

# WISE TIMETABLE 5

## *Guidelines for import from CSV files*



Wise Timetable

[www.wisetimetable.com](http://www.wisetimetable.com)

Wise Technologies Ltd

[www.wise-t.com](http://www.wise-t.com)

Cesta 24. junija 23

1231 Ljubljana

Slovenia (EU)

Guidelines for import  
from CSV files



[support\\_wise@wise-t.com](mailto:support_wise@wise-t.com)

Publication date: April, 2015

# Import from CSV files

---

## Contents

1. Import rooms.....	3
2. Import lecturers.....	3
3. Import programs.....	4
4. Import courses.....	5
5. Import reservations .....	7
6. Import students .....	7
7. Import exams.....	8
8. Import course constraints .....	10
9. Import courses – misc.....	10
10. Import groups – misc .....	13
11. Import students – misc.....	15

# Import from CSV files

## 1. Import rooms

The following data are imported:

- room name (mandatory),
- number of seats (mandatory, can be '0'),
- equipment (optional, one or more equipment separated by CSV separator if written in the same field, if you don't want to use CSV separator just move to the next field in the same row).

Data example:

Room name	Number of seats	Equipment
R 1	36	Microscope,
R 2	40	Computers Earphones
R 3	20	Laboratory equipment
R 4	282	

Example of one CSV file: Import Rooms.csv

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

Example of one CSV line:

R 1;36;Microscope

R 2;40;Computers;Earphones

R 3;20;Laboratory equipment

R 4;282;

When CSV file is prepared choose Data → Import Data From CSV File → Import Rooms

## 2. Import lecturers

The following data are imported:

- name (mandatory),
- surname (mandatory),
- email (if email is already at this place it will be the last parameter, if not this is the place for lecturer's code),

## Import from CSV files

- lecturer's role (optional, used for web reservations, must be 3 characters thing, e.g. 100; turning on roles for professor, administrator, other),
- email (optional, if not provided in third column it can be here),
- lecturer's password (optional).

Data example:

Name	Surname	Email (Code)	Lecturer's role	Email (optional)	Lecturer's password
James	McClusky	james.m@domain.com			
Stan	Phillips	SP22	100	stan.phill@domain.com	

Example of one CSV file: Import Lecturers.csv

Data for one lecturer are written in one row. Lecturer's name is written in the first column, lecturer's surname is in the second, email/code in the third, lecturer's role in the fourth, email (optional) in the fifth and lecturer's password in the sixth.

Example of one CSV line:

James;McClusky;james.m@domain.com;;;

Stan;Phillips;SP22;100;stan.phill@domain.com;

When CSV file is prepared choose Data → Import Data From CSV File → Import Lecturers

### 3. Import programs

The following data are imported:

- program name (mandatory),
- program code (optional),
- number of years (optional).

Data example:

Program name	Program code	Number of years
Undergraduate	BAC	3
Graduate	MAS	

## Import from CSV files

---

Example of one CSV file: Import Programs.csv

Data for one program are written in one row. Program name is written in the first column, program code in the second and number of years in the third.

Example of one CSV line:

Undergraduate;BAC;3

Graduate;MAS;

When CSV file is prepared choose Data → Import Data From CSV File → Import Programs

### 4. Import courses

The following data are imported:

- program name (mandatory),
- program code (mandatory, can be empty),
- number of years (mandatory),
- branch name (mandatory for universities, does not exist for schools),
- branch code (mandatory for universities, does not exist for schools, can be empty),
- course name (mandatory),
- course name translation (mandatory, can be empty - used for multilingual web pages),
- course code (mandatory, can be empty),
- course type (mandatory),
- begin week number (mandatory),
- end week number (mandatory),
- hours per week (mandatory),
- lecturer's first name (mandatory),
- lecturer's last name (mandatory),
- lecturer's ID (optional),
- groups information - can be one or more single group information separated by comma character.

