



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# Denbigh Administration

## Importing Timetables 2016

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## Importing timetable data into Denbigh

Class Code	Subject Name	Course	Abbreviation	Year	TT	Report Order	Units	Staff Code	Staff Name	Faculty	Key Learning Area	Reported On	Show in Reports	PFI
06VA2	Visual Arts	06VA	Vis Art	6	6	6	6	DENU	Mrs J Denbigh	History		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06VA7	Visual Arts	06VA	Vis Art	6	8	1	7	7	DENU	Mrs J Denbigh	Creative Arts	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06V12	Photography and Digital Media	06V2	VC	9	9	14	14	DENU	Mrs J Denbigh	Creative Arts		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10EN6	English	10EN	Eng	10	10	1	1	DENU	Mrs J Denbigh	English		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11PO1	Photography	11PO	Photo	11	11	8	8	DENU	Mrs J Denbigh	Creative Arts		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10L1	Tutor Group	10PC	House Grps	10	10	12	12	DENU	Mrs J Denbigh	Albanyhouse		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07OTE	Design and Technology	07OT	D&T	7	7	3	3	DENU	Mrs J Denbigh	T&G		No	<input checked="" type="checkbox"/>	<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 in to different files in Denbigh.

### Files required in Timetable

To correctly import data when creating timetables in Denbigh the following files are required:

1. Classes - Class Code, Academic Year, Course Code and Teacher Code
2. Courses - Course Code, Academic Year, Subject Name, Subject Name Abbreviation
3. Enrolments - Student Id, Class Code
4. 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

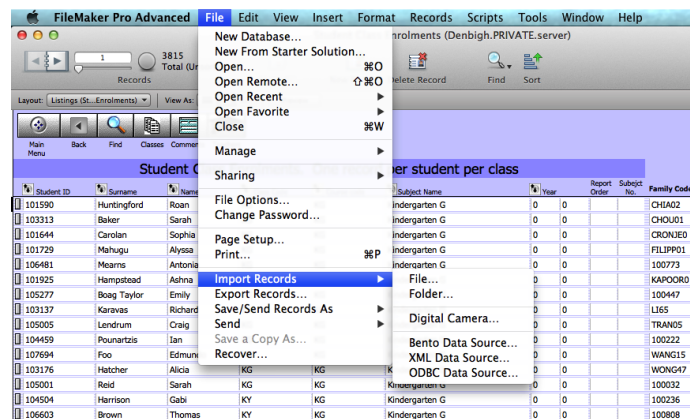
Ensure that all fields match in the timetable software as in Denbigh. Staff Codes, Student id's, Course and Class Codes.

### Classes - Class Enrolments file

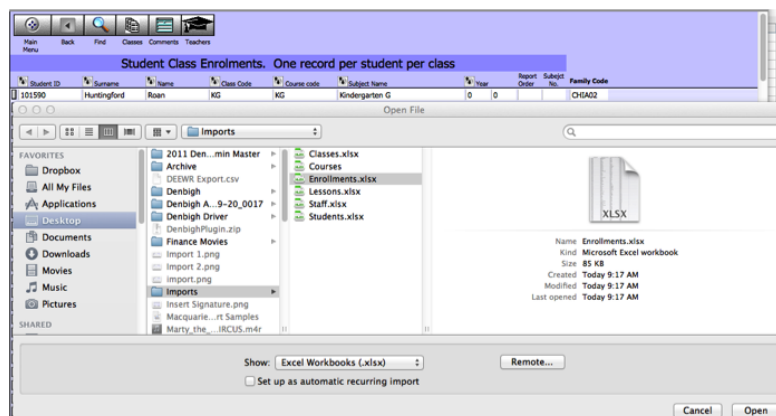
Class Code	Subject Name	Course	Abbreviation	Year	TT	Report Order	Units	Staff Code	Staff Name	Faculty	Key Learning Area	Reported On	Show in Reports	PFI
06VA2	Visual Arts	06VA	Vis Art	6	6	6	6	DENU	Mrs J Denbigh	History		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06VA7	Visual Arts	06VA	Vis Art	6	8	1	7	7	DENU	Mrs J Denbigh	Creative Arts	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06V12	Photography and Digital Media	06V2	VC	9	9	14	14	DENU	Mrs J Denbigh	Creative Arts		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10EN6	English	10EN	Eng	10	10	1	1	DENU	Mrs J Denbigh	English		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11PO1	Photography	11PO	Photo	11	11	8	8	DENU	Mrs J Denbigh	Creative Arts		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10L1	Tutor Group	10PC	House Grps	10	10	12	12	DENU	Mrs J Denbigh	Albanyhouse		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07OTE	Design and Technology	07OT	D&T	7	7	3	3	DENU	Mrs J Denbigh	T&G		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

