DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Importing Timetables Manual 2016

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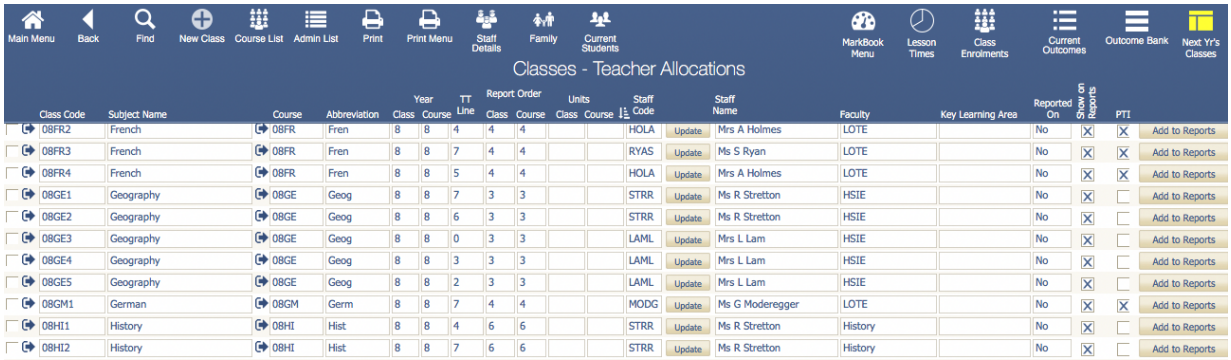
Importing data from a Timetable program.

Importing timetable data into Denbigh



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

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)

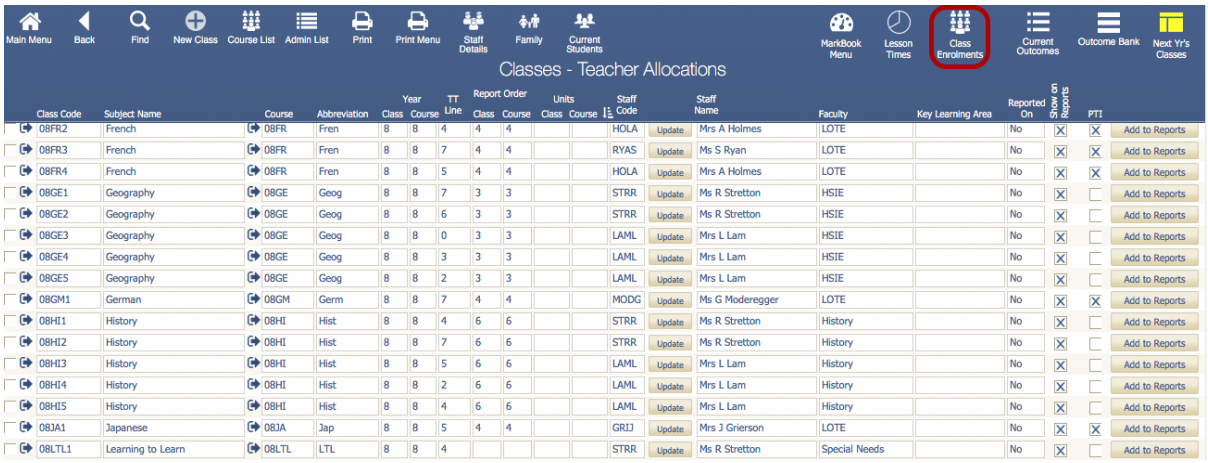
The Class and Course details should be imported first, if using the current Class and Course codes there is no need to import those files.

