once in TimeTabler it can be imported via **File | Import Basic Data from a file**

Once the basic data has been imported the schedule can be created in TimeTabler.

**If data is added manually to TimeTabler, please ensure it matches up with Cloud School.**

**It is important your teaching groups codes match so please also take this into consideration when generating teaching groups for export.**



## 8 TimeTabler – New Import

- > Select **Timetable** | **Integrate Timetable**

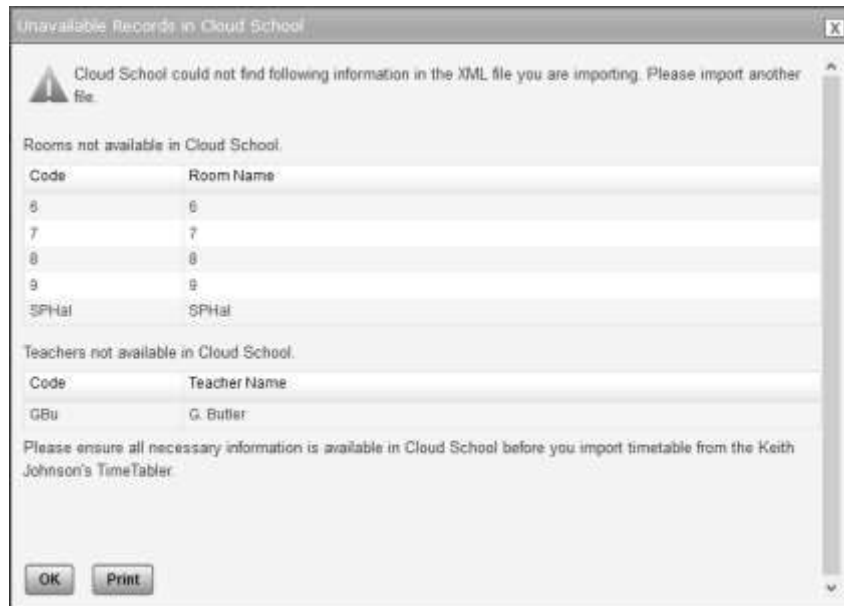
### 8.1 Step 1 – Select a File

- > Click **Choose File**
- > Navigate to the TimeTabler exported file you have to import
- > Select it
- > Click **Next>**



It is at this point that any records which are a mismatch will be flagged up and you will not be able to proceed any further without creating them in Cloud School to match TimeTabler or amending them in TimeTabler to match Cloud School.

The validation message will flag up any teachers, rooms or subjects which don't match and advise you which codes/names are causing the problem(s).

