Timetabling Solutions
Version 9

Timetable Development

EXPORT TO VASS

CREATE EXPORT FILE FROM VASS OR ADMIN SYSTEM

Before exporting from Timetabling Solutions Version 9 it is necessary to create a text file from VASS or your Admin System in the format indicated below – this will be referred to as the Candidate Number Generation file later in this lesson. Please note fields have a set length and are pipe delimited.

Candidate Number (9 characters)

Student Code (12 characters)

Surname (25 characters)

First Name (15 characters)

Second Name (15 characters)

Address Line 1 (25 characters)

Address Line 2 (25 characters)

Suburb (30 characters)

State (17 characters)

Postcode (4 characters)

Phone Number (15 characters)

Date of Birth (dd/mm/yyyy)

Year Level (2 characters)

Homegroup (3 characters)

When this file is generated, copy it to an easy to find location - in this lesson a VASS folder has been created on the Desktop. The name of the file does not matter but the extension does. The file needs to be either a *.vass or *.txt file.

DOWNLOAD VASS CLASS TEXT FILE FROM WEBSITE

Open Chrome or another internet browser and go to http:/www.timetabling.com.au/support

Click **Knowledge Base**
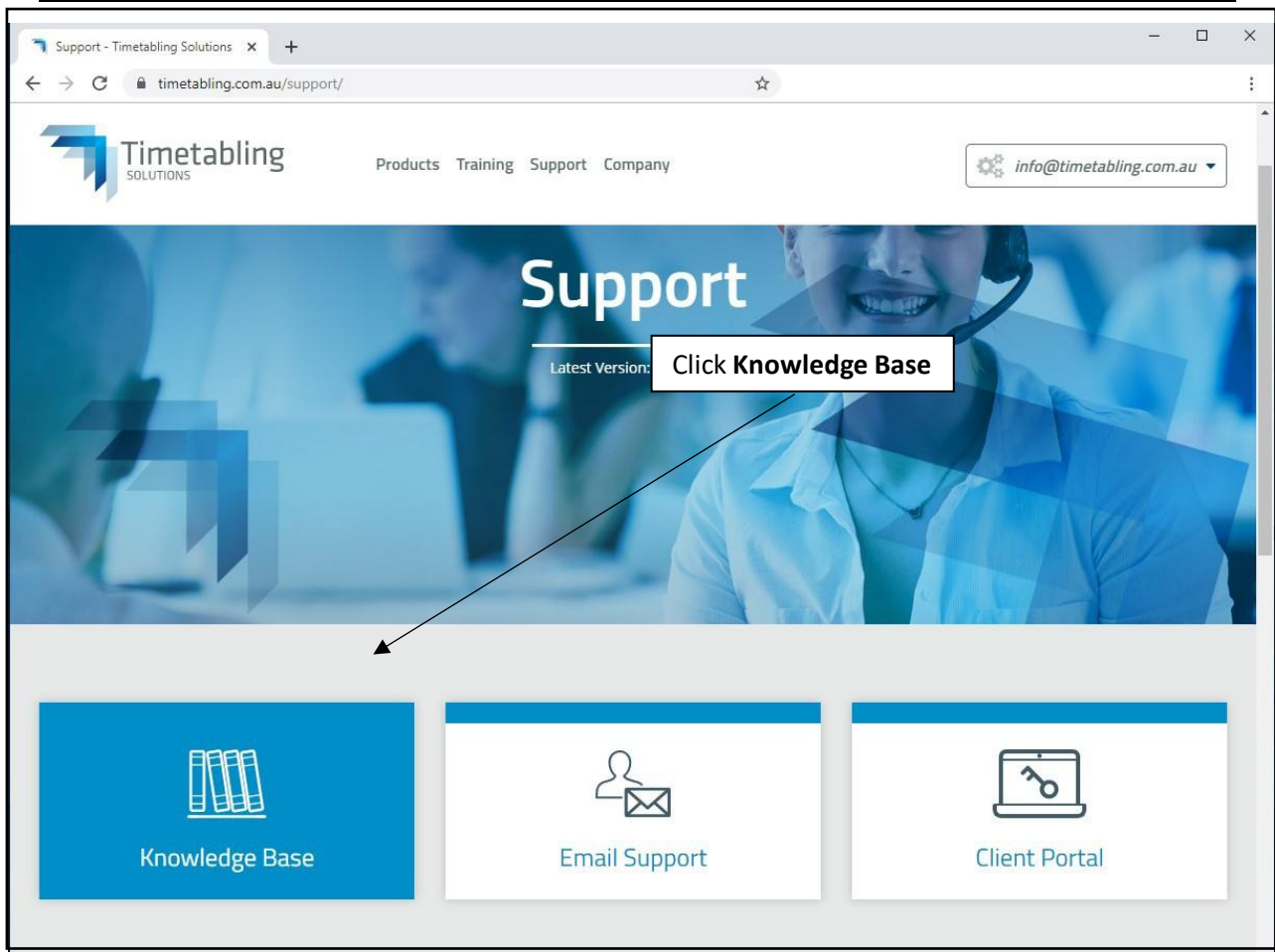
Enter **VASS** in the search field and click **Enter**

Click on the displayed article, **VASS File**

← → C 🔒 timetabling.com.au/support/kb/1000281030

Timetabling SOLUTIONS
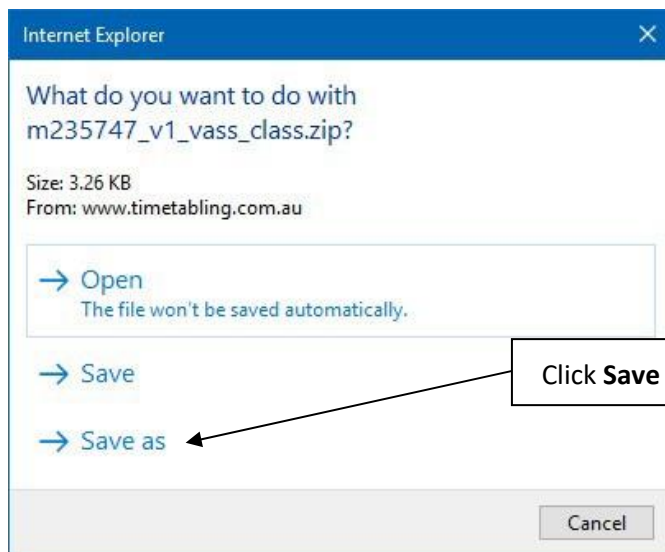
Products Training Support Company

