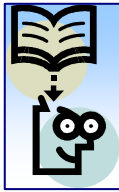manage teach learn

e¹

e¹ Worksheets: Timetable Import/Export

Many schools use specialised timetabling software such as "TimeTabler" to create their timetables. These can then be imported as XML files into e¹ using the Timetable Import function.

The system also has the functionality to export a timetable as an XML file.

When importing a timetable, we recommend that wherever possible the import creates your timetable structure and that you match your imported timetable against promoted or created teaching sets. This will ensure that you get a teaching set structure that suits your requirements.

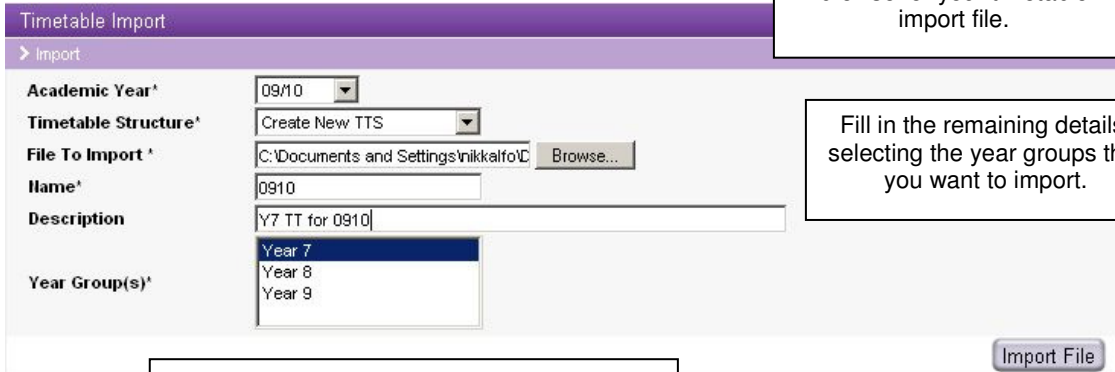For more general information about timetables please see the associated worksheet "e1 Worksheets – Timetables".

Note: For information on creating a TimeTabler export for e¹, visit http://www.timetabler.com/export.html. This page gives general advice on exporting to an MIS from TimeTabler, and has a specific section on e¹ when you scroll down. The page is regularly updated with any changes and advice.

CAUTION: You MUST remember to define at least one statutory registration period in your new Timetable Structure or your AM and PM sessions will not be recorded as statutory registration for reporting purposes.

Importing a New Timetable:

1. *Curriculum >> Timetable >> Import*. When importing a timetable the system can either (1) create the timetable structure for you if you are importing into a completely blank curriculum or (2) allow you can create your timetable structure manually and allow the import to match the timetable slots again an existing curriculum.

From the **Timetable Structure** drop down list, select "Create New TTS" and browse for your timetable import file.

Fill in the remaining details, selecting the year groups that you want to import.

The system will locate your file and bring it into e¹. This may take a short time.

Click on **Import File.**

---

2. **Validating the Timetable:** *Curriculum >> Timetable >> Import.*

The system displays the status of the imported timetable.

Click on **Continue.**

The '?' shows that these areas need validating. There is a tick next to **Pupils**, because the import file did not contain any pupil data.

Timetable Import Validation

Academic Year	07/08	TTS		

Area	Status
Days	?
Subjects	?
Rooms	?
Pupils	✓ No data available to import
Staff	?
Teaching Sets	?

Back   Update Timetable

Click on **Days** to validate the days that have been imported

3. **Validating Days:** *Curriculum >> Timetable >> Import – Days.* Each area that you validate will have a different screen, but they will all have a **Matched** column. All the days from the import file, together with their periods are listed one below the other. Each day will need to be validated.

- A **X** shows that there was no match between the data in e¹ and the data imported, which may well be the case when importing a brand new timetable.
- A ✓ tells you that the system has found a match.

Timetable Import Validation

Academic Year	07/08	TTS	Post 16 TT

> Days

Short Name	Long Name	Day Order	Matched	Link	Create	Skip
MON	Monday		✗	🗓	⦿	○

1. If you are linking the imported timetable to an existing timetable, you can **Link** the imported days to the days you are currently using by clicking on the helper.
2. **Create** new days using the imported data.
3. **Skip** importing the data.

The periods are listed beneath each day.

Short Name	Long Name	Start Time	End Time	Matched	Link	Create	Skip
1	1	08:50	09:25	✗		⦿	○
2	2	09:25	10:00	✗		⦿	○
3	3	10:00	10:35	✗		⦿	○
4	4	10:35	11:20	✗		⦿	○
5	5	11:20	11:55	✗		⦿	○
6	6	11:55	12:30	✗		⦿	○
7	7	12:30	13:10	✗		⦿	○
8	8	14:20	14:55	✗		⦿	○
9	9	14:55	15:35	✗		⦿	○
10	10	15:35	16:10	✗		⦿	○

Back   OK

1. If you are linking the imported timetable to an existing timetable, you can **Link** the imported periods to the periods you are currently using by clicking on the helper.
2. **Create** new periods using the imported data
3. **Skip** over importing data.