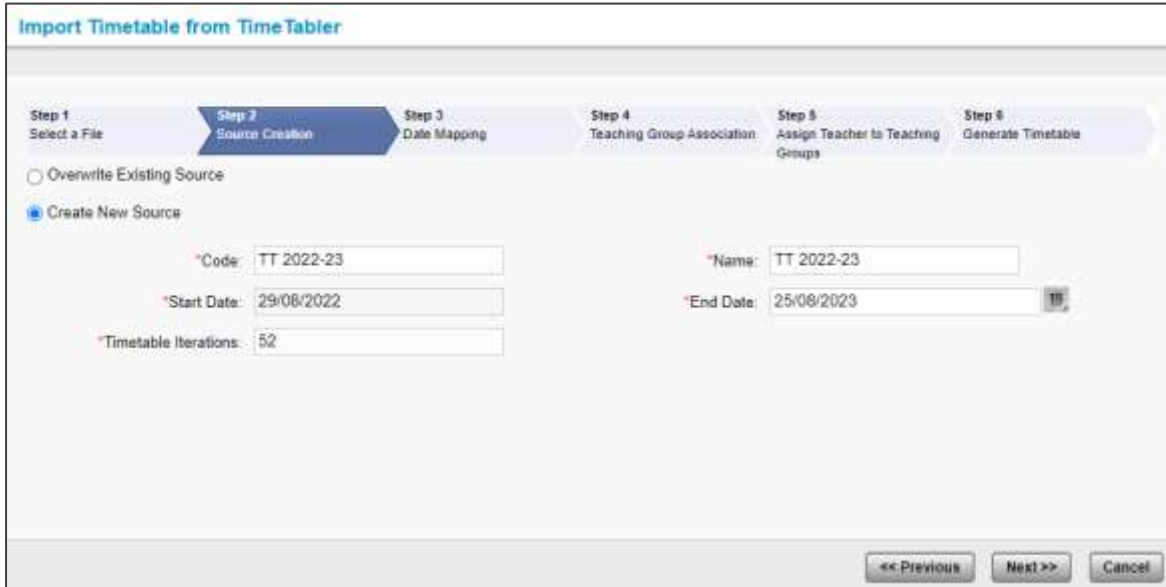


- > Print if you wish to have a list of the issues
- > Click **OK**
- > Amend either record to resolve the mismatch – it is advisable to change the subject in TimeTabler or by editing the xml file rather than Cloud School if possible as other modules in Cloud School may be using the subject as is
- > **Try again** from Step 1

## 8.2 Step 2 – Source Creation

This step will create the new timetable source in Cloud School for you. The initial import will create all of required elements of the timetable source for you.

- > Leave Create New Source selected
- > Type in the Code you want for the new timetable (this can be different to the label taken from the TimeTabler file) – e.g. TT22-3
- > Type in the Name you want for the new timetable (this can be different to the label taken from the TimeTabler file) – e.g. Timetable 2022-2023
- > The Start Date will be taken from the TimeTabler file and will need to be the start date of the date mappings so ideally a Monday
- > The End Date will also be taken from the TimeTabler file so should match and ideally be the last day
- > Timetable Iterations need to be set so the source runs for the correct number of weeks from the start date until the end date (note if you have a two week timetable a week is two calendar weeks rather than one)



- > Click **Next**

### 8.3 Step 3 – Date Mapping

The dates here need to be mapped to match the Start Date and Finish date on Step 2. Once imported, the date mappings can be updated under Timetable | Date Mappings.

If you have a two-week timetable here, you can re-map the half term holidays to retain consistency between the week A week B pattern.

- > If you don't have weekends included in your date mappings here, tick **Skip Days** for Sat and Sun
- > Click **Apply**

Scroll down and check the last date in the mappings is the same as the Finish Date on the previous screen – if not, click Previous and amend the date before moving back to step 3 to start again.

### Import Timetable from TimeTabler

Step 1  
Select a File
Step 2  
Source Creation
Step 3  
Date Mapping
Step 4  
Teaching Group Association
Step 5  
Assign Teacher to Teaching Groups
Step 6  
Generate Timetable

Iteration	Day	Calendar Date	Calendar Day
1	Monday	29/08/2022	Monday
1	Tuesday	30/08/2022	Tuesday
1	Wednesday	31/08/2022	Wednesday
1	Thursday	01/09/2022	Thursday
1	Friday	02/09/2022	Friday
2	Monday	05/09/2022	Monday
2	Tuesday	06/09/2022	Tuesday
2	Wednesday	07/09/2022	Wednesday
2	Thursday	08/09/2022	Thursday
2	Friday	09/09/2022	Friday
3	Monday	12/09/2022	Monday
3	Tuesday	13/09/2022	Tuesday
3	Wednesday	14/09/2022	Wednesday
3	Thursday	15/09/2022	Thursday
3	Friday	16/09/2022	Friday
4	Monday	19/09/2022	Monday
4	Tuesday	20/09/2022	Tuesday
4	Wednesday	21/09/2022	Wednesday
4	Thursday	22/09/2022	Thursday
4	Friday	23/09/2022	Friday
5	Monday	26/09/2022	Monday
5	Tuesday	27/09/2022	Tuesday
5	Wednesday	28/09/2022	Wednesday
5	Thursday	29/09/2022	Thursday
5	Friday	30/09/2022	Friday
6	Monday	03/10/2022	Monday
6	Tuesday	04/10/2022	Tuesday
6	Wednesday	05/10/2022	Wednesday
6	Thursday	06/10/2022	Thursday

Map Calendar Dates

\*Iteration:  \*Day:  \*Start Date:

Skip Days:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

> Click **Next**

## Step 4 – Teaching Group Association

This step of the import process will match teaching groups where the codes and the subjects are exactly the same.

