
Timetabling Solutions

Version 9



Timetable Development

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COMPASS: IMPORTING AND EXPORTING

The underlying standard used to transfer information between Timetabling Solutions V9 and Compass is called LISS – the Lightweight Interoperability Standard for Schools. This is a common set of standards that have been developed to allow different educational systems to transfer information between them. Within this data framework, Compass has an additional layer of specific data requirements that must be adhered to before data can be exported.

The purpose of this lesson is to highlight the most important aspects of preparing data for use in Compass.

To assist with the Compass exporting process, a pre-export integrity check is built into the Timetabling Solutions Version 9 export wizard which will check the data against the rules that have been provided.

The process of transferring information under the LISS Standard sends a number of specific sets of information (labelled “LISS Core RPC Calls” under the standard). The most significant of these for Compass are:

<code>liss.publishClasses()</code>	<code>liss.getTeachers()</code>
<code>liss.publishClassMemberships()</code>	<code>liss.getStudents()</code>
<code>liss.publishTimetable()</code>	<code>liss.getRooms()</code>
<code>liss.publishDailyData()</code>	
<code>liss.publishDailyDeltas()</code>	

CHECK LIST

A summary list of the major data checks that should be made before data is exported to Compass is:

- ✓ Period Codes
- ✓ Yard Duty Session and Yard Duty Area Codes
- ✓ Class Names, Class Codes and Faculties
- ✓ Subject Names and Subject Codes
- ✓ Final Timetable Checks

PERIOD CODES

The Period Codes that are entered in Timetabling Solutions are determined by the codes that should already have been setup within Compass. The codes must match between the two systems.



On the Task Tree select:
[1C] Period Details

Task: Enter Period Details (Select item to display and edit)

Insert Period Append Period Delete Period Quick Edit Replicate First Day

Select period detail item to display and edit

☒ Period names ☐ Period codes ☐ Period loads ☐ Move between sites ☐ Start-finish times

Day / Period	1	2	C	4	5	6	7
Mon	Period 1	Period 2	PC	Period 3	Period 4	Period 5	Period 6
Tue	Period 1	Period 2	PC	Period 3	Period 4	Period 5	Period 6
Wed	Period 1	Period 2	PC	Period 3	Period 4	Period 5	Period 6
Thu	Period 1	Period 2	PC	Period 3	Period 4	Period 5	Period 6
Fri	Period 1	Period 2	PC	Period 3	Period 4	Period 5	Period 6

Both the Period Names and Period Codes must match the period setup in Compass

Task: Enter Period Details (Select item to display and edit)

Insert Period Append Period Delete Period Quick Edit Replicate First Day Replicate First Day All Periods Import Data

Select period detail item to display and edit

☐ Period names ☒ Period codes ☐ Period loads ☐ Move between sites ☐ Doubles ☐ Triples ☐ Quadruples ☐ Start-finish times

Day / Period	1	2	C	4	5	6	7
Mon	1	2	C	4	5	6	7
Tue	1	2	C	4	5	6	7
Wed	1	2	C	4	5	6	7
Thu	1	2	C	4	5	6	7
Fri	1	2	C	4	5	6	7

This information is found in the Admin Tools menu within Compass, under the Configure Schedules option in the step "Periods". Note that the period details including start and finish times need to be set up in Compass before the timetable can be imported.

Configure Compass

Steps: Welcome, Terms (calendar year), Time Periods (academic), Academic Years, Cycle Length, **Periods**, Teaching Days, Calendar

Year: 2017 < Prev Next >

Periods

For each day in the list, please create the required periods.

Cycle Days	Periods - Day 1																																																																																																								
Day 1	<div> <div>+ Add Period</div> <div>✖ Delete</div> </div> <table border="1"> <thead> <tr> <th>Name</th> <th>Code</th> <th>Start</th> <th>Finish</th> <th>HDAM</th> <th>Include in reports</th> <th>RMMO</th> <th></th> </tr> </thead> <tbody> <tr> <td>Before School</td> <td>BS</td> <td>08:30 AM</td> <td>08:45 AM</td> <td>None</td> <td>No</td> <td>Default</td> <td></td> </tr> <tr> <td>Period 1</td> <td>1</td> <td>08:45 AM</td> <td>09:35 AM</td> <td>AM</td> <td>Yes</td> <td>Default</td> <td></td> </tr> <tr> <td>Period 2</td> <td>2</td> <td>09:35 AM</td> <td>10:25 AM</td> <td>AM</td> <td>Yes</td> <td>Default</td> <td></td> </tr> <tr> <td>PC</td> <td>C</td> <td>10:25 AM</td> <td>10:40 AM</td> <td>AM</td> <td>Yes</td> <td>Default</td> <td></td> </tr> <tr> <td>Recess</td> <td>R</td> <td>10:40 AM</td> <td>11:05 AM</td> <td>None</td> <td>Yes</td> <td>Default</td> <td></td> </tr> <tr> <td>Period 3</td> <td>4</td> <td>11:05 AM</td> <td>11:55 AM</td> <td>AM</td> <td>Yes</td> <td>Default</td> <td></td> </tr> <tr> <td>Period 4</td> <td>5</td> <td>11:55 AM</td> <td>12:45 PM</td> <td>PM</td> <td>Yes</td> <td>Default</td> <td></td> </tr> <tr> <td>Lunch 1</td> <td>L1</td> <td>12:45 PM</td> <td>01:05 PM</td> <td>None</td> <td>Yes</td> <td>Default</td> <td></td> </tr> <tr> <td>Lunch 2</td> <td>L2</td> <td>01:05 PM</td> <td>01:30 PM</td> <td>None</td> <td>Yes</td> <td>Default</td> <td></td> </tr> <tr> <td>Period 5</td> <td>6</td> <td>01:30 PM</td> <td>02:20 PM</td> <td>PM</td> <td>Yes</td> <td>Default</td> <td></td> </tr> <tr> <td>Period 6</td> <td>7</td> <td>02:20 PM</td> <td>03:10 PM</td> <td>PM</td> <td>Yes</td> <td>Default</td> <td></td> </tr> <tr> <td>After School</td> <td>AS</td> <td>03:10 PM</td> <td>03:45 PM</td> <td>None</td> <td>No</td> <td>Default</td> <td></td> </tr> </tbody> </table>	Name	Code	Start	Finish	HDAM	Include in reports	RMMO		Before School	BS	08:30 AM	08:45 AM	None	No	Default		Period 1	1	08:45 AM	09:35 AM	AM	Yes	Default		Period 2	2	09:35 AM	10:25 AM	AM	Yes	Default		PC	C	10:25 AM	10:40 AM	AM	Yes	Default		Recess	R	10:40 AM	11:05 AM	None	Yes	Default		Period 3	4	11:05 AM	11:55 AM	AM	Yes	Default		Period 4	5	11:55 AM	12:45 PM	PM	Yes	Default		Lunch 1	L1	12:45 PM	01:05 PM	None	Yes	Default		Lunch 2	L2	01:05 PM	01:30 PM	None	Yes	Default		Period 5	6	01:30 PM	02:20 PM	PM	Yes	Default		Period 6	7	02:20 PM	03:10 PM	PM	Yes	Default		After School	AS	03:10 PM	03:45 PM	None	No	Default	
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Day 10																																																																																																									

Copy periods from another cycle day

Cycle Day: Day 2

PERIOD CODE RULES

The required Period Codes within Timetabling Solutions are determined by the values setup within Compass.

The rules for period codes in Compass are:

- Period codes must be unique within a day. An individual period code can be used on multiple days (this is recommended). As an example, each day of the cycle has a period code of "1" for the first lesson of the day.
- Period codes can be a maximum of two alphanumeric characters. The length of code recommended by Compass is one character. Compass allows for a maximum of 3 characters in a period code, however Timetabling Solutions allows for a 1 or 2-character code.
- Period codes must be alphanumeric, using only the characters A-Z, 0-9 with no special characters (e.g. dashes, full stops etc) or spaces used.
- Period codes must be wholly uppercased.
- Period codes must not start with the letter "P" where the subsequent character is a number (e.g. P1, P2, etc should be represented as 1, 2, etc. PD, PT, P, PA are all permitted)
- The same code cannot be used for both a period and for a yard duty in either Timetabling Solutions or Compass.

For schools with multiple period structures (for example, a P-12 school which has 9 periods per day for years P-6, and 6 periods a day for years 7-12), the same rules apply for both/each of the different Timetable files created. Compass should be consulted to assist setting up in this case.

YARD DUTY SESSION CODES

To allow management of yard duties, Timetabling Solutions Version 9 uses Yard Duty Area Names and Codes, as well as Yard Duty Session Names and Codes.

The Yard Duty Session Codes are used to tell Compass when a yard duty occurs, and the Yard Duty Area Codes define the type/area of duty displayed on the Compass timetable display.



On the Task Tree select:
[10C] Yard Duty Session Names and Codes

Task: Enter Yard Duty Session Names and Codes

Replicate First Day Import Data

Day: Mon In V9 day names/codes are now automatically added to the session names in all reports.

Select Day (...)	Time	Session Name	Session Code
Monday	Before Period 1 (1)	Before School	BS
Monday	Before Period 3 (1)	Recess	R
Monday	After Period 4 (1)	Lunch 1	L1
Monday	Before Period 5 (1)	Lunch 2	L2
Monday	After Period 6 (1)	After School	AS

Before the yard duties from Timetabling Solutions Version 9 can be imported into Compass, the sessions will need to be configured within the Compass period structure. To view this information, select “Configure Schedules” within the Admin Tools menu in Compass.

Under the step “Periods” within this screen create the periods with the correct start and finish times and a code which matches the code configured on the Yard Duty Session Names screen within Timetabling Solutions.

Configure Compass

Steps: Welcome, Terms (calendar year), Time Periods (academic), Academic Years, Cycle Length, **Periods**, Teaching Days, Calendar

Year: 2017 < Prev Next >

Periods

For each day in the list, please create the required periods.

Cycle Days

Day 1
Day 2
Day 3
Day 4
Day 5
Day 6
Day 7
Day 8
Day 9
Day 10

Periods - Day 1

+ Add Period -X Delete

<input type="checkbox"/>	Name	Code	Start	Finish	HDAM	Include in reports	RMMO	
<input type="checkbox"/>	Before School	BS	08:30 AM	08:45 AM	None	No	Default	
<input type="checkbox"/>	Period 1	1	08:45 AM	09:35 AM	AM	Yes	Default	
<input type="checkbox"/>	Period 2	2	09:35 AM	10:25 AM	AM	Yes	Default	
<input type="checkbox"/>	PC	C	10:25 AM	10:40 AM	AM	Yes	Default	
<input type="checkbox"/>	Recess	R	10:40 AM	11:05 AM	None	Yes	Default	
<input type="checkbox"/>	Period 3	4	11:05 AM	11:55 AM	AM	Yes	Default	
<input type="checkbox"/>	Period 4	5	11:55 AM	12:45 PM	PM	Yes	Default	
<input type="checkbox"/>	Lunch 1	L1	12:45 PM	01:05 PM	None	Yes	Default	
<input type="checkbox"/>	Lunch 2	L2	01:05 PM	01:30 PM	None	Yes	Default	
<input type="checkbox"/>	Period 5	6	01:30 PM	02:20 PM	PM	Yes	Default	
<input type="checkbox"/>	Period 6	7	02:20 PM	03:10 PM	PM	Yes	Default	
<input type="checkbox"/>	After School	AS	03:10 PM	03:45 PM	None	No	Default	

Copy periods from another cycle day

Cycle Day: Day 2 Copy

RULES FOR YARD DUTY SESSION CODES

The required Period Codes within Timetabling Solutions are determined by the values that should have been already setup within Compass.

The rules for Yard Duty Session Codes are basically the same as the rules for Period Codes and Yard Duty Session Codes:

- Must be unique per day, both within [10C] Yard Duty Session Names and Codes and on the [1C] Period details screen. The same code cannot be used for both a yard duty and for a period within in either Timetabling Solutions or Compass
- Must be consistent across the days, where the yard duty session structure is the same.
- Must be alphanumeric, uppercase and without spaces or “special” characters (e.g. dashes, full stops, etc...)
- Must not start with the letter “P” where the subsequent character is a number (e.g. P1, P2, etc should be represented as 1, 2, etc. PD, PT, P, PA are all permitted).
- Must be uppercase and are limited to a maximum of 2 characters in the code.
- Note – it is very important to ensure Yard Duty Session Codes in Timetabling Solutions match the period code that has been set up in Compass.

YARD DUTY AREA CODES

Yard Duty Areas are used in Timetabling Solutions to describe the different areas at the school where staff take yard duties.

The LISS Specifications do not differentiate between yard duties and timetabled teaching classes, therefore these have similar code requirements.



On the Task Tree select:
[10A] Yard Duty Area Names

Task: Enter Yard Duty Area Names

Add Yard Duty Area Names
 Delete Yard Duty Area Name
 Sort Yard Duty Areas
 Import Data

No	Code	Name
1	BD	Bus Duty
2	JY	Junior Yard
3	SY	Senior Yard
4	OV	Oval
5	CN	Canteen

Yard Duty Area Names and Codes are added and edited on this screen.

Both the Yard Duty Area Name and Yard Duty Area Code are exported under the LISS standard.

In the LISS standard the Yard Duty Area Code is prefixed by "DUTY"

RULES FOR YARD DUTY AREA CODES

The rules for the Yard Duty Area codes are similar to the rules referring to other codes.

- The Yard Duty Area Codes must be alphanumeric, uppercase and without spaces or "special" characters (e.g. dashes, full stops, etc...)
- Within Timetabling Solutions Version 9, the Yard Duty Area code is limited to two characters. Note, the LISS standard will accept up to a total of 10 characters for this descriptor field. We are investigating ways to extend the limit from 2 to 10 characters for a future release.
- Under the LISS Specifications, all Yard Duty Area codes are automatically prefixed with "DUTY" when exported via LISS

FACULTY INFORMATION

The use of Faculties is not mandatory, however if classes and teachers are to be assigned correctly to faculties, then this information will be exported. Note Faculty Group information is not exported in the LISS process. Compass generally recommends that all classes are assigned to faculties.



On the Task Tree select:
[2A] Faculty Names

Task: Enter Faculty Names

Faculties selected: All (25)

No	Faculty Name	Code	Teachers	Classes	Classes with Faculty Tags	Load of Classes with Faculty Tags	Load Limit	Limit Exceptions	Faculty Group
1	Art	ART	2	8	0	0	Nil		Arts
2	Commerce	COMM	3	7	0	0	Nil		English/Humanities
3	Information Technology	IT	3	5	0	0	Nil		Technology
4	Drama	DRA	2	9	0	0	Nil		Arts
5	English	ENG	10	28	0	0	Nil		English/Humanities
6	Food Technology	FOOD	1	2	0	0	Nil		Technology
7	Graphics	GRAPH	2	3	0	0	Nil		Technology
8	Health & PE	HPE	6	23	0	0	Nil		
9	Homeroom	HR	24	16	0	0	Nil		
10	Literacy Support	LSUP	1	2	0	0			
11	LOTE	LOTE	4	15	0	0			
12	Mathematics	MATH	9	30	0	0			
13	Music	MUS	2	9	0	0			
14	Private Study	STUDY	1	6	0	0			
15	Religious Education	RE	13	26	0	0			
16	Science	SCI	9	28	0	0			
17	SOSE	SOSE	8	17	0	0			
18	Sport	SPORT	17	26	0	0			
19	Technology	TECH	2	6	0	0	Nil		Technology
20	Textiles	TEXT	1	5	0	0	Nil		Technology
21	Woodwork	WOOD	1	3	0	0	Nil		Technology
22	Executive	Executive	5	0	0	0	Nil		
23	YLCs	YLCs	6	0	0	0	Nil		
24	Part Time - Day Off	PT-Day	3	0	0	0	Nil		Part Time
25	Part Time - No Days Off	PT-NoDay	1	0	0	0	Nil		Part Time
Totals				274/283	0				

All Faculties need to be entered. This entered information needs to match the faculty information set up in Compass.



On the Task Tree select:
[8A] Teachers in Faculties

Task: Assign Teachers to Faculties

☐ Transpose Faculties selected: All (25)

No	Faculty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	Art / ART	MILD	RENM																						
2	Commerce / COMM	HARB	MULS	WHIE																					
3	Information Technology / IT	FENJ	MULS	THOW																					
4	Drama / DRA	MILD	YOUB																						
5	English / ENG	BOYJ	BURK	DALJ	JACT	KELR	MANK	MARD	PEAS	SIMK	TALP														
6	Food Technology / FOOD	CARL																							
7	Graphics / GRAPH	SMYM	YOUB																						
8	Health & PE / HPE	ALDD	ATKD	CARL	CHAJ	EDWJ	FRAM																		
9	Homeroom / HR	ALDD	ATKD	BELH	BOYJ	BUTA	CARL	CHAJ	CONJ	COOD	DALJ	EDWJ	FENJ	GIBM	JACT	KNIN	MARD	MURJ	PATM	PEAS	RENM	SIMK	SMYM	WHIE	YOUB
10	Literacy Support / LSUP	PATM																							
11	LOTE	CLAM	GIBS	MURJ	NANT																				
12	Mathematics / MATH	BELH	BUTA	COOD	GIBM	MYEJ	NEWP	ROGP	WALP	WOOP															
13	Music / MUS	BAKC	CONJ																						
14	Private Study / STUDY	WOOP																							
15	Religious Education / RE	BOYJ	DALJ	GIBS	JACT	JONA	KELR	KNIN																	
16	Science / SCI	ADAR	BUTA	CHEW	COOD	FRAM	JACC	ROGP																	
17	SOSE	BAKC	CHAJ	HARB	JACT	MANK	MURJ	SMYM																	
18	Sport / SPORT	ALDD	ATKD	CARL	CHAJ	CLAA	CONJ	EDWJ																	
19	Technology / TECH	FENJ	THOW																						
20	Textiles / TEXT	CLAA																							
21	Woodwork / WOOD	EDWJ																							
22	Executive	BOSS	BURK	CLAM	DALJ	WOOP																			
23	YLCs	CHEW	JACC	KELR	ROGP	TALP	WALS																		
24	Part Time - Day Off / PT-Day	ADAR	BAKC	CLAA																					
25	Part Time - No Days Off / PT-NoDay	JONA																							

Once the Faculty information has been set up, teachers need to be assigned to the correct Faculties.

