



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# Denbigh Administration Importing Timetables Manual 2016

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Importing data from a Timetable program.

## Importing timetable data into Denbigh

Class Code	Subject Name	Course	Abbreviation	Year	TT Line	Report Order	Units	Staff Code	Staff Name	Faculty	Key Learning Area	Reported On	PTI
08FR2	French	08FR	Fren	8	4	4		HOLA	Mrs A Holmes	LOTE		No	<input checked="" type="checkbox"/>
08FR3	French	08FR	Fren	8	7	4		RYAS	Ms S Ryan	LOTE		No	<input checked="" type="checkbox"/>
08FR4	French	08FR	Fren	8	5	4		HOLA	Mrs A Holmes	LOTE		No	<input checked="" type="checkbox"/>
08GE1	Geography	08GE	Geog	8	7	3		STRR	Ms R Stretton	HSIE		No	<input checked="" type="checkbox"/>
08GE2	Geography	08GE	Geog	8	6	3		STRR	Ms R Stretton	HSIE		No	<input checked="" type="checkbox"/>
08GE3	Geography	08GE	Geog	8	0	3		LAML	Mrs L Lam	HSIE		No	<input checked="" type="checkbox"/>
08GE4	Geography	08GE	Geog	8	3	3		LAML	Mrs L Lam	HSIE		No	<input checked="" type="checkbox"/>
08GE5	Geography	08GE	Geog	8	2	3		LAML	Mrs L Lam	HSIE		No	<input checked="" type="checkbox"/>
08GM1	German	08GM	Germ	8	7	4		MODG	Ms G Moderegger	LOTE		No	<input checked="" type="checkbox"/>
08HI1	History	08HI	Hist	8	4	6		STRR	Ms R Stretton	History		No	<input checked="" type="checkbox"/>
08HI2	History	08HI	Hist	8	7	6		STRR	Ms R Stretton	History		No	<input checked="" type="checkbox"/>

There are a number of files that would need to be created in Excel (comma delimited or tab separated are acceptable) to import into different files in Denbigh.

### Files required in Timetable

To correctly import data to create timetables in Denbigh the following files are required:

- Classes - Class Code, Academic Year, Course Code and Teacher Code
- Courses - Course Code, Academic Year, Subject Name, Subject Name Abbreviation
- Enrolments - Student Id, Class Code
- Lesson Name Times - Class Code, Day, Period, Room, Teacher Code, Second Teacher Code (if used)

The Class and Course details should be imported first, if using the current Class and Course codes there is no need to import those files.

Delete all data from the Class Enrolments and Lesson Times files before importing all the new data.

### Fields that will need to be in the Timetable program

Ensure that all fields match in the timetable software as in Denbigh. Staff Codes, Student id's, Course and Class Codes.

## Classes - Class Enrolments file

Class Code	Subject Name	Course	Abbreviation	Year	TT Line	Report Order	Units	Staff Code	Staff Name	Faculty	Key Learning Area	Reported On	Show on Reports	PTI	
0BFR2	French	0BFR	Fren	8	8	4	4	HOLA	Mrs A Holmes	LOTE		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add to Reports
0BFR3	French	0BFR	Fren	8	8	7	4	RYAS	Ms S Ryan	LOTE		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add to Reports
0BFR4	French	0BFR	Fren	8	8	5	4	HOLA	Mrs A Holmes	LOTE		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add to Reports
0BGE1	Geography	0BGE	Geog	8	8	7	3	STRR	Ms R Stretton	HSIE		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports
0BGE2	Geography	0BGE	Geog	8	8	6	3	STRR	Ms R Stretton	HSIE		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports
0BGE3	Geography	0BGE	Geog	8	8	0	3	LAML	Mrs L Lam	HSIE		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports
0BGE4	Geography	0BGE	Geog	8	8	3	3	LAML	Mrs L Lam	HSIE		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports
0BGE5	Geography	0BGE	Geog	8	8	2	3	LAML	Mrs L Lam	HSIE		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports
0BGM1	German	0BGM	Germ	8	8	7	4	MODG	Ms G Moderegger	LOTE		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add to Reports
0BHI1	History	0BHI	Hist	8	8	4	6	STRR	Ms R Stretton	History		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports
0BHI2	History	0BHI	Hist	8	8	7	6	STRR	Ms R Stretton	History		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports
0BHI3	History	0BHI	Hist	8	8	5	6	LAML	Mrs L Lam	History		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports
0BHI4	History	0BHI	Hist	8	8	2	6	LAML	Mrs L Lam	History		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports
0BHI5	History	0BHI	Hist	8	8	4	6	LAML	Mrs L Lam	History		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports
0BJA1	Japanese	0BJA	Jap	8	8	5	4	GRJ	Mrs J Grierson	LOTE		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add to Reports
0BLTL1	Learning to Learn	0BLTL	LTL	8	8	4		STRR	Ms R Stretton	Special Needs		No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add to Reports