VASS File

Click on the link to download the **VASS File**

Please find a link to download the VASS Class.txt file

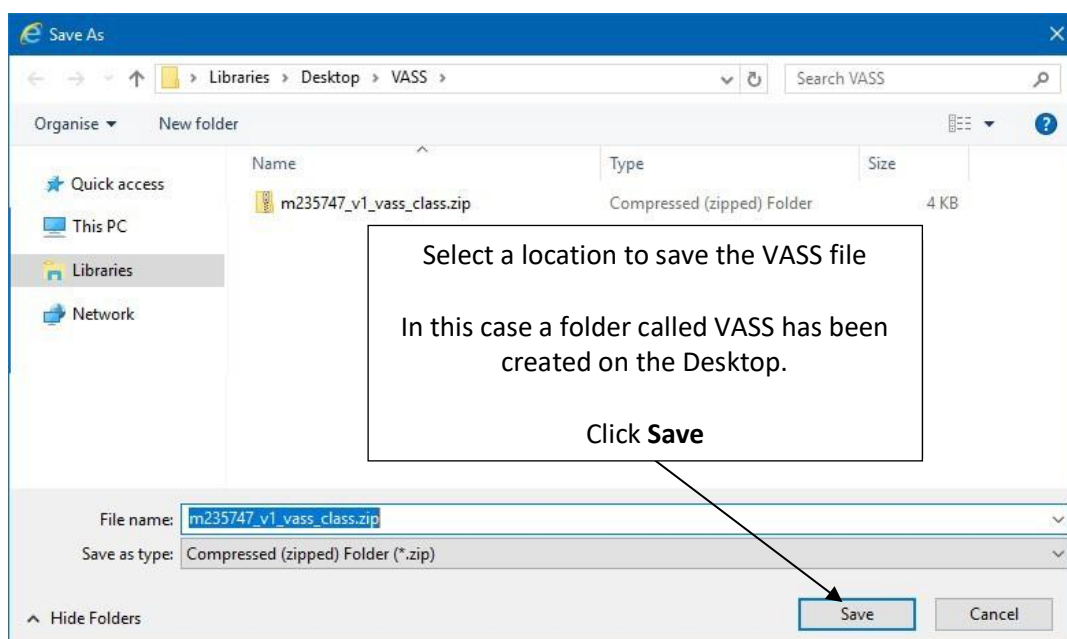https://timetablingmainsite.blob.core.windows.net/productupdates/VASS_Class.zip

Internet Explorer ✕

What do you want to do with
m235747_v1_vass_class.zip?

Size: 3.26 KB
From: www.timetabling.com.au

→ Open
The file won't be saved automatically.

→ Save

→ Save as

Cancel

Note: depending upon your browser and browser settings the download may function differently to the steps listed here.

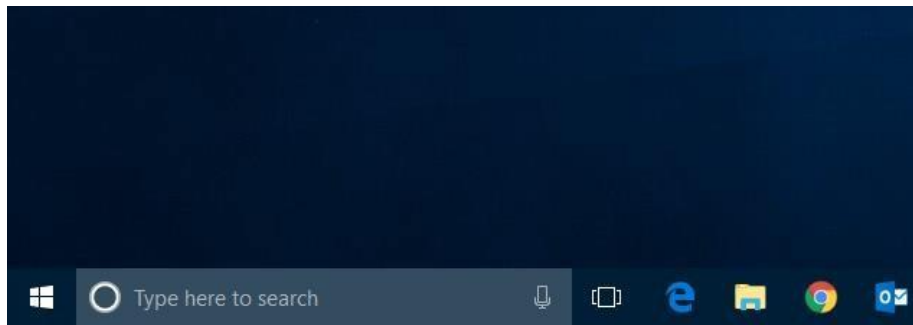Check your task bar and downloads folder for the file if you are not prompted to complete a step

Click **Save as**

Save As ✕

← → ↑ 📁 › Libraries › Desktop › VASS ›   ∨ Ö   Search VASS   🔍

Organise ▾   New folder   ▦ ▾   ❓

Quick access
This PC
Libraries
Network

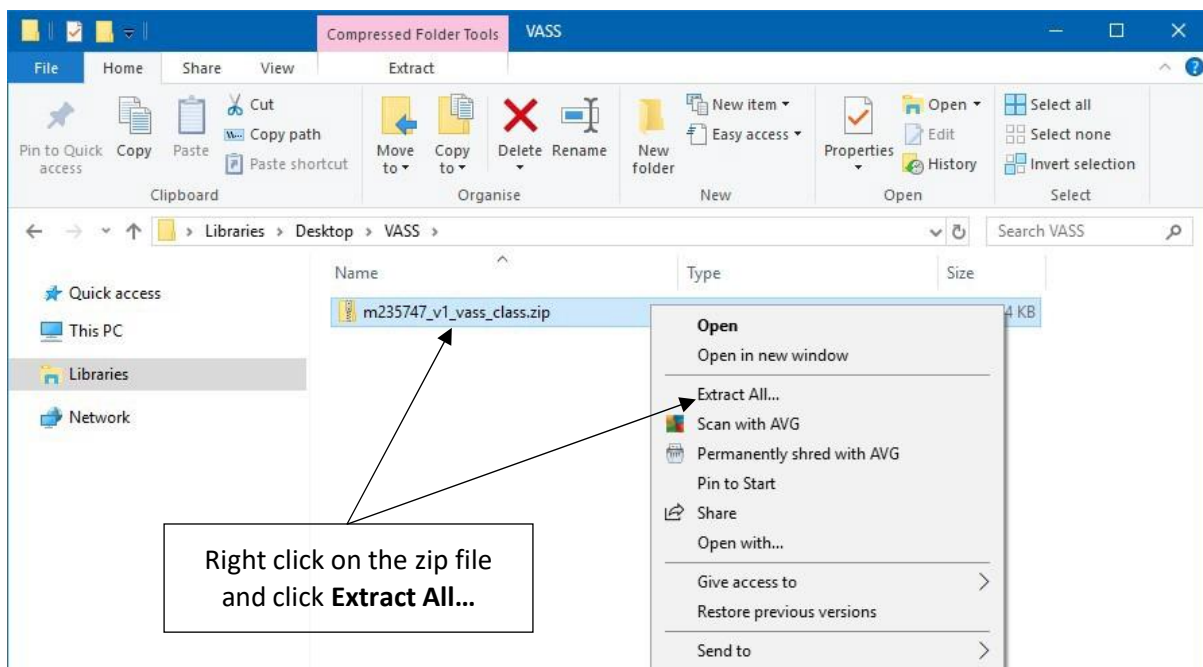| Name	Type	Size
📦 m235747_v1_vass_class.zip	Compressed (zipped) Folder	4 KB

Select a location to save the VASS file

In this case a folder called VASS has been created on the Desktop.

