Exporting from TimeTabler to Double First Engage

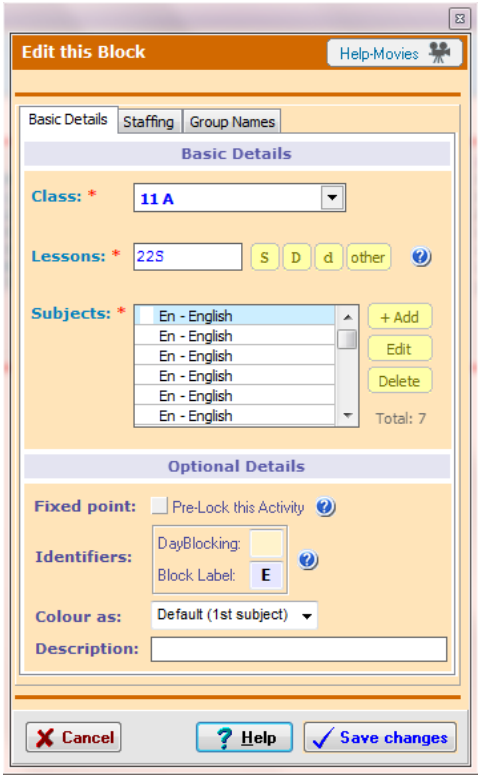
Introduction

Each year several schools create their timetable using TimeTabler from October Resolutions and need to export it to Double First Engage. These notes are intended to guide you through the essential steps to ensure the successful transfer of data. As there is a certain amount of preparation that needs to be done in Engage before the transfer can happen it is important to familiarise yourself thoroughly with any guidance provided by Double First.

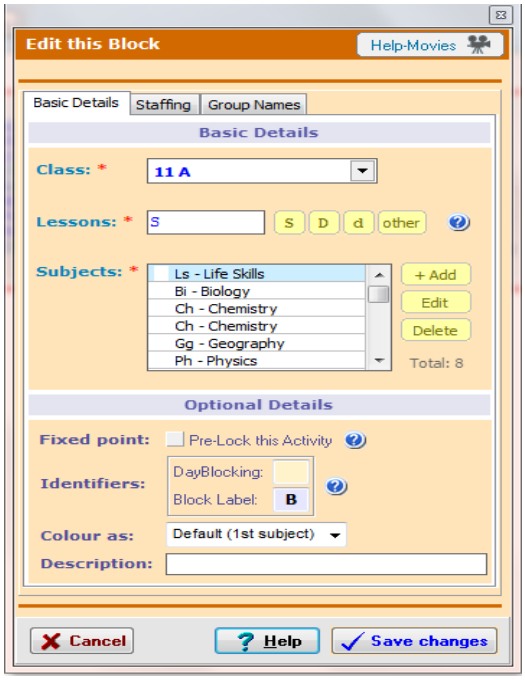
Creating the curriculum plan

This is done through batches in the normal way as outlined in the TimeTabler manual and as demonstrated on Mist Services training courses. There are two points that must be emphasised.

1. Block codes- it is important to attach a code to each block.

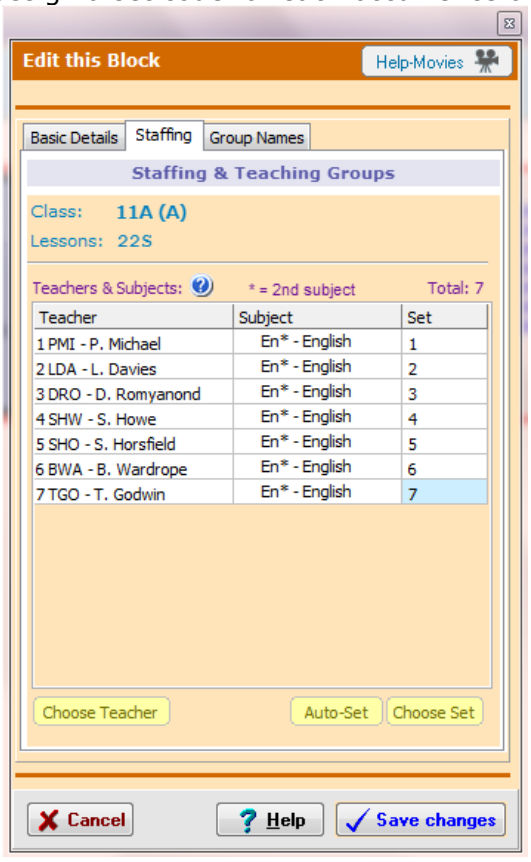


In this case it is a block of English and the code **E** has been designated.



In this example Option block **B** has been specified.

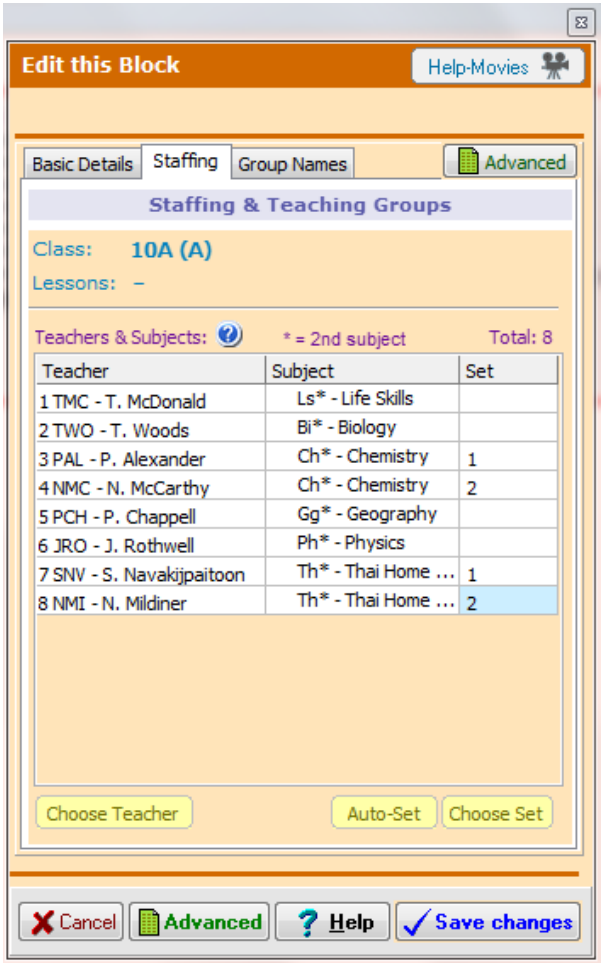
2. Set codes- where there is more than one occurrence of a subject in a block it is important to assign a set code for each occurrence of the subject:



