

Guidelines for import from CSV files



Guidelines for import from CSV files
www.wisetimetable.com

Wise Technologies d.o.o.
Jarska cesta 10a
SI-1000 Ljubljana, Slovenia
www.wise-t.com



support@wise-t.com

Content:

1.	Import rooms.....	3
2.	Import lecturers.....	3
3.	Import courses.....	4
4.	Import students.....	5

From CSV file can be import data about:

- rooms,
- lecturers,
- courses,
- students.

1. Import rooms

Imported are following data:

- Room name,
- Number of seats and
- Equipment.

Data example:

Room name	Number of seats	Equipment
R – 01	282	
R – 02	40	Computers, Phono equipment
R – 03	20	Laboratory equipment
R – 04	36	Computers

Example of CSV file: `rooms.csv`

Data for one room are written in one row. The room name is written in first column, the number of seats in the second and the equipment in third and following.

When CSV file is prepared choose Data → Import Data From CSV File → Import Rooms in the menu.

2. Import lecturers

Imported are following data:

- Surname,
- Name and
- Lecturer's code.

Data example:

Surname	Name	Code
Scott	Nelly	SN
Rogers	Tom	
Meyers	Nicole	MN

Example of CSV file: `lecturers.csv`

Data for one lecturer are written in one row. The lecturer's surname is written in first column, the name in the second and the code in the third (not obligatory).

When CSV file is prepared choose Data → Import Data From CSV File → Import Lecturers in the menu.

3. Import courses

Imported are following data:

- Program name,
- Program code,
- Year,
- Subject area name,
- Subject area code,
- Course name,
- Course code,
- Course type,
- First week of execution,
- Last week of execution,
- Number of hours per week,
- Lecturer's surname and
- Lecturer's name.

Data example:

No.	Program name	Program code	Year	Subject area name	Subject area code	Course name
1	Business sciences	BS	1	Management	MNG1	Introduction to Business
2	Business sciences	BS	1	Management	MNG1	Introduction to Organization
3	Business sciences	BS	1	Management	MNG1	Introduction to Organization
4	Business sciences	BS	3	Management	MNG3	Business Communication

(continuation):

No.	Course code	Type	Lecturer's name	Lecturer's surname	First week	Last week	Hours per week
1	IB	lecture	Peter	Smith	1	15	2+2
2	IO	lecture	Daryl	Miller	1	15	3
3	IO	tutorial	Jamie	Cornelius	1	6	4
4	BC	lecture	Jack	Black	1	15	2

Example of CSV file: `courses.csv`

See format description in the following file: `courses-format-description.xls`

When CSV file is prepared choose Data → Import Data From CSV File → Import Courses in the menu.

4. Import students

Imported are following data:

- Student number,
- Surname and
- Name

Data example:

Student No.	Surname	Subject area name
19375211	AMMONS	ABBIE
19375212	AUMAN	KAYLYN
19375213	BAILEY	KAROLYN
19375214	BAKER	PHYLLIDA

Example of CSV file: `students.csv`

Data for one student are written in one row. The student number is written in first column, the surname in the second and the name in third.

There are two ways to import students:

1. When CSV file is prepared choose Edit → Students in the menu and select program, subject area and year where you want to insert students. Then press Import button and choose CSV file.
2. When CSV file is prepared select View By Student in the main window → select Program, Year and Subject Area for which you want to import students. Then choose Data → Import Data From CSV File → Import Students in the menu and load prepared CSV file.