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

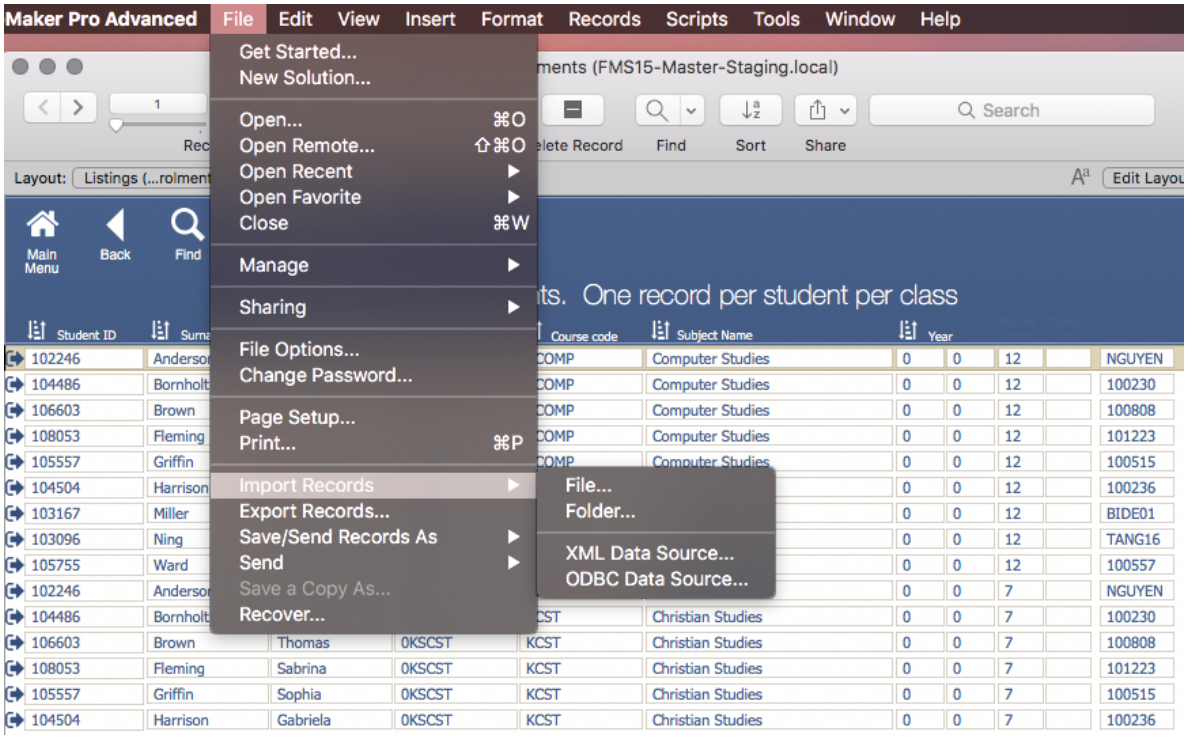
Ensure that all fields match in the timetable software as in Denbigh. Staff Codes, Student id's, Course and Class Codes.

Classes - Class Enrolments file



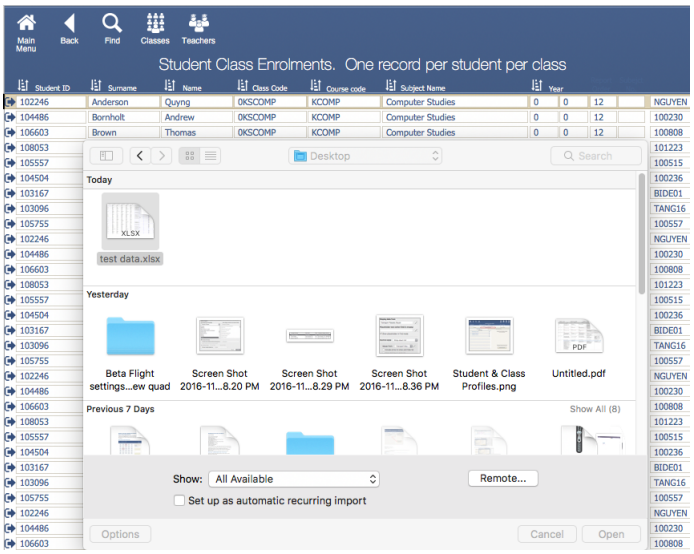
Go to the classes file then to the Class Enrolments file.