3.

In this example there are 7 groups of English and hence they are labelled as sets 1-7.

In the case of the Option block B there are two groups of Chemistry and two groups of Thai:

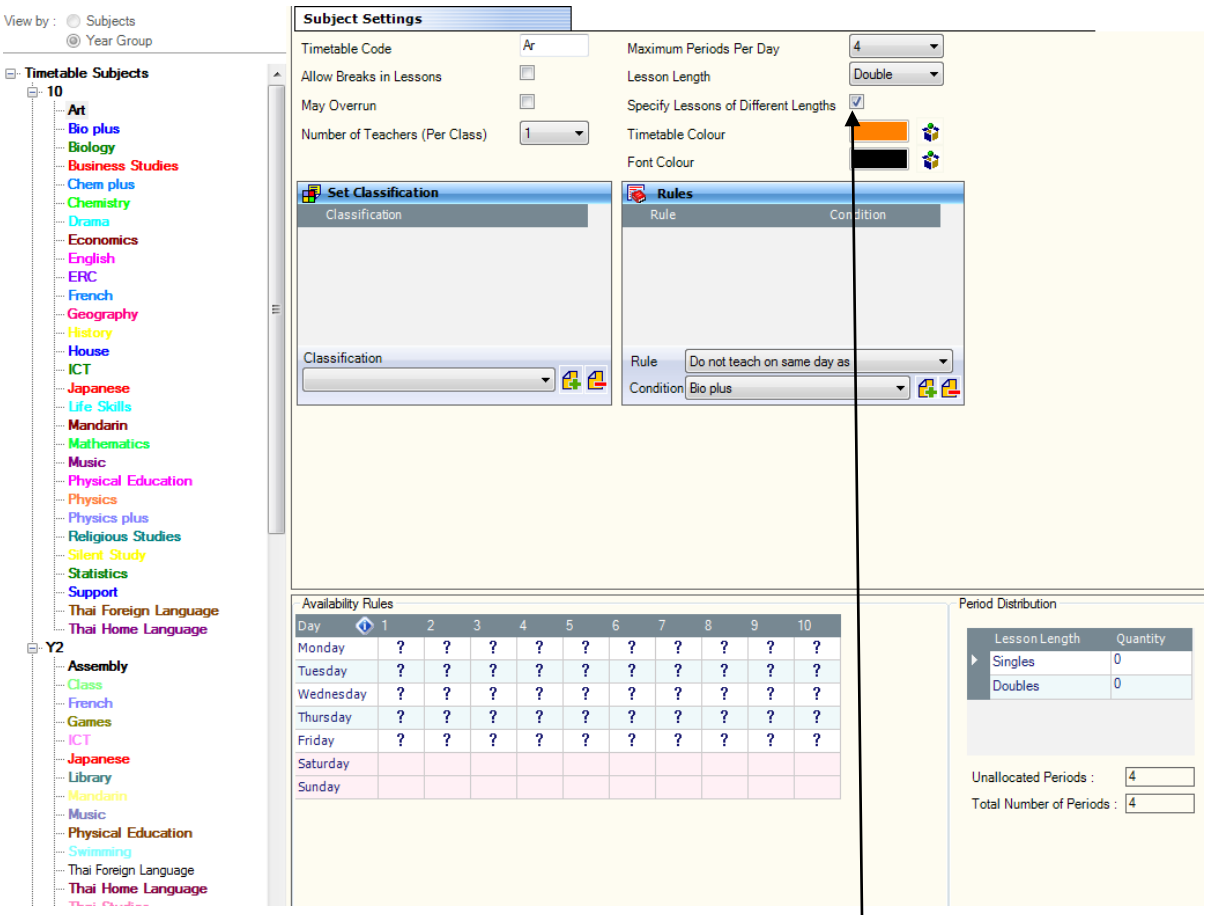


It is only necessary to assign sets to the Chemistry and the Thai classes.

If these two simple steps are followed the whole process of linking to teaching groups from Engage with the Timetable events in TimeTabler will be considerably easier as together the Block code and set number will give you the essential reference.

Configuring Engage for import

As part of the transfer of the timetable it is necessary to set out the curriculum plan in Engage. Part of this set up involves defining the configuration of lessons eg. singles,doubles etc.



It is **essential** to ensure there is a tick in the box 'Specify Lessons of Different Lengths'. If this is ticked the lessons that have been defined in TimeTabler will be imported. Failure to tick this box will result in the timetable being incomplete or incorrect.

There is no need to set up **Rules** for subjects. Your school timetabler will have defined these when setting out the curriculum plan in TimeTabler.

It is also **essentia**l to ensure that all codes that are used in TimeTabler have an **exact** match in Engage.

If these few simple steps are followed your timetable data should transfer seamlessly.