One group info consists of group name and group settings set in parenthesis. This settings are optional. You can set the following: number of students, parent name and email. See the example:

Groupame1(23, parentGroup, groupemail1), Groupname2(25, parentGroup, groupemail2), ...

## Import from CSV files

Groupname1(23, parentGroup, groupemail1), groupname2(25, parentGroup, groupemail2), ...  
Groupname1(23, , groupemail1), ...

- Turn index (optional, enabling one or more turns to be created by putting turn numbers from one to up),
- Turn part index (optional, enabling one or more turn parts to be created. Turn part is same lecture provided by the same lecturer but with different groups).

Note: The number of hours per week must be larger than 0. If the course doesn't have the same hours per week in whole timetable, insert e.g. 1-12:2,13-15:3. That means that the course has 2 hours per week from 1st to 12th week and 3 hours per week from 13th to 15th week.

Data example:

Program name	Program Code	Number of years	Branch name	Branch code	Course name	Course name (translation)	Course code	Course type	Begin week number	End week number	Hour per week	Lecturer's first name	Lecturer's last name	Lecturer's ID	Groups information	Turn index	Turn part index
Undergraduate	BAC	1	Business Computing and IT	BCIT	Databases		DB1	tutorial	1	20	2	James	McClusky		Group1(20,,group1@domain.com)	1	2

Example of one CSV file: Import Courses.csv

Data for one course are written in one row.

Example of one CSV line:

Undergraduate;BAC;1;BusinessComputingandIT;BCIT;Databases;;DB1;tutorial;1;20;2;James;McClusky;;Group1(20,,group1@domain.com);1;2

Graduate;MAS;1;BusinessComputingandIT;BCIT;Databases;;DB1;tutorial;1;20;2;James;McClusky;;Group1(20,Group2,group1@domain.com);1;2

## Import from CSV files

When CSV file is prepared choose Data → Import Data From CSV File → Import Courses

### 5. Import reservations

The following data are imported:

- date (mandatory, must be in date format defined Settings → Miscellaneous → View, e.g. 25.3),
- duration parameters in following format: first hour:first minutes-second hour:second minutes, e.g. 08:30-10:00. Note that, in order that this import is successful, your time labels (set in Settings → Time labels) must conform to this format in order to find appropriate hours (mandatory),
- room name (mandatory).

Data example:

Date	Duration parameters	Room name
13.4	10:00-12:00	R 1
14.4	10:00-12:00	R 3

Example of one CSV file: Import Reservations.csv

Data for one reservation are written in one row. Date is written in the first column, duration parameters in the second and room name in the third.

Example of one CSV line:

13.4;10.00-12:00;R1

When CSV file is prepared choose Data → Import Data From CSV File → Import Reservations

### 6. Import students

The following data are imported:

- student ID (mandatory, can be alphanumeric),
- year (mandatory, can be 0 in which case the year is ignored),
- last name (mandatory),
- first name (mandatory),
- email (optional),
- group name (optional, can be empty if you don't want student to belong any group yet)

## Import from CSV files

- one or more identifications for courses needed for final exams (optional). See the example: `courseName1(courseTypeCode1),courseName2(courseTypeCode2)...`

**Note** that course type code is optional parameter and you can mention here only course name in which case software will take whole course for the final exam. However if the course code is set it must be one of the course type names or corresponding codes set in Settings → Course types.

Data example

Student ID	Year	Last name	First name	Email	Group name	Course identification
52678	1	Agnes	Jim	<a href="mailto:agnes.jim@domain.com">agnes.jim@domain.com</a>		Financial Accounting(tutorial), Innovation(lecture)
94265	2	Burch	Sam			
62462	2	Smith	Tony	<a href="mailto:smith.tony@domain.com">smith.tony@domain.com</a>	Group1	Databases(lecture)

Example of one CSV file: Import Students.csv

Data for one student are written in one row. Student ID written in the first column, year in the second, student's last name in the third, student's first name in the fourth, email in fifth, group name in the sixth and course identification in the seventh.