Teaching group codes must match exactly.

Teaching group subjects must match exactly with those used in TimeTabler.

Teaching group start and finish dates should fall within the start and finish dates for the timetable source (and hence date mappings).

If a teaching group exists but is mismatched and isn't automatically found, then you may be able to match it from the drop down.

If a teaching group doesn't exist, then you can create it via this process by typing in the code in the New Teaching Group box.

**You must match all groups to something or create a new one on this screen in order to continue.**

If all groups match, then there is no need to do anything further on this screen.

Import Timetable from TimeTabler

Step 1 Select a File    Step 2 Source Creation    Step 3 Date Mapping    **Step 4 Teaching Group Association**    Step 5 Assign Teacher to Teaching Groups    Step 6 Generate Timetable

Records Per Page: 50    Showing 1 - 32 of 32 Records

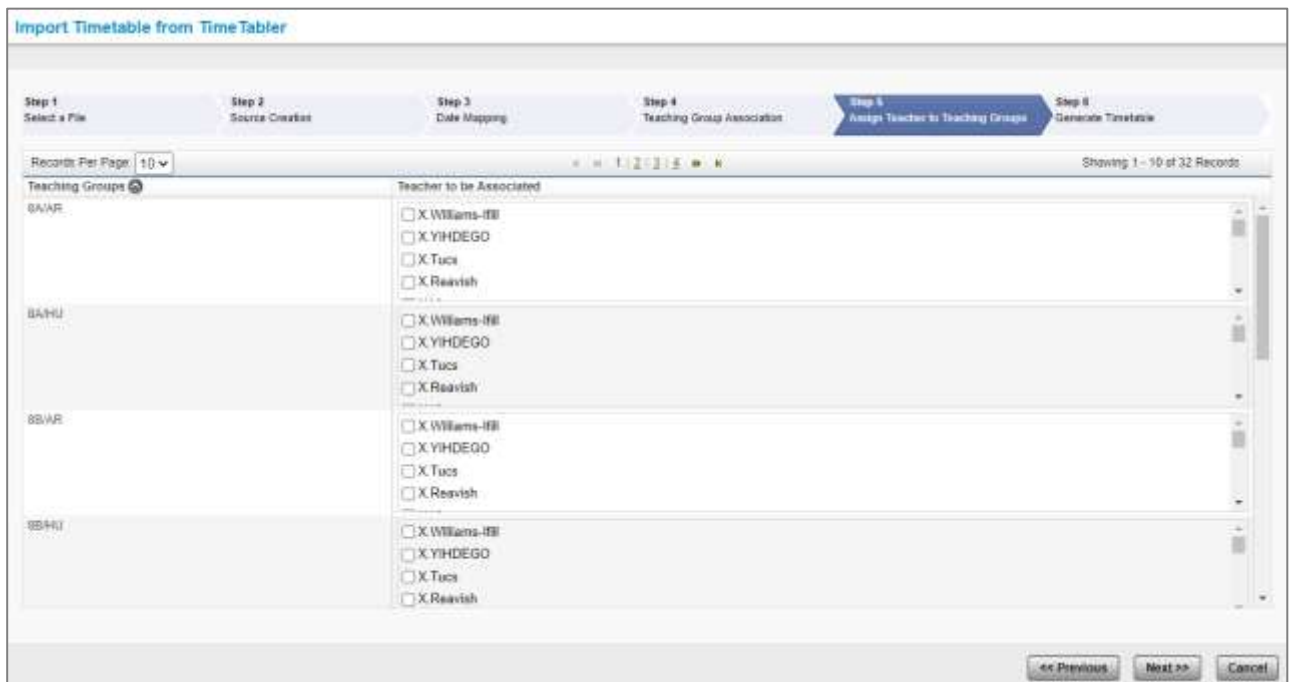
Teaching Group (FIN)	Course (Cloud School)	Year (FIN)	From Date	To Date	Teaching Group (Cloud School)	New Teaching Group
BA/AR	Key Stage 3	8	29/08/2022	25/08/2023	BA/AR	
BA/HJ	Key Stage 3	8	29/08/2022	25/08/2023	BA/HJ	
BB/AR	Key Stage 3	8	29/08/2022	25/08/2023	BB/AR	
BB/HJ	Key Stage 3	8	29/08/2022	25/08/2023	BB/HJ	
BC/AR	Key Stage 3	8	29/08/2022	25/08/2023	BC/AR	
BC/HJ	Key Stage 3	8	29/08/2022	25/08/2023	BC/HJ	
BD/AR	Key Stage 3	8	29/08/2022	25/08/2023	BD/AR	
BD/HJ	Key Stage 3	8	29/08/2022	25/08/2023	BD/HJ	
BY/MA1	Key Stage 3	8	29/08/2022	25/08/2023	BY/MA1	
BY/MA2	Key Stage 3	8	29/08/2022	25/08/2023	BY/MA2	
BY/MA3	Key Stage 3	8	29/08/2022	25/08/2023	BY/MA3	
BY/MA4	Key Stage 3	8	29/08/2022	25/08/2023	BY/MA4	
BY/EN1	Key Stage 3	8	29/08/2022	25/08/2023	BY/EN1	
BY/EN2	Key Stage 3	8	29/08/2022	25/08/2023	BY/EN1	