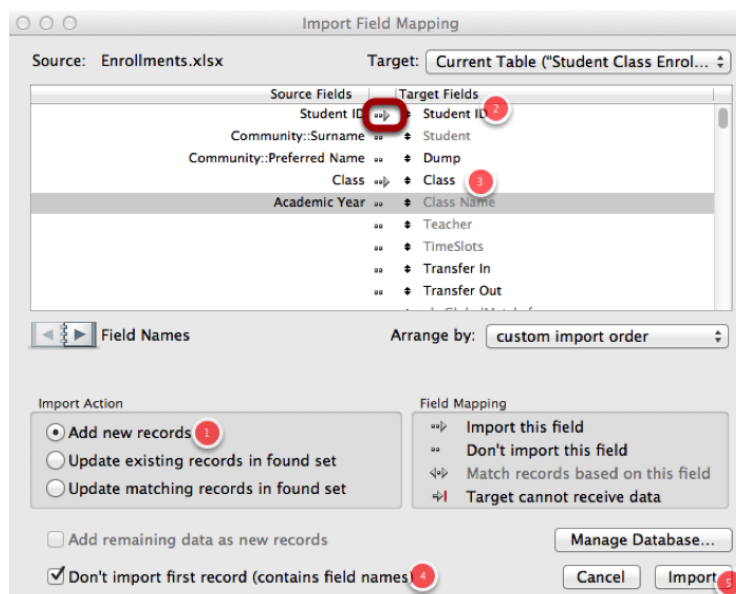
## Importing the Students into Classes



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



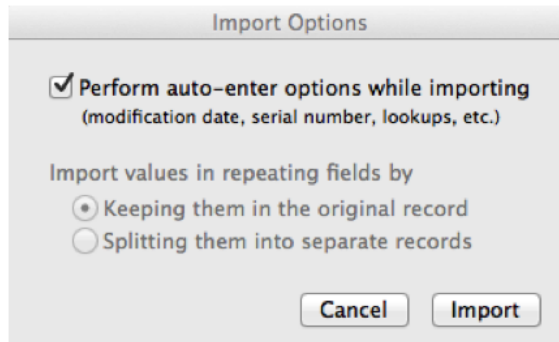
Choose the file to import - Enrolments File in this example.



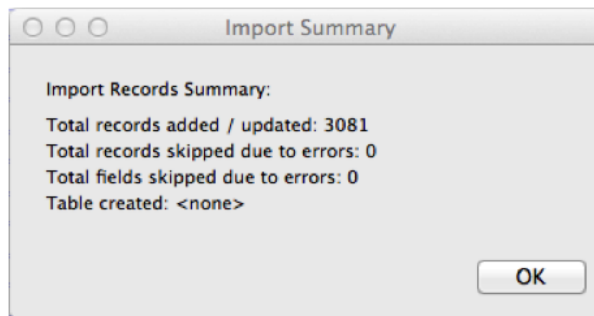
Match the fields to import. For the Class Enrolments the only fields required are the Student Id and Class (Class code field).

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

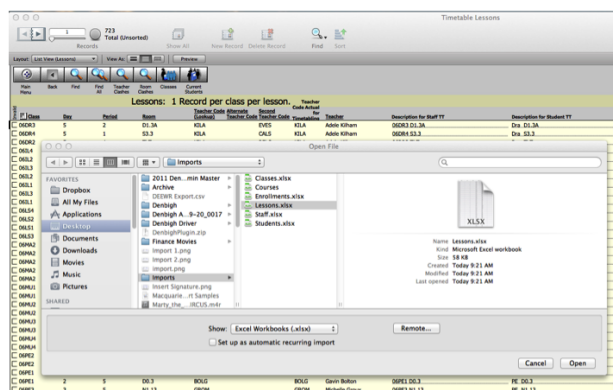


Check to Perform auto-enter options while importing, this will update all fields with any calculations. Click Import.



