



## Importing your TimeTabler file into an MIS that has a different day structure

## Overview

As a timetabler you may have set TimeTabler up as a 6 period day, as you have six teaching periods. Whereas in your school MIS system it may believe you have a nine period day, if for example it has had a registration period, break and lunch period added.

School day in your MIS

	Reg	1	2	Break	3	4	Lunch	5	6
<b>Monday</b>									
<b>Tuesday</b>									
<b>Wednesday</b>									
<b>Thursday</b>									
<b>Friday</b>									

School day in TimeTabler

	1	2	3	4	5	6
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Thursday</b>						
<b>Friday</b>						

For the export/import to work typically the two day structures have to 'match', so the timetabler has to add periods to mimic registration, break and lunch and the end of the process. Although this is a very simple task and can be attached in minutes, when you come to start next year's timetable you'll need to remember period 1 is registration, period 2 is actually period 1 etc!

To overcome this it is possible to export TimeTabler period 1 into say Monday period 1 in your MIS rather than it defaulting to the first period which would be registration. Please check with your MIS supplier as it might not be possible to achieve the 're-alignment' in all MIS's. If this is the case then you are probably going to have to accept the adding of the extra periods in TimeTabler.

## Knowing your school day in your MIS

Typically if you have a six period day plus registration, break and lunch your MIS will see it as a nine period day and the MIS 'labels' them 1 to 9, and then 10 to 18 on a Tuesday etc. The diagram below shows a typical arrangement.

School day in your MIS

	Reg	1	2	Break	3	4	Lunch	5	6
<b>Monday</b>	1	2	3	4	5	6	7	8	9
<b>Tuesday</b>	10	11	12	13	14	15	16	17	18
<b>Wednesday</b>	19	20	21	22	23	24	25	26	27
<b>Thursday</b>	28	29	30	31	32	33	34	35	36
<b>Friday</b>	37	38	39	40	41	42	43	44	45

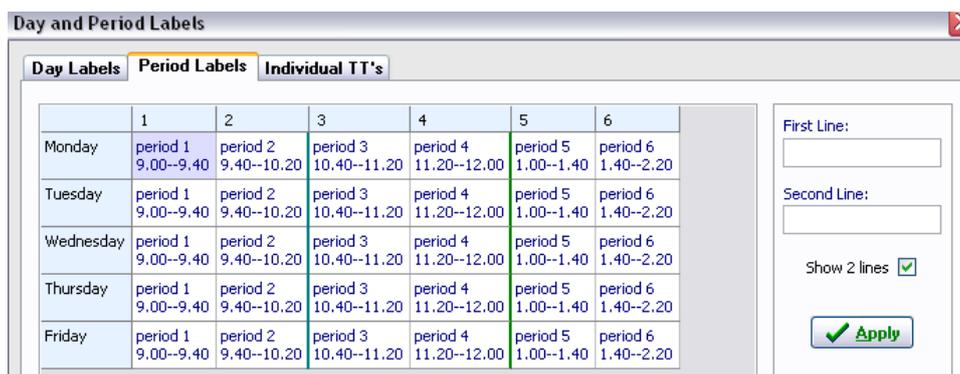
If you have a six period day in TimeTabler then you want the periods to be exported in the following pattern:

School day in TimeTabler

	1	2	3	4	5	6
<b>Monday</b>	2	3	5	6	8	9
<b>Tuesday</b>	11	12	14	15	17	18
<b>Wednesday</b>	20	21	23	24	26	27
<b>Thursday</b>	29	30	32	33	35	36
<b>Friday</b>	38	39	41	42	44	45

The following steps are completed in TimeTabler

- To set up this pattern go to **Check & Tidy**
- Click on **Edit day & Period labels**
- Click on **Period labels** tab



- Click on **Monday 1**
- Overtyping **First line** to be **2**
- Click on **Apply**
- Click on **Monday 2**
- Overtyping **First line** to be **3**
- Click on **Apply**
- Click on **Monday 3**
- Overtyping **First line** to be **5**
- Click on **Apply**

Repeat throughout the week.

Day and Period Labels						
Day Labels	Period Labels		Individual TT's			
	1	2	3	4	5	6
Monday	2 9.00--9.40	3 9.40--10.20	5 10.40--11.20	6 11.20--12.00	8 1.00--1.40	9 1.40--2.20
Tuesday	11 9.00--9.40	12 9.40--10.20	period 3 10.40--11.20	period 4 11.20--12.00	period 5 1.00--1.40	period 6 1.40--2.20
Wednesday	period 1 9.00--9.40	period 2 9.40--10.20	period 3 10.40--11.20	period 4 11.20--12.00	period 5 1.00--1.40	period 6 1.40--2.20
Thursday	period 1 9.00--9.40	period 2 9.40--10.20	period 3 10.40--11.20	period 4 11.20--12.00	period 5 1.00--1.40	period 6 1.40--2.20
Friday	period 1 9.00--9.40	period 2 9.40--10.20	period 3 10.40--11.20	period 4 11.20--12.00	period 5 1.00--1.40	period 6 1.40--2.20

- Click on **Close**

When you do your export to your MIS, and in the 'Prepare basic data' section click on Shape

**Step 3 of 8: Preparing the Basic Data for Export**

Welcome Teachers Years Days Shape Times Dates Non-teaching Eligibility Sixth-form

Select the basic data you wish to prepare:

Teachers  
Years  
Days  
Shape  
Period Times  
Dates  
Non-teaching  
Eligibility  
Sixth-form

**Shape of the Week**

Your 'shape' of the week, and the period numbers in your MIS must match those in TimeTabler.

If you have fewer periods in TimeTabler than in your MIS (Eg. if your MIS has registration periods), add the periods into TimeTabler via "Check & Tidy -> Add a Period".

If you have more periods in TimeTabler than in your MIS (Eg. you have a non-rectangular week), remove the extra periods from TimeTabler by clicking on the grid (right) to turn those periods red.

To mark a period as 'non-teaching', click again to turn the cell blue. If you wish to mark a period as "registration" or "break", etc then continue clicking.

**NB**: Setting a period as red/none may make the week **non-rectangular**, and some MIS do not accept non-rectangular weeks. Therefore, if in doubt, it is safer to set unused periods as blue/non-teaching periods.

	1	2	3	4	5	6
Monday	1	2	3	4	5	6
Tuesday	7	8	9	10	11	12
Wednesday	13	14	15	16	17	18
Thursday	19	20	21	22	23	24
Friday	25	26	27	28	29	30

teaching period       break  
 excluded / none       lunch  
 non-teaching period       out of hours  
 registration       Use Period Labels instead

Periods:  
 Total: 30  
 Teaching: 30

Reset to defaults    Set each day the same

Continue >

- Place a tick in 'Use period Labels instead'
- Click on OK

	1	2	3	4	5	6
Monday	2	3	5	6	8	9
Tuesday	11	12				
Wednesday						
Thursday						
Friday						