« Previous    Next »    Cancel

> Click **Next**

## 8.4 Step 5 – Assign Teacher to Teaching Groups

This step will map any teachers on the events in TimeTabler to the teaching group in Cloud School.

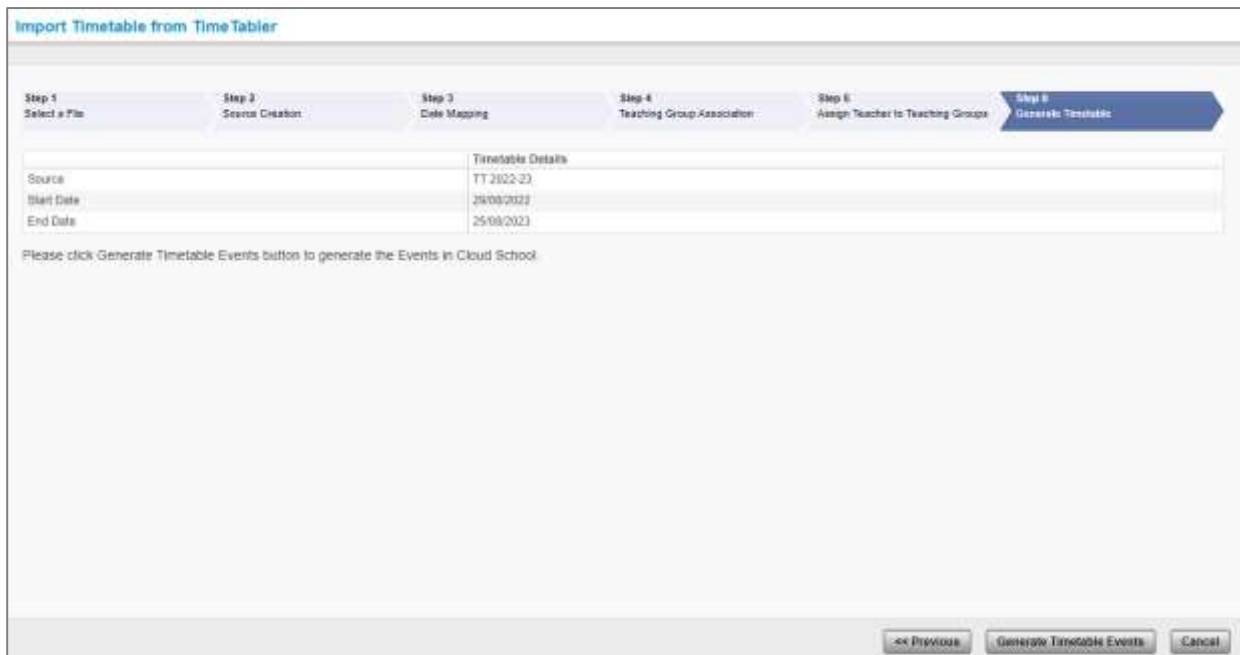


It is not feasible to check them all but check some just to be sure all is well.