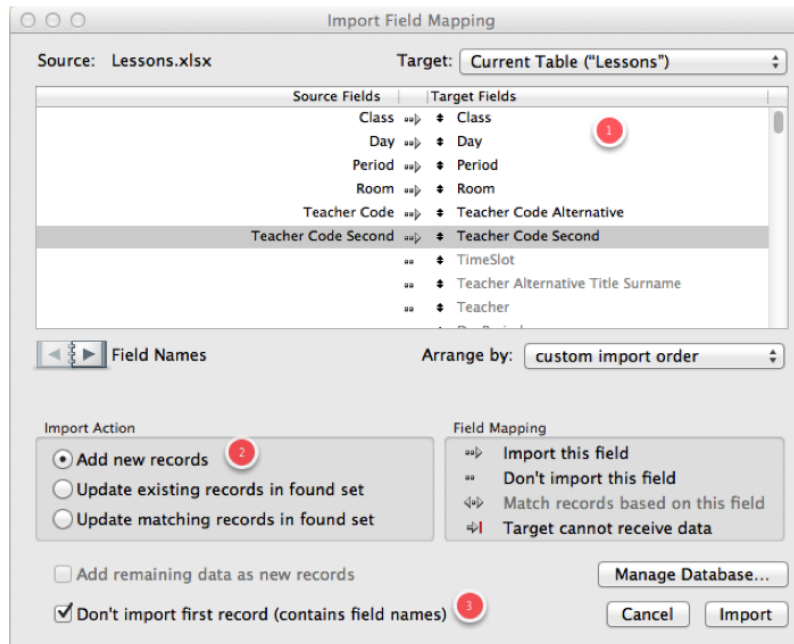
Click Ok. The student name might not update straight away, but will display correctly after a re-lookup function has been run (either overnight or from the Administration functions on main menu).

## Importing the Class Details (Lesson Times)

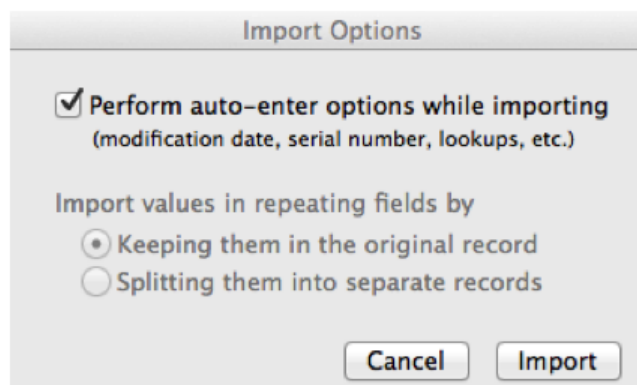


From the File menu - Choose Import file - Choose the file to be imported.  
Click Open.

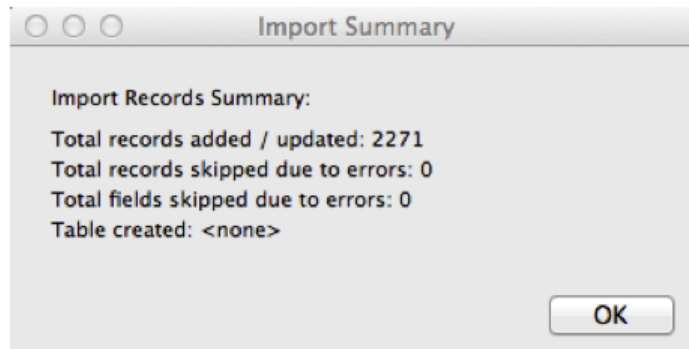
## Importing the Class Details



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
4. Click Import.



Click to Perform Auto-enter options, and import.



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	Teacher Code Actual for Timetabling
<input checked="" type="checkbox"/>	07ENG1	4	6	N1.14	DENB	DENB		DENB

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.