Click **Save**

File name: m235747_v1_vass_class.zip   ∨
Save as type: Compressed (zipped) Folder (*.zip)   ∨

∧ Hide Folders   Save   Cancel
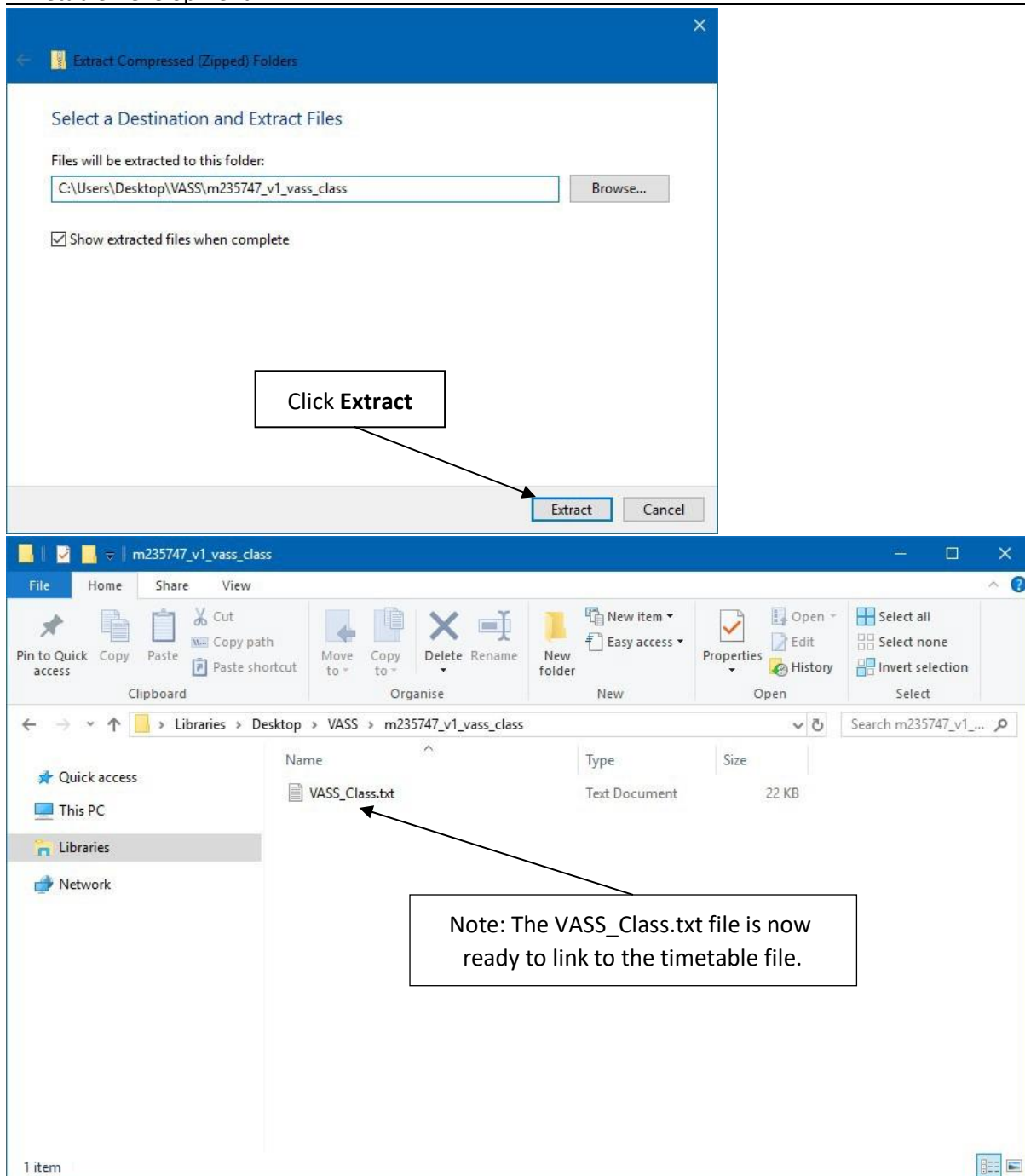

Use Windows File Explorer to browse to the VASS folder location

Right click on the zip file and click **Extract All…**

Click **Extract**

Note: The VASS_Class.txt file is now ready to link to the timetable file.

CONFIGURE TIMETABLING SOLUTIONS VERSION 9 FOR EXPORTING TO VASS

Open Timetabling Solutions Version 9

Note: All computers that will be reading the timetable data must be configured for exporting to VASS.

Click **Configure Settings**

Click on the **Export** tab

Tick **Access list of class codes provided by BOS when editing BOS Class Codes in [7C] Class Names display**