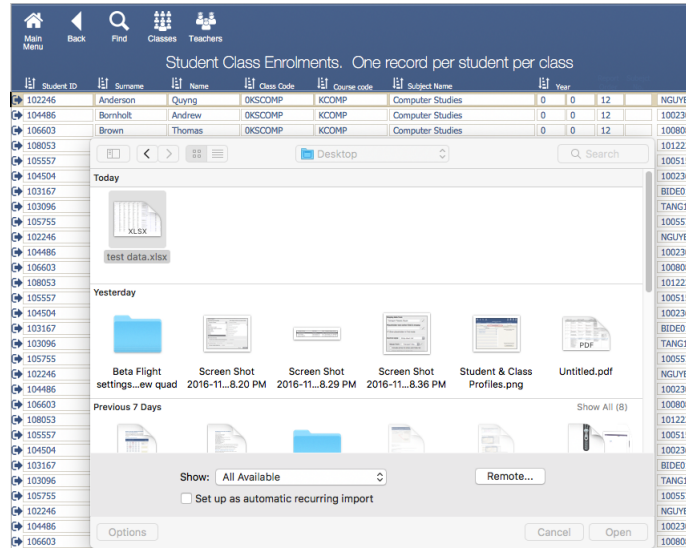
Go to the classes file then to the Class Enrolments file.

## Importing the Students into Classes

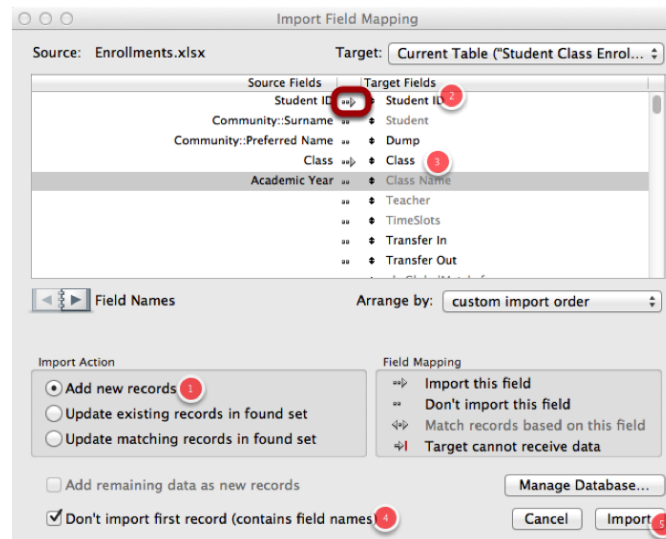
The screenshot shows the 'Maker Pro Advanced' application window. The 'File' menu is open, displaying options such as 'Get Started...', 'New Solution...', 'Open...', 'Open Remote...', 'Open Recent', 'Open Favorite', 'Close', 'Manage', 'Sharing', 'File Options...', 'Change Password...', 'Page Setup...', 'Print...', 'Import Records', 'Export Records...', 'Save/Send Records As', 'Send', 'Save a Copy As...', and 'Recover...'. The 'Import Records' option is highlighted, and its sub-menu is visible, containing 'File...', 'Folder...', 'XML Data Source...', and 'ODBC Data Source...'. The background shows a table of student records with columns for Student ID, Name, Course code, Subject Name, and Year.