> Click **Next**

## 8.5 Step 6 – Generate Timetable

- > Click **Generate Timetable Events**



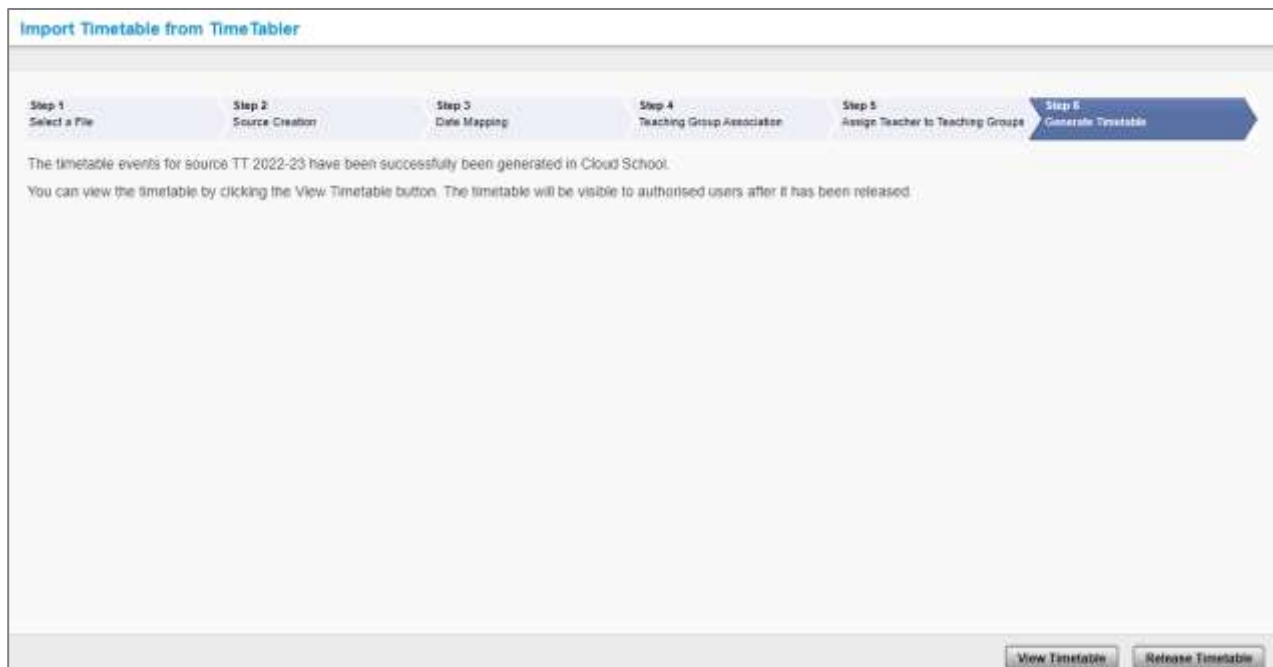
**Import Timetable from Time Tabler**

Step 1 Select a File    Step 2 Source Creation    Step 3 Date Mapping    Step 4 Teaching Group Association    Step 5 Assign Teacher to Teaching Groups    **Step 6 Generate Timetable**

Timetable Details	
Source	TT 2022-23
Start Date	29/03/2022
End Date	25/09/2022

Please click Generate Timetable Events button to generate the Events in Cloud School.

- > You'll be informed once the timetable has been successfully integrated



**Import Timetable from Time Tabler**

Step 1 Select a File    Step 2 Source Creation    Step 3 Date Mapping    Step 4 Teaching Group Association    Step 5 Assign Teacher to Teaching Groups    **Step 6 Generate Timetable**

The timetable events for source TT 2022-23 have been successfully been generated in Cloud School.

