

Administration Solutions for Education

# Denbigh Administration Importing Timetables Manual 2016

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Importing data from a Timetable program.

| G<br>Main M |          | Back | Q<br>Find    | Hew Class | Course List    | Admin L | st Print    | Pr | int Mer       |              | Staff<br>etails | Far<br>Clas        | nily | Current<br>Students<br>- Teac | cher /        | Allocat | ions            | MarkBook<br>Menu | Lesson<br>Times | Class<br>Enrolments | Curro         | ent<br>mes         | Outcom |                |
|-------------|----------|------|--------------|-----------|----------------|---------|-------------|----|---------------|--------------|-----------------|--------------------|------|-------------------------------|---------------|---------|-----------------|------------------|-----------------|---------------------|---------------|--------------------|--------|----------------|
|             | Class Co | ode  | Subject Name |           | Cou            | irse /  | bbreviation |    | Year<br>Cours | TT<br>e Line |                 | rt Order<br>Course |      | nits<br>Course I              | Staff<br>Code |         | Staff<br>Name   | Faculty          |                 | Key Learning Area   | Reporte<br>On | Show on<br>Reports | PTI    |                |
| 0           | 08FR2    |      | French       |           | 🕩 08F          | R       | Fren        | 8  | 8             | 4            | 4               | 4                  |      |                               | HOLA          | Update  | Mrs A Holmes    | LOTE             |                 |                     | No            | X                  | X      | Add to Reports |
| •           | 08FR3    |      | French       |           | C 08F          | R       | Fren        | 8  | 8             | 7            | 4               | 4                  |      |                               | RYAS          | Update  | Ms S Ryan       | LOTE             |                 |                     | No            | X                  | X      | Add to Reports |
| •           | 08FR4    |      | French       |           | C+ 08F         | R       | Fren        | 8  | 8             | 5            | 4               | 4                  |      |                               | HOLA          | Update  | Mrs A Holmes    | LOTE             |                 |                     | No            | X                  | X      | Add to Reports |
| •           | 08GE1    |      | Geography    |           | 6 080          | GE      | Geog        | 8  | 8             | 7            | 3               | 3                  |      |                               | STRR          | Update  | Ms R Stretton   | HSIE             |                 |                     | No            | X                  |        | Add to Reports |
| •           | 08GE2    |      | Geography    |           | (*) 080        | GE      | Geog        | 8  | 8             | 6            | 3               | 3                  |      |                               | STRR          | Update  | Ms R Stretton   | HSIE             |                 |                     | No            | X                  |        | Add to Reports |
| •           | 08GE3    |      | Geography    |           | (+ 080         | GE      | Geog        | 8  | 8             | 0            | 3               | 3                  |      |                               | LAML          | Update  | Mrs L Lam       | HSIE             |                 |                     | No            | X                  | F      | Add to Reports |
| •           | 08GE4    |      | Geography    |           | (*) 080        | GE      | Geog        | 8  | 8             | 3            | 3               | 3                  |      |                               | LAML          | Update  | Mrs L Lam       | HSIE             |                 |                     | No            | X                  |        | Add to Reports |
| •           | 08GE5    |      | Geography    |           | (+ 080         | GE      | Geog        | 8  | 8             | 2            | 3               | 3                  |      |                               | LAML          | Update  | Mrs L Lam       | HSIE             |                 |                     | No            | X                  |        | Add to Reports |
| •           | 08GM1    |      | German       |           | C+ 080         | GM      | Germ        | 8  | 8             | 7            | 4               | 4                  |      |                               | MODG          | Update  | Ms G Moderegger | LOTE             |                 |                     | No            | X                  | X      | Add to Reports |
| •           | 08HI1    |      | History      |           | € <b>+</b> 08H | II      | Hist        | 8  | 8             | 4            | 6               | 6                  |      |                               | STRR          | Update  | Ms R Stretton   | History          |                 |                     | No            | X                  | Г      | Add to Reports |
| •           | 08HI2    |      | History      |           | (→ 08)         | II      | Hist        | 8  | 8             | 7            | 6               | 6                  |      |                               | STRR          | Update  | Ms R Stretton   | History          |                 |                     | No            | X                  |        | Add to Reports |