Importing the Students into Classes

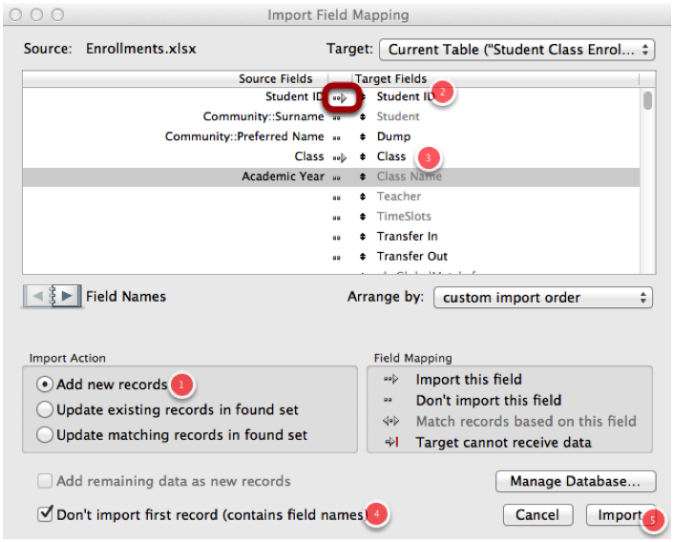


Importing the Enrolments into the Student Class Enrolments file.
From the File Menu, choose Import Records - File

Importing the Students into Classes



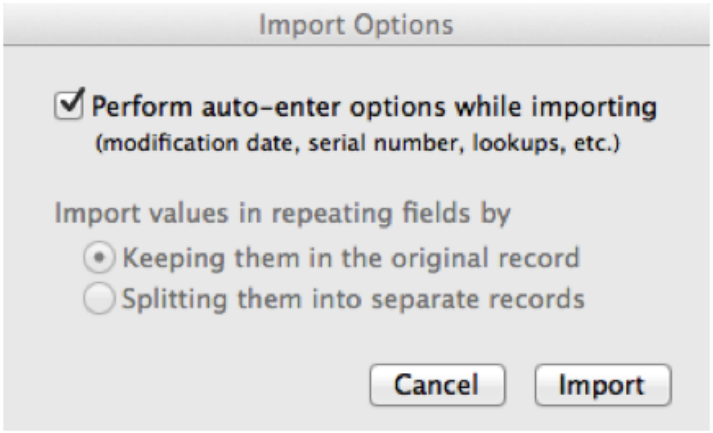
Choose the file to import.



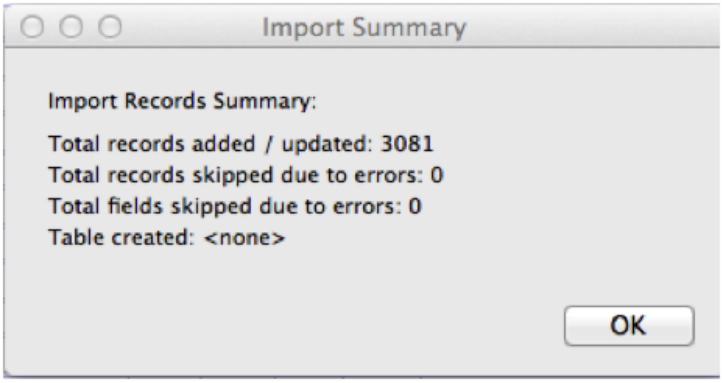
Match the fields to import. For the Class Enrolments the only fields required are the Student Id and Class (Class code field).
Match the field names by dragging the name on the right to match with the correct field. Then click the arrow between the field names to choose the field to import.