You can view the timetable by clicking the View Timetable button. The timetable will be visible to authorised users after it has been released.

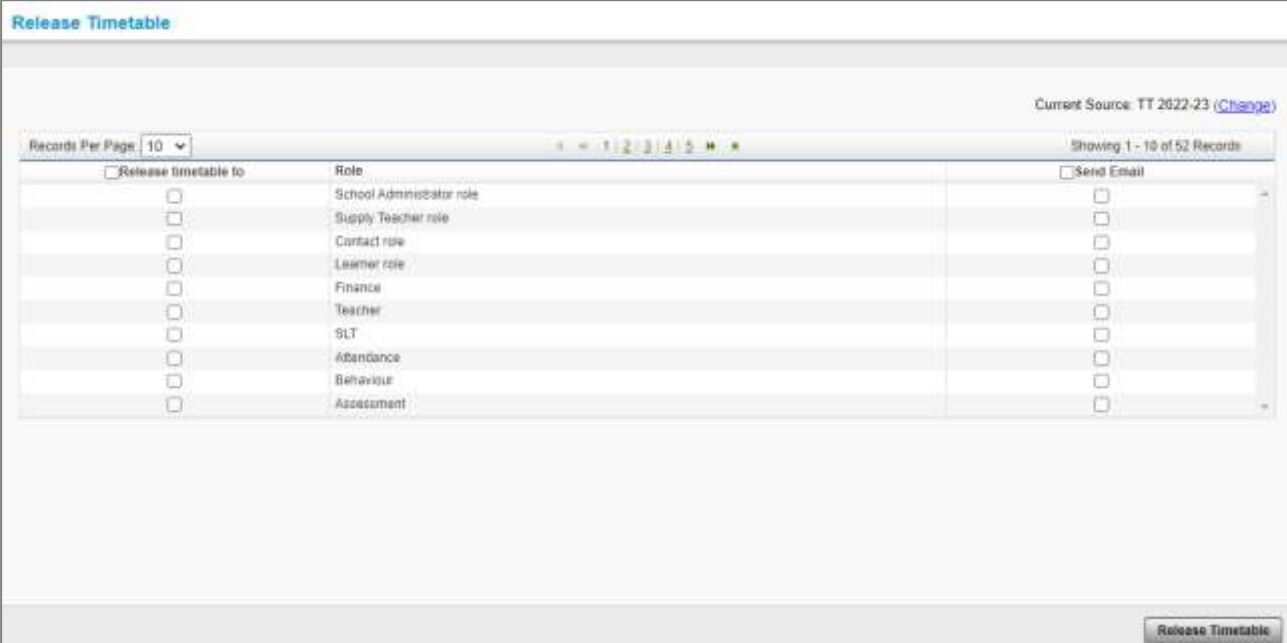
## 9 After the Import

Some things to check.

### 9.1 Release the Timetable

It is necessary to release the timetable to allow people to see it in both reports and the Cloud School Calendar. It can be released role by role to give you the chance to release it to subject heads, SLT whilst finalising it before releasing it to all roles. The source will be fully available from the point it is released, there is no need to release it more than once.

- > Select **Timetable | Release Timetable**
- > Select each role you wish to release the timetable to
- > Decide if you wish to send an email to advise people it is now available
- > Click **Release Timetable**



Release timetable to	Role	Send Email
<input type="checkbox"/>	School Administrator role	<input type="checkbox"/>
<input type="checkbox"/>	Supply Teacher role	<input type="checkbox"/>
<input type="checkbox"/>	Contact role	<input type="checkbox"/>
<input type="checkbox"/>	Learner role	<input type="checkbox"/>
<input type="checkbox"/>	Finance	<input type="checkbox"/>
<input type="checkbox"/>	Teacher	<input type="checkbox"/>
<input type="checkbox"/>	SLT	<input type="checkbox"/>
<input type="checkbox"/>	Attendance	<input type="checkbox"/>
<input type="checkbox"/>	Behaviour	<input type="checkbox"/>
<input type="checkbox"/>	Assessment	<input type="checkbox"/>