Importing the Enrolments into the Student Class Enrolments file.  
From the File Menu, choose Import Records - File

## Importing the Students into Classes



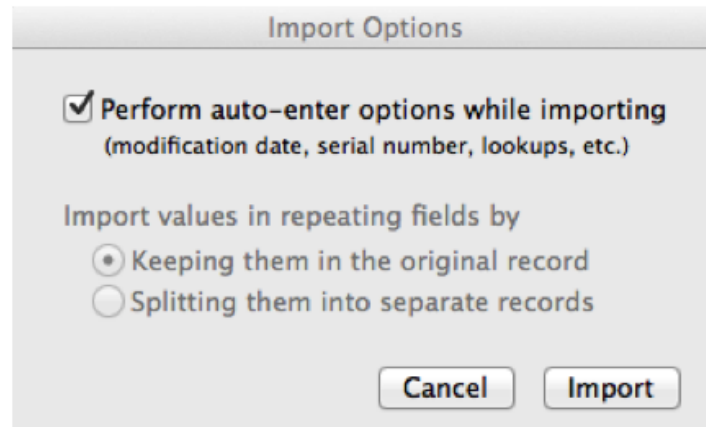
Choose the file to import.



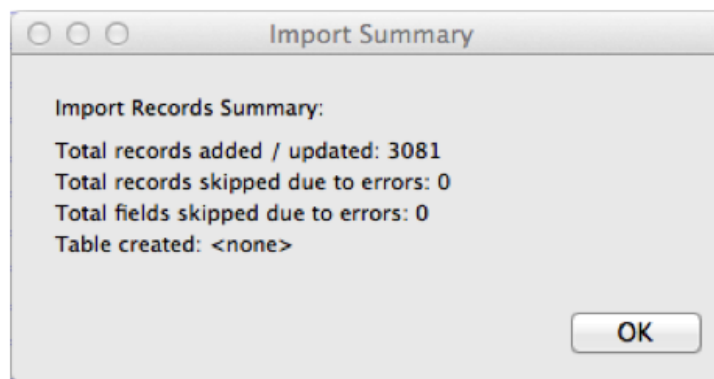
Match the fields to import. For the Class Enrolments the only fields required are the Student Id and Class (Class code field). Match the field names by dragging the name on the right to match with the correct field. Then click the arrow between the field names to choose the field to import.

1. Click to Add new records
2. Click and drag to match field names, Student Id
3. Class match to Class (class code field)
4. If your spreadsheet has field names as the first row, click so the first row will not import
5. Click to Import

## Importing the Students into Classes

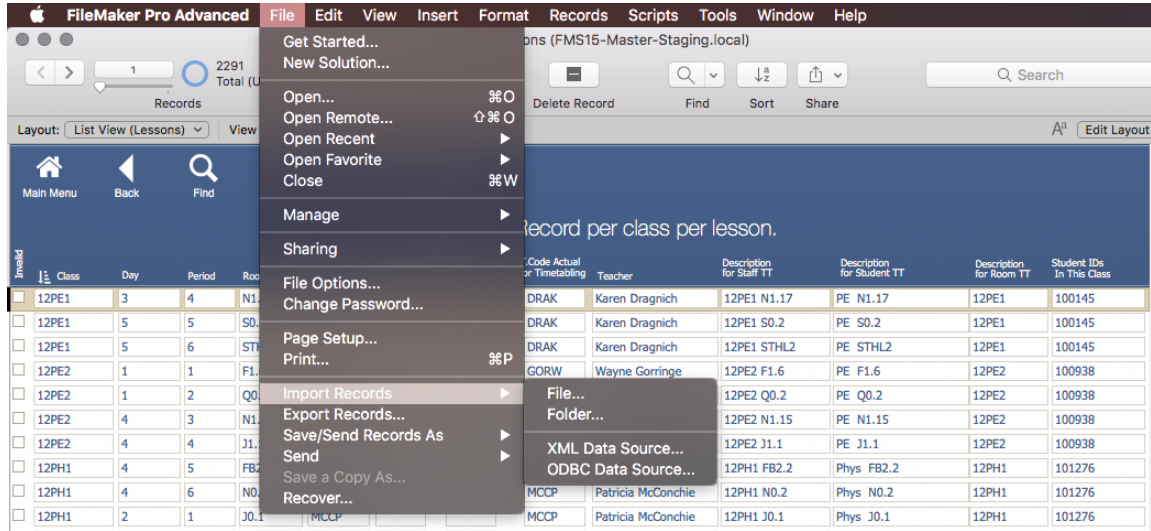


Check to Perform auto-enter options while importing, this will update all fields with any calculations. Click Import.