Click **Browse…** to specify the location of the VASS_Class.txt file

Navigate to the location where the VASS_Class.txt file was saved previously

Select the file **VASS_Class.txt** and click **Open**

Click **OK**
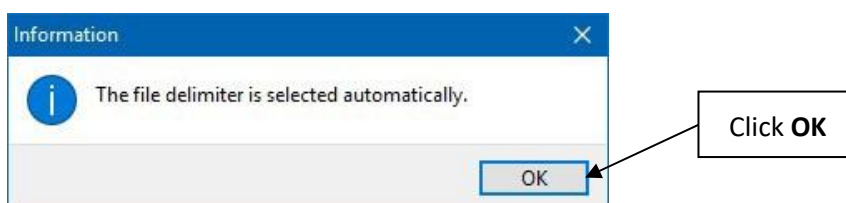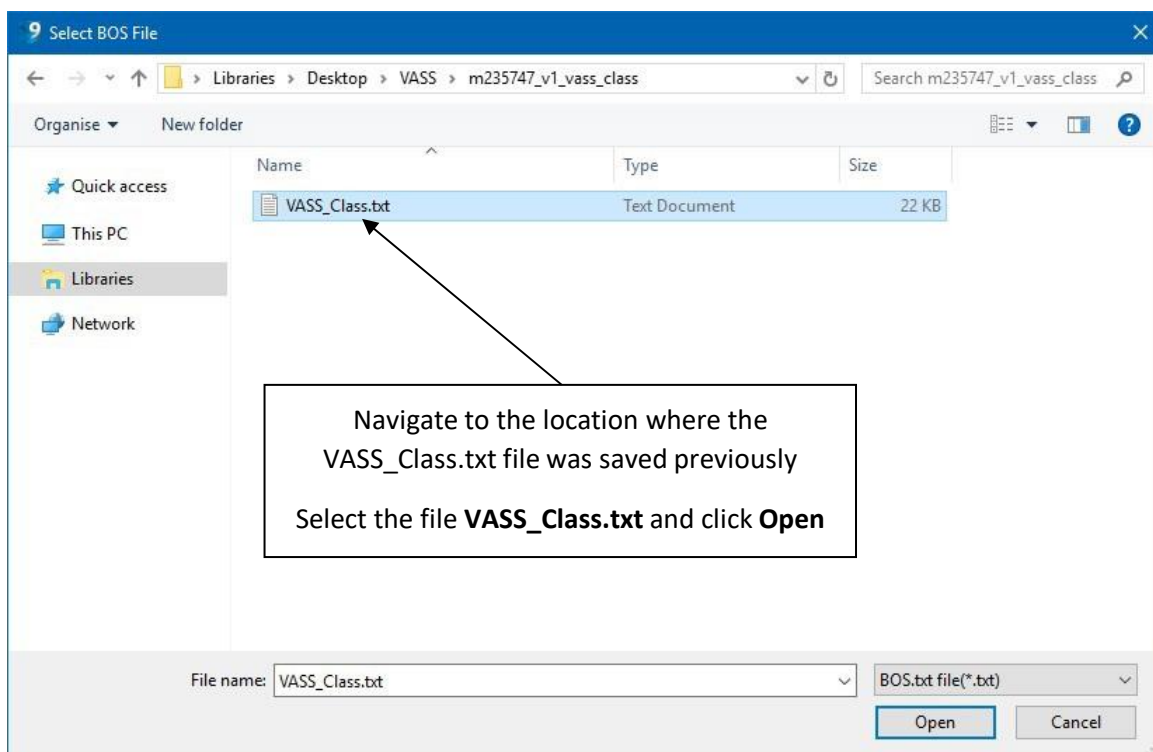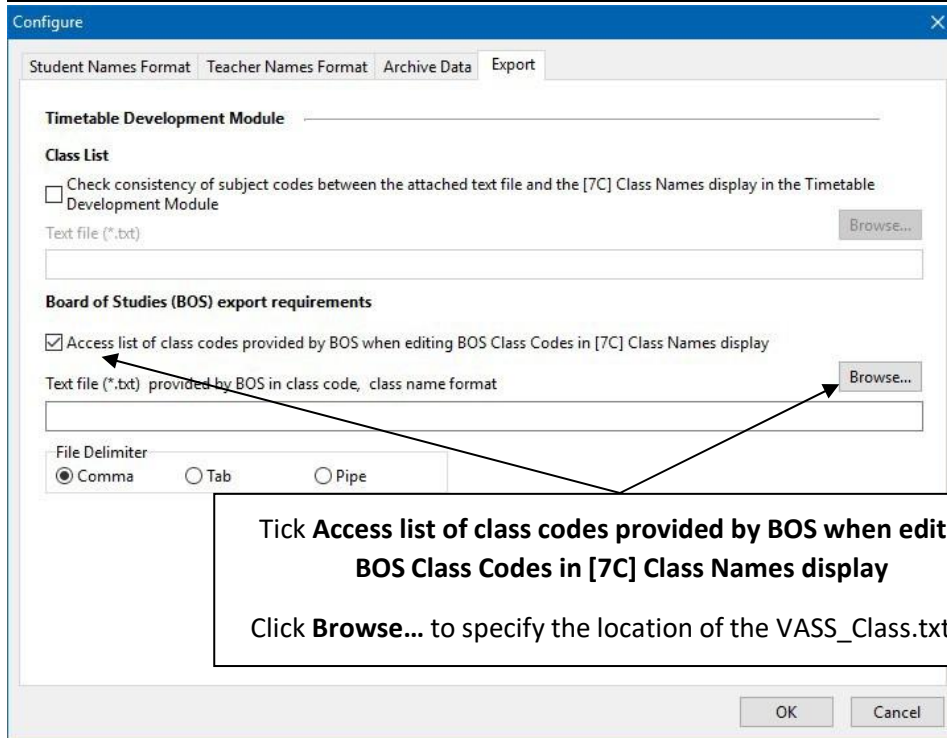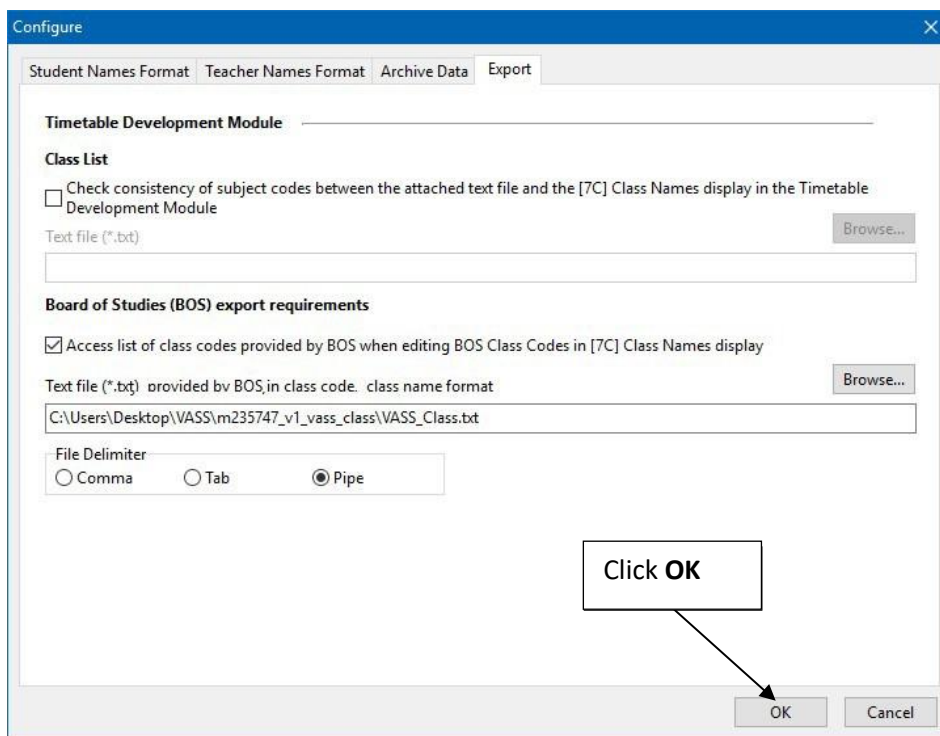
COMPLETE STUDENT TIMETABLES

Before creating any export file, the data in Timetabling Solutions Version 9 must be checked to ensure students are getting complete student timetables. If the data is not complete in Timetable Development, then the Export files that are produced will not be complete.

To open the Timetable Development Module
click on the **Timetable Development Module** tab
at the top of the screen
or click on the **Timetable Development Module** link

Open File...
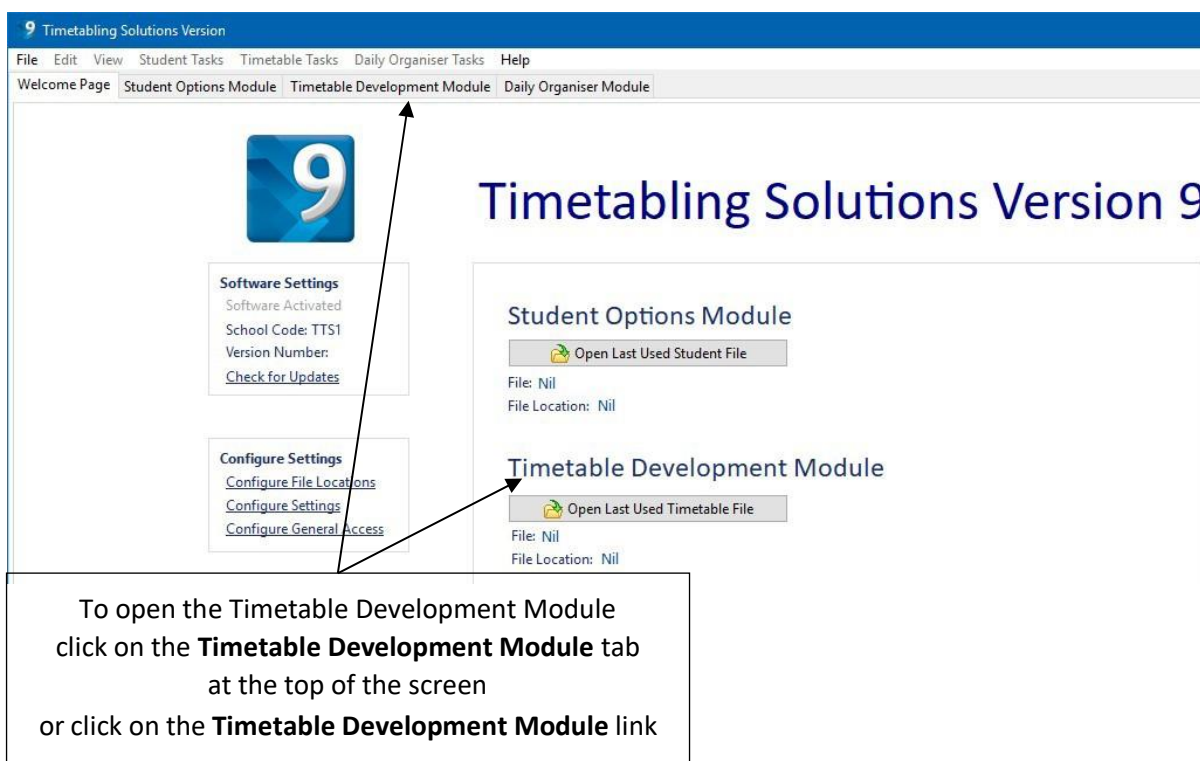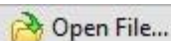
Open the file: C:\Users\Public\Documents\V9 Training Data\Timetable VASS Training Data.tdf9