Note: Teachers can be assigned to multiple Faculties.



On the Task Tree select:
[8B] Classes in Faculty

Task: Assign Classes to a Faculty

☐ Transpose
 ☐ Freeze unassigned column
 Faculties selected: All (25)

No	Faculty	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Art / ART	08ART1A	08ART1B	09ART1A	09ART1B	10MED1A	10PHO1A	11ART1A	11ART1B						
2	Commerce / COMM	10ACC1A	11ACC1A	11ECO1A	11LST1A	12ACC1A	12ECO1A	12LST1A							
3	Information Technology / IT	10SYS1A	11INF1A	11SYS1A	12INF1A	12SYS1A									
4	Drama / DRA	07DRA1A	07DRA1B	07DRA1C	07DRA1D	08DRA1A	08DRA1B	09DRA1A	09DRA1B	11DRA1A					
5	English / ENG	07ENG1A	07ENG1B	07ENG1C	07ENG1D	08ENG1A	08ENG1B	08ENG1C	08ENG1D	09ENG1A	09ENG1B	09ENG1C	09ENG1D	09ENG1E	10ENG1A
6	Food Technology / FOOD	08FOO1A	08FOO1B												
7	Graphics / GRAPH	11GRA1A	11GRA1B	12GRA1A											
8	Health & PE / HPE	07HPE1A	07HPE1B	07HPE1C	07HPE1D	08HPE1A	08HPE1B	08HPE1C	08HPE1D	09PEB1A	09PEB1B	09PEB1C	09PEB1D	10HPE1A	10HPE1B
9	Homeroom / HR	09HRM1A	09HRM1B	09HRM1C	09HRM1D	10HRM1A	10HRM1B	10HRM1C	10HRM1D	11HRM1A	11HRM1B	11HRM1C	11HRM1D	12HRM1A	12HRM1B
10	Literacy Support / LSUP	08LSP1A	09LSP1A												
11	LOTE	07FRE1A	07FRE1C	07ITA1B	07ITA1D	08FRE1A	08FRE1B	08ITA1A	08ITA1B	09FRE1A	09FRE1B	09ITA1A	09ITA1B	10FRE1A	10ITA1A
12	Mathematics / MATH	07MAT1A	07MAT1B	07MAT1C	07MAT1D	08MAT1A	08MAT1B	08MAT1C	08MAT1D	09MAT1A	09MAT1B	09MAT1C	09MAT1D	09MAT1E	10MAA1A
13	Music / MUS	07MUS1A	07MUS1B	07MUS1C	07MUS1D	08MUS1A	08MUS1B	09MUS1A	09MUS1B	10MUS1A					
14	Private Study / STUDY	12PST1A	12PST1B	12PST1C	12PST1D	12PST1E	12PST1F								
15	Religious Education / RE	07RED1A	07RED1B	07RED1C	07RED1D	08RED1A	08RED1B	08RED1C	08RED1D	09RED1A	09RED1B	09RED1C	09RED1D	10RED1A	10RED1B
16	Science / SCI	07SCI1A	07SCI1B	07SCI1C	07SCI1D	08SCI1A	08SCI1B	08SCI1C	08SCI1D	09SCI1A	09SCI1B	09SCI1C	09SCI1D	10SCI1A	10SCI1B
17	SOSE	07HIS1A	07HIS1B	07HIS1C	07HIS1D	08GEO1A	08GEO1B	08GEO1C	08GEO1D	09GEO1A	09GEO1B	09HIS1B	09HIS1D	10SOS1A	10SOS1B
18	Sport / SPORT	07SPT1A	07SPT1B	07SPT1C	07SPT1D	07SPT1E	07SPT1F	08SPT1A	08SPT1B	08SPT1C	08SPT1D	08SPT1E	08SPT1F	09SPT1A	09SPT1B
19	Technology / TECH	08DTE1A	08DTE1B	09MET1A											
20	Textiles / TEXT	08TEX1A	08TEX1B	09TEX1A											
21	Woodwork / WOOD	09WOO1A	09WOO1B	10WOO1A											
22	Executive														

All classes need to be assigned to the correct Faculty.

Note: Each class can be assigned to a single Faculty only.

SUBJECTS AND CLASSES

Subject and class information tends to be the main area where schools struggle to achieve the data requirements for Compass. The main screen that will be used to check for and resolve any issues is the Class Names screen.



On the Task Tree select:
[7C] Class Names

Task: View and Edit Class Names and Subject Details

☒ Teacher codes
 Classes selected: All (282)

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Periods	Load	Students	Teachers Taking
1	Drama / DRA	07DRA1	Drama Yr7	07DRA1A	Drama Yr7A	A				2	2.00	26	YOUB
2	Drama / DRA	07DRA1	Drama Yr7	07DRA1B	Drama Yr7B	B				2	2.00	27	MILD
3	Drama / DRA	07DRA1	Drama Yr7	07DRA1C	Drama Yr7C	C				2	2.00	26	YOUB
4	Drama / DRA	07DRA1	Drama Yr7	07DRA1D	Drama Yr7D	D				2	2.00	26	YOUB
5	English / ENG	07ENG1	English Yr7	07ENG1A	English Yr7A	A				5	5.00	26	MARD
6	English / ENG	07ENG1	English Yr7	07ENG1B	English Yr7B	B				5	5.00	27	TALP
7	English / ENG	07ENG1	English Yr7	07ENG1C	English Yr7C	C				5	5.00	26	SIMK
8	English / ENG	07ENG1	English Yr7	07ENG1D	English Yr7D	D				5	5.00	26	PEAS
9	LOTE	07LOT1	French Yr7	07FRE1A	French Yr7A	A				3	3.00	26	MURJ
10	LOTE	07LOT1	French Yr7	07FRE1C	French Yr7C	C				3	3.00	26	GIBS
11	SOSE	07HIS1	History Yr7	07HIS1A	History Yr7A	A				3	3.00	26	MURJ
12	SOSE	07HIS1	History Yr7	07HIS1B	History Yr7B	B				3	3.00	27	JACT
13	SOSE	07HIS1	History Yr7	07HIS1C	History Yr7C	C				3	3.00	26	WHIE
14	SOSE	07HIS1	History Yr7	07HIS1D	History Yr7D	D				3	3.00	26	SMYM
15	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1A	Health and Phys Ed Yr7A	A				2	2.00	26	ATKD
16	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1B	Health and Phys Ed Yr7B	B				2	2.00	27	ALDD
17	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1C	Health and Phys Ed Yr7C	C				2	2.00	26	ATKD
18	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1D	Health and Phys Ed Yr7D	D				2	2.00	26	ALDD
19	LOTE	07LOT1	Italian Yr7	07ITA1B	Italian Yr7B	B				3	3.00	27	NANT
20	LOTE	07LOT1	Italian Yr7	07ITA1D	Italian Yr7D	D				3	3.00	26	NANT

Compass provides their interpretation of subject and class terminology:

- A "subject" represents a curriculum studied by students at the school. All "subjects" in the timetable must be entered as combinations of:
 1. A year/syllabus level and
 2. A course being studied.
- A good rule to apply when thinking about subjects and classes: If the year level/syllabus level and curriculum are the same, then the classes should have the same subject name and code; if the year level/syllabus level and curriculum are different, a different subject name and code should be used.
- Compass uses Subject Names extensively - in the normal user screens, on student reports, attendance reports and in various other places. In each spot where a Subject Name is used, the developers of Compass want to allocate a consistent, predictable amount of space to hold the Subject Name. For this reason, they require that the length of each Subject Name is constrained.

SUBJECT AND CLASS CODE RULES

Compass has a range of requirements regarding classes and subjects:

Subject Code Requirements:

- Subject Codes must be unique – different subjects must have different codes.
- Subject Codes must be alphanumeric (A-Z, 0-9, no special characters or spaces). Compass states that non-alphanumeric characters are confusing/ambiguous when included in a subject code, and that many non-alphanumeric characters (e.g. slashes, ampersands, full-stops) may have special meanings to computer systems, and so are prohibited to avoid potential issues.
- Subject Codes should be wholly uppercased. Compass states that Subject Codes are significantly easier to read when capitalised, and easier to read in a list when the entire list is capitalised, and also capitalisation removes any ambiguity between similar looking characters e.g. i, l, 1 etc
- Subject codes must be three or more characters in length.

Subject Name Requirements

- Subject Names must be at least five and less than fifty characters in length.
- Subjects Names with only one word as the name (which are typically those missing a year level/syllabus level) are not permitted. Compass suggests: "A good rule to apply when thinking about subjects and classes: If the year level/syllabus level and curriculum are the same, the same subject should be used; if the year level/syllabus level and curriculum are different, a different subject should be created."
- Subject Names need to include a number, a letter and a space. e.g. "MATHS" is unacceptable but "10 MATHS" or "YR10 MATHS" are correct.
- Systems like Compass require one subject per year level/unit of study (because the syllabus is different at each level). For example, "English" is not a valid subject, but "Year 10 English" or "Unit 1 English" are valid subjects.
- Subject Names must begin with an alphanumeric character, and end with either an alphanumeric character or a closing bracket. Compass states that allowing only valid starting/ending characters forces schools to name subjects in a consistent and logical way, ensures clarity when listing codes in grids/reports. Non-alphanumeric characters can be confusing/ambiguous when included as the first/last character of a subject code.
- Compass prefers that subject names are fully UPPERCASE.

There are also a range of requirements that overlap the Subject Name, Class Code and Subject Code areas:

- A Subject Name must be different to the Subject Code - they cannot be the same. For example, if the Subject Code is 07ART, the Subject Name 07ART is not allowed. An acceptable example is where the Subject Code is 07ART the Subject Name can be YEAR 7 ART, YR7 ART or ART YR7.
- Two different/separate Subject Codes can't share the same name. Note if they are different subjects then they need to have different Subject Names, and if they're not different subjects they should have the same Subject Code and Subject Name). In practical terms, all Subject Codes for a listed subject name must be the same/or all Subject Codes for a specified name must be identical.
- Subject Codes must not be the same as any other class codes.
- Class Codes must be unique – a single Class Code must not represent more than one actual class of students. Compass states: Subject and Class Codes should never be repeated/recycled during the same academic year, unless the students and syllabus are exactly the same (i.e. it is the same logical class, the students are "continuing" to study the same thing, and the school is simply re-implementing the group somewhere else in the timetable). This mistake is often made when the same syllabus is offered to two different sets of students – one group in semester one, and one in semester two. In this case, it is imperative that the school use two different Class Codes.

ADJUSTING CLASS AND SUBJECT INFORMATION

Most of the required editing will need to be made on the class names screen in timetable development.



On the Task Tree select:
[7C] Class Names

Note, the grey columns on the Class Names Screen cannot be directly edited on this screen – the information is compiled from a range of sources.

Task: View and Edit Class Names and Subject Details

Set Suffix Length Remove Unused Class Names Edit Character Delete Character Insert Character Quick Edit Find/Replace Sort Class Names Import Data

Teacher codes Classes selected: All (282)

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Periods	Load	Students	Teachers Taking	Teachers In Faculty
1	Drama / DRA	07DRA1	Drama Yr7	07DRA1A	Drama Y7A	A				2	2.00	26	YOUB	MILD, YOUB
2	Drama / DRA	07DRA1	Drama Yr7	07DRA1B	Drama Y7B	B				2	2.00	27	MILD	MILD, YOUB
3	Drama / DRA	07DRA1	Drama Yr7	07DRA1C	Drama Y7C									
4	Drama / DRA	07DRA1	Drama Yr7	07DRA1D	Drama Y7D									
5	English / ENG	07ENG1	English Yr7	07ENG1A	English Y7A									
6	English / ENG	07ENG1	English Yr7	07ENG1B	English Y7B									
7	English / ENG	07ENG1	English Yr7	07ENG1C	English Y7C									
8	English / ENG	07ENG1	English Yr7	07ENG1D	English Y7D									
9	LOTE	07LOT1	French Yr7	07FRE1A	French Y7A									
10	LOTE	07LOT1	French Yr7	07FRE1C	French Y7C									
11	SOSE	07HIS1	History Yr7	07HIS1A	History Y7A									
12	SOSE	07HIS1	History Yr7	07HIS1B	History Y7B									
13	SOSE	07HIS1	History Yr7	07HIS1C	History Y7C									
14	SOSE	07HIS1	History Yr7	07HIS1D	History Y7D									
15	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1A	Health and Phys Ed Y7A									
16	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1B	Health and Phys Ed Y7B									
17	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1C	Health and Phys Ed Y7C									
18	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1D	Health and Phys Ed Y7D									
19	LOTE	07LOT1	Italian Yr7	07ITA1B	Italian Y7B									
20	LOTE	07LOT1	Italian Yr7	07ITA1D	Italian Y7D									
21	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1A	Mathematics Y7A									
22	Mathematics / MATH	07MAT1	Mathematics Yr7											
23	Mathematics / MATH	07MAT1	Mathematics Yr7											
24	Mathematics / MATH	07MAT1	Mathematics Yr7											

Class Code- Class Codes are created and edited in [7A] Class Information. Note: If these are edited, there may be a need to also edit the class in Student Options

Faculty – Classes are assigned to faculties in [8B] Classes in Faculties.

Note: Generally, all classes need to be assigned to a faculty that matches the faculties set up in Compass

Task: View and Edit Class Names and Subject Details

Set Suffix Length Remove Unused Class Names Edit Character Delete Character Insert Character Quick Edit Find/Replace Sort Class Names Import Data

Teacher codes Classes selected: All (282)

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Periods	Load	Students	Teachers Taking	Teachers In Faculty
1	Drama / DRA	07DRA1	Drama Yr7	07DRA1A	Drama Y7A	A				2	2.00	26	YOUB	MILD, YOUB
2	Drama / DRA	07DRA1	Drama Yr7	07DRA1B	Drama Y7B	B								
3	Drama / DRA	07DRA1	Drama Yr7	07DRA1C	Drama Y7C	C								
4	Drama / DRA	07DRA1	Drama Yr7	07DRA1D	Drama Y7D	D								
5	English / ENG	07ENG1	English Yr7	07ENG1A	English Y7A	A								
6	English / ENG	07ENG1	English Yr7	07ENG1B	English Y7B	B								
7	English / ENG	07ENG1	English Yr7	07ENG1C	English Y7C	C								
8	English / ENG	07ENG1	English Yr7	07ENG1D	English Y7D	D								
9	LOTE	07LOT1	French Yr7	07FRE1A	French Y7A	A								
10	LOTE	07LOT1	French Yr7	07FRE1C	French Y7C	C								
11	SOSE	07HIS1	History Yr7	07HIS1A	History Y7A	A								
12	SOSE	07HIS1	History Yr7	07HIS1B	History Y7B	B								
13	SOSE	07HIS1	History Yr7	07HIS1C	History Y7C	C								
14	SOSE	07HIS1	History Yr7	07HIS1D	History Y7D	D								
15	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1A	Health and Phys Ed Y7A	A								
16	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1B	Health and Phys Ed Y7B	B								
17	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1C	Health and Phys Ed Y7C	C								
18	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1D	Health and Phys Ed Y7D	D								

The Class Name is generated by adding the value in the Class Suffix cell on to the end of the Subject Name

Task: View and Edit Class Names and Subject Details

Teacher codes: **Classes selected: All (282)**

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Periods	Load	Students	Teachers Taking	Teachers in Faculty
1	Drama / DRA	07DRA1	Drama Yr7	07DRA1A	Drama Yr7A	A				2	2.00	26	YOUB	MILD, YOUB
2	Drama / DRA	07DRA1	Drama Yr7	07DRA1B	Drama Yr7B	B				2	2.00	27	MILD	MILD, YOUB
3	Drama / DRA	07DRA1	Drama Yr7	07DRA1C	Drama Yr7C	C				2	2.00	26	YOUB	MILD, YOUB
4	Drama / DRA	07DRA1	Drama Yr7	07DRA1D	Drama Yr7D	D				2	2.00	26	YOUB	MILD, YOUB
5	English / ENG	07ENG1	English Yr7	07ENG1A	English Yr7A	A				5	5.00	26	MARD	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
6	English / ENG	07ENG1	English Yr7	07ENG1B	English Yr7B	B				5	5.00	27	TALP	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
7	English / ENG	07ENG1	English Yr7	07ENG1C	English Yr7C	C				5	5.00	26	SIMK	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
8	English / ENG	07ENG1	English Yr7	07ENG1D	English Yr7D	D				5	5.00	26	PEAS	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
9	LOTE	07LOT1	French Yr7	07FRE1A	French Yr7A	A				3	3.00	26	MURJ	CLAM, GIBS, MURJ, NANT
10	LOTE	07LOT1	French Yr7	07FRE1C	French Yr7C	C				3	3.00	26	GIBS	CLAM, GIBS, MURJ, NANT
11	SOSE	07HIS1	History Yr7	07HIS1A	History Yr7A	A				3	3.00	26	MURJ	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
12	SOSE	07HIS1	History Yr7	07HIS1B	History Yr7B	B				3	3.00	27	JACT	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
13	SOSE	07HIS1	History Yr7	07HIS1C	History Yr7C	C				3	3.00	26	WHIE	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
14	SOSE	07HIS1	History Yr7	07HIS1D	History Yr7D	D				3	3.00	26	SMYM	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
15	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1A	Health and Phys Ed Yr7A	A				2	2.00	26	ATKD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
16	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1B	Health and Phys Ed Yr7B	B				2	2.00	27	ALDD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
17	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1C	Health and Phys Ed Yr7C	C				2	2.00	26	ATKD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
18	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1D	Health and Phys Ed Yr7D	D				2	2.00	26	ALDD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
19	LOTE	07LOT1	French Yr7	07FRE1A	French Yr7A	A				3	3.00	27	NANT	CLAM, GIBS, MURJ, NANT
20	LOTE	07LOT1	French Yr7	07FRE1C	French Yr7C	C				3	3.00	26	NANT	CLAM, GIBS, MURJ, NANT
21	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1A	Mathematics Yr7A	A				5	5.00	26	NEWP	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI
22	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1B	Mathematics Yr7B	B				5	5.00	27	GIBM	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI
23	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1C	Mathematics Yr7C	C				5	5.00	26	MYEJ	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI
24	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1D	Mathematics Yr7D	D				5	5.00	26	NEWP	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI

The Class Suffix is generated by removing the subject code from the Class Code. The class suffix is essentially the individual class descriptor and is used to describe different classes of a given subject.