## 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<br>etails | Fan<br>Clas       | nily        | Current<br>Students | cher  | Allocat | ions            | MarkBook<br>Menu Times |                   | Curre<br>Outcor | nt                 | Outcom | e Bank Next Yr's<br>Classes |
|--------|------------|----------------|-----------|----------------|------------|------------|---|---------------|--------------------------|-----------------|-------------------|-------------|---------------------|-------|---------|-----------------|------------------------|-------------------|-----------------|--------------------|--------|-----------------------------|
|        | Class Code | Subject Name   |           | Cou            | ırse Abb   | previation |   | Year<br>Cours | ττ<br><sub>se</sub> Line |                 | t Order<br>Course | Un<br>Class |                     | Staff |         | Staff<br>Name   | Faculty                | Key Learning Area | Reported<br>On  | Show an<br>Reports | PTI    |                             |
| •      | 08FR2      | French         |           | C 08F          | R Fre      | en         | 8 | 8             | 4                        | 4               | 4                 |             |                     | HOLA  | Update  | Mrs A Holmes    | LOTE                   |                   | No              | X                  | X      | Add to Reports              |
| •      | 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      |           | <b>(+)</b> 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      |           | <b>(+)</b> 080 | GE Ge      | og         | 8 | 8             | 3                        | 3               | 3                 |             |                     | LAML  | Update  | Mrs L Lam       | HSIE                   |                   | No              | X                  |        | Add to Reports              |
| •      | 08GE5      | Geography      |           | <b>(+)</b> 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              |
| •      | 08JA1      | Japanese       |           | (a) 083        | A Jap      | )          | 8 | 8             | 5                        | 4               | 4                 |             |                     | GRIJ  | Update  | Mrs J Grierson  | LOTE                   |                   | No              | X                  | X      | Add to Reports              |
| •      | 08LTL1     | Learning to Le | earn      | € 08L          | л. п       | L          | 8 | 8             | 4                        |                 |                   |             |                     | STRR  | Update  | Ms R Stretton   | Special Needs          |                   | No              | X                  | -      | Add to Reports              |

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

#### **Importing the Students into Classes**

| Maker Pro Adv     | anced    | File | Edit                | View     | Insert   | Format     | t Records    | Scripts       | Tools      | Window     | Help              |        |     |            |
|-------------------|----------|------|---------------------|----------|----------|------------|--------------|---------------|------------|------------|-------------------|--------|-----|------------|
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| 102246            | Andersor |      |                     | assword  | <b>1</b> |            | COMP         | Computer St   |            |            | 0 0               | 12     | _   | NGUYEN     |
| 104486            | Bornholt |      | anger               | 45511010 |          |            | COMP         | Computer St   |            |            | 0 0               | 12     |     | 100230     |
| 106603            | Brown    | Pag  | ge Setu             | ıp       |          |            | COMP         | Computer St   |            |            | 0 0               | 12     |     | 100808     |
| 108053            | Fleming  | Pri  | nt                  |          |          |            | COMP         | Computer St   |            |            | 0 0               | 12     |     | 101223     |
| 105557            | Griffin  |      | _                   | _        | _        |            |              | Computer St   | udies      |            | 0 0               | 12     |     | 100515     |
| 104504            | Harrison | Imp  | oort Re             | cords    |          |            | File         |               |            |            | 0 0               | 12     |     | 100236     |
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| € 105755          | Ward     | Ser  | nd                  |          |          |            |              | Source        |            |            | 0 0               | 12     |     | 100557     |
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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<br>Menu   |                                  | isses Teachers<br>Student (  | Class Enroln   | nente One      | record per  | student ner                     |     | 200     |       |  |
|---|----------------------------------|--|----------------|----------------|---|---------------------------------|-----|---------|-------|--|
| II Student ID   | <u></u><br>Lit <sub>Sumame</sub> | Lt Name  |                | La Course code | El Subject Name   | Studio ni poi                   | LÉI |         |       |  |
| 102246  | Anderson                         | Quyng  | OKSCOMP        | KCOMP          | Computer Studie   | s                               | 0   | 0       | 12    | N  |
| • 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  |
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| 103096  |                                  |  |                |                |   |                                 |     |         |       | T  |
| 105755  |                                  |  |                |                |   |                                 |     |         |       | 1  |
| 102246  | XLSX                             |  |                |                |   |                                 |     |         |       | N  |
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Choose the file to import.

| 0 0 Im                              | port Field Mapping   |     |
|-------------------------------------|--|-----|
| ource: Enrollments.xlsx             | Target: Current Table ("Student Class Enro   | I : |
| Source                              | ieldsTarget Fields   |     |
| Stu                                 | dent ID 🗤 🕞 Student IL   |     |
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| mport Action                        | Field Mapping  |     |
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| OUpdate matching records in found   | cot  | era |
|                                     | Target cannot receive data   |     |
| Add encoded and data an encoded     |  | -   |
| Add remaining data as new record    | Manage Databas   | e   |

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).