Example of one CSV line:

62462;2;Smith;Tony;smith.tony@domain.com;Group1;Databases(lecture)

When CSV file is prepared choose Data → Import Data From CSV File → Import Students

## 7. Import exams

The following data are imported:

- date (mandatory, must be in date format defined Settings → Miscellaneous → View, e.g. 25.3),
- start hour in format HH:MM (mandatory) - Note that, in order that this import is successful, your time labels (set in Settings → Time labels) must conform to this format in order to find appropriate hours,



## Import from CSV files

- end hour in format HH:MM (mandatory) - Note that, in order that this import is successful, your time labels (set in Settings → Time labels) must conform to this format in order to find appropriate hours,
- course name (mandatory),
- room name (mandatory),
- professor 1 name (mandatory),
- professor 2 name (mandatory, can be empty),
- professor 3 name (mandatory, can be empty),
- professor 4 name (mandatory, can be empty).

This import will make room reservations with comments including course and professor's name.

Data example:

Date	Start hour	End hour	Course name	Room name	Professor 1 name	Professor 2 name	Professor 3 name	Professor 4 name
25.4	10:00	12:00	Databases	R 1	Tom Rogers			
25.4	13:00	15:30	Financial Accounting	R 4	Stan Phillips	Margaret Wood		
26.4	11:30	14:00	Innovation	R 2	Stan Philips			

Example of one CSV file: Import Exams.csv

Data for one student are written in one row. Date written in the first column, start hour in the second, end hour in the third, course name in the fourth, room name fifth, first professor's name in the sixth, second professor's name in the seventh, third professor's name in the eighth and forth professor's name in the ninth column.

Example of one CSV line: 25.4;10:00;12:00;Databases;R1;TomRogers;;;

When CSV file is prepared choose Data → Import Data From CSV File → Import Exams

## Import from CSV files

### 8. Import course constraints

The following data are imported:

- course code or course name (mandatory),
- generate for sixth day of the week (mandatory, e.g. Saturday, can be 0 or 1),
- start hour (mandatory: if you put -2 into this value, start hour and following parameters will be ignored, otherwise this corresponds to time label sequence number),
- after hour (mandatory, can be 0, -1, 1. 0=start hour is exact hour of course start, -1=course will start before start hour, 1=course will start after start hour).

Data example:

Course code/Course name	Generate for sixth day of the week	Start hour	After hour
Innovation	0	-2	0
Databases	1	12:00	0
Financial Accounting	1	16:00	-1

Example of one CSV file: Import Course Constraints.csv

Data for one course constraint are written in one row. Course code or course name written in the first, generate for sixth day of the week in the second, start hour in the third and after hour in the forth column.

Example of one CSV line:

Innovation;0;-2;0

When CSV file is prepared choose Data → Import Data From CSV File → Import Course Constraints

### 9. Import courses – misc

This file contains description, where are the various fields inside the import. This import is completely aware of the existing state in timetable – only entities which are not found (programs, branches, years, courses, constraints, ...) are created. There is no worries if the same or modified file is imported more times into same timetable. Ini (Settings) file for the import looks like this (telling us at which columns is information):

```
// Menu->Import from CSV --> Import courses misc: configuration,  
// is comment line, USE ANSI ENCODING PLEASE  
17; NUMBER OF COLUMNS
```

## Import from CSV files

---

;; DELIMITER BETWEEN LINE COLUMNS

-; PLACEHOLDER FOR EMPTY OR NON-RELEVANT COLUMNS

1; program name

2; year 1-9

3; first week 1-52

4; last week 1-52

5; fixed term in form: N:TIME LABEL, where N is number of work day in week (1-7), TIME LABEL must exists already!