Note: All classes must have a class suffix before exporting can occur.

Task: View and Edit Class Names and Subject Details

Teacher codes: **Classes selected: All (282)**

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Periods	Load	Students	Teachers Taking	Teachers in Faculty
1	Drama / DRA	07DRA1	Drama Yr7	07DRA1A	Drama Yr7A	A				2	2.00	26	YOUB	MILD, YOUB
2	Drama / DRA	07DRA1	Drama Yr7	07DRA1B	Drama Yr7B	B				2	2.00	27	MILD	MILD, YOUB
3	Drama / DRA	07DRA1	Drama Yr7	07DRA1C	Drama Yr7C	C				2	2.00	26	YOUB	MILD, YOUB
4	Drama / DRA	07DRA1	Drama Yr7	07DRA1D	Drama Yr7D	D				2	2.00	26	YOUB	MILD, YOUB
5	English / ENG	07ENG1	English Yr7	07ENG1A	English Yr7A	A				5	5.00	26	MARD	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
6	English / ENG	07ENG1	English Yr7	07ENG1B	English Yr7B	B				5	5.00	27	TALP	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
7	English / ENG	07ENG1	English Yr7	07ENG1C	English Yr7C	C				5	5.00	26	SIMK	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
8	English / ENG	07ENG1	English Yr7	07ENG1D	English Yr7D	D				5	5.00	26	PEAS	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
9	LOTE	07LOT1	French Yr7	07FRE1A	French Yr7A	A				3	3.00	26	MURJ	CLAM, GIBS, MURJ, NANT
10	LOTE	07LOT1	French Yr7	07FRE1C	French Yr7C	C				3	3.00	26	GIBS	CLAM, GIBS, MURJ, NANT
11	SOSE	07HIS1	History Yr7	07HIS1A	History Yr7A	A				3	3.00	26	MURJ	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
12	SOSE	07HIS1	History Yr7	07HIS1B	History Yr7B	B				3	3.00	27	JACT	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
13	SOSE	07HIS1	History Yr7	07HIS1C	History Yr7C	C				3	3.00	26	WHIE	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
14	SOSE	07HIS1	History Yr7	07HIS1D	History Yr7D	D				3	3.00	26	SMYM	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
15	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1A	Health and Phys Ed Yr7A	A				2	2.00	26	ATKD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
16	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1B	Health and Phys Ed Yr7B	B				2	2.00	27	ALDD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
17	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1C	Health and Phys Ed Yr7C	C				2	2.00	26	ATKD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
18	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1D	Health and Phys Ed Yr7D	D				2	2.00	26	ALDD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
19	LOTE	07LOT1	French Yr7	07FRE1A	French Yr7A	A				3	3.00	27	NANT	CLAM, GIBS, MURJ, NANT
20	LOTE	07LOT1	French Yr7	07FRE1C	French Yr7C	C				3	3.00	26	NANT	CLAM, GIBS, MURJ, NANT
21	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1A	Mathematics Yr7A	A				5	5.00	26	NEWP	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI
22	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1B	Mathematics Yr7B	B				5	5.00	27	GIBM	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI
23	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1C	Mathematics Yr7C	C				5	5.00	26	MYEJ	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI
24	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1D	Mathematics Yr7D	D				5	5.00	26	NEWP	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI

The Periods, Load and Teachers Taking columns are all entered in [7A] Class Information

Task: View and Edit Class Names and Subject Details

Teacher codes: **Classes selected: All (282)**

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Periods	Load	Students	Teachers Taking	Teachers in Faculty
1	Drama / DRA	07DRA1	Drama Yr7	07DRA1A	Drama Yr7A	A				2	2.00	26	YOUB	MILD, YOUB
2	Drama / DRA	07DRA1	Drama Yr7	07DRA1B	Drama Yr7B	B				2	2.00	27	MILD	MILD, YOUB
3	Drama / DRA	07DRA1	Drama Yr7	07DRA1C	Drama Yr7C	C				2	2.00	26	YOUB	MILD, YOUB
4	Drama / DRA	07DRA1	Drama Yr7	07DRA1D	Drama Yr7D	D				2	2.00	26	YOUB	MILD, YOUB
5	English / ENG	07ENG1	English Yr7	07ENG1A	English Yr7A	A				5	5.00	26	MARD	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
6	English / ENG	07ENG1	English Yr7	07ENG1B	English Yr7B	B				5	5.00	27	TALP	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
7	English / ENG	07ENG1	English Yr7	07ENG1C	English Yr7C	C				5	5.00	26	SIMK	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
8	English / ENG	07ENG1	English Yr7	07ENG1D	English Yr7D	D				5	5.00	26	PEAS	BOYJ, BURK, DALJ, JACT, KELR, MANK, MARD,
9	LOTE	07LOT1	French Yr7	07FRE1A	French Yr7A	A				3	3.00	26	MURJ	CLAM, GIBS, MURJ, NANT
10	LOTE	07LOT1	French Yr7	07FRE1C	French Yr7C	C				3	3.00	26	GIBS	CLAM, GIBS, MURJ, NANT
11	SOSE	07HIS1	History Yr7	07HIS1A	History Yr7A	A				3	3.00	26	MURJ	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
12	SOSE	07HIS1	History Yr7	07HIS1B	History Yr7B	B				3	3.00	27	JACT	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
13	SOSE	07HIS1	History Yr7	07HIS1C	History Yr7C	C				3	3.00	26	WHIE	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
14	SOSE	07HIS1	History Yr7	07HIS1D	History Yr7D	D				3	3.00	26	SMYM	BAKC, CHAJ, HARB, JACT, MANK, MURJ, SMY
15	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1A	Health and Phys Ed Yr7A	A				2	2.00	26	ATKD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
16	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1B	Health and Phys Ed Yr7B	B				2	2.00	27	ALDD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
17	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1C	Health and Phys Ed Yr7C	C				2	2.00	26	ATKD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
18	Health & PE / HPE	07HPE1	Health and Phys Ed Yr7	07HPE1D	Health and Phys Ed Yr7D	D				2	2.00	26	ALDD	ALDD, ATKD, CARL, CHAJ, EDWJ, FRAM
19	LOTE	07LOT1	Italian Yr7	07ITA1B	Italian Yr7B	B				3	3.00	27	NANT	CLAM, GIBS, MURJ, NANT
20	LOTE	07LOT1	Italian Yr7	07ITA1D	Italian Yr7D	D				3	3.00	26	NANT	CLAM, GIBS, MURJ, NANT
21	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1A	Mathematics Yr7A	A				5	5.00	26	NEWP	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI
22	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1B	Mathematics Yr7B	B				5	5.00	27	GIBM	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI
23	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1C	Mathematics Yr7C	C				5	5.00	26	MYEJ	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI
24	Mathematics / MATH	07MAT1	Mathematics Yr7	07MAT1D	Mathematics Yr7D	D				5	5.00	26	NEWP	BELH, BUTA, COOD, GIBM, MYEJ, NEWP, ROGI

The Students Column is the number of students in this class – it has a range of sources based on the curriculum structure.

Teacher in Faculty – Teachers are assigned to faculties in [8A] Teachers in Faculties

The most important columns in this display for LISS Exporting are the Subject Code and Subject Name.

Task: View and Edit Class Names and Subject Details

☒ Teacher codes [Classes selected: All \(282\)](#)

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code
1	Drama / DRA	07DRA1	Drama Yr7	07DRA1A	Drama Yr7A	A	
2	Drama / DRA	07DRA1	Drama Yr7	07DRA1B	Drama Yr7B	B	
3	Drama / DRA	07DRA1	Drama Yr7	07DRA1C	Drama Yr7C	C	
4	Drama / DRA	07DRA1	Drama Yr7	07DRA1D	Drama Yr7D	D	
5	English / ENG	07ENG1	English Yr7	07ENG1A	English Yr7A	A	
6	English / ENG	07ENG1	English Yr7	07ENG1B	English Yr7B	B	
7	English / ENG	07ENG1	English Yr7	07ENG1C	English Yr7C	C	
8	English / ENG	07ENG1	English Yr7	07ENG1D	English Yr7D	D	

The Subject Code is created by default when the class code is created in the timetable file, either when imported from Student Options (or another source) or when manually edited.

This can be edited directly on the display, when this is done the class suffix automatically updates

Note: For Compass exports, the subject code must be a subset of the class code

Task: View and Edit Class Names and Subject Details

☒ Teacher codes [Classes selected: All \(282\)](#)

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix
1	Drama / DRA	07DRA1	Drama Yr7	07DRA1A	Drama Yr7A	A
2	Drama / DRA	07DRA1	Drama Yr7	07DRA1B	Drama Yr7B	B
3	Drama / DRA	07DRA1	Drama Yr7	07DRA1C	Drama Yr7C	C
4	Drama / DRA	07DRA1	Drama Yr7	07DRA1D	Drama Yr7D	D
5	English / ENG	07ENG1	English Yr7	07ENG1A	English Yr7A	A
6	English / ENG	07ENG1	English Yr7	07ENG1B	English Yr7B	B
7	English / ENG	07ENG1	English Yr7	07ENG1C	English Yr7C	C
8	English / ENG	07ENG1	English Yr7	07ENG1D	English Yr7D	D
9	LOTE	07LOT1	French Yr7	07FRE1A	French Yr7A	A
10	LOTE	07LOT1	French Yr7	07FRE1C	French Yr7C	C

The Subject Name is imported from Student Options (Option Name) when the grid is imported or defaults to the class code if the class is manually added. If an existing subject has been edited, the previously edited subject name may be retained.

The Subject Name can be edited directly on the display or imported from a range of sources.

Note: For Compass exports, the subject names must follow all rules and requirements.

TEACHERS

Every teacher code in the timetable must match a corresponding staff code in Compass. It is strongly recommended that the same teacher code should be consistent across all systems used in the school.

The best way to ensure that these systems match is to import the teacher details into Timetabling Solutions version 9 via LISS before the timetable is created. This import process is covered later in the guide.



On the Task Tree select:
[4A] Teacher Names

Task: Enter Teacher Names

[Add Teachers](#)
[Delete Teacher](#)
[Quick Edit](#)
[Sort Teachers](#)
[Teacher Loads](#)
[Compare Files](#)
[Import Data](#)
[Email Teachers](#)

Teachers selected: All (49) Columns selected: 13 of 19

No	Full Name	Title	First Name	Middle Name	Family Name	Code	Proposed Load	Actual Allot	Actual Load	%Prop Load	Max YD Load	YD Load	Email
1	Adams Rod		Rod		Adams	ADAR	12.50	10	10.50	84	0.50	0.50	TeacherTTSC+ADAR@gmail.com
2	Alderson David		David		Alderson	ALDD	25.00	28	25.00	100	1.00	1.00	TeacherTTSC+ALDD@gmail.com
3	Atkinson Danielle		Danielle		Atkinson	ATKD	25.00	27	24.00	96	1.00	1.00	TeacherTTSC+ATKD@gmail.com
4	Baker Catherine		Catherine		Baker	BAKC	12.50	8	12.50	100	0.50	0.50	TeacherTTSC+BAKC@gmail.com
5	Bell Heather		Heather		Bell	BELH	25.00	22	24.00	96	1.00	1.00	TeacherTTSC+BELH@gmail.com
6	Boswick Sam		Sam		Boswick	BOSS	25.00	2	24.50	98	1.00	0.50	TeacherTTSC+BOSS@gmail.com
7	Boyle Joanne		Joanne		Boyle	BOYJ	25.00	25	22.00	88	1.00	1.00	TeacherTTSC+BOYJ@gmail.com
8	Burrows Kelly		Kelly		Burrows	BURK	25.00	7	23.50	94	1.00	0.50	TeacherTTSC+BURK@gmail.com
9	Butler Alison		Alison		Butler	BUTA	25.00	24	25.00	100	1.00	1.00	TeacherTTSC+BUTA@gmail.com
10	Carter Leanne		Leanne		Carter	CARL	25.00	26	25.00	100	1.00	1.00	TeacherTTSC+CARL@gmail.com
11	Chappell Judy		Judy		Chappell	CHAJ	25.00	24	24.50	98	1.00	0.50	TeacherTTSC+CHAJ@gmail.com
12	Cheng William		William		Cheng	CHEW	25.00	14	22.50	90	1.00	0.50	TeacherTTSC+CHEW@gmail.com
13	Clark Allison		Allison		Clark	CLAA	18.70	17	17.50	94	0.70	0.50	TeacherTTSC+CLAA@gmail.com
14	Clark Megan		Megan		Clark	CLAM	25.00						TeacherTTSC+CLAM@gmail.com
15	Connolly Jenny		Jenny		Connolly	CONJ	25.00						TeacherTTSC+CONJ@gmail.com
16	Cooke Dennis		Dennis		Cooke	COOD	25.00						TeacherTTSC+COOD@gmail.com
17	Dalton James		James		Dalton	DALJ	25.00						TeacherTTSC+DALJ@gmail.com
18	Edwards John		John		Edwards	EDWJ	25.00						TeacherTTSC+EDWJ@gmail.com
19	Feng Jenny		Jenny		Feng	FENJ	25.00						TeacherTTSC+FENJ@gmail.com
20	Fraser Melissa		Melissa		Fraser	FRAM	25.00	22	24.00	96	1.00	1.00	TeacherTTSC+FRAM@gmail.com
21	Gibson Monique		Monique		Gibson	GIBM	25.00	27	23.50	94	1.00	0.50	TeacherTTSC+GIBM@gmail.com
22	Gibson Shirley		Shirley		Gibson	GIBS	25.00	20	25.00	100	1.00	1.00	TeacherTTSC+GIBS@gmail.com

Teacher codes and names can be edited directly in the data cells.

Additional information regarding teachers has been provided by Compass:

- Compass will ignore data from the timetable which does not match a valid Compass staff code.
- Note, having less than five staff in the staff list of the timetable software indicates the timetable is not yet set up correctly. The timetable file must have five or more teachers in the teacher list.

STUDENTS

In the same way that teacher codes must match the school administration systems, student codes must also match across the different “destination systems”. This is typically managed by importing the students from the relevant systems at the start of the process. This import process is covered later in the guide.

Students are managed in the relevant Student Options file.



Open the relevant Student Options file and select:
[2A] Student Names on the Task Tree

Task: Enter Student Names

[Add Students](#)
[Delete Student](#)
[Quick Edit](#)
[Edit Set Name](#)
[Delete Students in Set](#)
[Sort Students](#)
[Import Data](#)
[Email Students](#)

Students selected: All (106) Columns selected: 12 of 18

No	Full Name	Family Name	First Name	Preferred Name	Middle Name	Code	Gender	Units	Roll Class	Year Level	House	Home Group	Locked
1	ANGELA Sharri	ANGELA	Sharri	Sharri		08031	Female	9	8D	8	SWAN	78HRSW2	No
2	ARNOLD Matthew	ARNOLD	Matthew	Matthew		08059	Male	9	8D	8	BARWON	78HRBA2	No
3	BLADEN Kendrick	BLADEN	Kendrick	Kendrick		08099	Male	9	8D	8	BARWON	78HRBA2	No
4	BOND Jessika	BOND	Jessika	Jessika		08036	Female	9	8D	8	BARWON	78HRBA2	No
5	BUNCLE Cheryle	BUNCLE	Cheryle	Cheryle		08055	Female	9	8D	8	TORRENS	78HRT02	No
6	CAMBAGE Katelynn	CAMBAGE	Katelynn	Katelynn		08003	Female	9	8C	8	SWAN	78HRSW2	No
7	CLEARY Renato	CLEARY	Renato	Renato		08092	Male	9	8D	8	BARWON	78HRBA2	No
8	COMINO Reynaldo	COMINO	Reynaldo	Reynaldo		08039	Male	9	8D	8	TORRENS	78HRT02	No
9	CRESWICK Rodrick	CRESWICK	Rodrick	Rodrick		08088	Male	9	8D	8	BARWON	78HRBA2	No
10	DARTNELL Marta	DARTNELL	Marta	Marta		08060	Female	9	8D	8	HUNTER	78HRHU2	No
11	DERRICK Marita	DERRICK	Marita	Marita		08016	Female	9	8C	8	BARWON	78HRBA1	No
12	DIBDIN Inell	DIBDIN	Inell	Inell									
13	DUNBABIN Alton	DUNBABIN	Alton	Alton									
14	DUNSHEA Jerrell	DUNSHEA	Jerrell	Jerrell									
15	ELLWOOD Jeannine	ELLWOOD	Jeannine	Jeannine									
16	FARROW Criselda	FARROW	Criselda	Criselda									
17	FERRY Juan	FERRY	Juan	Juan									
18	GARLAND Mikel	GARLAND	Mikel	Mikel									

Student Details, codes and names can be edited directly in the data cells if required.