Timetable Development Module - Home Page

File Open

Timetable File: Timetable VASS Training Data.tdf9

Student Files: Students: 612 (Files: 6)

Backup File: Nil

Quick Export: VASS (Victorian Assessment Software System)

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...	11 Prepare for Construction...	17 Master Timetables...
2 Year Levels and Roll Classes...	12 Blocking Pattern...	18 Roll Class Timetables...
3 Faculty Details...	13 Construct Timetab	
4 Teacher Details...	14 Edit Timetable	
5 Room Details	15 Allocate Yard Duties	21 Class Timetables...
6 Student Files...	16 Check Timetable	22 Student Timetables...
7 Curriculum Details...		23 Class Lists...
8 Staffing and Faculties.		24 Yard Duty Timetables...
9 Student Classes...		25 Timetable Statistics...
10 Yard Duty Details...		

Pop-up menu:

A	Link Student Files
B	Student List
C	Check Student Data

Right click on **[6] Student Files...**
then select **[C] Check Student Data**

Task: Check Student Data

☐ Show file location

Student Data Check

YEAR LEVEL INFORMATION
Files ok

ROLL CLASS INFORMATION
Files ok

STUDENTS IN MULTI CLASS GROUP AND NOT IN ROLL CLASS ([9B] Students to Classes)
Files ok

CLASS INFORMATION - CLASS, TEACHER AND ROOM CODES
Files ok

SPARE FIELD TITLES
No spare fields specified

MULTI CLASS GROUPS TO HAVE STUDENT ASSIGNED ([9B] Students to Classes)
Nil

Note: There are no issues identified with the student data. If there are issues identified here, refer to the lesson "Troubleshooting on Student Timetables". These issues must be resolved before data is exported.

On the Task Tree select:
[22A] Individual Student Timetables

Task: View Individual Student Timetables

↕ Sort Students   Email Full Report   Email Students

Student: ADAMS David / 12A ☐ Show class clashes   Students selected: All (612)

Select Student (612 available)		H	1	2	3	4	5	6
Filter	Mon	12HRM1A DALJ S11	PHYS34A JACC LAB1	PHYS34A JACC LAB1	ENGL34C MARD	STUDY2A	SMAT34A WOOP	SMAT34A WOOP
ADAMS David	Tues	12HRM1A DALJ S11	MMET34B WALP	SMAT34A WOOP	FURM34A GIBM	STUDY2A	ENGL34C MARD	ENGL34C MARD
ADAMS David	Wed	12HRM1A DALJ S11	STUDY2A	STUDY2A	SMAT34A WOOP	MMET34B WALP	FURM34A GIBM	PHYS34A JACC LAB1
ALTMAN Robert	Thur	12HRM1A DALJ S11	FURM34A GIBM	FURM34A GIBM	STUDY2A	ENGL34C MARD	PHYS34A JACC LAB1	MMET34B WALP
BACHELARD Michael	Fri	12HRM1A DALJ S11	ENGL34C MARD	SMAT34A WOOP	MMET34B WALP	MMET34B WALP	PHYS34A JACC LAB1	FURM34A GIBM
BAMFORD Renee								
BATES Christine								
BERRY Hale								
BERRY Jamie								
BILLINGSWORTH Kerry								
BLAIR Anthony								
BLENCOWE Lynette								
BOSSE Michelle								
BRIGHT Terrie								
BROMBY Robin								
BRUCE Linda								
CALAM Nicole								
CARLISLE Kevin								
CARLTON Richard								

Click in the Select Student panel to select different students and display their timetable to ensure they are correct.

ENTER VASS DETAILS IN TIMETABLING SOLUTIONS VERSION 9

In the timetable file, it is necessary to define the VASS code for each of the relevant classes.

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

Note: The Class Names screen contains 3 columns for BOS (Board of Study) class codes. These will be used to enter the VASS class codes.

Scroll down until the Yr11 and Yr12 classes are shown

Click in the BOS Class Code column next to Accounting1A

Click on the drop down arrow that appears in the BOS Class Code column

A list of all VASS class codes is listed.

The relevant VASS class code can be selected from the list.

In this case, select **AC011**

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

☑ Teacher codes   Classes selected: All (282)

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BO
203	COMM	ACCO	Accounting	ACCO1A	Accounting1A	1A	AC011	A	
204	TEXT	AUTO	Automotive Technology (Cert II)	AUTO1A	Automotive Technology (Cert II)1A	1A			
205	TEXT	AUTO34	Automotive Studies 3/4 (Cert II)	AUTO34A	Automotive Studies 3/4 (Cert II)A	A			
206	SCI	BIOL	Biology	BIOL1A	Biology1A	1A			
207	SCI	BIOL	Biology	BIOL1B	Biology1B	1B			
208	SCI	BIOL34				A			
209	COMM	BUSI				1A			
210	COMM	BUSM34				A			
211	SCI	CHEM				1A			
212	SCI	CHEM34				A			
213	DRA	DRAM				1A			
214	TECH	DTEX				1A			
215	TECH	DTEX34	Design and Technology 3/4 (Textiles)	DTEX34A	Design and Technology 3/4 (Textiles)A	A			
216	ENG	ENGL	English	ENGL1A	English1A	1A			
217	ENG	ENGL	English	ENGL1B	English1B	1B			

> To include a class code suffix, click in the BOS Code 2 column, type "A" and press **Enter**
>
> Note: Suffixes are optional.