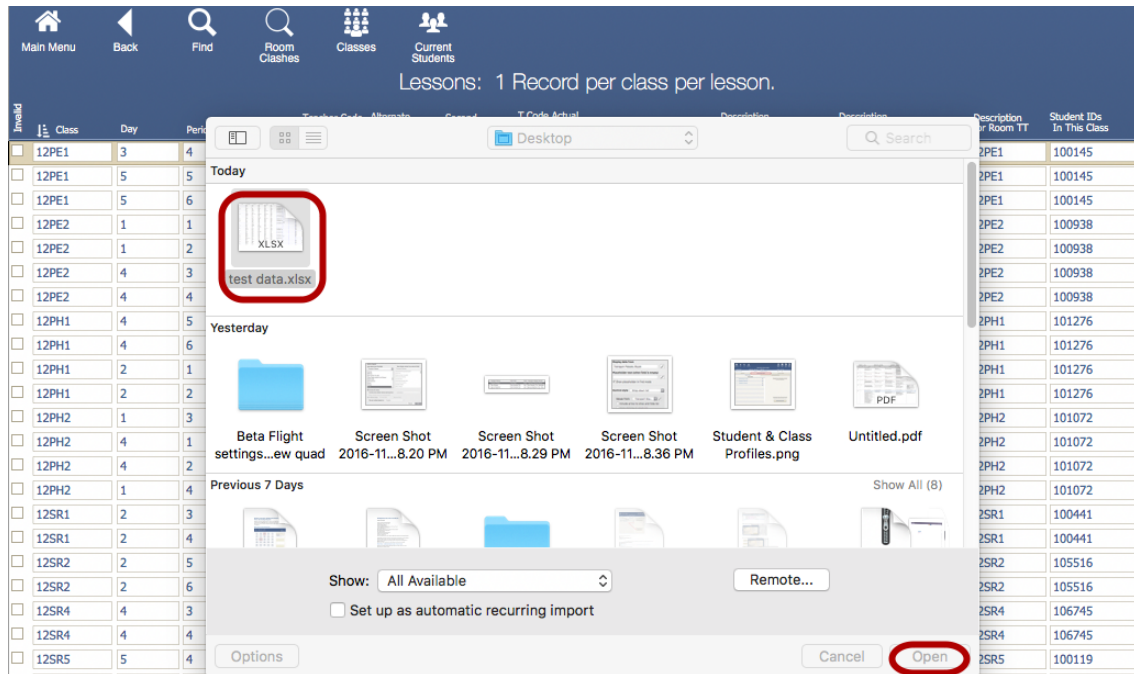


Click Ok. The student name might not update straight away, but will display correctly after a re-lookup function has been run (either overnight or from the Administration functions on Main Menu).

## Importing the Class Details (Lesson Times)

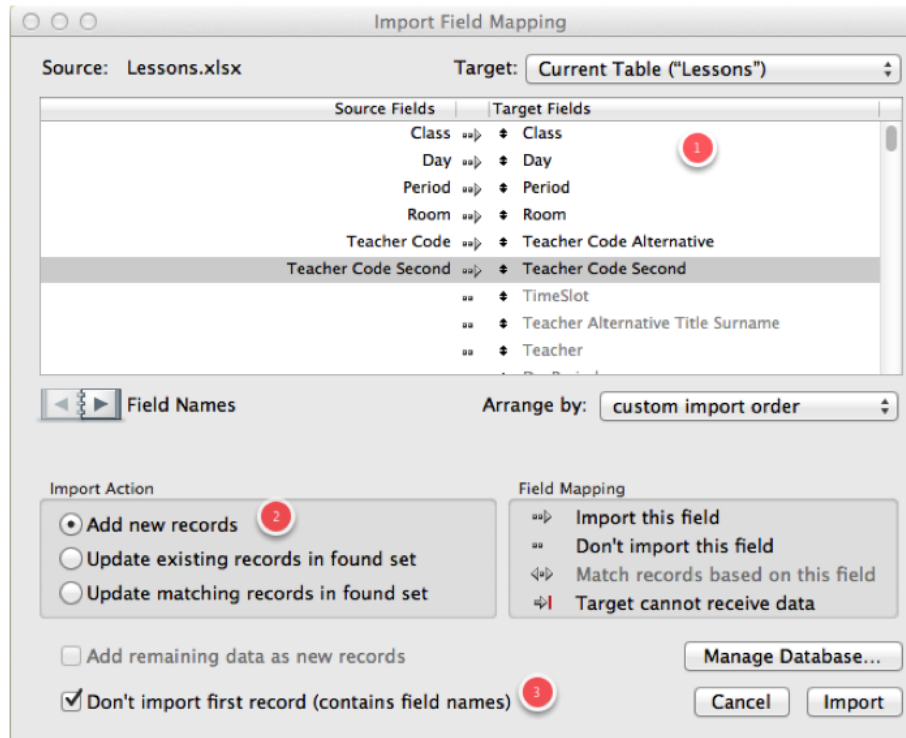


From the File menu - Choose Import Records and select file.