Additional information regarding students has been provided by Compass:

- Having less than five students in the students list of the timetable software indicates the timetable is not yet set up correctly.
- Every student code in the timetable must match a corresponding student code in Compass (and should also match the student code in the school’s student records system, e.g CASES21). Compass uses the student records system as the source of truth for codes (not the timetable), and so one needs to ensure that the codes match exactly in all three software packages. Compass will ignore data from the timetable which does not match a valid Compass Student Code.
- Often schools have a need to enter students into the timetable prior to them being allocated a code from the student records system – we strongly recommend that you change your process at the school so that students are required to be in the student records system (and thus have a unique student code) before being put into the timetable.

ROOM CODES

As per other codes, Room Codes should be alphanumeric only and contain no special characters or spaces. Rooms can be imported from selected administration systems including Compass via LISS. This import process is covered later in the guide.



On the Task Tree select:
[4] Room Details

Task: Enter Room Names

[+ Add Rooms](#)
[✗ Delete Room](#)
[✗ Delete All Rooms](#)
[Quick Edit](#)
[Sort Rooms](#)
[Import Data](#)
[Room Allotments](#)

Rooms selected: All (52)

No	Name	Code	Seats	Allotment	Notes
1	AT1 Art	AT1	27	18	Art Room
2	AT2 Photo	AT2	27	4	Photography Room
3	AT3 Graphics	AT3	27	13	Graphics Room -20 computers
4	AT4 Textiles	AT4	27	15	Textiles Room
5	AT5 Kitchen	AT5	27	4	Kitchen
6	AT6 Tech	AT6	27	0	Technology Classroom
7	AT7 Wood	AT7	25	10	Wood
8	AT8 Metal	AT8	25	20	Meta
9	Gymnasium 1	GYM1	27	26	Gym
10	Gymnasium 2	GYM2	27	24	Gym
11	Oval 1	OV1	100	20	Oval
12	Oval 2	OV2	100	2	Oval
13	Science Lab 1	LAB1	27	27	Senio
14	Science Lab 2	LAB2	27	27	Senior Science Lab- Physics
15	Science Lab 3	LAB3	27	24	Junior Science Lab
16	Science Lab 4	LAB4	27	21	Junior Science Lab
17	Theatre	PAC1	200	4	Theatre -Data Projector
18	Drama Room	PAC2	27	18	Drama Room
19	Music Room 3	PAC3	27	14	Music Room
20	Music Room 4	PAC4	27	8	Music Room
21	Junior Sch Rm 11	J11	27	22	Yr78 HR - Smart Board
22	Junior Sch Rm 12	J12	27	22	Yr78 HR
23	Junior Sch Rm 13	J13	27	22	Yr78 HR -TV/DVD
24	Junior Sch Rm 14	J14	27	22	Yr78 HR
25	Junior Sch Rm 15	J15C	27	3	Yr7- 8 Computer Rm
26	Junior Sch Rm 21	J21	27	24	Yr78 HR - Smart Board
27	Junior Sch Rm 22	J22	27	24	Yr78 HR
28	Junior Sch Rm 23	J23	27	24	Yr78 HR

Room Codes and Room Names can be edited directly in the relevant cell.

Note: All Room Codes must follow the Compass specifications before they can be exported. In addition to the standard LISS requirements, Compass requires all Room Codes to be UPPERCASE. The codes must be alphanumeric, uppercase and without spaces or “special” characters (e.g. dashes, full stops, etc...) Room codes must not contain a space eg. Lab 1 must read LAB1

FINAL DATA CHECKS

Once all the base codes and information is correct, there are a few other items to check to make sure that the timetable data is exported as expected.

CHECK [7A] CLASS INFORMATION

All classes must have a teacher entered on [7A] Class Information. If a teacher is not listed with a class then it will not be exported to Compass, and it will not have an associated timetable in Compass, even if the class has teachers for all lessons. The teacher listed on [7A] Class Information is exported to Compass as the “default teacher” for a class.



On the Task Tree select:
[7A] Class Information

Task: Enter Class Information for Roll Class

Black / White

Roll Class: 12 Roll Classes selected: All (18)

Group	A	B	C	D	E	F	G	H	Periods
MRCG No									Cycle: 35
Periods	5	5	5	5	5	2	3	5	Total: 35
Doubles	1	1	1	1	1	1	0	0	
Triples	0	0	0	0	0	0	0	0	
Quads	0	0	0	0	0	0	0	0	
Loads	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.20	
Teacher	JONA	DALJ	DALJ	JONA	KELR	JONA	JONA	DALJ	
Faculty									
Room	S24	S13	S11	S24	S13				
Class	12REL1A	12REL1B	12REL1C	12REL1D	12REL1E				
Teacher	PEAS	BUTA	BOVJ	BURK	MARD				
Faculty									
Room	S21	LAB2	S21	S21	S21				
Class	12ENG1A	12ENS1A	12ENG1B	12ENG1C	12ENG1D				
Teacher	THOW	MULS	WALS	JACC	BUTA				
Faculty									
Room	AT8	S15C	LAB1	LAB1	LAB1				
Class	12MTE1A	12INF1A	12CHE1A	12ENS1B	12BIO1A				
Teacher	BELH	ROGP	MULS	WALP	WHIE				
Faculty									
Room	S11	S11	S14	S11	S14				
Class	12MAA1A	12MAA1B	12LST1A	12MAX1A	12ECO1A				
Teacher	BUTA	GIBM	FENJ	ALDD	COOD	CHAJ	CHAJ		
Faculty									
Room	S13	S12	S16C	S14	LAB2	S14	S14		
Class	12MAG1A	12MAG1B	12SYS1A	12PED1A	12PHY1B	12PED1B	12PED1B		
Teacher	CARL		WOOP	COOD					
Faculty									
Room	S14	S26	S26	LAB2	S26	S26	S26		
Class	12OED1A	12PST1B	12PST1C	12PHY1A	12PST1E	12PST1F	12PST1F		
Teacher									
Faculty									
Room	S26			S26					
Class	12PST1A			12PST1D					

Note: Classes containing teachers will be exported. In this example, the study classes 12PSTA, 12PSTB, 12PSTD, 12PSTE and 12PSTF will not be exported as there is no teacher listed on this screen.

Task: Enter Class Information for Roll Class

Fuchsia / White

Roll Class: 12 Roll Classes selected: All (18)

Select Roll Class

Filter

12

11

10A

10B

10C

10D

9A

9B

9C

9D

8A

8B

8C

8D

7A

7B

7C

7D

Group	A	B	C	D	E	F	G	H	Periods
MRCG No	5	5	5	5	5	2	3	1	Cycle: 35
Periods	1	1	1	1	1	1	0	0	Total: 35
Doubles	0	0	0	0	0	0	0	0	
Triples	0	0	0	0	0	0	0	0	
Quads	0	0	0	0	0	0	0	0	
Loads	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.20	
Teacher	JONA	DALJ	DALJ	JONA	KELR	JONA	JONA	DALJ	
Faculty									
Room	S24	S13	S11	S24	S13	S24	S24	S11	
Class	12REL1A	12REL1B	12REL1C	12REL1D	12REL1E	12REL1F	12REL1F	12HRM1A	
Teacher	PEAS	BUTA	BOVJ	BURK	MARD	MANK	MANK	BUTA	
Faculty									
Room	S21	LAB2	S21	S21					
Class	12ENG1A	12ENS1A	12ENG1B	12ENG1C					
Teacher	THOW	MULS	WALS	JACC					
Faculty									
Room	AT8	S15C	LAB1	LAB1					
Class	12MTE1A	12INF1A	12CHE1A	12ENS1B					
Teacher	BELH	ROGP	MULS	WALP					
Faculty									
Room	S11	S11	S14	S11					
Class	12MAA1A	12MAA1B	12LST1A	12MAX1A	12ECO1A	12GRA1A	12GRA1A	12HRM1B	
Teacher	BUTA	GIBM	FENJ	ALDD	COOD	CHAJ	CHAJ		
Faculty									
Room	S13	S12	S16C	S14	LAB2	S14	S14		
Class	12MAG1A	12MAG1B	12SVS1A	12PED1A	12PHY1B	12PED1A	12PED1A		
Teacher	CARL	PASS	WOOP	COOD	PASS	COMP	PASS		
Faculty									
Room	S14	S26	S26	LAB2	S26	S26	S26		
Class	12OED1A	12PST1B	12PST1C	12PHY1A	12PST1E	12PST1F	12PST1F		
Teacher	COMP			COMP					
Faculty									
Room	S26			S26					
Class	12PST1A			12PST1D					

To resolve this potential export issue, a teacher code must be added to the class on this screen as shown.

CHECK [16] CHECK TIMETABLE

All classes on the final timetable must have both a teacher and room to be exported to Compass. This is best checked on [16] Check Timetable.



On the Task Tree select:
[16] Check Timetable

Task: Check Timetable

☒ Exclude entries repeated for day and period ☒ Exclude entries for composite classes and shared rooms

No	Day	Period	Type	Name	Details
1	Mon	4	No Room		9D 09HIS1D
2	Mon	6	No Teacher		12 12PST1E
3	Wed	2	RUR (Teacher)	BELH	Teacher is in a RUR (H Bell) and this lesson, 12 12PST1F, has been assigned Room S26 which is not in the RUR

If a lesson/class is not assigned a room, then this lesson/class is not exported to Compass. If a lesson/class Line is assigned to a room Compass is not aware of (not listed in the Compass data), it will be included in the export with the room set to "UNASSIGNED".

If a lesson/class is not assigned a teacher, or it is assigned to a teacher that is not already in the Compass data, then this lesson is not exported to Compass.

Individual classes or individual lessons that are identified as not having a room or teacher can be edited on [14] Edit Timetable as required

REMOVE UNUSED CLASSES

The final step before data can be exported to Compass is to remove unused class codes from the class names list. Unused classes will cause errors in Compass during processing of timetable data.



On the Task Tree select:
[7C] Class Names

Task: View and Edit Class Names and Subject Details

☒ Teacher codes [Classes selected: All \(285\)](#)

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Periods	Load	Students	Teachers T
1	Drama / DRA	07DRA1	Drama Yr7	07DRA1A	Drama Yr7A	A				2	2.00	26	YOUB
2	Drama / DRA	07DRA1	Drama Yr7	07DRA1B	Drama Yr7B	B				2	2.00	27	MILD
3	Drama / DRA					C				2	2.00	26	YOUB
4	Drama / DRA					D				2	2.00	26	YOUB
5	English / ENG					A				5	5.00	26	MARD
6	English / ENG					B				5	5.00	27	TALP
7	English / ENG	07ENG1	English Yr7	07ENG1C	English Yr7C	C				5	5.00	26	SIMK
8	English / ENG	07ENG1	English Yr7	07ENG1D	English Yr7D	D				5	5.00	0	PEAS
9	LOTE	07LOT1	French Yr7	07FRE1A	French Yr7A	A				3	3.00	26	MURJ
10	LOTE	07LOT1	French Yr7	07FRE1C	French Yr7C	C				3	3.00	26	GIBS
11	SOSE	07HIS1	History Yr7	07HIS1A	History Yr7A	A				3	3.00	26	MURJ
12	SOSE	07HIS1	History Yr7	07HIS1B	History Yr7B	B				3	3.00	27	JACT
13	SOSE	07HIS1	History Yr7	07HIS1C	History Yr7C	C				3	3.00	26	WHIE
14	SOSE	07HIS1	History Yr7	07HIS1D	History Yr7D	D				3	3.00	26	SMYM

Click Remove Unused Class Names

Confirm

Do you want to remove class names not used in [7A] Class Information?

Classes used in [7F] RURs or [14] Edit Timetable will also be removed.

Click Yes

Information

3 unused class names removed.

Information

0 unused class names removed.

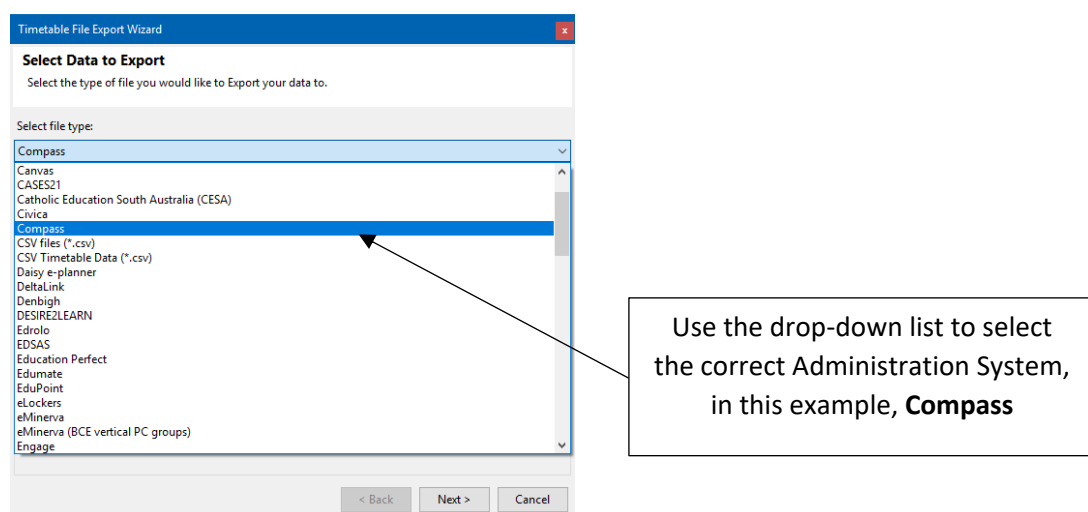
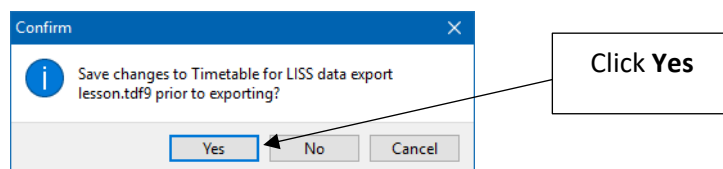
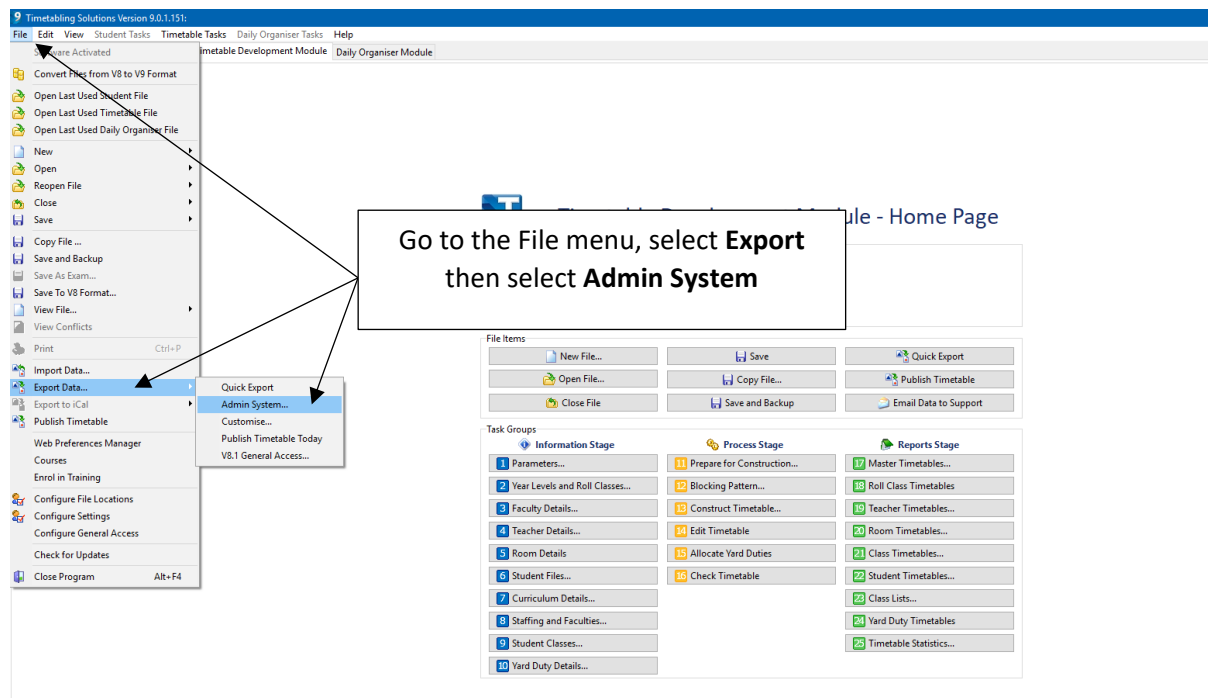
Note: The number of unused class names that are removed will be listed in the confirmation. (if there are no unused classes listed, this information will also be displayed)

Click OK

EXPORTING TO COMPASS – TIMETABLE DEVELOPMENT

Once the Timetable Data meets the requirements specified by Compass the data can be exported.