Click **OK** when you are happy that every day has been dealt with.

When you have finished validating your days, the status will change to a ✔

Timetable Import Validation

Academic Year	07/08	TTS	Post 16 TT

Area	Status
Days	✔
Subjects	?
Rooms	?
Pupils	✔ No data available to import
Staff	?
Teaching Sets	?

Back   Update Timetable

4. **Validating Subjects:** *Curriculum >> Timetable >> Import – Subjects.*

Timetable Import Validation					
Academic Year	07/08	**TTS**	Post 16 TT		

> Subjects					
Subject Code	**Subject Name**	**External Id**	**Matched**	**Link**	**Skip**
IT	Information Technology		✗	🔳	⦿
SCI	Science		✓		○

[Back] [OK]

1. You can **Link** the imported subjects to the subjects you are currently using by clicking on the helper.
2. **Create** new subjects using the imported data.
3. **Skip** importing the data.

The helper will offer a list of subjects for you to choose from.

Note: In some cases you will find that a subject is listed in the Subject Code column but there is no opportunity to link or create it. This is because it is a subject declared in the XML file but not used in the timetable i.e. a discontinued subject.

5. **Validating Rooms:** *Curriculum >> Timetable >> Import – Rooms.*

Use the helper if you have unmatched data and you want to link the imported data to your existing rooms.

Timetable Import Validation					
Academic Year	07/08	**TTS**	PS 16 TT		

> Rooms					
Short Name	**Long Name**	**Matched**	**Link**	**Create**	**Skip**
AR2	AR2	✗	🔳	⦿	○
L4	L4	✓	🔳 L4		○
L2	L2	✓	🔳 L2		○
UN	Unknown	✓	🔳 UN		○

[Back] [OK]

Click **OK** when you are ready.

5. **Validating Staff:** *Curriculum >> Timetable >> Import – Staff.*

> Use the helper if you have unmatched data and you want to link the imported staff to your existing staff.

	Timetable Import Validation				
Academic Year	**07/08**	**TTS**		**PS 16 TT**	

❯ Teachers

ShortName	LongName	External Ref ID	Matched	Link	Skip
CE	CE		✓	CE	○
MWT	MWT		✗		◉
SCR	SCR		✗		◉
AM	AM		✓	AM	○

Back | OK

> Click **OK** when you are ready.

6. **Validating Teaching Sets:** *Curriculum >> Timetable >> Import – Teaching Sets.*

1. **Linking sets**

	Timetable Import Validation					
Academic Year	**07/08**	**TTS**		**PS 16 TT**		

❯ TeachingSets

TeachingSet Group: **PS TSG**

Short Name	Long Name	Subject Id	Matched	Link	Create	Skip
13RS5	13 5	RS	✗		◉	○
13SAIL	13	PE	✗		◉	○
13SP2	13 2	SP	✗		◉	○
13TU	13 -1	TU	✗		◉	○

Back | OK

> Use the helper if you have unmatched data and you want to link the imported set to your existing sets.

> Click **OK** when you have finished.

Drill down the tree, or use the **Search** tab, until you find the set you want to link to. Highlight that set and click on **Close**.

2. **Choosing sets**

If the system finds several sets with the same year and subject but the codes don't match, you will see a "**?**" next to the set. If you then click on the helper, instead of giving you the whole treelist to choose from it will offer up a short list of sets.

Click on the helper for a short list of sets for you to choose from.

View

> Select teaching set to link(* indicates matching value)

Short Name	Long Name	Subject Id	Year Group(s)	Folder Path	
MA7C	Maths 7c	MATH*	Year 7*	Year 7 - MATH - MA7C	more details
MA7A	Maths Y7 A	MATH*	Year 7*	Year 7 - MATH - MA7A	more details
MA7B	Maths 7B	MATH*	Year 7*	Year 7 - MATH - MA7B	more details

Click on **more details** to see more information about the set.

Click on the set name to match with it.

Click on **TS List** to choose from the set tree list.

TS List   Close

Teaching Set

> Teaching SetName

Teaching Set

Code	MA7C	Name	Maths 7c

Curriculum Details

Course(s)		Subject	Maths
Year	Year 7		

Timetable

Block		Max Periods	
Start/End	07/09/2009 - 16/07/2010	Total Hours	
Room(s)			
Teacher(s)			

Pupils

Code	Name	Exam	Gender
	0 Boys , 0 Girls , 0 Total		

Minimum Pupil	0	Maximum Pupil	33
Based on			

Close   Back   Go

Click on **Go** to match with this set.

