

Administration Solutions for Education

# **Denbigh Administration**

# **Importing Timetables 2016**

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### Importing timetable data into Denbigh

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	09V12	Photography and Digital Media		09V1	VI	9	9		14	14			DENJ	Update	Mrs J Denbigh	Creative Arts		No	×	×	Add to R
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	10.1	Tutor Group		10PC	House Grps	10	10		12	12			DENJ	Update	Mrs J Denbigh	Abbeythorpe		No	×	×	Add to R
•	07DTE	Design and Technology	G.	07DT	D&T	7	7		3	3			DEN1	Undate	Mrs J Denbich	TAS		No	X		Add to 8

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**

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		Subject Name			Abbreviation	Class	Year Court	π H Line		t Order Course	Units Class Co	ne li co	r %	Staff Name		Reported On	Show on Reports		
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•	08VA7	Visual Arts		08VA	Vs Art	8	8		7	7		DENJ	Update	Hrs J Denbigh	Creative Arts	No	×	×	Add 1
•	09V12	Photography and Digital Media		09V1	VI	9	9		14	14		DENJ	Update	Mrs J Denbigh	Creative Arts	No	×	×	Add
	10EN5	English	()	10EN	Eng	10	10		1	1		DENJ	Update	Mrs J Denbigh	English	No		×	Add
•	11PO1	Photography	()	11PO	Photo	11	11		8	8		DENJ	Update	Mrs J Denbigh	Creative Arts	No	×	×	Add
•	10.1	Tutor Group		10PC	House Grps	10	10		12	12		DENJ	Update	Hrs J Denbigh	Abbeythorpe	No	×	×	Add
	07DTE	Design and Technology	6						3			DENU					X		

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



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

🛒 FileM	laker Pro Adv	anced	File Edit	View	Insert	Forma	t Records	Scripts	Tools	Windo	w H	elp	1.000
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Student ID	Surname	Name					Subject Name		Tes	r (		bejct Vo.	Family Code
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103313	Baker	Sarah	Change P	asswore	d		indergarten G		0	0			CHOU01
101644	Carolan	Sophia	Page Setu	in			Indergarten G		0	0			CRONJEO
101729	Mahugu	Alyssa	Print	<b>"</b> p		жP	Indergarten G		0	0			FILIPP01
106481	Mearns	Antonia	France			001	Indergarten G		0	0			100773
101925	Hampstead	Ashna	Import Re	ecords		•	File		D	0			KAPOOR0
105277	Boag Taylor	Emily	Export Re	ecords		-	Folder		D	0			100447
103137	Karavas	Richard	Save/Sen	d Recor	ds As	•			D	0			LI65
105005	Lendrum	Craig	Send			•	Digital Ca	imera	D	0			TRAN05
104459	Pounartzis	Ian	Save a Co	py As			Bento Dat	a Source	D	0			100222
107694	Foo	Edmun	Recover				XML Data			0			WANG15
103176	Hatcher	Alicia	KG		KG	1	ODBC Da			0			WONG47
105001	Reid	Sarah	KG		KG	1	Kingergarten G	a source.		0			100032
104504	Harrison	Gabi	KY		KG	1	Kindergarten G		0	0			100236
106603	Brown	Thomas	KY		KG	i i	Kindergarten G		0	0	1		100808

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

Student ID Surrame	Name Name	Class Code	Course cod	fe Subject Name	Year		Report Order	Subejct No.	Family Code
01590 Huntingford	Roan	KG	KG	Kindergarten G	0	0			CHIA02
				Open File					
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Choose the file to import - Enrolments File in this example.

00	Import F	ield Ma	pping	
Source:	Enrollments.xlsx	Target	Curren	t Table ("Student Class Enrol
	Source Fields	Tar	get Fields	
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	Community::Surname	• • •	Student	<u> </u>
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	Class	5 aa]) 🕈	Class 3	
	Academic Yea	r 🕈	Class Nam	le
		aa 🕈	Teacher	
		aa 🕈	TimeSlots	
		aa 🗘	Transfer I	n
		aa 🗘	Transfer C	Dut
Import Ac	Field Names	Arra	inge by: Field Mapp	custom import order
	-			port this field
• Add	new records			n't import this field
OUpd	ate existing records in found set			tch records based on this field
OUpd	ate matching records in found set			rget cannot receive data
Add	remaining data as new records			Manage Database
🗹 Don	't import first record (contains field	names	4	Cancel 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

Import Options
Perform auto-enter options while importing (modification date, serial number, lookups, etc.)
Import values in repeating fields by Keeping them in the original record Splitting them into separate records
Cancel 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)

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< •	Records	723 Total (Jinso		how All New R	ecord Delete Record		ind Sort			
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From the File menu - Choose Import file - Choose the file to be imported. Click Open.

## **Importing the Class Details**

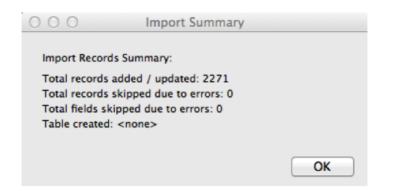
000	Import Fi	eld N	lap	ping		
Source: Lessons.xlsx		Targ	et:	Current	t Table ("Lessons")	\$
	Source Fields	1	Targ	et Fields		
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	Day	₽₽₽₽	\$	Day		
	Period	₽₽₽₽	ŧ	Period		
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		00	•	Teacher		
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OUpdate matching ree	cords in found set			⇔l Tar	rget cannot receive data	
Add remaining data	as new records				Manage Database	e
✓ Don't import first re	cord (contains field n	ame	s)	3	Cancel	ort

- 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.

Import Options
Perform auto-enter options while importing (modification date, serial number, lookups, etc.)
Import values in repeating fields by • Keeping them in the original record • Splitting them into separate records
Cancel Import

Click to Perform Auto-enter options, and import.





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.