To use the LISS export for Compass for the first time, open the Timetable file then go to the File menu, select Export then Admin System and select Compass from the drop-down.



The connection details provided by Compass will need to be entered and saved. Note, this only needs to happen once - subsequent times these details are remembered, and you will go straight to the next step.

9 Timetabling Solutions - Compass Data Manager

Please enter in your Compass connection details
Please contact Compass to obtain your connection details

Compass LISS URL
https://liss-test2.compass.education/services/liss/1?academicYee

User Name
TTUser1

API Key
.....

Save Compass Configuration

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Version No - 1.0.0.77

Enter the URL, User Name and API Key provided by Compass
Click **Save Compass Configuration**

The screen below shows the starting point for subsequent exports via LISS.

9 Timetabling Solutions - Compass Data Manager

Please select the Timetabling Solutions file you wish to exchange data with.

C:\Users\Public\Documents\LISS DATA\Timetable File.tdf9 **Select file**

You can import/export data to SOF9, TDF9 or DOF9 files.

Timetable Date Ranges

Start Date: 10/01/2019

Finish Date: 21/12/2019

Connect file for comparison

[Connect to a different server](#)

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

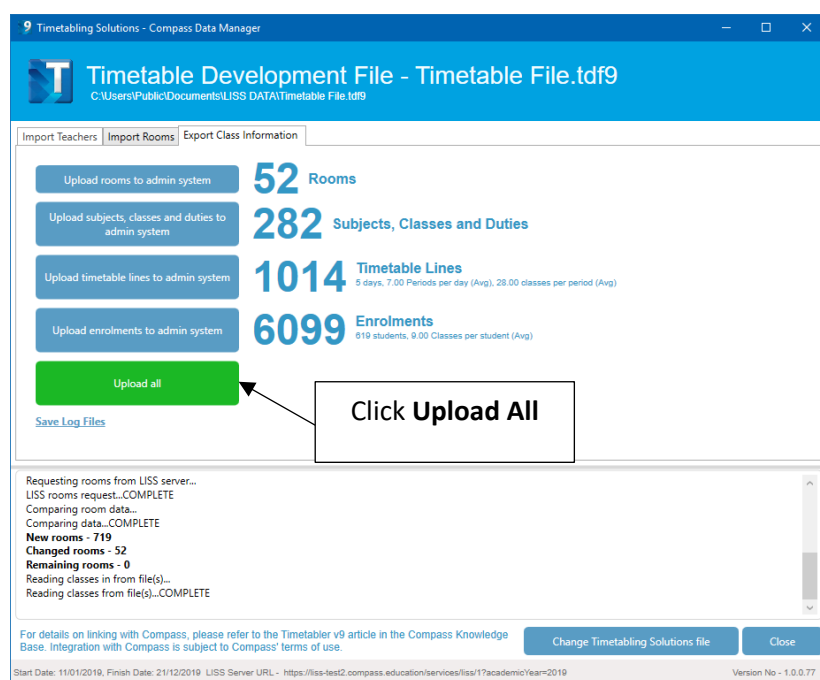
Version No - 1.0.0.77

Select the start and finish date for the timetable data.
NOTE: The Compass export cannot be back-dated and the earliest date that can be selected is today's date.
Click **Connect file for comparison**

Once this is done, the LISS Data Manager will connect to the LISS Server then check that the data that the timetable data entered conforms to the requirements that Compass requires (for example, having correctly entered class names and class codes etc). Initial problems that are encountered are displayed in the lower pane.

Note: this connection and checking process does not check to see if the data is correct or that the specific codes match what has been entered in Compass (eg Period codes) but checks that the data has the correct format. The data will also be checked as part of the internal processing done by Compass after the data has been exported by Timetabling Solutions.

Once the data clears the pre-export check, it can be exported. A single type of information can be exported using the blue buttons or a complete set of information can be exported using the green "Upload All" button. Note, within Daily Organiser, the full current timetable, class and student data is exported, as well as any daily change information for the selected date range.



Before the “Subjects, Classes and Duties” can be exported, a start and end date will need to be entered for the classes/yard duties. It is very important that these dates are set to match the dates that have been set up within Compass – if they do not match then the data will not import correctly.

9 Timetabling Solutions - Compass Data Manager

Timetable Development File - Timetable File.tdf9
C:\Users\Public\Documents\LISS DATA\Timetable File.tdf9

Import Teachers | Import Rooms | **Export Class Information**

Export Standard Classes | Cancel Export | Quick Edit - End Date

☐ Classes with invalid dates – these classes will not be exported ☐ Classes with invalid codes – these classes will not be exported

Class Code	Start Date	End Date	Campus
12REL1 A	01/01/2019	21/12/2019	1
12ENG1 A	01/01/2019	21/12/2019	1
12MTE1 A	01/01/2019	21/12/2019	1
12MAA1 A	01/01/2019	21/12/2019	1
12MAG1 A	01/01/2019	21/12/2019	1
12OED1 A	01/01/2019	21/12/2019	1
12PST1 A	01/01/2019	21/12/2019	1
12REL1 B	01/01/2019	21/12/2019	1
12ENS1 A	01/01/2019	21/12/2019	1
12INF1 A	01/01/2019	21/12/2019	1
12MAA1 B	01/01/2019	21/12/2019	1
12MAG1 B	01/01/2019	21/12/2019	1
12PST1 B	01/01/2019	21/12/2019	1
12REL1 C	01/01/2019	21/12/2019	1

Requesting rooms from LISS server...
LISS rooms request...COMPLETE
Comparing room data...
Comparing data...COMPLETE
New rooms - 719
Changed rooms - 52
Remaining rooms - 0
Reading classes in from file(s)...
Reading classes from file(s)...COMPLETE

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Change Timetabling Solutions file | Close

Start Date: 11/01/2019, Finish Date: 21/12/2019 LISS Server URL - https://iss-test2.compass.education/services/iss/17academicYear=2019 Version No - 1.0.0.77

9 Timetabling Solutions - Compass Data Manager

Timetable Development File - Timetable File.tdf9
C:\Users\Public\Documents\LISS DATA\Timetable File.tdf9

Import Teachers | Import Rooms | **Export Class Information**

Export Standard Classes | Cancel Export | **Quick Edit - Start Date**

☐ Classes with invalid dates – these classes will not be exported ☐ Classes with invalid codes – these classes will not be exported

Class Code	Start Date	End Date	Campus
12REL1 A	1/01/2019	21/12/2019	1
12ENG1 A			1
12MTE1 A			1
12MAA1 A			1
12MAG1 A			1
12OED1 A			1
12PST1 A			1
12REL1 B			1
12ENS1 A			1
12INF1 A			1
12MAA1 B			1
12MAG1 B	01/01/2019	21/12/2019	1
12PST1 B	01/01/2019	21/12/2019	1
12REL1 C	01/01/2019	21/12/2019	1

Requesting rooms from LISS server...
LISS rooms request...COMPLETE
Comparing room data...
Comparing data...COMPLETE
New rooms - 719
Changed rooms - 52
Remaining rooms - 0
Reading classes in from file(s)...
Reading classes from file(s)...COMPLETE

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Change Timetabling Solutions file | Close

Start Date: 11/01/2019, Finish Date: 21/12/2019 LISS Server URL - https://iss-test2.compass.education/services/iss/17academicYear=2019 Version No - 1.0.0.77

Timetabling Solutions - Compass Data Manager

Timetable Development File - Timetable File.tdf9
C:\Users\Public\Documents\LISS DATA\Timetable File.tdf9

Import Teachers | Import Rooms | Export Class Information

Export Standard Classes | Cancel Export | Quick Edit - Start Date 01/01/2019 | Quick Edit All

☐ Classes with invalid dates – these classes will not be exported ☐ Classes with invalid codes – these classes will not be exported

Class Code	Start Date	End Date	Campus
12REL1 A	01/01/2019	21/12/2019	1
12ENG1 A	01/01/2019	21/12/2019	1
12MTE1 A	01/01/2019	21/12/2019	1
12MAA1 A	01/01/2019	21/12/2019	1
12MAG1 A	01/01/2019	21/12/2019	1
12OED1 A	01/01/2019	21/12/2019	1
12PST1 A	01/01/2019	21/12/2019	1
12REL1 B	01/01/2019	21/12/2019	1
12ENS1 A	01/01/2019	21/12/2019	1
12INF1 A	01/01/2019	21/12/2019	1
12MAA1 B	01/01/2019	21/12/2019	1
12MAG1 B	01/01/2019	21/12/2019	1
12PST1 B	01/01/2019	21/12/2019	1
12REL1 C	01/01/2019	21/12/2019	1

Requesting rooms from LISS server...
LISS rooms request...COMPLETE
Comparing room data...
Comparing data...COMPLETE
New rooms - 719
Changed rooms - 52
Remaining rooms - 0
Reading classes in from file(s)...
Reading classes from file(s)...COMPLETE

For details on linking with Compass, please refer to the Timetabler v9 article in the Base. Integration with Compass is subject to Compass' terms of use.

Start Date: 11/01/2019, Finish Date: 21/12/2019 LISS Server URL - https://iss-test2.compass.education/services/iss/17academicYear=2019 Version No - 1.0.0.77

In Quick Edit mode, wherever the cursor is clicked, the cell will change to the selected date.

Alternatively, **Quick Edit All** will change all classes to this date.

Note: this will need to be done only the first-time classes are exported – after this the dates are retained.

Click **Quick Edit** again to leave the Quick Edit mode

Timetabling Solutions - Compass Data Manager

Timetable Development File - Timetable File.tdf9
C:\Users\Public\Documents\LISS DATA\Timetable File.tdf9

Import Teachers | Import Rooms | Export Class Information

Export Standard Classes | Cancel Export | Quick Edit - End Date

☐ Classes with invalid dates – these classes will not be exported ☐ Classes with invalid codes – these classes will not be exported

Class Code	Start Date	End Date	Campus
12REL1 A	01/01/2019	21/12/2019	1
12ENG1 A	01/01/2019	21/12/2019	1
12MTE1 A	01/01/2019	21/12/2019	1
12MAA1 A	01/01/2019	21/12/2019	1
12MAG1 A	01/01/2019	21/12/2019	1
12OED1 A	01/01/2019	21/12/2019	1
12PST1 A	01/01/2019	21/12/2019	1
12REL1 B	01/01/2019	21/12/2019	1
12ENS1 A	01/01/2019	21/12/2019	1
12INF1 A	01/01/2019	21/12/2019	1
12MAA1 B	01/01/2019	21/12/2019	1
12MAG1 B	01/01/2019	21/12/2019	1
12PST1 B	01/01/2019	21/12/2019	1
12REL1 C	01/01/2019	21/12/2019	1

Requesting rooms from LISS server...
LISS rooms request...COMPLETE
Comparing room data...
Comparing data...COMPLETE
New rooms - 719
Changed rooms - 52
Remaining rooms - 0
Reading classes in from file(s)...
Reading classes from file(s)...COMPLETE

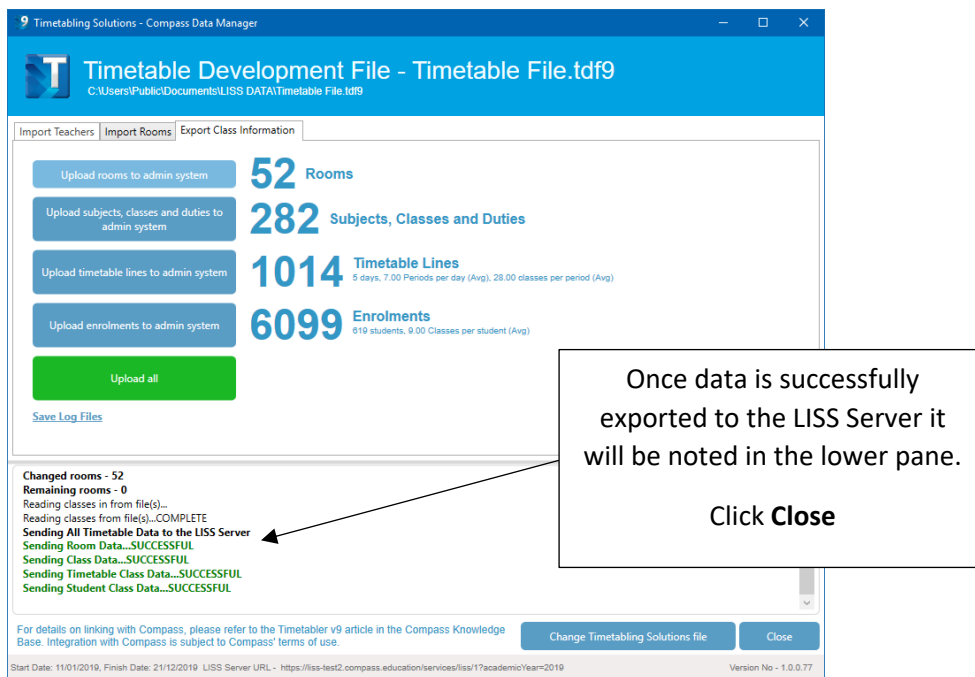
For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Change Timetabling Solutions file | Close

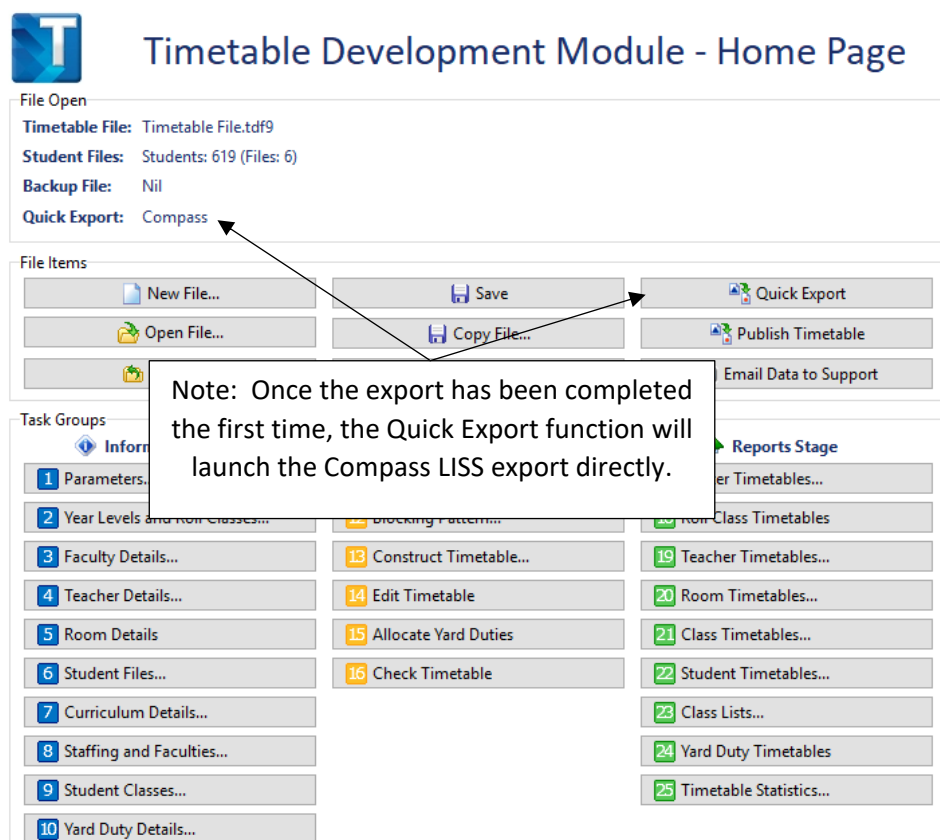
Start Date: 11/01/2019, Finish Date: 21/12/2019 LISS Server URL - https://iss-test2.compass.education/services/iss/17academicYear=2019 Version No - 1.0.0.77

Once all dates have been checked and are correct, Click **Export Standard Classes**

You will then (hopefully) receive the confirmation that the process has been successful



Compass will then process the export and will report on the success using the standard Compass import job screen (refer to Compass for more details)



Confirmation of a successful data sync can be obtained within Compass on the Import Management tools, which can be accessed by going to the Administration Tools under the cog icon and clicking the link titled "Import Jobs"

Import Jobs													
Import Type	Source	Academic	User	Queued	Started	Finished		Status	In	Add	Del	Upd	Skip
Staff	CompassLin...		JDLF	09/12 04:14 AM	09/12 04:29 AM	09/12 04:29 AM		Completed	-	-	-	126	18
Students	CompassLin...		JDLF	09/12 04:14 AM	09/12 04:26 AM	09/12 04:29 AM		Completed	-	-	-	1523	-
Medical	CompassLin...		JDLF	08/12 04:59 AM	08/12 06:08 AM	08/12 06:08 AM		Completed	-	-	-	-	529
Parents	CompassLin...		JDLF	08/12 04:59 AM	08/12 06:03 AM	08/12 06:08 AM		Completed	-	-	11	1367	-
Staff	CompassLin...		JDLF	08/12 04:58 AM	08/12 06:02 AM	08/12 06:03 AM		Completed	-	-	-	126	18
Students	CompassLin...		JDLF	08/12 04:58 AM	08/12 05:59 AM	08/12 06:02 AM		Completed	-	-	-	1523	-
Lesson Can...	Timetabling S...	2018	VEA	07/12 07:59 AM	07/12 08:02 AM	07/12 08:02 AM		Completed	-	-	-	-	-
Lesson Cov...	Timetabling S...	2018	VEA	07/12 07:59 AM	07/12 08:01 AM	07/12 08:02 AM		Completed	-	-	-	3	723
Location Ch...	Timetabling S...	2018	VEA	07/12 07:59 AM	07/12 08:01 AM	07/12 08:01 AM		Completed	-	-	-	-	-
Timetable	Timetabling S...	2018	VEA	07/12 07:59 AM	07/12 08:01 AM	07/12 08:01 AM		Completed	-	-	-	-	745
Enrolments	Timetabling S...	2018	VEA	07/12 07:59 AM	07/12 07:59 AM	07/12 08:01 AM		Completed	14	6	-	22	9562
Duties	Timetabling S...	2018	VEA	07/12 07:58 AM	07/12 07:58 AM	07/12 07:58 AM		Completed	-	-	-	-	11
Standard Cl...	Timetabling S...	2018	VEA	07/12 07:58 AM	07/12 07:58 AM	07/12 07:58 AM		Completed	-	-	-	-	567
Subplans	Timetabling S...	2018	VEA	07/12 07:58 AM	07/12 07:58 AM	07/12 07:58 AM		Completed	-	-	-	-	202