Timetable Import Validation

Academic Year	09/10	TTS	0910

> TeachingSets

Short Name	Long Name	Subject Id	Matched	Link	Create	Skip
7BHU1	7B/HU.1/SRI	HUMS	✗	▦	◉	○
7BMU1	7B/MU.1/RHA	MUS	✗	▦	◉	○
7BMA1	7B/MA.1/FBE	MATH	?	▦ MA7A	○	○

The chosen set name is entered alongside the set to be imported.

3. **Creating new sets**

Timetable Import Validation						
Academic Year	**07/08**		**TTS**		**PS 16 TT**	

> TeachingSets

TeachingSet Group: **PS TSG**

Short Name	Long Name	Subject Id	Matched	Link	Create	Skip
13RS5	13 5	RS	✗	▦	⦿	○
13SAIL	13	PE	✗	▦	⦿	○
13SP2	13 2	SP	✗	▦	⦿	○
13TU	13 -1	TU	✗	▦	⦿	○

Back OK

Any unmatched Teaching Sets which are set to be **Created** will be created in TSG folders (created from the root level) based on the *Year* of the Teaching Set followed by the *Subject* of the Teaching Set, e.g. a Year 7 English Teaching Set would be created as follows:

Year 7 > English > 7EN1

Where **Year 7** and **English** are new Teaching Set Groups and **7EN1** is the new Teaching Set.

> **Note**: If a folder already exists at any level then it will be re-used rather than duplicated. Any Year Groups or Subjects that need to be added to an already existing Teaching Set Group will be added automatically.

> Every **Area** should now have a
> ✔ next to it.

Timetable Import Validation			
Academic Year	**07/08**	**TTS**	**PS 16 TT**

Area	Status
Days	✔
Subjects	✔
Rooms	✔
Pupils	✔ No data available to import
Staff	✔
Teaching Sets	✔

Click on **Update Timetable**.

Back Update Timetable

Timetable Import
> Import

Academic Year For: **07/08**   And TimeTable Structure For: **PS 16 TT**

Update completed successfully

Click on **OK**.

OK

Importing a Timetable for an Existing Structure

1. **Importing a Timetable for an existing Timetable Structure:** *Curriculum >> Timetable >> Import.*

Timetable Import

> Import

Academic Year*	08/09
Timetable Structure*	0809 TTS
File To Import *	S:\Documentation (Next Gen)\GGTTX Browse...

Import File

Select the **Academic Year**, and **Timetable Structure** that you want to import data into and browse for the **Timetable Import File**.

When you are ready, click on **Import File**.

Note: The **Year Groups**, **Subject Codes** and **Teacher Codes** in your import file should match those in your selected **Teaching Set Group**. It is useful as a visual check if the teaching set codes themselves match.

Timetable Import

> Import

Academic Year For:**08/09**   And TimeTable Structure For:**0809 TTS**

Import completed successfully

Back   Continue

Click on **Continue** to validate the imported data.

2. **Validating a Timetable for an existing Timetable Structure:** *Curriculum >> Timetable >> Import.* Follow the same procedure as described above to validate each area.

Timetable Import Validation

Academic Year	08/09	TTS	0809 TTS

Area	Status
Days	?
Subjects	?
Rooms	?
Pupils	✓ No data available to import
Staff	?
Teaching Sets	?

Back   Update Timetable

Click on the **Area name** to validate the imported data.
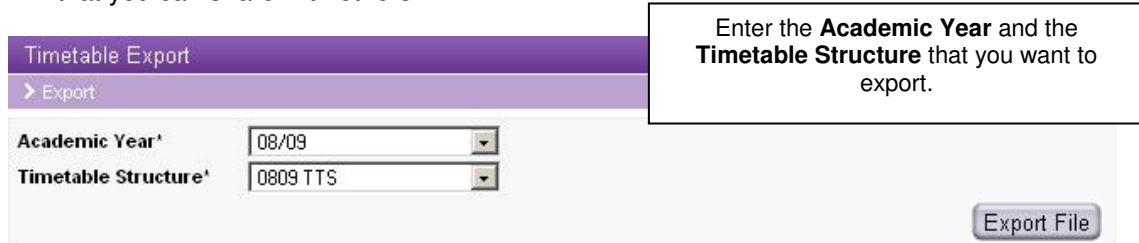
Click on the **Update Timetable** to when all the areas have been validated.

Because you already have a timetable structure, more areas, particularly **Days** and **Periods**, will have matches.

Note: If an error is generated during a Timetable Import, a list of the problems is displayed allowing you to locate and resolve the issue.

Timetable Export:

1. **Exporting a Timetable:** *Curriculum >> Timetable >> Export*. This will create an XML file that you can share with others.

Enter the **Academic Year** and the **Timetable Structure** that you want to export.