### 9.2 Default Source and Day Composition

Once you have finished the current year/timetable and moved on to the next:

- > Select **Timetable | Manual Event Override Settings**
- > Select the source the import created as the Default Source
- > Select the day composition the import created as the **Default Day Composition for Timetable and Cover**
- > Click **Save**



## 9.3 Learner Groups

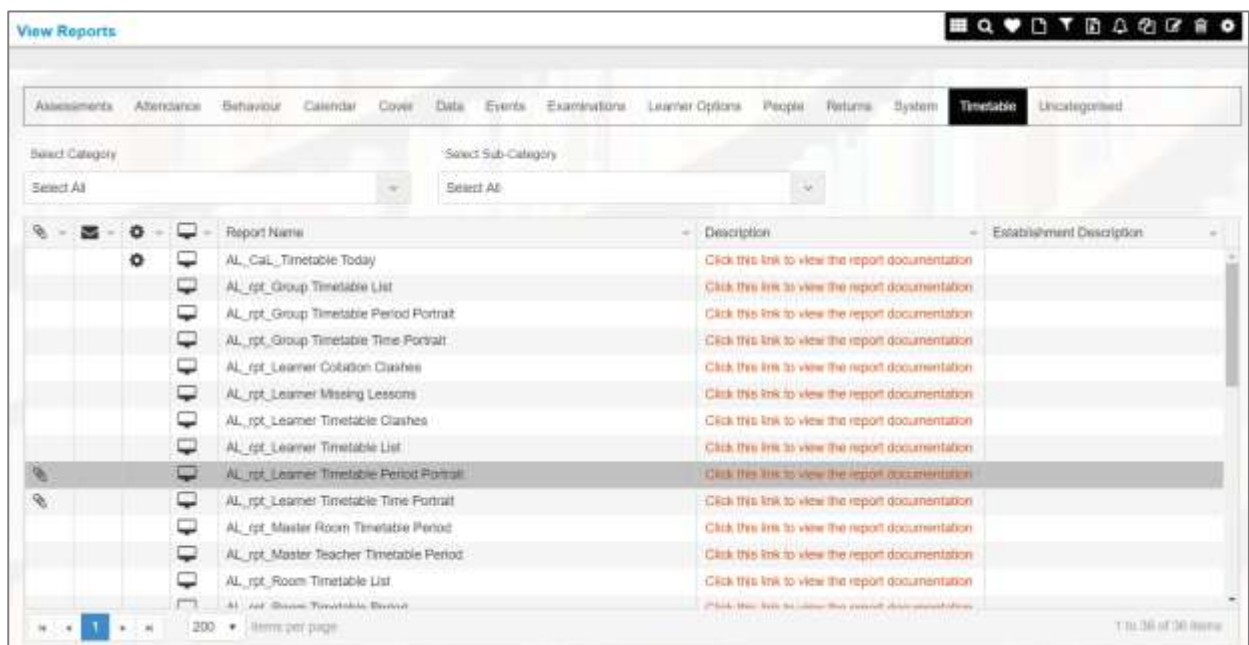
Ensure you have correctly populated learner groups for 2022/2023 so that all learners have a timetable as full as it should be.

## 9.4 View and Print Timetables

- > Select **Reports | View Reports | Timetable**

A suite of timetable reports are available for checking clashes, finding learners with missing lessons and for printing off timetables – all begin with AL\_

Don't forget, the Cloud School Parent and Learner Apps display timetables!



## 9.5 Updating Schedules

Once your timetable has been integrated, it can be updated either in Cloud School or by importing a fresh updated copy from TimeTabler.