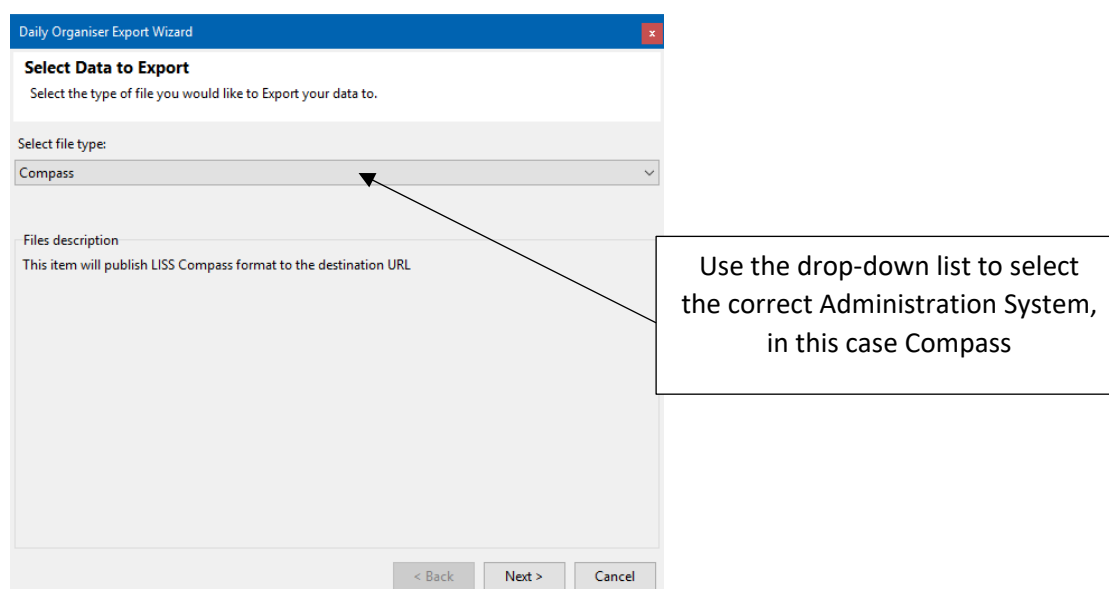
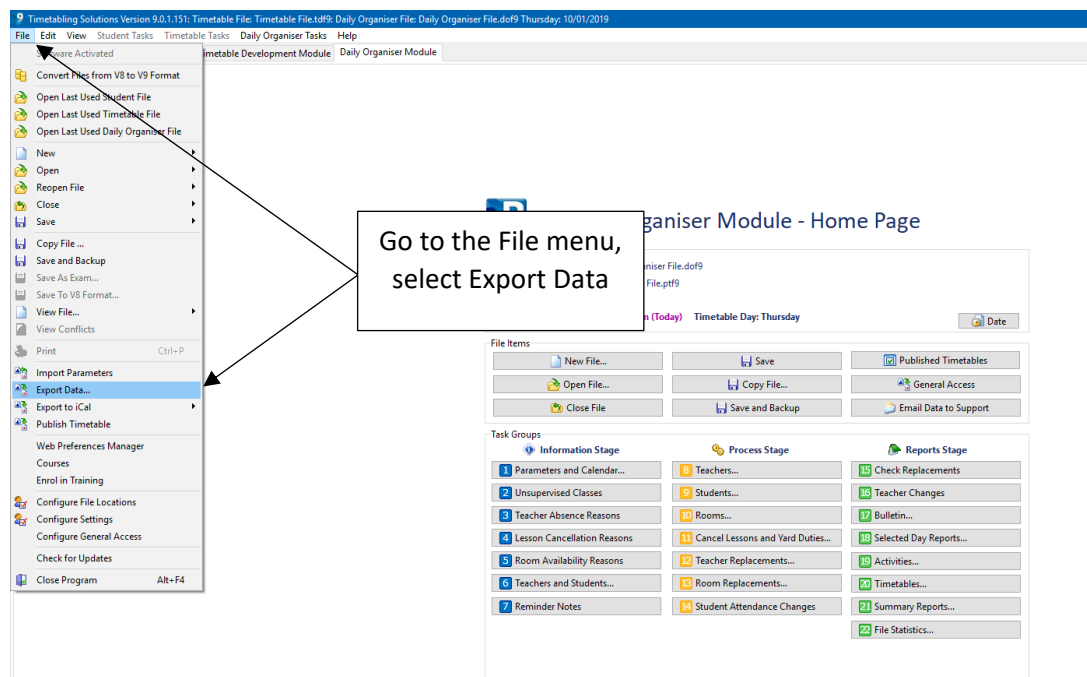
The most recent import is shown at the top, so see the order of imports going from bottom to top.

Each import job is shown in a separate row in the grid (Locations, Enrolments, Classes etc). In the columns at the right, Compass displays how much has changed since the last import, and in what way.

EXPORTING TO COMPASS – DAILY ORGANISER

To use the LISS export for Compass, open the Daily Organiser file then go to the File menu, select Export data then select Compass from the drop-down list.

Note: To successfully export Daily Organiser data to Compass, all published timetables need to comply with the data requirements specified by Compass.



The connection details provided from Compass will then need to be entered and the configuration needs to be saved. Note, this only needs to happen once - subsequent times these details are remembered, and this screen will not be displayed.

9 Timetabling Solutions - Compass Data Manager

Please enter in your Compass connection details

Please contact Compass to obtain your connection details

Compass LISS URL

https://liss-test2.compass.education/services/liss/1?academicYea

User Name

TTUser1

API Key

.....

Save Compass Configuration

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Version No - 1.0.0.76

Enter the URL, User Name and API Key provided by Compass

Click **Save Compass Configuration**

This next screen will be the starting point for subsequent exports via LISS.

9 Timetabling Solutions - Compass Data Manager

Please select the Timetabling Solutions file you wish to exchange data with.

C:\Users\Public\Documents\LISS DATA\Daily Organiser File.dof9

Select file

You can import/export data to SOF9, TDF9 or DOF9 files.

Timetable Date Ranges

Start Date

10/01/2019

Finish Date

21/12/2019

Daily Organiser Date Ranges

Start Date

10/01/2019

Finish Date

10/01/2019

Sliding Scale - Data will be sent 0 days before today and 0 days after today

Select export range by days

Connect file for comparison

Connect to a different server

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Version No - 1.0.0.77

Select the start and finish date for the timetable data and the Daily Organiser Date range to send to Compass

Note: The Compass Timetable export cannot be back-dated and the earliest date that can be selected is today. The Daily Organiser Export process can send up to 10 days in the past and 10 days in the future to Compass.

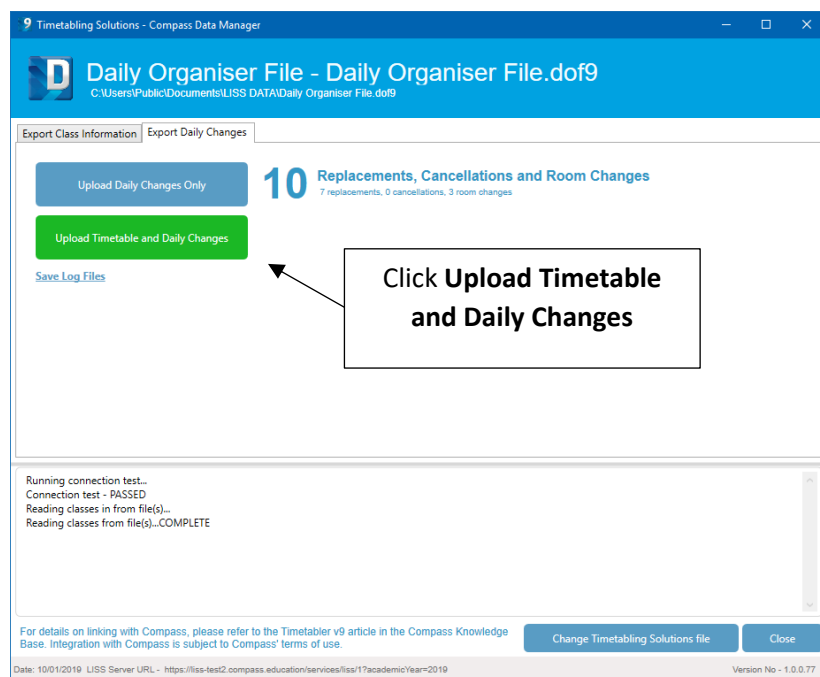
Click **Connect file for comparison**

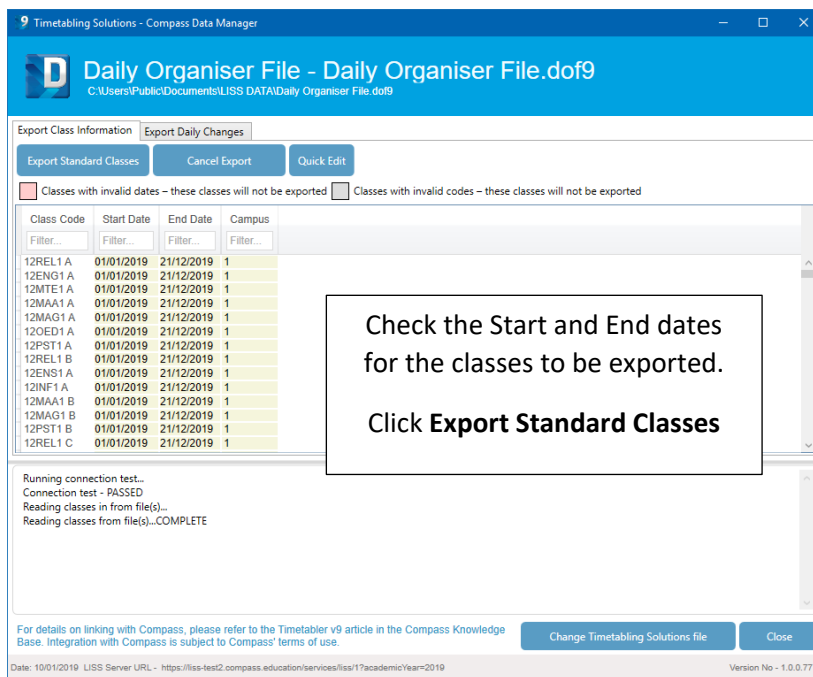
Once this is done, the LISS Data Manager will connect to the LISS Server then check that the timetable data entered conforms to the requirements that Compass requires. (for example, having correctly entered class names and class codes etc). Initial problems that are encountered are displayed in the lower pane.

Note: this connection and checking process does not check to see if the data is correct or that the specific codes match what has been entered in Compass (eg Period codes) but checks that the data has the correct format. The correctness of the data will be checked as part of the internal processing done by Compass.

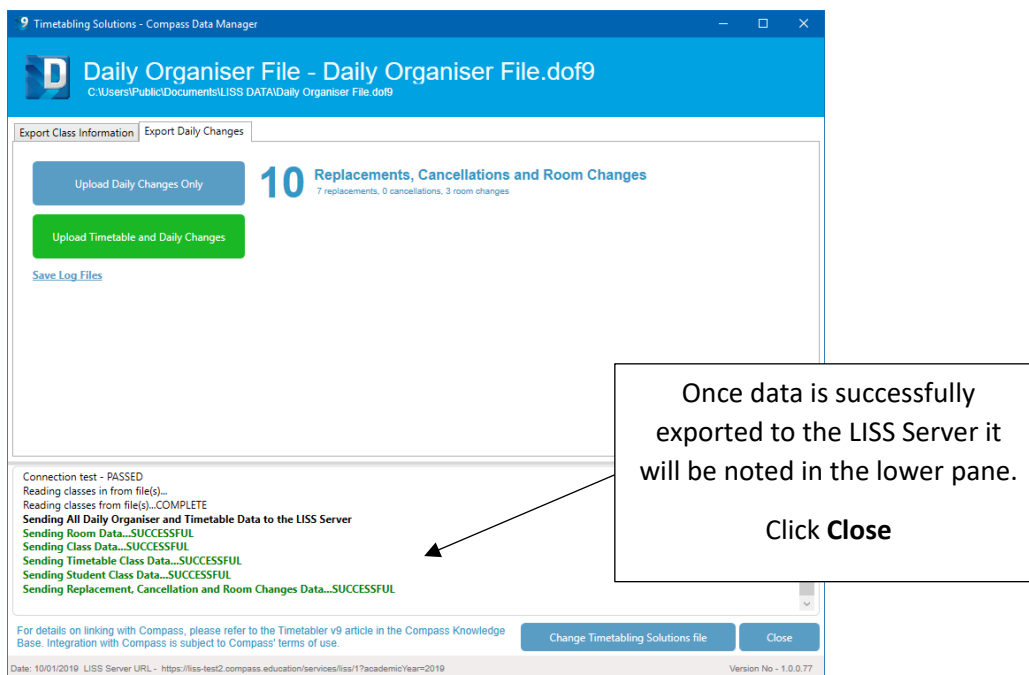
Once the data clears the pre-check, then you can upload only the daily changes (teacher replacements, room changes) using the blue “Upload Daily Changes” button or upload the daily changes and the timetable information (timetable, class and student information) using the green “Upload All” button.

It is recommended that both the timetable information and the Daily changes are exported together – this will remove the potential for the base timetable that exists in Compass to be different to the base timetable that Daily organiser is reading.





The full export process will then proceed.



Compass will then process the export and will report on the success using the standard Compass import job screen (refer to Compass for more details)

Confirmation of a successful data sync can be obtained within Compass on the Import Management tools, which can be accessed by going to the Administration Tools under the cog icon and clicking the link titled "Import Jobs"

Import Jobs													
Import Type	Source	Academic	User	Queued	Started	Finished		Status	In	Add	Del	Upd	Skip
Staff	CompassLin...		JDLF	09/12 04:14 AM	09/12 04:29 AM	09/12 04:29 AM		Completed	-	-	-	126	18
Students	CompassLin...		JDLF	09/12 04:14 AM	09/12 04:26 AM	09/12 04:29 AM		Completed	-	-	-	1523	-
Medical	CompassLin...		JDLF	08/12 04:59 AM	08/12 06:08 AM	08/12 06:08 AM		Completed	-	-	-	-	529
Parents	CompassLin...		JDLF	08/12 04:59 AM	08/12 06:03 AM	08/12 06:08 AM		Completed	-	-	11	1367	-
Staff	CompassLin...		JDLF	08/12 04:58 AM	08/12 06:02 AM	08/12 06:03 AM		Completed	-	-	-	126	18
Students	CompassLin...		JDLF	08/12 04:58 AM	08/12 05:59 AM	08/12 06:02 AM		Completed	-	-	-	1523	-
Lesson Can...	EdvalDaily 2...	2017	VEA	07/12 07:59 AM	07/12 08:02 AM	07/12 08:02 AM		Completed	-	-	-	-	-
Lesson Cov...	EdvalDaily 2...	2017	VEA	07/12 07:59 AM	07/12 08:01 AM	07/12 08:02 AM		Completed	-	-	-	3	723
Location Ch...	EdvalDaily 2...	2017	VEA	07/12 07:59 AM	07/12 08:01 AM	07/12 08:01 AM		Completed	-	-	-	-	-
Timetable	EdvalDaily 2...	2017	VEA	07/12 07:59 AM	07/12 08:01 AM	07/12 08:01 AM		Completed	-	-	-	-	745
Enrolments	EdvalDaily 2...	2017	VEA	07/12 07:59 AM	07/12 07:59 AM	07/12 08:01 AM		Completed	-	14	6	22	9562
Duties	EdvalDaily 2...	2017	VEA	07/12 07:58 AM	07/12 07:58 AM	07/12 07:58 AM		Completed	-	-	-	-	11
Standard Cl...	EdvalDaily 2...	2017	VEA	07/12 07:58 AM	07/12 07:58 AM	07/12 07:58 AM		Completed	-	-	-	-	567
Substitute	EdvalDaily 2...	2017	VEA	07/12 07:58 AM	07/12 07:58 AM	07/12 07:58 AM		Completed	-	-	-	-	302