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

☑ 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
203	COMM	ACCO	Accounting	ACCO1A	Accounting1A	1A	AC011	A		5	5.00
204	TEXT	AUTO	Automotive Technology (Cert II)	AUTO1A	Automotive Technology (Cert II)1A	1A				5	5.00
205	TEXT	AUTO34	Automotive Studies 3/4 (Cert II)	AUTO34A	Automotive Studies 3/4 (Cert II)A	A				5	5.00
206	SCI	BIOL	Biology	BIOL1A	Biology1A	1A				5	5.00
207	SCI	BIOL				1B				5	5.00
208	SCI	BIOL				A				5	5.00
209	COMM	BUS				1A				5	5.00
210	COMM	BUS				A				5	5.00
211	SCI	CHE				1A				5	5.00
212	SCI	CHE				A				5	5.00
213	DRA	DRA				1A				5	5.00
214	TECH	DTE				1A				5	5.00
215	TECH	DTEX34	Design and Technology 3/4 (Textiles)	DTEX34A	Design and Technology 3/4 (Textiles)A	A				5	5.00

> The BOS Code 3 column is an optional field used to enter Focus Areas.
>
> In this example, this is not required.
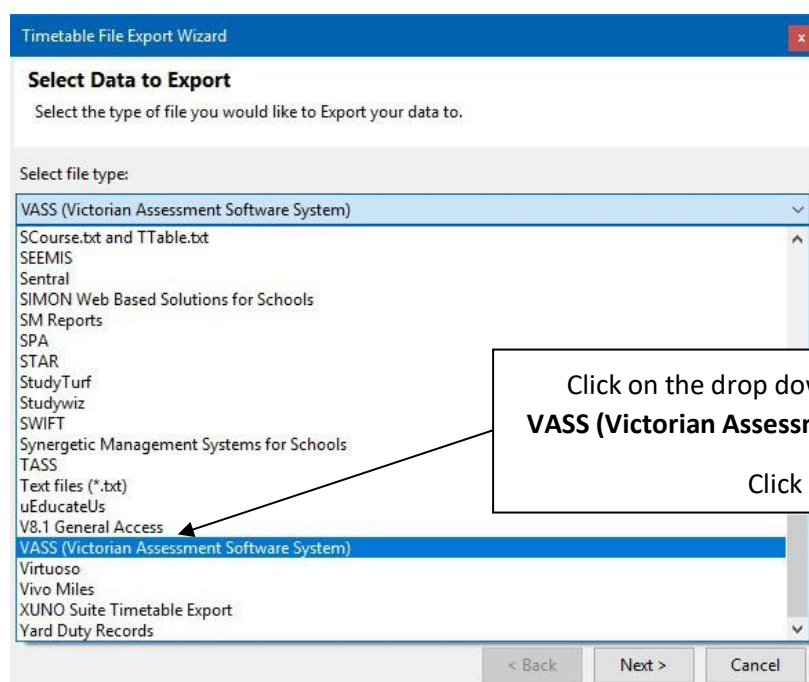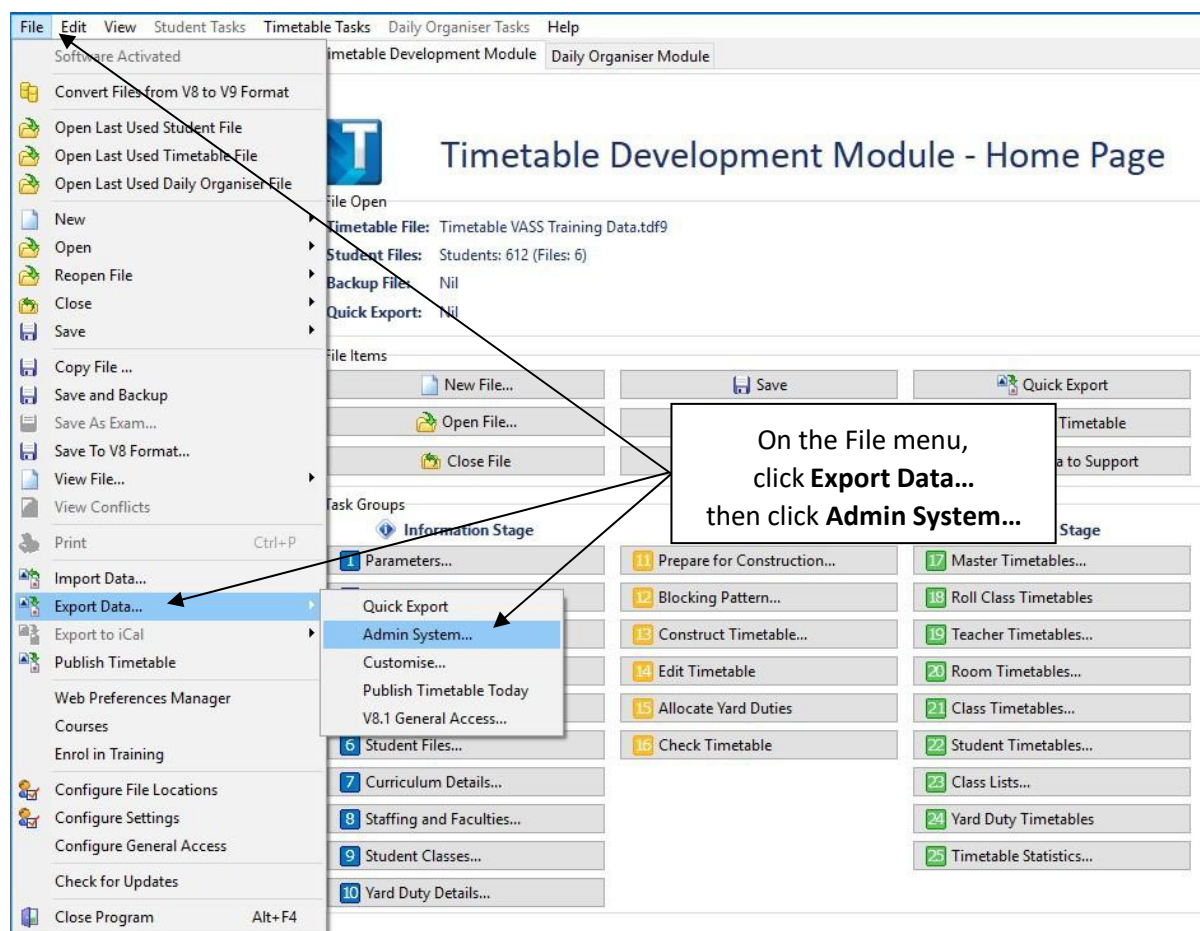

Task: View and Edit Class Names and Subject Details

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

☑ 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
203	COMM	ACCO	Accounting	ACCO1A	Accounting1A	1A	AC011	A		5	5.00
204	TEXT	AUTO	Automotive Technology (Cert II)	AUTO1A	Automotive Technology (Cert II)1A	1A				5	5.00
205	TEXT	AUTO34	Automotive Studies 3/4 (Cert II)	AUTO34A	Automotive Studies 3/4 (Cert II)A	A				5	5.00
206	SCI	BIOL	Biology	BIOL1A	Biology1A	1A	BI011	A		5	5.00
207	SCI	BIOL	Biology	BIOL1B	Biology1B	1B	BI011	B		5	5.00
208	SCI	BIOL34	Biology 3/4	BIOL34A	Biology 3/4A	A	BI033	A		5	5.00
209	COMM	BUSI	Business (Cert II)	BUSI1A	Business (Cert II)1A	1A		A		5	5.00
210	COMM	BUSM34				A	BM033	A		5	5.00
211	SCI	CHEM				1A	CH011	A		5	5.00
212	SCI	CHEM34				A	CH033	A		5	5.00
213	DRA	DRAM				1A	DR011	A		5	5.00
214	TECH	DTEX				1A	DT011	A		5	5.00
215	TECH	DTEX34				A	DT033	A		5	5.00
216	ENG	ENGL				1A	EN011	A		5	5.00
217	ENG	ENGL				1B	EN011	B		5	5.00