6; course name

7; course type

8; first tutor last name

9; first tutor first name

10; second tutor last name (can be empty)

11; second tutor first name (can be empty)

12; third tutor last name (can be empty)

13; third tutor first name (can be empty)

14; duration in one week (duration string: e.g. 4, or 2+2) - will be applied for each week from first to last

15; preferred room name (can be empty)

16; number of students in one turn - if this is exceeded, new one will be automatically created

17; skip pauses (0 or 1) - assume there is no pauses between hours - use mapping from files wtt.fromschmap and wtt.toschmap

There are descriptions inside the file about the rows. Imported file itself looks like this:

// first line – is ignored!

OTO,2,22,37,,Marketing,P+S,Tom,Brig,,,,,3,,125,1

OTO,2,22,37,,Marketing,V,Sting,Nina,,,,,2,L4,15,1

GMT,1,22,37,,Mathematics,P+S,White,Ann,,,,,4,,125,1

GMT,1,22,37,,Mathematics,V,Shon,Lowren,Weingerl,,,2,RU-2,15,1

PTO,1,22,37,, Mathematics,P,Byork,Barbara,,,,,2,,125,1

...

The following data is imported:

- program name (mandatory),
- year (mandatory),
- first week (mandatory),
- last week (mandatory),
- course name (mandatory),
- course type (mandatory),
- first tutor last name (mandatory),

## Import from CSV files

- first tutor first name (mandatory),
- second tutor last name (can be empty),
- second tutor first name (can be empty),
- third tutor last name (can be empty),
- third tutor first name (can be empty),
- duration in one week (mandatory),
- preferred room name (can be empty)
- number of students in one turn (mandatory),
- skip pauses (0 or 1) (mandatory).

Data example:

Program name	Year	First week	Last week	Course name	Course type	1 <sup>st</sup> tutor last name	1 <sup>st</sup> tutor first name	2 <sup>nd</sup> tutor last name	2 <sup>nd</sup> tutor first name	3 <sup>rd</sup> tutor last name	3 <sup>rd</sup> tutor first name	Duration in the week	Preferred room	Number of students in	Skip pauses
Undergraduate	1	1	21	Databases	tutorial	McClusky	James	Meyers	Nicole			2	R 1	5	1

Example of one CSV file: Import Courses - misc.csv

Data for one course misc are written in one row.

Example of one CSV line:

Undergraduate;1;1;21;Databases;tutorial;McClusky;James;Meyers;Nicole;;;2;R1;5;1

When CSV file is prepared choose Data → Import Data From CSV File → Import Courses - misc

### 10. Import groups – misc

This file contains description, where are the various fields inside the import. This import is completely aware of the existing state in timetable – only entities which are not found (programs, branches, years, courses, constraints, ...) are created. There is no worries if the same or modified file is imported more times into same timetable. Ini (Settings) file for the import looks like this (telling us at which columns is information):

```
// Menu->Import from CSV->Import students misc: configuration,  
  
// is comment line, USE ANSI ENCODING PLEASE  
6; number of all columns in one line  
;; delimiter between the columns  
-; placeholder for empty or non-relevant columns  
1; group name - will become group containing number of students in next field  
2; number of students in a group  
3; program of the group (same as branch/subject area)  
4; year number 1-9  
5; course name  
6; alternative course name  
"Diploma","Statistics in macroeconomics"," Statistics in microeconomics " ; all the courses which will be  
ignored during the import  
  
// next line is a small dictionary for program names - program name will be mapped into word in  
parentheses "short name". Use one or more lines  
school program (level 1) Graphic communication,"GIK"  
professional study program (level 1) Graphics and Media Technologies, "GMT"  
Courses dictionary:  
Finishing graphic products, "finishing graphic products - graphic finishing"  
Graphic finishing, "finishing graphic products - graphic finishing"  
Graphic investigation, "Graphic investigations - Investigations in the graphic"  
  
Ignore list is in the line immediately after alternative course name line. Courses listed here are ignored  
when encountered in import file.
```

After ignore line, there is a dictionary you can use to map long names into short program names.

## Import from CSV files

After this dictionary, there is mandatory line named »Courses dictionary:«, which announces the last part of settings file, which is courses dictionary – used for mapping of course names as shown in import file into real names existing in timetable.