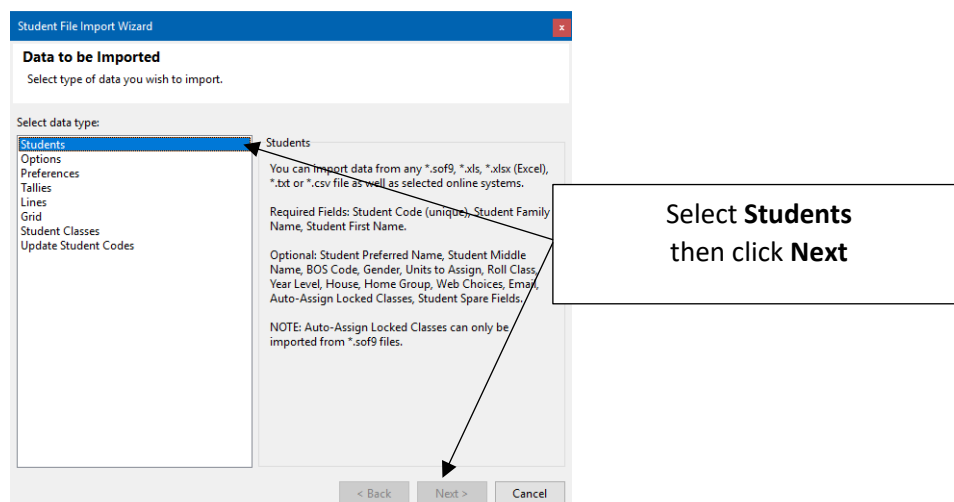
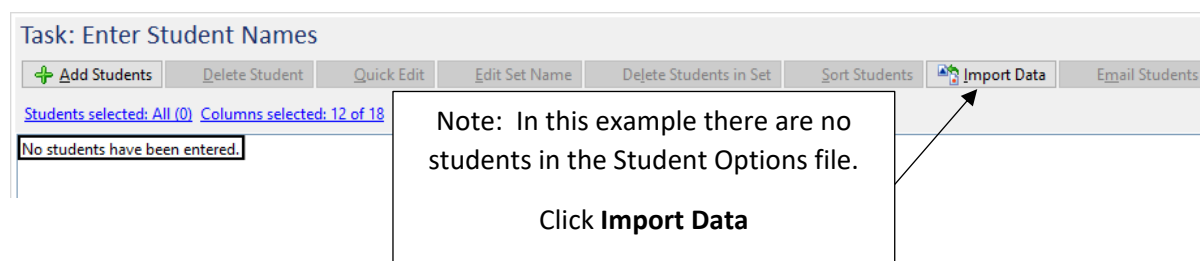
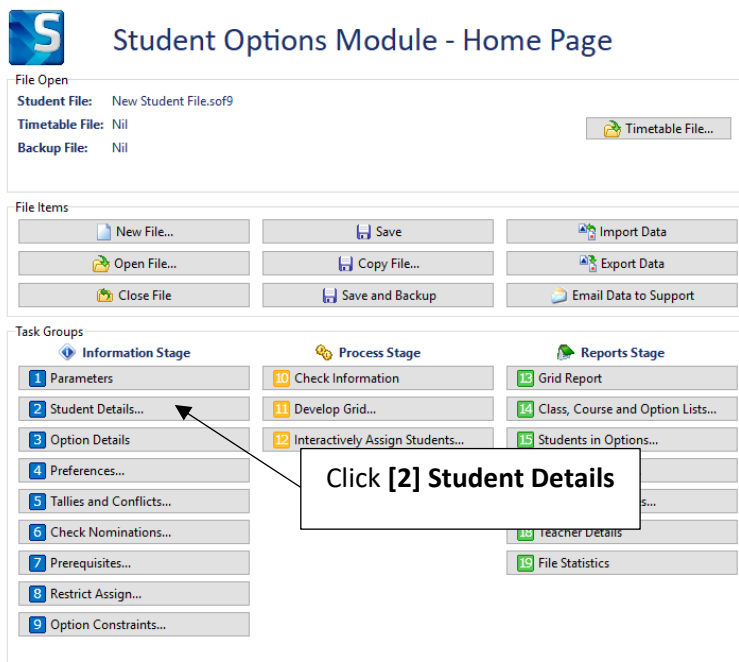
The most recent import is shown at the top, so see the order of imports going from bottom to top.

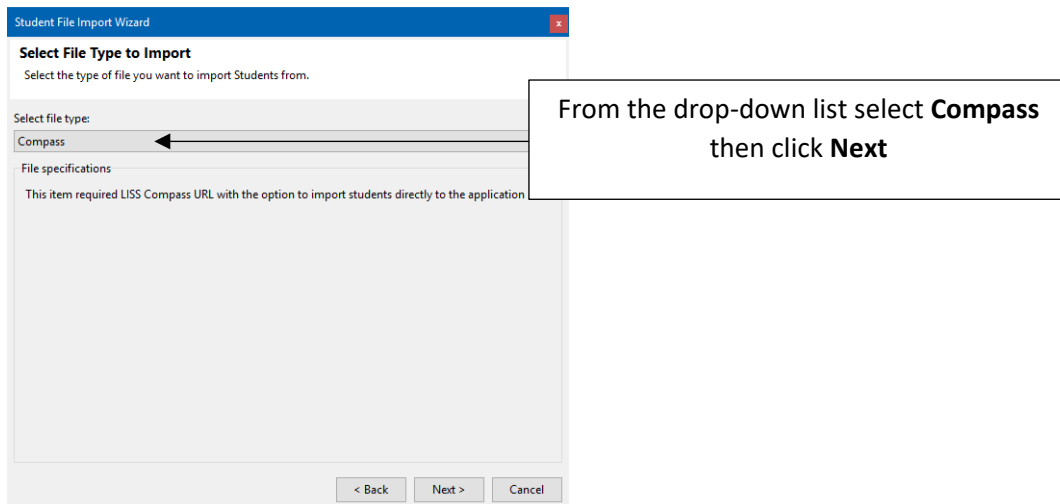
Each import job is shown in a separate row in the grid (Locations, Enrolments, Classes etc). In the columns at the right, Compass displays how much has changed since the last import, and in what way.

Compass will then process the export and will report on the success using the standard Compass import job screen (refer to Compass regarding this)

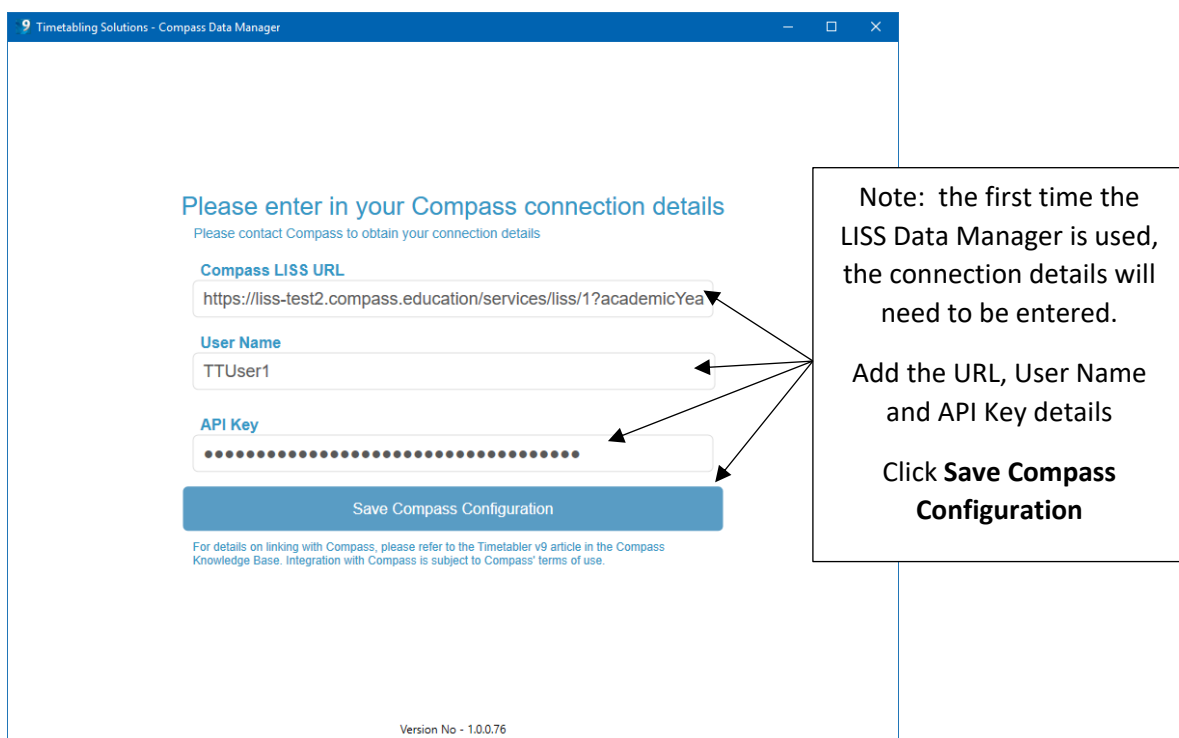
IMPORTING FROM COMPASS – STUDENT OPTIONS

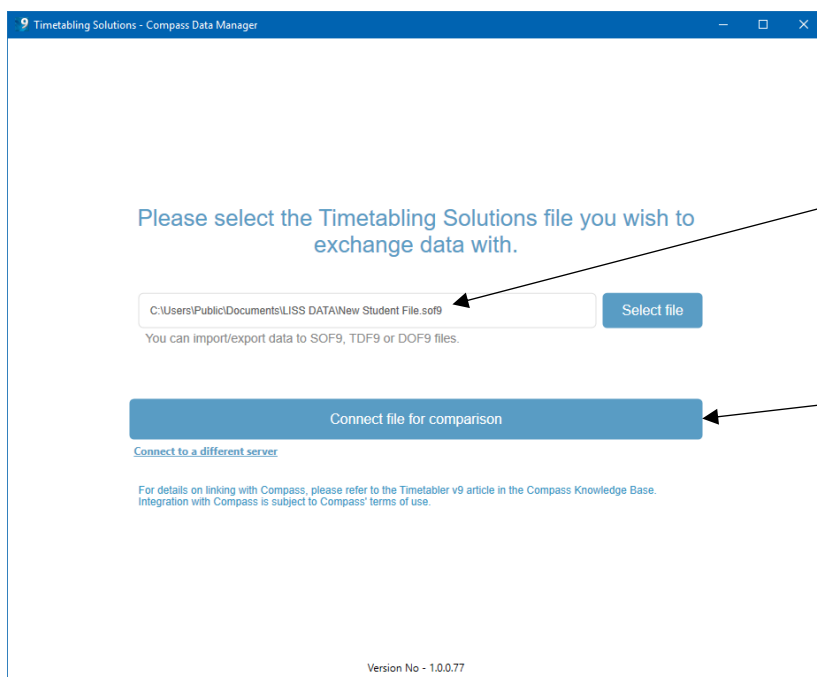
Student information can be imported into Timetabling Solutions Version 9 via the LISS Import method from Compass. To do this, open either a new or existing Student Options file.





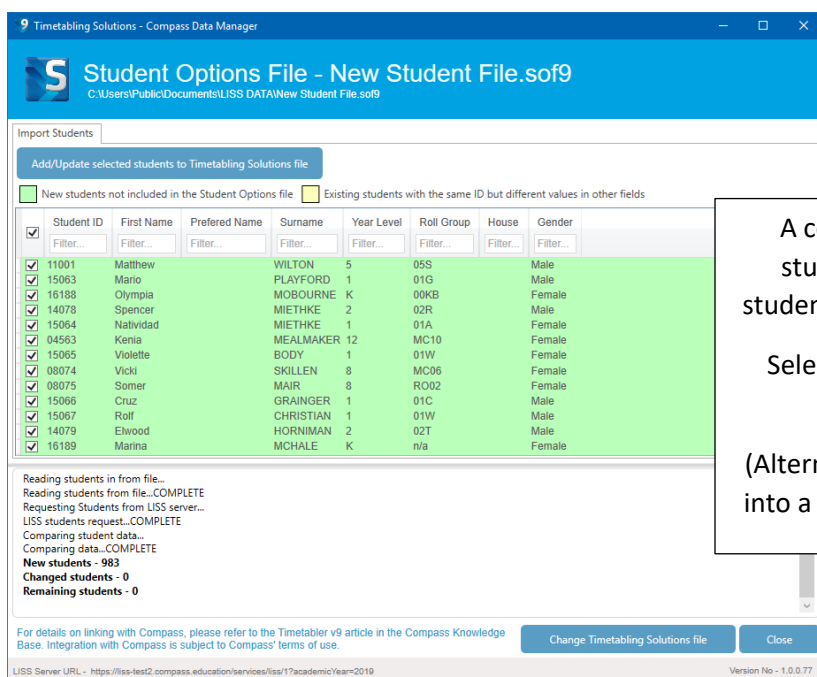
The next step is to enter the connection details provided by Compass and save the configuration. (Note this only needs to happen once - subsequent times these details are remembered, and you will go straight to the next screen)





Note: The open file is automatically listed.

Click
Connect file for comparison



A comparison between the students in the file and the students in Compass is displayed.

Select the students to import using the tick boxes.

(Alternatively import all students into a file then use this to update

9 Timetabling Solutions - Compass Data Manager

Student Options File - New Student File.sof9
C:\Users\Public\Documents\LISS DATA\New Student File.sof9

Import Students

Add/Update selected students to Timetabling Solutions file

☒ New students not included in the Student Options file ☐ Existing students with the same ID but different values in other fields

<input checked="" type="checkbox"/>	Student ID	First Name	Preferred Name	Surname	Year Level	Roll Group	House	Gender
<input type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	12	Filter...	Filter...	Filter...
<input checked="" type="checkbox"/>	04563	Kenia		MEALMAKER	12	MC10		Female
<input checked="" type="checkbox"/>	05134	Alexander		ACKMAN	12	n/a		Male
<input checked="" type="checkbox"/>	04545	Harvey		DONOHUE	12	RO11		Male
<input checked="" type="checkbox"/>	04546	Karly		GRENDA	12	RO11		Female
<input checked="" type="checkbox"/>	04554	Graham		DRAPER	12	RO11		Male
<input checked="" type="checkbox"/>	04555	Cornell		TOWNLEY	12	EXT		Male
<input checked="" type="checkbox"/>	04556	Linnea		MATE	12	CA10		Female
<input checked="" type="checkbox"/>	04557	Trinity		MCGAVIN	12	CA10		Female
<input checked="" type="checkbox"/>	04558	Dwight		KREITMAYER	12	CA11		Male
<input checked="" type="checkbox"/>	04559	Clara		BOCHSA	12	RO11		Male
<input checked="" type="checkbox"/>	04560	Patience		DE GRUCHY	12	RO11		Female
<input checked="" type="checkbox"/>	04561	Diedra		BUKOWSKI	12	MC11		Female
<input checked="" type="checkbox"/>	04548	Raymond		DAGLISH	12	CA10		Male

Reading students in from file...
Reading students from file...COMPLETE
Requesting Students from LISS server...
LISS students request...COMPLETE
Comparing student data...
Comparing data...COMPLETE
New students - 983
Changed students - 0
Remaining students - 0

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Change Timetabling Solutions file Close

LISS Server URL - https://iss-test2.compass.education/services/iss/1?academicYear=2019 Version No - 1.0.0.77

The filter row can be used to display a group of students.

In this example, just the Year 12 students are displayed and selected.

Click **Add/Update selected students to Timetabling Solutions file**

9 Timetabling Solutions - Compass Data Manager

Student Options File - New Student File.sof9
C:\Users\Public\Documents\LISS DATA\New Student File.sof9

Import Students

Add/Update selected students to Timetabling Solutions file Delete selected students from Timetabling Solutions file

☒ New students not included in the Student Options file ☐ Existing students with the same ID but different values in other fields

<input checked="" type="checkbox"/>	Student ID	First Name	Preferred Name	Surname	Year Level	Roll Group	House	Gender
<input type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	12	Filter...	Filter...	Filter...
<input checked="" type="checkbox"/>	04177	Roger		MARSDEN	12	CA10		Male
<input checked="" type="checkbox"/>	04164	Trinity		CORRIGAN	12	PE10		
<input checked="" type="checkbox"/>	04151	Sharron		MCNEILL	12	PE11		
<input checked="" type="checkbox"/>	04154	Reynaldo		NATHAN	12	RO10		
<input checked="" type="checkbox"/>	04156	Cassondra		GOOLD-ADAMS	12	PE11		
<input checked="" type="checkbox"/>	04159	Carey		REHFISCH	12	PE11		
<input checked="" type="checkbox"/>	04162	Raphael		WILTSHIRE	12	MC10		
<input checked="" type="checkbox"/>	04232	Gabriel		CUBADGEE	12	MC10		
<input checked="" type="checkbox"/>	04224	Abbey		VAUGHAN	12	PE10		
<input checked="" type="checkbox"/>	04226	Santana		FINLAY	12	RO10		
<input checked="" type="checkbox"/>	04323	Daniel		OJUROVIC	12	RO11		
<input checked="" type="checkbox"/>	04330	Alexis		OLDEN	12	PE11		
<input checked="" type="checkbox"/>	04336	Kyle		RAYS	12	CA11		

Reading students in from file...
Reading students from file...COMPLETE
Requesting Students from LISS server...
LISS students request...COMPLETE
Comparing student data...
Comparing data...COMPLETE
New students - 904
Changed students - 0
Remaining students - 79

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Change Timetabling Solutions file Close

LISS Server URL - https://iss-test2.compass.education/services/iss/1?academicYear=2019 Version No - 1.0.0.77

The selected students have been imported into the Student Options file and the comparison has now been updated.