Timetable Export
> Export

| Academic Year* | 08/09 |
| Timetable Structure* | 0809 TTS |

Export File

Click on **Export File**.

Timetable Export
> Export

Exporting Timetable for the Academic Year **08/09** and Timetable Structure **0809 TTS**

Export has been created successfully

File Download

Do you want to open or save this file?

Name: 1187357265790.xml
Type: XML Document, 33.8 KB
From: phoenix.pearson.com

Open   Save   Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

When you get the "success" message you will be prompted with file download choices. **Save** the file to a location you will remember.

OK

Click **OK** when you have finished.

Related Documents:

- e¹ Worksheet – Timetable Structures
- e¹ Worksheet – Timetables

FAQs:

I am importing a Timetabler timetable, but none of the teaching sets I am importing show as matching with the sets in e¹.

Look at the timetable you have created in Timetabler and check that all your Subject Codes and Year Groups match those in e¹ exactly.

FURTHER SUPPORT
Please feel free to phone or email your queries to us:

Telephone: 01722 344810
Email: phoenix.support@pearson.com

Appendix A - Timetable XML file format

The following table describes all the fields that can be found in a timetable XML file. Please note those fields which are mandatory and notice that some fields have a maximum length specified which you may not exceed.

Data Type	Occurrence within section (Export)	Occurrence within section (Import)	XML Tag	Max Len
Student				
Pupil or Student Identifier	Mandatory	Mandatory	PupilID	20
UPN	Mandatory	Mandatory	UPN	
Name	Optional	Optional	Surname	
	Optional	Optional	Forename	
	Optional	Optional	MiddleNames	
Date of Birth	Optional	Optional	DOB	
Sex	Optional	Optional	Gender	
Year Group	Optional	Optional	NCyearActual	
Admission No	Optional	Optional	AdmissionNo	9
Subject				
Local Identifier	Mandatory	Mandatory	SubjectID	20
Short Name	Mandatory	Mandatory	ShortName	8
Long Name	Optional	Optional	LongName	40
External Subject	Mandatory	Mandatory	ExternalSubject	6
Day				
Local Identifier	Mandatory	Mandatory	TtDayID	20
Short Name	Mandatory	Mandatory	ShortName	8
Long Name	Optional	Optional	LongName	40
Day Order	Mandatory	Mandatory	Order	2
Periods				
Period				
Local_ID	Mandatory	Mandatory	PeriodID	20
Short Name	Mandatory	Mandatory	ShortName	8
Long Name	Optional	Mandatory	LongName	40
Start time	Optional	Mandatory	StartTime	5
End time	Optional	Mandatory	EndTime	5
Order	Optional	Mandatory	DayOrder	2
Room				
Local Identifier	Mandatory	Mandatory	RoomID	20
Short Name	Mandatory	Mandatory	ShortName	8
Long Name	Optional	Optional	LongName	40
External ID	Not Available	Optional	ExternalID	
Service Person				
Local Identifier	Mandatory	Mandatory	TeacherID	20
Short Name	Mandatory	Mandatory	ShortName	8
Long Name	Optional	Optional	LongName	40
External ID	Optional	Optional	ExternalID	
Unavailability	Not Available	Ignored	Unavailability	
Unavailable	Not Available	Ignored		
Period Identifier	Not Available	Ignored	Period ID	20
Reason	Not Available	Ignored	Reason	6

PupilGroup				
Local Identifier	Not Available	Optional	PupilGroupID	20
Short Name	Not Available	Optional	ShortName	8
Long Name	Not Available	Optional	LongName	40
Group Members	Not Available	Optional	Members	
Group Member	Not Available	Optional	PupilID	20
TeachingGroup				
Local ID	Mandatory	Mandatory	TeachingGroupID	20
Short Name	Mandatory	Mandatory	ShortName	20
Long Name	Optional	Optional	LongName	40
Years	Available	Available	Year	2
Year	Occurs 1+	Occurs 1+		
Subject	Mandatory	Mandatory	SubjectID	20
Responsible Person	Not Available	Ignored	ResponsiblePersonID	20
Pupil Group	Not Available	Optional	PupilGroupID	
Members	Optional	Optional	Members	
Member	Occurs 1+	Optional	PupilID	20
Lessons	Optional	Optional	Lessons	
Lesson	Occurs 1+	Optional	Lesson	
Period	Mandatory	Mandatory	PeriodID	20
Service Person(s)	Occurs 1+	Optional	PersonID	20
Room(s)	Occurs 0+	Optional	RefRoomID	20
First meeting	Optional	Optional	StartDate	10
Last meeting	Optional	Optional	EndDate	10
Non-Attenders	Optional	Optional	NotAttending	
Pupil	Occurs 1+	Optional	PupilID	20
Guest Pupils	Optional	Optional	ExtraAttending	
Pupil	Occurs 1+	Optional	PupilID	20