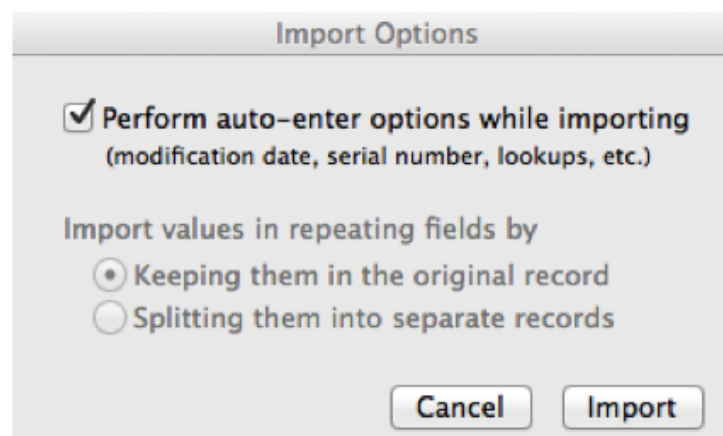


Select a file and then click open

## Importing the Class Details



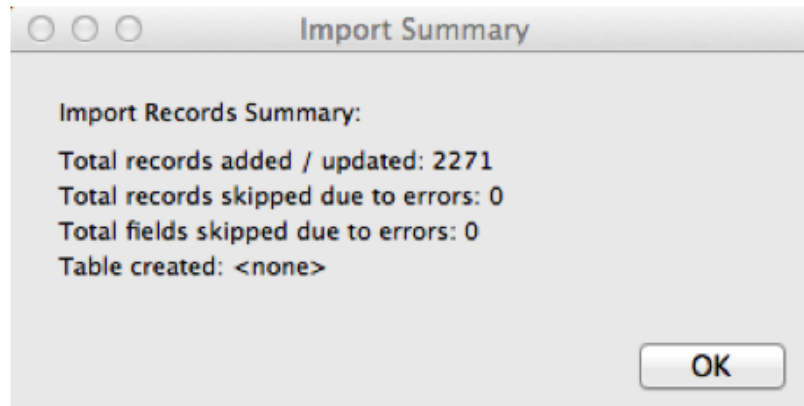
1. Match the Fields (Teacher Code matches with the Teacher Code Alternative field. This is the actual teacher for the lesson time, will not over-write the main teacher field in the classes file)
  2. Click to add new records
  3. Click to not include the field names
- Click Import.



Click to Perform Auto-enter options, and import.

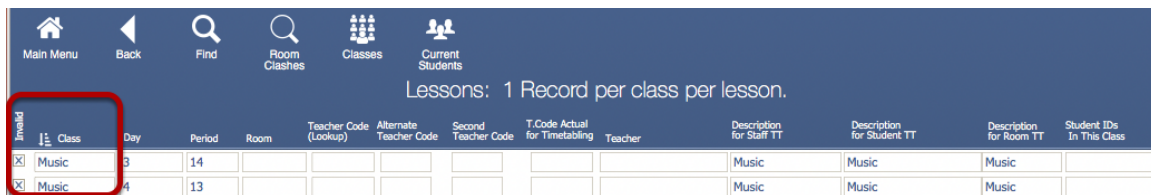


## Importing the Class Details



Click Ok, import complete.

## Invalid Classes



Lessons: 1 Record per class per lesson.

Invalid	Class	Day	Period	Room	Teacher Code (Lookup)	Alternate Teacher Code	Second Teacher Code	T.Code Actual for Timetabling	Teacher	Description for Staff TT	Description for Student TT	Description for Room TT	Student IDs In This Class
<input checked="" type="checkbox"/>	Music	3	14							Music	Music	Music	
<input checked="" type="checkbox"/>	Music	4	13							Music	Music	Music	

Invalid Code - When an incorrect class code is imported the Invalid Box will be checked. Check that there is a class with that code, either update the class code here or in the Class file.