Please use parentheses in the same way as it is in presented example.

Note that groups are distributed nicely across all the course parts – so there are equal number of groups for the professors having same course, etc...

Branches will be created with the same name as program name.

Example of actual import file is here:

// first line – is ignored!

Group1,24,GroupProgram,2,English,English Literature

Group2,16,GroupProgram,1,Math,Algebra

...

The following data is imported:

- group name (mandatory),
- number of students in group (mandatory),
- program of the group (mandatory),
- year number (mandatory),
- course name (mandatory),
- alternative course name (optional).

Data example:

Group name	Number of students in group	Program of the group	Year number	Course name	Alternative course name
Group 1	10	Undergraduate	1	Databases	

Example of one CSV file: Import Groups - misc.csv

Data for one group misc are written in one row.

Example of one CSV line: Group1;10;Undergraduate;1;Databases;

When CSV file is prepared choose Data → Import Data From CSV File → Import Groups - misc

### 11. Import students – misc

This import is intended for organizations wanting to map each student into separate group. Result of this import will be a number of groups having number of students so each group is one student and group is named by student ID. With this (provided you have a lot of professors and rooms), you can have very individual timetables for each of your students.

Ini (settings) file for this comprehensive import is accessible in Settings->Miscellaneous->General – and is called import\_students\_misc.ini. It looks like this:

```
// Menu->Import from CSV->Import students misc: configuration,  
// is comment line, USE ANSI ENCODING PLEASE  
10; number of all columns in one line  
;; delimiter between the columns  
-; placeholder for empty or non-relevant columns  
66; Percentage of students over the top of current turns in order to divide turns into two parts  
1; student last name  
2; student first name  
3; student ID - will become group containing only one student - with this name  
4; program of the student (same as branch/subject area)  
5; year number 1-9  
8; course name  
9; alternative course name  
"Diploma", "Practical Lessons", "Practical Training" ; all the courses which will be ignored during the  
import  
// next line is a small dictionary for program names - program name will be mapped into word in  
parentheses "short name". Use one or more lines  
university study program (Level 1) Graphic and Interactive Communications, "GIK"  
professional study program (Level 1) Graphics and Media Technologies, "GMT"  
Courses dictionary:  
Finishing graphic products, "finishing graphic products - graphic finishing"  
Graphic finishing, "finishing graphic products - graphic finishing"  
Graphic investigation, "Graphic investigations - Investigations in the graphic"
```

## Import from CSV files

As you can see, everything can be set up – along with dictionaries. These dictionaries and ignore list is explained in section for group importing (misc way).

Actual import file example:

// First line is skipped!

Smith,Clara,32012098,professional study program (Level 1) Graphics and Media Technologies, "GMT",  
Diploma BVS,Diploma,full year

Smith,Clara,32012098, professional study program (Level 1) Graphics and Media Technologies, "GMT",  
Diploma BVS,Diploma,summer

...

Here some more intelligence is involved, when creating turn parts: we use a number which is set inside the ini (settings) file – which is actually percentage of students which must be over the defined top number for »group size« in order to split the group into two groups – in this case into two turns. With this method we avoid having full groups of students and then also groups with only one or two students. Group is splitted into two groups only when it reaches »Desired number « + »Desired number« x Percentage/100.

When importing students – misc the following data is imported:

- Student surname (mandatory),
- Student first name(mandatory),
- Student ID (mandatory),
- Program of the student(mandatory),
- Year number (mandatory),
- Course name (mandatory),
- Alternative course name (optional).

Data example:

Student surname	Student first name	Student ID	Program of the student	Year number	Course name	Alternative course name
Adams	Rickena	12568	Undergraduate	1	Databases	

Example of one CSV file: Import Students - misc.csv

Data for one student misc are written in one row.



## Import from CSV files

---

Example of one CSV line:

Adams;Rickena;12568;Undergraduate;1;Databases;

When CSV file is prepared choose Data → Import Data From CSV File → Import Students - misc