Click **Close**

Task: Enter Student Names

[Add Students](#)
[Delete Student](#)
[Quick Edit](#)
[Edit Set Name](#)
[Delete Students in Set](#)
[Sort Students](#)
[Import Data](#)
[Email Students](#)

Students selected: All (79) Columns selected: 12 of 18

No	Full Name	Family Name	First Name	Preferred Name	Middle Name	Code	Gender	Units	Roll Class	Year Level	House	Home Group	Locked
1	MEALMAKER Kenia	MEALMAKER	Kenia	Kenia		04563	Female	0	MC10	12			No
2	ACKMAN Alexander	ACKMAN	Alexander	Alexander		05134	Male	0	n/a	12			No
3	DONOHUE Harvey	DONOHUE	Harvey	Harvey		04545	Male	0	RO11	12			No
4	GRENDA Karly	GRENDA	Karly	Karly		04546	Female	0	RO11	12			No
5	DRAPER Graham	DRAPER	Graham	Graham		04554	Male	0	RO11	12			No
6	TOWNLEY Cornell	TOWNLEY	Cornell	Cornell		04555	Male	0	EXT	12			No
7	MATE Linnea	MATE	Linnea	Linnea		04556	Female	0	CA10	12			No
8	MCGAVIN Trinity	MCGAVIN	Trinity	Trinity		04557	Female	0	CA10	12			No
9	KREITMAYER Dwight	KREITMAYER	Dwight	Dwight		04558	Male	0	CA11	12			No
10	BOCHSA Cleo	BOCHSA	Cleo	Cleo		04559	Male	0	RO11	12			No
11	DE GRUCHY Patience	DE GRUCHY	Patience	Patience		04560	Female	0	RO11	12			No
12	BUKOWSKI Diedra	BUKOWSKI	Diedra	Diedra		04561	Female	0	MC11	12			No
13	DAGLISH Raymond	DAGLISH	Raymond	Raymond		04548	Male	0	CA10	12			No
14	PÄTTMANN Jettie	PÄTTMANN	Jettie	Jettie		04542	Female	0	CA11	12			No
15	CAWTHORNE Rachell	CAWTHORNE	Rachell	Rachell		04567	Female	0	MC10	12			No
16	MALBY Roger	MALBY	Roger	Roger		04566	Male	0	CA11	12			No
17	WINDICH Rogelio	WINDICH	Rogelio	Rogelio		04564	Male	0	MC11	12			No
18	PITTARD Debby	PITTARD	Debby	Debby		04565	Female	0	PE11	12			No
19	SALISBURY Hilaria	SALISBURY	Hilaria	Hilaria		04182	Female	0	RO10	12			No
20	STRICKLAND Conrad	STRICKLAND	Conrad	Conrad		04201	Male	0	RO10	12			No
21	JEFFERIS Calvin	JEFFERIS	Calvin	Calvin		04219	Male	0	CA11	12			No
22	MARSDEN Roger	MARSDEN	Roger	Roger		04177	Male	0	CA10	12			No
23	MCNEILL Sharon	MCNEILL	Sharon	Sharon		04151	Female	0	PE11	12			No

Supplementary List
Preferences: MEALMAKER Kenia / 04563 / 12 /
The student has no preference nominations.

Selected students have now been imported into the Student Options file.

IMPORTING FROM COMPASS – TIMETABLE DEVELOPMENT

Teacher and room details can be imported into the Timetabling Solutions Version 9 via the LISS Import method from Compass. To do this, open either a new or existing Timetable Development file.

Timetable Development Module - Home Page

File Open
Timetable File: timetable file.tdf9
Student Files: Nil
Backup File: Nil
Quick Export: Compass

File Items

[New File...](#)
[Save](#)
[Quick Export](#)

[Open File...](#)
[Copy File...](#)
[Publish Timetable](#)

[Close File](#)
[Save and Backup](#)
[Email Data to Support](#)

Task Groups

Information Stage
Process Stage
Reports Stage

1 Parameters...
2 Year Levels and Roll Classes...
3 Faculty Details...
4 Teacher Details...
5 Room Details
6 Student Files...
7 Curriculum Details...
8 Staffing and Faculties...
9 Student Classes...
10 Yard Duty Details...

11 Prepare for Construction...
12 Blocking Pattern...
13 Construct Timetable...
14 Edit Timetable
15 Allocate Yard Duties
16 Check Timetable

17 Master Timetables...
18 Roll Class Timetables
19 Teacher Timetables...
20 Room Timetables...
21 Class Timetables...
22 Student Timetables...
23 Class Lists...

Click [4] Teacher Details

Task: Enter Teacher Names

[Add Teachers](#)
[Delete Teacher](#)
[Quick Edit](#)
[Sort Teachers](#)
[Teacher Loads](#)
[Compare Files](#)
[Import Data](#)
[Email Teachers](#)

Teachers selected: All (0) Columns selected: 13 of 1

No teachers have been entered.

Note: In this example there are no teachers in the Timetable Development file.

Click **Import Data**

The screenshot shows the 'Timetable File Import Wizard' window. The title bar is blue with the text 'Timetable File Import Wizard'. The main heading is 'Data to be Imported' with the instruction 'Select type of data you wish to import.' Below this is a list box labeled 'Select data type:' containing various options. 'Teachers' is highlighted in blue. To the right of the list box, there is text explaining that data can be imported from *.tdf9, *.xls, *.xlsx (Excel), *.txt or *.csv files, or from selected online systems. It lists required fields: Teacher Code (unique), Teacher First Name, Teacher Last Name, Teacher First Name. Optional fields include Teacher Middle Name, Title, Proposed Load, Days Unavailable, Periods Unavailable, Max Yard Duty Load, Periods Off, Consecutive Periods, Email, Teacher Spare Fields. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

Select **Teachers**
then click **Next**

The screenshot shows the 'Timetable File Import Wizard' window. The title bar is blue with the text 'Timetable File Import Wizard'. The main heading is 'Select File Type to Import' with the instruction 'Select the type of file you want to import Teachers from.' Below this is a list box labeled 'Select file type:' with 'Compass' selected. To the right of the list box, there is text stating 'File specifications' and 'This item required LISS Compass URL with the option to import teachers directly to the application'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

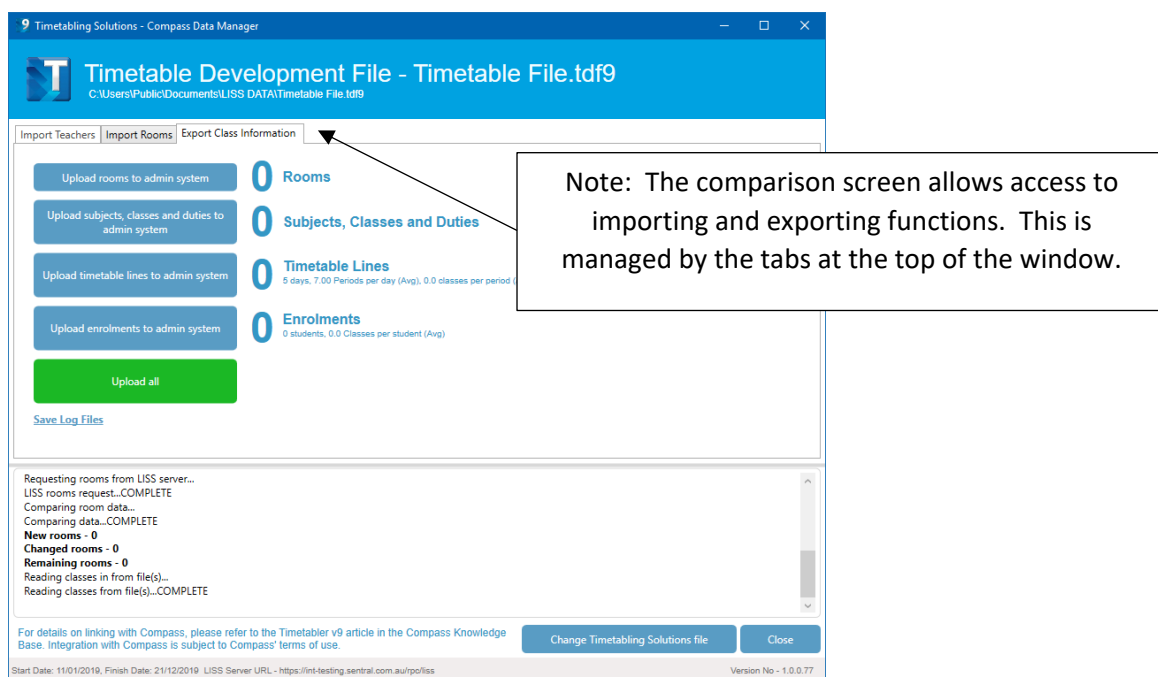
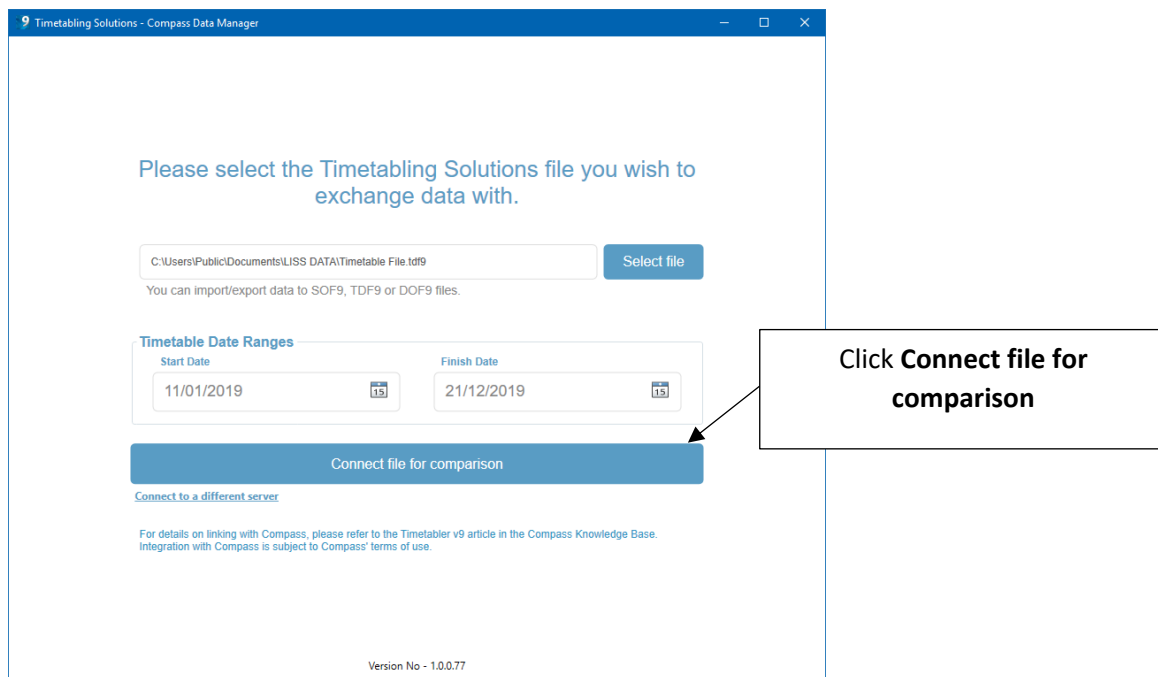
Select the source of the teacher
list. In this case select **Compass**

Click **Next**

The screenshot shows the 'Timetabling Solutions - Compass Data Manager' window. The title bar is blue with the text 'Timetabling Solutions - Compass Data Manager'. The main heading is 'Please enter in your Compass connection details' with the instruction 'Please contact Compass to obtain your connection details'. Below this are three input fields: 'Compass LISS URL' with the value 'https://liss-test2.compass.education/services/liss/1?academicYea', 'User Name' with the value 'TTUser1', and 'API Key' with a masked value. Below these fields is a blue button labeled 'Save Compass Configuration'. At the bottom, there is a small text block: 'For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.' At the very bottom, it says 'Version No - 1.0.0.77'.

Enter the URL, User Name and
API Key provided by Compass

Click **Save Compass Configuration**



IMPORT TEACHERS INTO TIMETABLE DEVELOPMENT

9 Timetabling Solutions - Compass Data Manager

Timetable Development File - Timetable File.tdf9
C:\Users\Public\Documents\LISS DATA\Timetable File.tdf9

Import Teachers | Import Rooms | Export Class Information

Add/Update selected teachers to the Timetabling Solutions file

☐ New teachers not included in the Timetable Development file ☐ Existing teachers with the same code but different values in

<input checked="" type="checkbox"/>	Teacher Code	First Name	Surname
<input checked="" type="checkbox"/>	REVI	Elouise	GREVILLE
<input checked="" type="checkbox"/>	ENZI	Elizabeth	MENZIES
<input checked="" type="checkbox"/>	AMME	Susannah	HAMMER
<input checked="" type="checkbox"/>	GAR	Filomena	AGAR
<input checked="" type="checkbox"/>	ALES	Sherise	WALES
<input checked="" type="checkbox"/>	EONS	Kelli	LEONSKI
<input checked="" type="checkbox"/>	UDMO	Maribel	CUDMORE
<input checked="" type="checkbox"/>	EFFE	Cleotilde	JEFFERY
<input checked="" type="checkbox"/>	ULLY	Jessika	TULLY
<input checked="" type="checkbox"/>	LEIG	Cassandra	SLEIGH
<input checked="" type="checkbox"/>	ROAD	Deneen	BROADHURST
<input checked="" type="checkbox"/>	RILL	Catalina	GRILLS
<input checked="" type="checkbox"/>	OLMA	Elizabeth	HOLMAN

Requesting rooms from LISS server...
LISS rooms request...COMPLETE
Comparing room data...
Comparing data...COMPLETE
New rooms - 0
Changed rooms - 0
Remaining rooms - 0
Reading classes in from file(s)...
Reading classes from file(s)...COMPLETE

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Change Timetabling Solutions file | Close

Start Date: 11/01/2019, Finish Date: 21/12/2019 LISS Server URL - https://int-testing.sentrail.com.au/pc/liiss Version No - 1.0.0.77

Click the **Import Teachers** tab

A comparison between the teacher information in the two systems is displayed.

Teachers can be selected using the tick box.

To import teachers into the timetable file, click **Add\Update selected teachers to the Timetabling Solutions file**

Click **Close**

Task: Enter Teacher Names

[Add Teachers](#) [Delete Teacher](#) [Quick Edit](#) [Sort Teachers](#) [Teacher Loads](#) [Compare Files](#) [Import Data](#) [Email Teachers](#)

Teachers selected: All (13) Columns selected: 13 of 19

No	Full Name	Title	First Name	Middle Name	Family Name	Code	Proposed Load	Actual Allot	Actual Load	%Prop Load	Max YD Load	YD Load	Email	Spare1
1	GREVILLE Elouise		Elouise		GREVILLE	REVI	0.00	0	0.00	100	0.00	0.00		
2	MENZIES Elizabeth		Elizabeth		MENZIES	ENZI	0.00	0	0.00	100	0.00	0.00		
3	HAMMER Susannah		Susannah		HAMMER	AMME	0.00	0	0.00	100	0.00	0.00		
4	AGAR Filomena		Filomena		AGAR	GAR	0.00	0	0.00	100	0.00	0.00		
5	WALES Sherise		Sherise		WALES	ALES	0.00	0	0.00	100	0.00	0.00		
6	LEONSKI Kelli		Kelli		LEONSKI	EONS	0.00	0	0.00	100	0.00	0.00		
7	CUDMORE Maribel		Maribel		CUDMORE	UDMO	0.00	0	0.00	100	0.00	0.00		
8	JEFFERY Cleotilde		Cleotilde		JEFFERY	EFFE	0.00	0	0.00	100	0.00	0.00		
9	TULLY Jessika		Jessika		TULLY	ULLY	0.00	0	0.00	100	0.00	0.00		
10	SLEIGH Cassandra		Cassandra		SLEIGH	LEIG	0.00	0	0.00	100	0.00	0.00		
11	BROADHURST Deneen		Deneen		BROADHURST	ROAD	0.00	0	0.00	100	0.00	0.00		
12	GRILLS Catalina		Catalina		GRILLS	RILL	0.00	0	0.00	100	0.00	0.00		
13	HOLMAN Elizabeth		Elizabeth		HOLMAN	OLMA	0.00	0	0.00	100	0.00	0.00		

The teachers have now been imported into the timetable file.

IMPORT ROOMS INTO TIMETABLE DEVELOPMENT

Click the **Import Rooms** tab

A comparison between the room information in the two systems is displayed.

Rooms can be selected using the tick box.

To import rooms into the timetable file, click **Add\Update selected rooms to the Timetabling Solutions file**

Click **Close**

Requesting rooms from LISS server...
LISS rooms request...COMPLETE
Comparing room data...
Comparing data...COMPLETE
New rooms - 771
Changed rooms - 0
Remaining rooms - 0
Reading classes in from file(s)...
Reading classes from file(s)...COMPLETE

For details on linking with Compass, please refer to the Timetabler v9 article in the Compass Knowledge Base. Integration with Compass is subject to Compass' terms of use.

Start Date: 11/01/2019, Finish Date: 21/12/2019 LISS Server URL - https://liss-test2.compass.education/services/liss/1?academicYear=2019

Version No - 1.0.0.77

Task: Enter Room Names

[+ Add Rooms](#)
[X Delete Room](#)
[X Delete All Rooms](#)
[Quick Edit](#)
[Sort Rooms](#)
[Import Data](#)
[Room Allotments](#)

Rooms selected: All (17)

No	Name	Code	Seats	Allotment	Notes
1	Unassigned	UNASSIGNED	0		
2	D16	D16	0		
3	D17	D17	0		
4	D22	D22	0		
5	D23	D23	0		
6	D24	D24	0		
7	D25	D25	0		
8	D26	D26	0		
9	D27	D27	0		
10	D28	D28	0		
11	D14	D14	0		
12	D29	D29	0		
13	LG12	LG12	0		
14	LG13	LG13	0		
15	LG14	LG14	0		
16	LG21	LG21	0		
17	LG22	LG22	0		

The rooms have now been imported into the timetable file.