

Administration Solutions for Education

Denbigh Administration Importing Timetables Manual 2016

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Importing data from a Timetable program.

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Importing timetable data into Denbigh

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 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

Main M		R Find	New Class	Course List	Admin List	Print	P	rint Mer	nu :	Staff etails	Fan Clas	nily	Current Students	cher	Allocat	ions	MarkBook Menu Times		Curre Outcor	nt	Outcom	e Bank Next Yr's Classes
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•	08FR3	French		🕩 08F	R Fre	en	8	8	7	4	4			RYAS	Update	Ms S Ryan	LOTE		No	X	X	Add to Reports
•	08FR4	French		🕩 08F	R Fre	en 🛛	8	8	5	4	4			HOLA	Update	Mrs A Holmes	LOTE		No	X	X	Add to Reports
•	08GE1	Geography		080	GE Ge	og	8	8	7	3	3			STRR	Update	Ms R Stretton	HSIE		No	X		Add to Reports
•	08GE2	Geography		(+) 080	GE Ge	og	8	8	6	3	3			STRR	Update	Ms R Stretton	HSIE		No	X		Add to Reports
•	08GE3	Geography		C+ 080	GE Ge	og	8	8	0	3	3			LAML	Update	Mrs L Lam	HSIE		No	X		Add to Reports
•	08GE4	Geography		(+) 080	GE Ge	og	8	8	3	3	3			LAML	Update	Mrs L Lam	HSIE		No	X		Add to Reports
•	08GE5	Geography		(+) 080	GE Ge	og	8	8	2	3	3			LAML	Update	Mrs L Lam	HSIE		No	X		Add to Reports
•	08GM1	German		C 080	GM Ge	rm	8	8	7	4	4			MODG	Update	Ms G Moderegger	LOTE		No	X	X	Add to Reports
•	08HI1	History		€ 08F	II His	t	8	8	4	6	6			STRR	Update	Ms R Stretton	History		No	X		Add to Reports
•	08HI2	History		🕩 08H	II His	t	8	8	7	6	6			STRR	Update	Ms R Stretton	History		No	X		Add to Reports
•	08HI3	History		€ 08F	II His	t	8	8	5	6	6			LAML	Update	Mrs L Lam	History		No	X	F	Add to Reports
•	08HI4	History		€ 08F	II His	t	8	8	2	6	6			LAML	Update	Mrs L Lam	History		No	X		Add to Reports
•	08HI5	History		€ 08F	II His	t	8	8	4	6	6			LAML	Update	Mrs L Lam	History		No	X		Add to Reports
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Go to the classes file then to the Class Enrolments file.

Importing the Students into Classes

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104504	Harrison		Gabriel	а	0KSCST	K	ST	Christian Stu	idies		0 0	7		100236

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

Importing the Students into Classes

Main Baci Menu		isses Teachers Student (Class Enroln	nente One	record per	student ner		200		
II Student ID	<u></u> Lit _{Sumame}	Lt Name		La Course code	El Subject Name	Studio ni poi	LÉI			
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• 104486	Bornholt	Andrew	OKSCOMP	KCOMP	Computer Studie	s	0	0	12	1
106603	Brown	Thomas	OKSCOMP	KCOMP	Computer Studie	5	0	0	12	1
108053				Desktop	\$					1
105557				Desk(Op	~					1
104504	Today									1
103167										E
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105755										1
102246	XLSX									N
104486	test data.xls	sx								1
106603		-								1
• 108053	Vertexter									1
105557	Yesterday									1
104504		-			Party and inc.			-		1
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Choose the file to import.

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mport Action	Field Mapping	
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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).

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	12PH1	2	1	J0.1	MCCP		MCCP	Patricia McConchie	12PH1 J0.1	Phys J0.1	12PH1	101276

Importing the Class Details (Lesson Times)

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

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	Day	Peri	Torde Achael Decodetion Decodetion	Description or Room TT	Student IDs In This Class
12PE1	3	4	C Search	2PE1	100145
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12PE2	1	1		2PE2	100938
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12PE2	4	3	test data.xlsx	2PE2	100938
12PE2	4	4		2PE2	100938
12PH1	4	5	Yesterday	2PH1	101276
12PH1	4	6		2PH1	101276
12PH1	2	1		2PH1	101276
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12PH2	4	2		2PH2	101072
12PH2	1	4	Previous 7 Days Show All (8)	2PH2	101072
12SR1	2	3		2SR1	100441
12SR1	2	4		2SR1	100441
12SR2	2	5		2SR2	105516
12SR2	2	6	Show: All Available	2SR2	105516
12SR4	4	3	Set up as automatic recurring import	2SR4	106745
12SR4	4	4		2SR4	106745
12SR5	5	4	Options	2SR5	100119

Select a file and then click open

Source: Lessons.xlsx	Та	arget	Curren	t Table ("Lessons")	;
	Source Fields	Та	rget Fields		
	Class		Class	-	
	Day		Day		
	Period .	•⊳ ♦	Period		
	Room .	•⊳ ♦	Room		
	Teacher Code	•⊳ ≠	Teacher C	ode Alternative	
	Teacher Code Second	∳ ♦	Teacher C	ode Second	
		• +	TimeSlot		
		• •	Teacher A	Iternative Title Surname	
			Teacher		
◄ ₹► Field Names		Arr	ange by:	custom import order	_
▲ ま ▶ Field Names		Arra	ange by:	custom import order	;
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Import Action Add new records	rds in found set	Arra	Field Mapp *** Im ** Do 4*> Ma	port this field	ł
Import Action Add new records Update existing record	rds in found set ords in found set	Arra	Field Mapp *** Im ** Do 4*> Ma	port this field n't import this field atch records based on this fie	

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

Ma	in Menu	Back	Q Find	Room Clashes	Classe						
Invalid	↓ <u>±</u> Class	Day	Period	Room	Teacher Code (Lookup)	Second	T.Code Actual	Der lesson. Description for Staff TT	Description for Student TT	Description for Room TT	Student IDs In This Class
X	Music	3	14					Music	Music	Music	
X	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.