

Copy Nova T6 timetable to TimeTabler

Updated 25th September 2026

Introduction

As a school you may need to get your completed timetable into TimeTabler having created it in Nova T6. The good news is it is all possible and as a school you have numerous options available to you.

Method 1 – Self teach

Many schools simply read the TimeTabler 'ring-binder' manual and complete the process themselves. If your school wishes to do this then the main steps are:

- Setup your school day
- Import subjects, rooms, teacher from a Nova xpl file (not the spl file)
- Setup scheduling classes
- Create the school curriculum diagram, ensuring teaching group names are setup to match **exactly** your Nova T6 class codes
- Staff your curriculum
- Manually schedule every lesson
- Check/change the rooming to match your Nova timetable
- Setup and apply Staff labels (NCC codes) if you want to have them in the timetable

There is no need replicate alternative curriculum in TimeTabler, that should be recreated in Arbor. If you wish to setup registration/form time in TimeTabler you certainly can do but for many schools they do that in Arbor itself.

Summary

This method is completely free, as it is all self-taught and you invest the time in completing the work. Be realistic in the time investment required though, just think if you were given a TimeTabler timetable and asked to put that into Nova (and you had no experience of Nova), how long would it take you? It is easily many days' worth of work and two-week timetables will take twice as long for obvious reasons!

Method 2 – Attend a workshop

Come to workshop in Market Harborough (dates will be shown here) with your laptop with Nova T6 and TimeTabler installed on your school licence and we will take you through

- Starting with blank data
- Setting up your school day
- Importing your basic data from a xpl file
- Setting up scheduling classes
- Then you can choose to concentrate on one- or two-year groups to create the batches and understand pure classes, simple blocks, container blocks
- You will then set up Teaching group names to match Nova's class codes
- You will then staff the year groups
- You will then manually schedule those year groups
- You will then understand how to check/change rooming
- You will understand how to apply staff labels (NCC's)

Summary

This method involves a cost of £275+vat and a commitment to travel to Market Harborough (book here). But this method allows you to learn with an expert leading the day on your data, so no need to read any manuals! You will naturally have 'homework' as you will need to complete the rest of the timetable at school. So, there is still a commitment of time to complete the work; this will be several days of work. If your school hasn't used their TimeTabler Gold-Start voucher, then the cost would be reduced by £125+vat if you wished to redeem your voucher just email mist@mistservices.co.uk.

Method 3 – Attend on-line training.

We offer group on-line training (dates will be shown here). The sessions won't allow you to work as much on your real data as method 2 (because it is held remotely) and inevitably the experience won't be the same as face-to-face training in Market Harborough, but the content of the Zoom sessions will be the same as method 2.

Summary

This method involves a cost of £275+vat and you need to commit to being available on the dates and ensure Zoom operates as needed prior to the training. This method allows you to learn with an expert leading you through the process on training data and you will need to apply knowledge to your own situation.

You will have 'homework' as you will need to complete what you have learnt on the sessions, so there is still a commitment of time to complete the work. This will be several days of work.

If your school hasn't used their TimeTabler Gold-Start voucher, then the cost would be reduced by £125+vat if you wished to redeem your voucher just email mist@mistservices.co.uk.

Method 4 – Outsource the transfer

This is by far the simplest method! You simply need to complete your timetable in Nova T6 and MIST Services will do the rest! All that is needed is the school to book the service in (pink dates), which can be done online here and you email the Nova spl file on the date you have booked. This is a popular service and as such you must book your date when you are going to submit your data as we only take on limited transfers each week and if you fail to submit your file on the date you booked you will need to book a new date (subject to availability).

Summary

This method does involve a higher cost but it's the most stress free/easiest method.

The cost of the service:

- One week timetable
  - 5 Year groups (<= 500 pupils) - £1190+vat
  - 5 Year groups (501 to 1500 pupils) - £1490+vat
  - 5 Year groups (1501 to 2000 pupils) - £1790+vat
  - 5 Year groups (> 2000 pupils) - POE+vat
  - 7 Year groups (<= 500 pupils) - £1590+vat
  - 7 Year groups (501 to 1500 pupils) - £1890+vat
  - 7 Year groups (1501 to 2000 pupils) - £2190+vat
  - 7 Year groups (> 2000 pupils) - POE+vat

- Two-week timetable
  - 5 Year groups (<= 500 pupils) - £1590+vat
  - 5 Year groups (501 to 1500 pupils) - £1890+vat
  - 5 Year groups (1501 to 2000 pupils) - £2190+vat
  - 5 Year groups (> 2000 pupils) - POE+vat
  - 7 Year groups (<= 500 pupils) - £2090+vat
  - 7 Year groups (501 to 1500 pupils) - £2390+vat
  - 7 Year groups (1501 to 2000 pupils) - £2690+vat
  - 7 Year groups (> 2000 pupils) - POE+vat

* Number of pupils taken from gov.uk

MIST Services will send a TimeTabler backup file once completed that passes all the validation checks on export and we'll even do a video running the export on your data! The only homework you'll have is to run the export and upload to Arbor – how easy! For more information on the transfer service and what isn't included please click a Pink date and more information is shown. If in any doubt, please email mist@mistservices.co.uk in advance of booking. As a school you MUST have a current licence for Nova T6 and TimeTabler if you wish to use this service.

If your school hasn't used their TimeTabler Gold-Start voucher, then the cost would be reduced by £125+vat if you wished to redeem your voucher just email mist@mistservices.co.uk.

Questions

What happens if my timetable isn't in Nova T6?

Method 1, 2, 3 are still available to you. The costings in Method 4 are if you have your completed timetable in Nova T6. If you have it in another system, then email mist@mistservices.co.uk with the timetable file and they will provide a bespoke quote. But MIST Services won't take all file/formats, so they might say no!

Is everything copied over in Method 4?

All the curriculum is copied, and staffing is taken from the 'timetable' so if you have right clicked and Add staff on the timetable – they will be copied. Although the following isn't copied:

- Alternative curriculum (reason - MIS want that completing in the MIS itself)
- TimeTabler can't have a teaching group in multiple rooms in the same period. Occasionally a school will give 11A/Dt the workshop and computer room on Monday 1. We can only give 11A/Dt one room as TimeTabler won't allow one group of students to have multiple room.
- A maximum of 31 NCC's are copied. So, if you are actively using more than 31 NCCs (excluding Blank) then remove the less important ones, if there are more in the file we'll simply take the first 31.

If unsure, then email mist@mistservices.co.uk for clarification before booking.

How long does method 4 take?

We ask for 7 working days (the transfer is not a 5-minute job!) but in the quieter season it can be quicker. So as an example if you book Monday 21st June 2027 we are expecting your spl to be emailed to mist@mistservices.co.uk by 10am on that date and MIST Services would email back your TimeTabler backup and video by 29th June 2027 at 5pm. If you have a particular timescale in mind then please email mist@mistservices.co.uk

What happens if I'm not going to complete my timetable in Nova by the booking date?

You can cancel the booking up to 14 days in advance via the Cancel button in your booking email and you can book a new slot with no financial penalty. **Failure to cancel and full fee is payable**. Just remember we only take on limited transfers so the next date with availability could be several weeks into the future.