> Repeat this process to enter the VASS details for all required classes
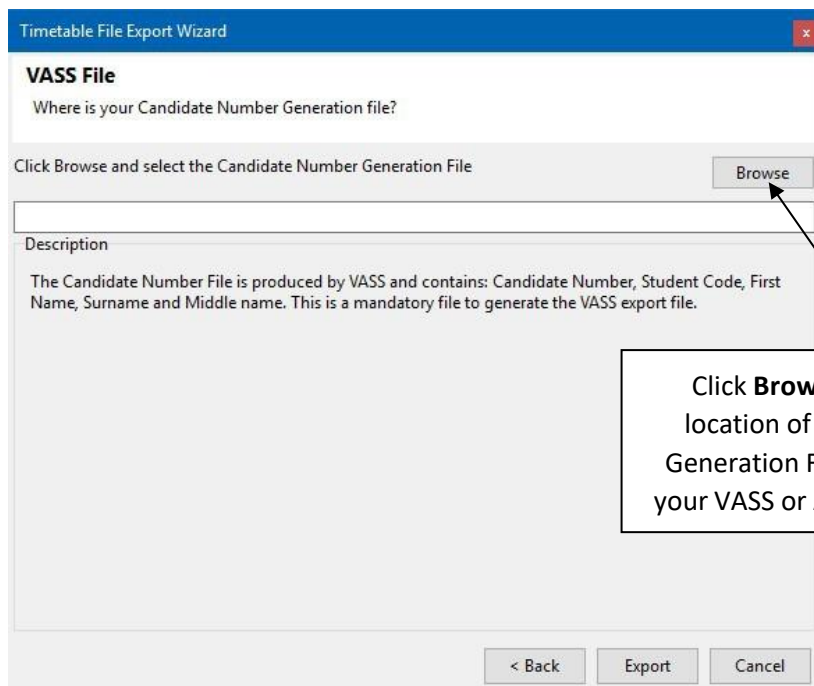>
> Click **Save** and close back to the Timetable Development Home Page
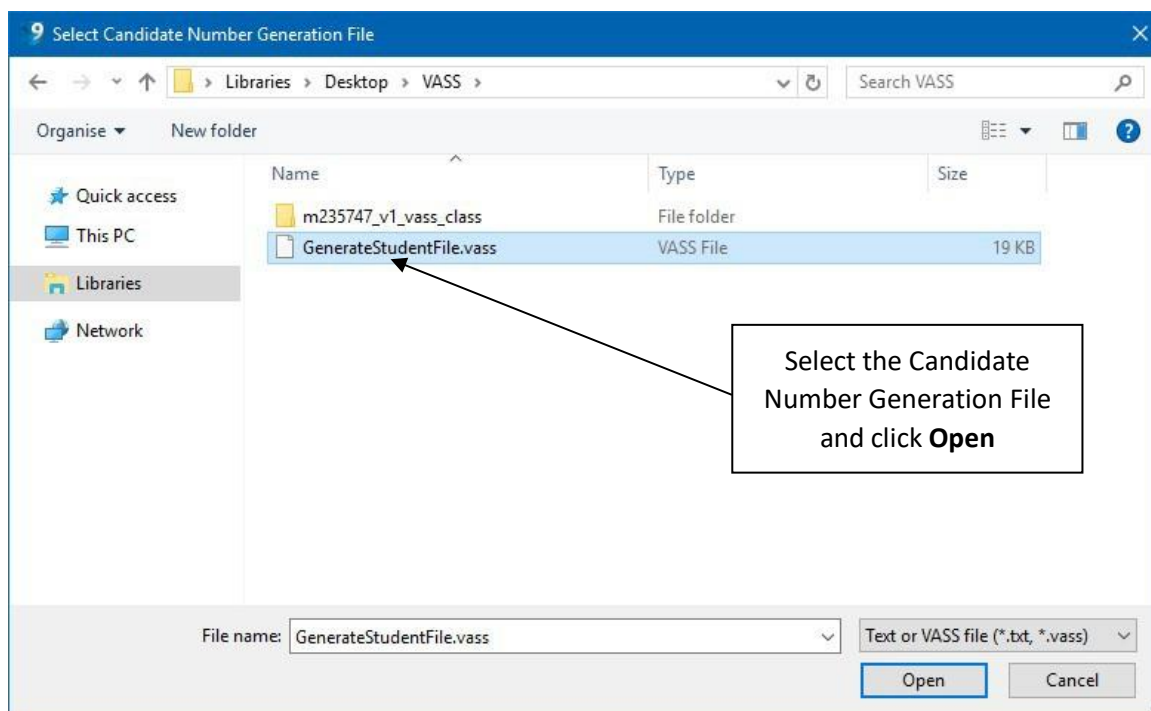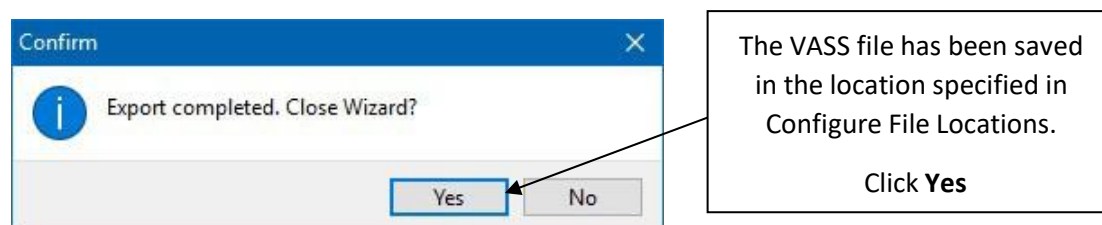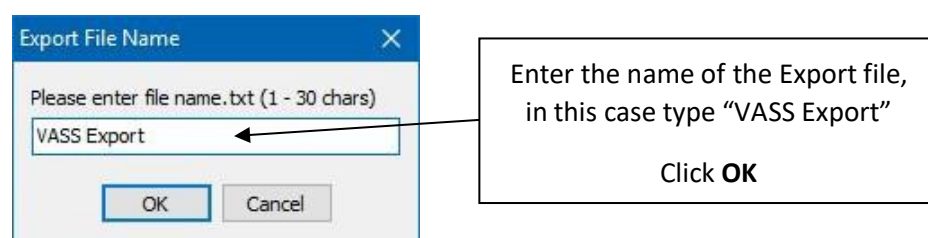
SAVE EXPORT FILE FOR VASS

On the File menu,
click **Export Data…**
then click **Admin System…**

Click on the drop down arrow and select
VASS (Victorian Assessment Software System)

Click **Next**

Confirm

Save changes to Timetable VASS Training Data at end.tdf9 prior to exporting?