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

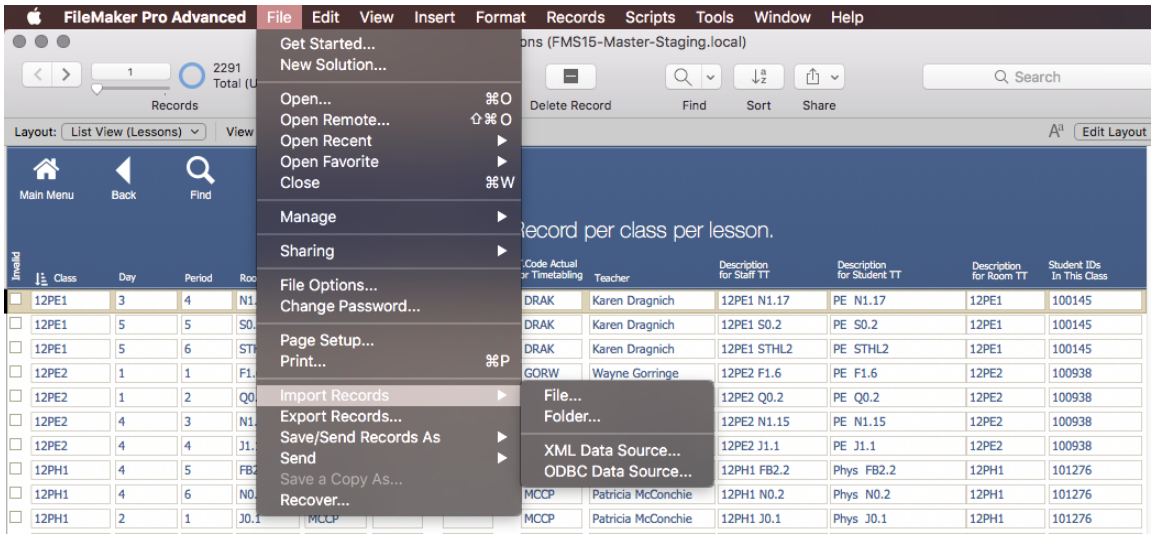


Check to Perform auto-enter options while importing, this will update all fields with any calculations. Click Import.

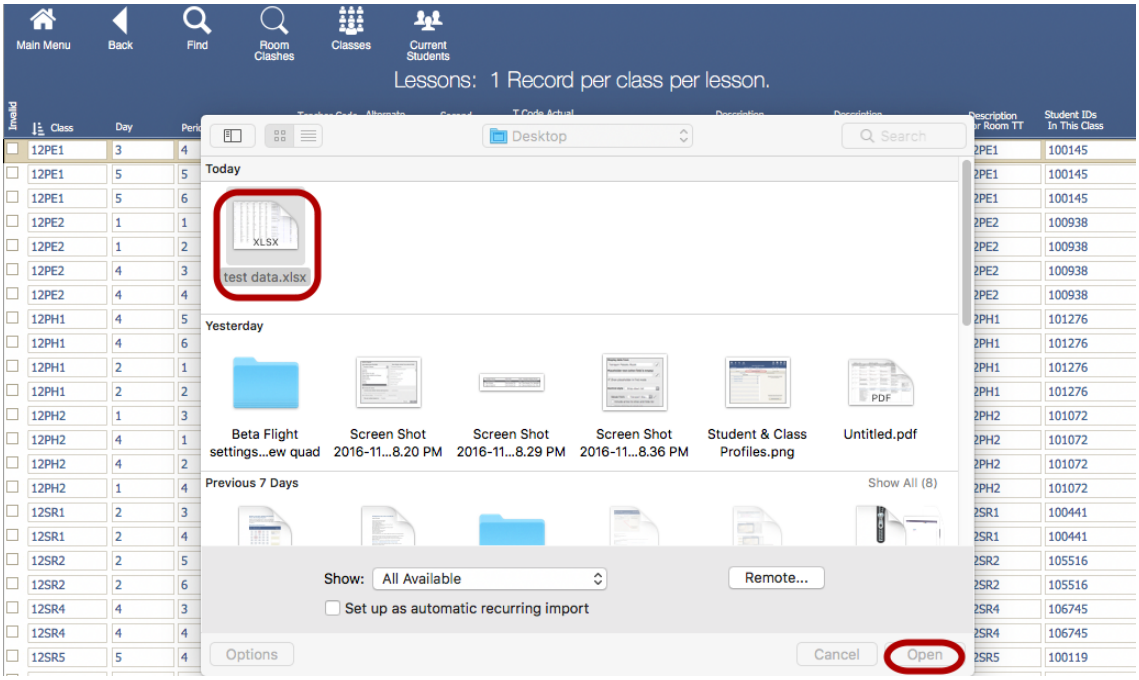


Click Ok. The student name might not update straight away, but will display correctly after a re-lookup function has been run (either overnight or from the Administration functions on Main Menu).