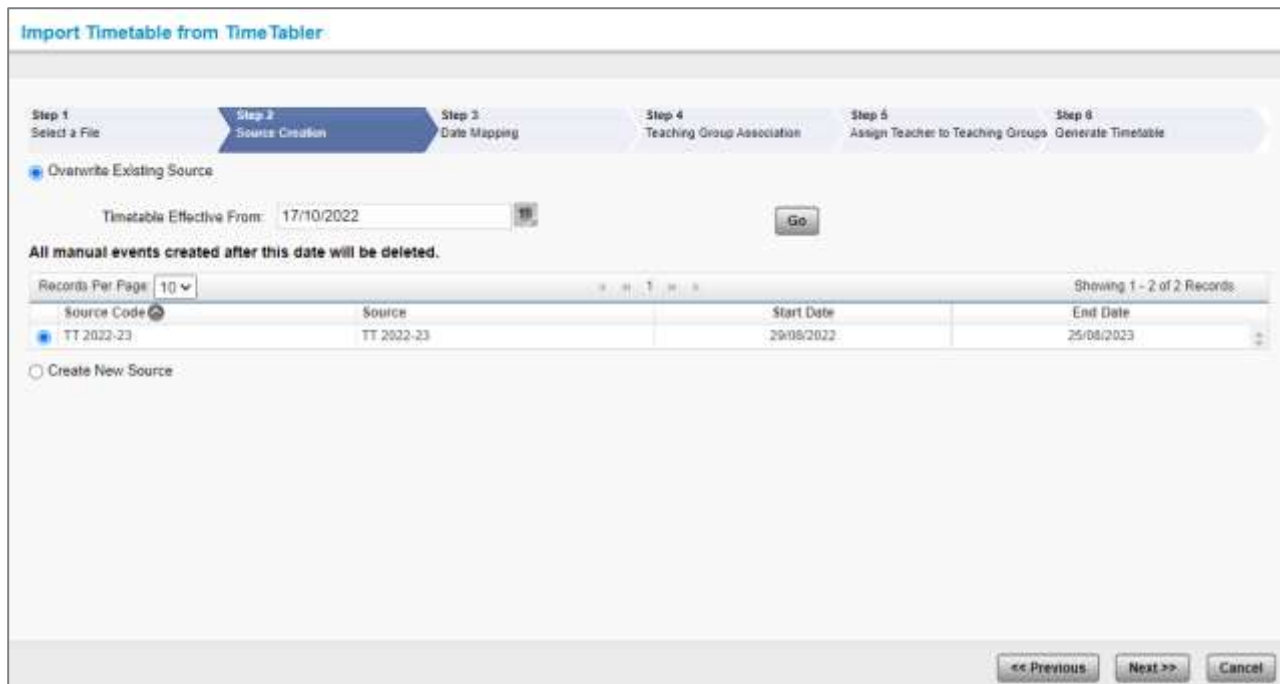
However, please note that there is no export/import pattern, it's only possible to import changes from TimeTabler which won't have been updated with an export with changes from Cloud School. Therefore, when you import an update all events will be updated based upon the TimeTabler file and any changes made in Cloud School may be lost.

To update an existing source rather than import a new one:

- > Select **Timetable | Extract or Integrate Timetable | Integrate Timetable**
- > Select the xml file on Step 1
- > On Step 2, select **Overwrite Existing Source**

- > Select the **Timetable Effective From:** date
- > Select the schedule to be updated
- > Click **Go**

**Note:** if you are updating a current source, then you will only be able to do so for a date => the current date, if you are updating a future source then you will only be able to do so from a date within that source.



**Import Timetable from Time Tabler**

Step 1 Select a File   Step 2 **Source Creation**   Step 3 Date Mapping   Step 4 Teaching Group Association   Step 5 Assign Teacher to Teaching Groups   Step 6 Generate Timetable

Overwrite Existing Source

Timetable Effective From: 17/10/2022

All manual events created after this date will be deleted.

Records Per Page: 10

Source Code	Source	Start Date	End Date
<input checked="" type="radio"/> TT 2022-23	TT 2022-23	29/08/2022	25/08/2023

Create New Source

<< Previous   Next >>   Cancel

Continue through each step – the teaching group association on Step 4 should be no different, if you have added groups, they will need the correct date range and an exactly matching year and code.

- > **Generate** the timetable at the end