Yes   No   Cancel

If prompted, click **Yes** to save changes to the file

Timetable File Export Wizard

VASS File

Where is your Candidate Number Generation file?

Click Browse and select the Candidate Number Generation File   Browse

Description

The Candidate Number File is produced by VASS and contains: Candidate Number, Student Code, First Name, Surname and Middle name. This is a mandatory file to generate the VASS export file.

< Back   Export   Cancel

Click **Browse** and navigate to the location of the Candidate Number Generation File (the file created from your VASS or Admin system previously)

Select Candidate Number Generation File

Libraries > Desktop > VASS >   Search VASS

Organise ▼   New folder

Quick access
This PC
Libraries
Network

Name	Type	Size
m235747_v1_vass_class	File folder	
GenerateStudentFile.vass	VASS File	19 KB

File name: GenerateStudentFile.vass   Text or VASS file (*.txt, *.vass)

Open   Cancel

Select the Candidate Number Generation File and click **Open**

Timetable Development

Enter the VASS school code then click **OK**

Enter the name of the Export file, in this case type "VASS Export"

Click **OK**

The VASS file has been saved in the location specified in Configure File Locations.

Click **Yes**
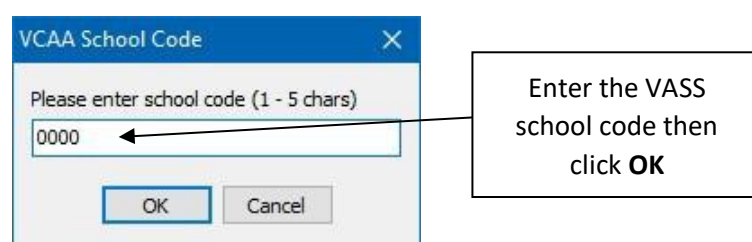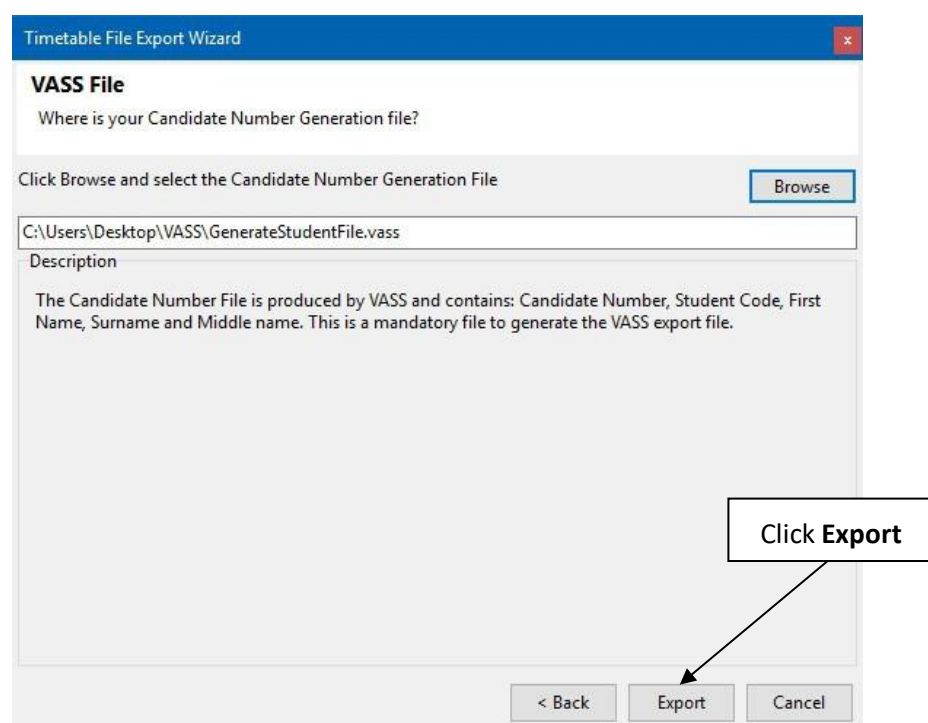
QUICK EXPORT

Once the user has exported to VASS at least once, the Quick Export feature can be used as an alternative to the File Export wizard outlined previously.

Timetable Development Module - Home Page

File Open
Timetable File: Timetable VASS Training Data.tdf9
Student Files: Students: 612 (Files: 6)
Backup File: Nil
Quick Export: VASS (Victorian Assessment Software System)

File Items
New File...   Save   Quick Export
Open File...   Copy File...   Publish Timetable
Close File   Save and Backup   Email Data to Support

Note: VASS appears on the Home Page of the Timetable Development module as the Quick Export.

Click **Quick Export**

Confirm

Save changes to Timetable VASS Training Data.tdf9 prior to exporting?

Yes   No   Cancel

If prompted, click **Yes** to save changes to the file

VCAA School Code

Please enter school code (1 - 5 chars)

0000

OK   Cancel

Note: The VCAA School Code entered previously appears as the default.

If the code is correct, click **OK**

Export File Name

Please enter file name.txt (1 - 30 chars)

VASS Export.txt

OK   Cancel

Note: The file name entered previously appears as the default.

If the file name is correct, click **OK**

The file has been created and is saved to the default location set in Configure File Locations.

Click **OK**

VIEW VASS FILE

To view the file, close Timetabling Solutions Version 9 and navigate using Windows Explorer to the folder where the VASS export file was saved.
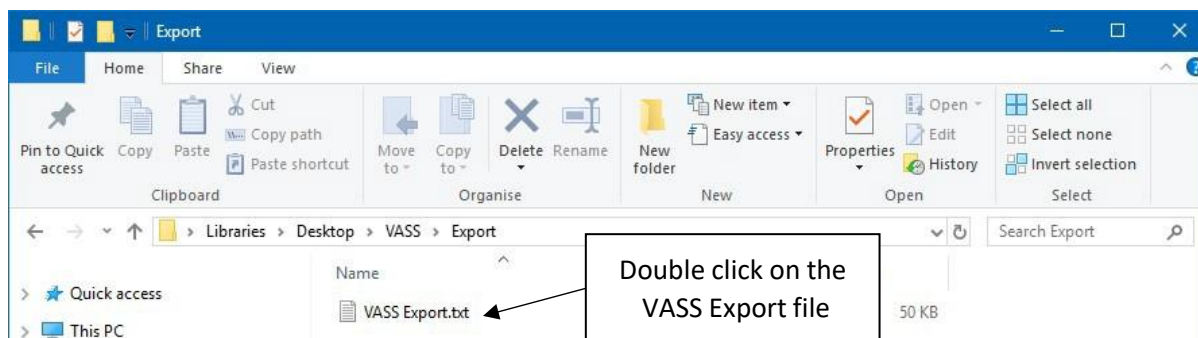
Double click on the VASS Export file

The pipe delimited file is now ready to be imported into VASS.