Importing the Class Details (Lesson Times)

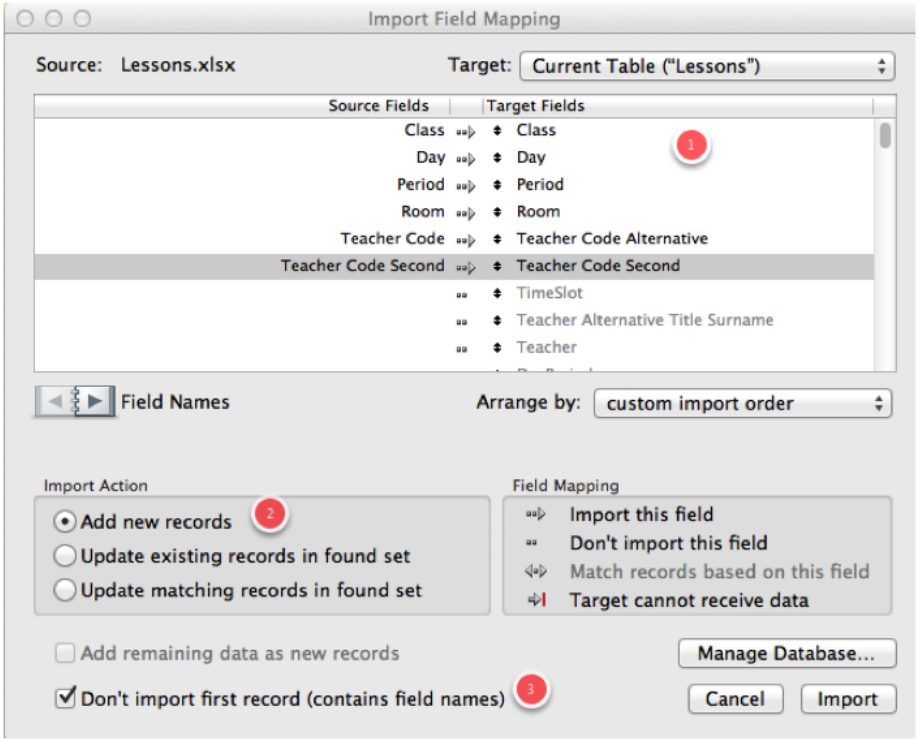


From the File menu - Choose Import Records and select file.



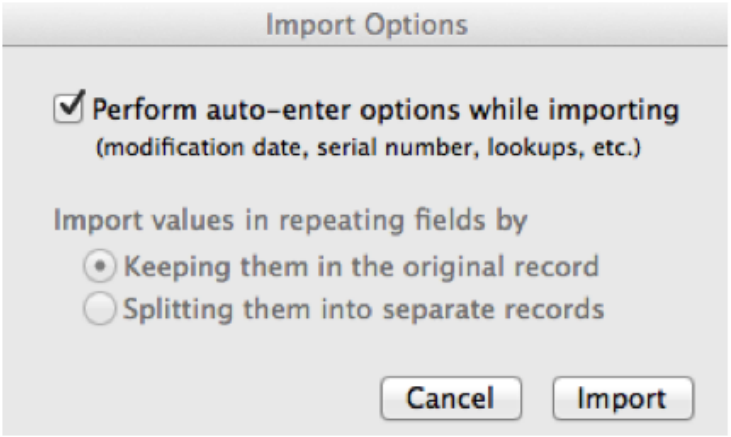
Select a file and then click open

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.

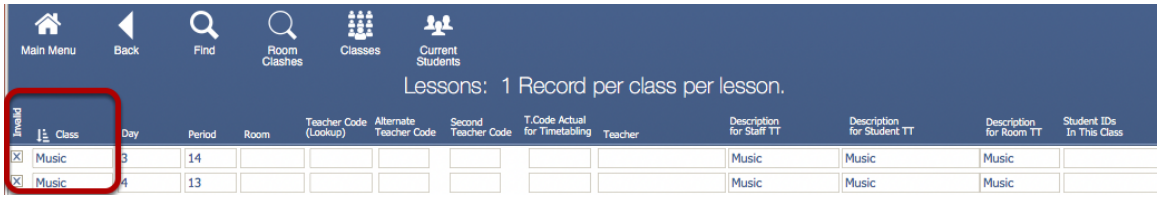


Click to Perform Auto-enter options, and import.

Importing the Class Details

Click Ok, import complete.

Invalid Classes



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.