|         | 🗯 Filel         | Maker Pro   | o Advanc  | ed        | File Edit View Insert                  | Form   | at Reco       | ords Scripts T     | ools Window                 | Help                          |                            |                              |
|---------|-----------------|-------------|-----------|-----------|--|--|---------------|--------------------|-----------------------------|-------------------------------|----------------------------|------------------------------|
|         | ••              |             | • •       | 91        | Get Started<br>New Solution            |  | ons (FMS      | 15-Master-Staging  |                             |                               |                            |                              |
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| Invalid |                 |             |           |           | Sharing                                | •  | Code Actual   |                    | Description<br>for Staff TT | Description<br>for Student TT | Description<br>for Room TT | Student IDs<br>In This Class |
| -       | Le Class        | Day<br>3    | Period    | Roc<br>N1 | File Options                           |  | DRAK          | Karen Dragnich     | 12PE1 N1.17                 | PE N1.17                      | 12PE1                      | 100145                       |
|         | 12PE1           | 5           | 5         | S0.       | Change Password                        |  | DRAK          | Karen Dragnich     | 12PE1 N1.17                 | PE N1.17                      | 12PE1                      | 100145                       |
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| Ľ       | 12PE2           | 1           | 1         | F1.       | loss aut De a suda                     | _  | GORW          | Wayne Gorringe     | 12PE2 F1.6                  | PE F1.6                       | 12PE2                      | 100938                       |
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|         | 12PE2           | 4           | 3         | N1.       | Export Records<br>Save/Send Records As |  | Folde         | H                  | 12PE2 N1.15                 | PE N1.15                      | 12PE2                      | 100938                       |
|         | 12PE2           | 4           | 4         | J1.       | Send                                   |  | XML           | Data Source        | 12PE2 J1.1                  | PE J1.1                       | 12PE2                      | 100938                       |
|         | 12PH1           | 4           | 5         | FB2       | Save a Copy As                         |  | ODB           | C Data Source      | 12PH1 FB2.2                 | Phys FB2.2                    | 12PH1                      | 101276                       |
|         | 12PH1           | 4           | 6         | N0.       | Recover                                |  | MCCP          | Patricia McConchie | 12PH1 N0.2                  | Phys N0.2                     | 12PH1                      | 101276                       |
|         | 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.

| Alin Menu | Back | C<br>Fir |   |                           |                              |
|-----------|------|----------|---|---------------------------|------------------------------|
|           | Day  | Peri     | Torde Achael Decodetion Decodetion  | Description<br>or Room TT | Student IDs<br>In This Class |
| 12PE1     | 3    | 4        | C Search  | 2PE1                      | 100145                       |
| 12PE1     | 5    | 5        | Today   | 2PE1                      | 100145                       |
| 12PE1     | 5    | 6        |   | 2PE1                      | 100145                       |
| 12PE2     | 1    | 1        |   | 2PE2                      | 100938                       |
| 12PE2     | 1    | 2        | XLSX  | 2PE2                      | 100938                       |
| 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                       |
| 12PH1     | 2    | 2        | PDF   | 2PH1                      | 101276                       |
| 12PH2     | 1    | 3        |   | 2PH2                      | 101072                       |
| 12PH2     | 4    | 1        | Beta Flight Screen Shot Screen Shot Screen Shot Student & Class Untitled.pdf<br>settingsew quad 2016-118.20 PM 2016-118.29 PM 2016-118.36 PM Profiles.png | 2PH2                      | 101072                       |
| 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   |    |
|  |                                       | • <b>+</b> | TimeSlot                                |  |    |
|  |                                       | • •        | Teacher A                               | Iternative Title Surname   |    |
|  |                                       |            | Teacher                                 |  |    |
| ◄ ₹► Field Names                                       |                                       | Arr        | ange by:                                | custom import order  | _  |
| <b>▲ ま ▶</b> Field Names                               |                                       | Arra       | ange by:                                | custom import order  | ;  |
| Import Action  |                                       | Arra       | Field Mapp                              | ing  | 4  |
|  |                                       | Arr        | Field Mapp                              | port this field  | 4  |
| Import Action  |                                       | Arra       | Field Mapp<br>™ Do                      | port this field<br>n't import this field                                   | td |
| Import Action  Add new records                         | rds in found set                      | Arra       | Field Mapp<br>*** Im<br>** Do<br>4*> Ma | port this field  | ł  |
| Import Action  Add new records  Update existing record | rds in found set<br>ords in found set | Arra       | Field Mapp<br>*** Im<br>** Do<br>4*> Ma | port this field<br>n't import this field<br>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<br>Find | Room<br>Clashes | Classe                   |        |               |  |                               |                            |                              |
|---------|------------------|------|-----------|-----------------|--------------------------|--------|---------------|--|-------------------------------|----------------------------|------------------------------|
| Invalid | ↓ <u>±</u> Class | Day  | Period    | Room            | Teacher Code<br>(Lookup) | Second | T.Code Actual | Der lesson.<br>Description<br>for Staff TT | Description<br>for Student TT | Description<br>for Room TT | Student IDs<br>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.