Export to VASS

PROFESSIONAL LEARNING OBJECTIVES

- Create a VASS export file

SKILLS

- Create an export file from VASS
- Download VASS class text file
- Check student timetables
- Enter VASS class details
- Save export file for VASS
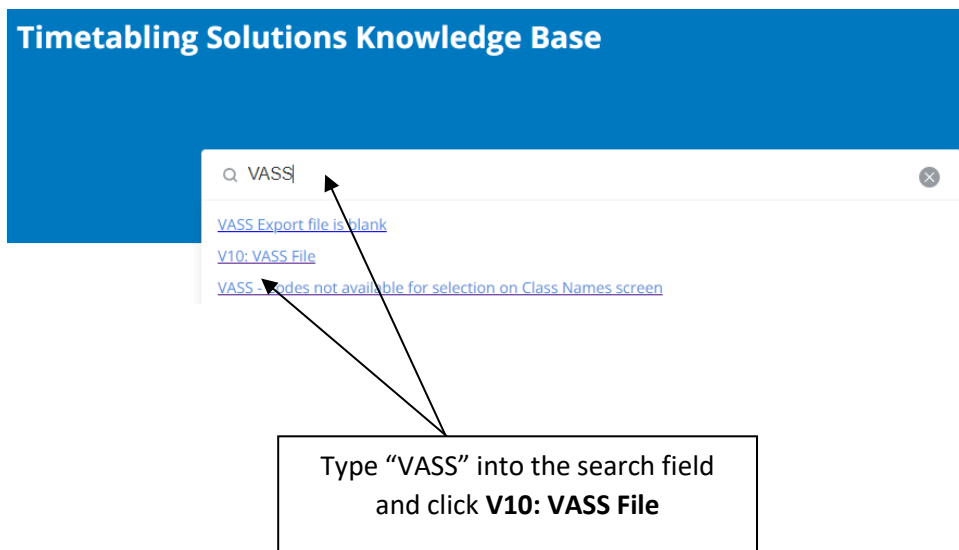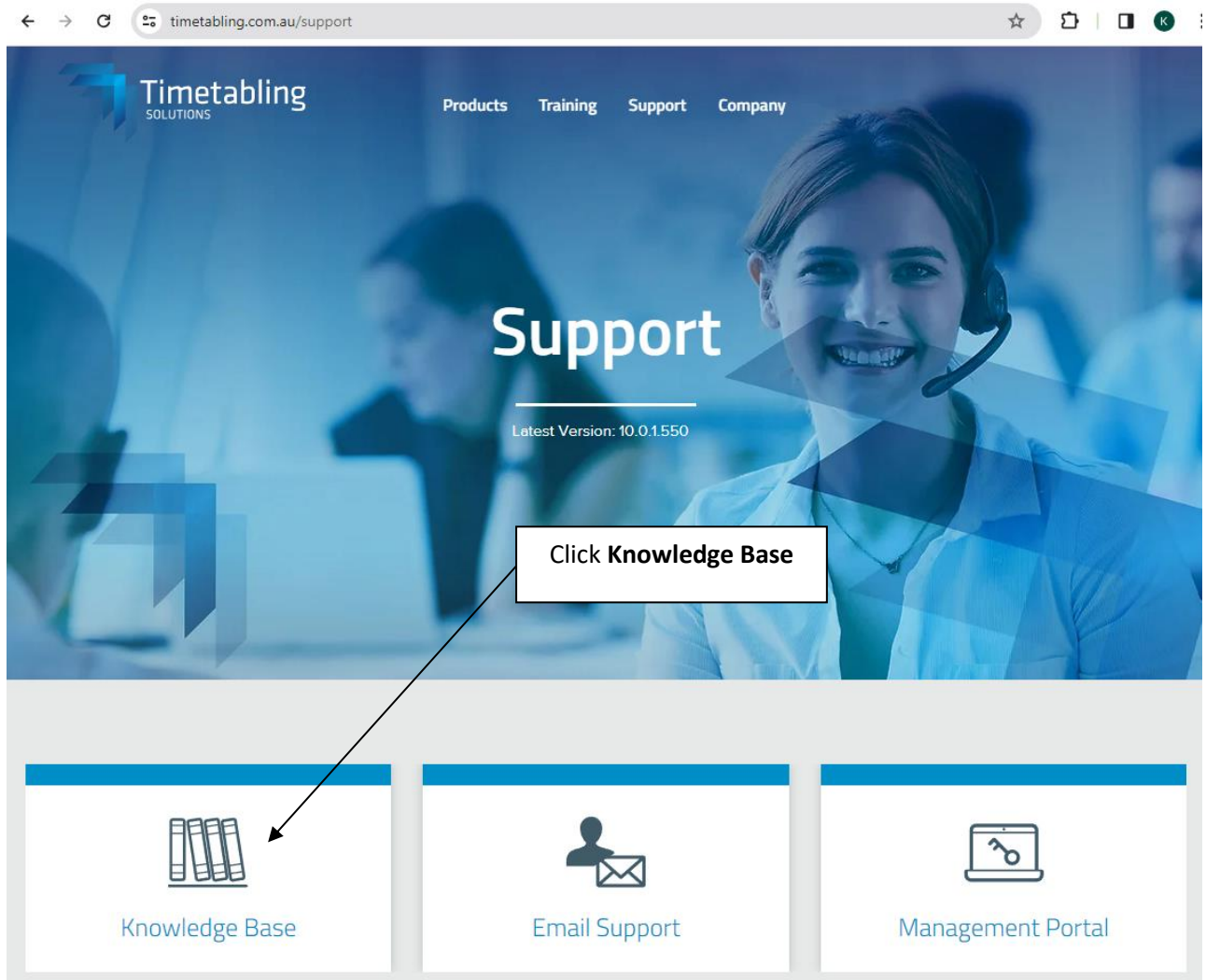
CREATE EXPORT FILE FROM VASS OR ADMIN SYSTEM

Before exporting from Timetabling Solutions Version 10 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. Note: Fields have a set length and are pipe delimited.

- VCAA Student 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)

Note: 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 Google Chrome or another internet browser and go to
https://www.timetabling.com.au/support

Click **Knowledge Base**

Type "VASS" into the search field
and click **V10: VASS File**

Results

VASS Export file is blank
Summary: The VASS file exported fro[n] ... [soluti]on: ... V9 to VASS, the Candidate Number file must be generated from VASS. This fil[e] ... s comma or tab delimited, the VASS file exported from Timetabling ... exporting to VASS, please find a link to download the Export to VASS lesson: TTDEV

VASS File
Please find a link to download the VASS Class.txt file https://timetablingmainsite ... the lesson exporting to VASS TTDEV - Export to VASS.pdf (PDF 1 MB)
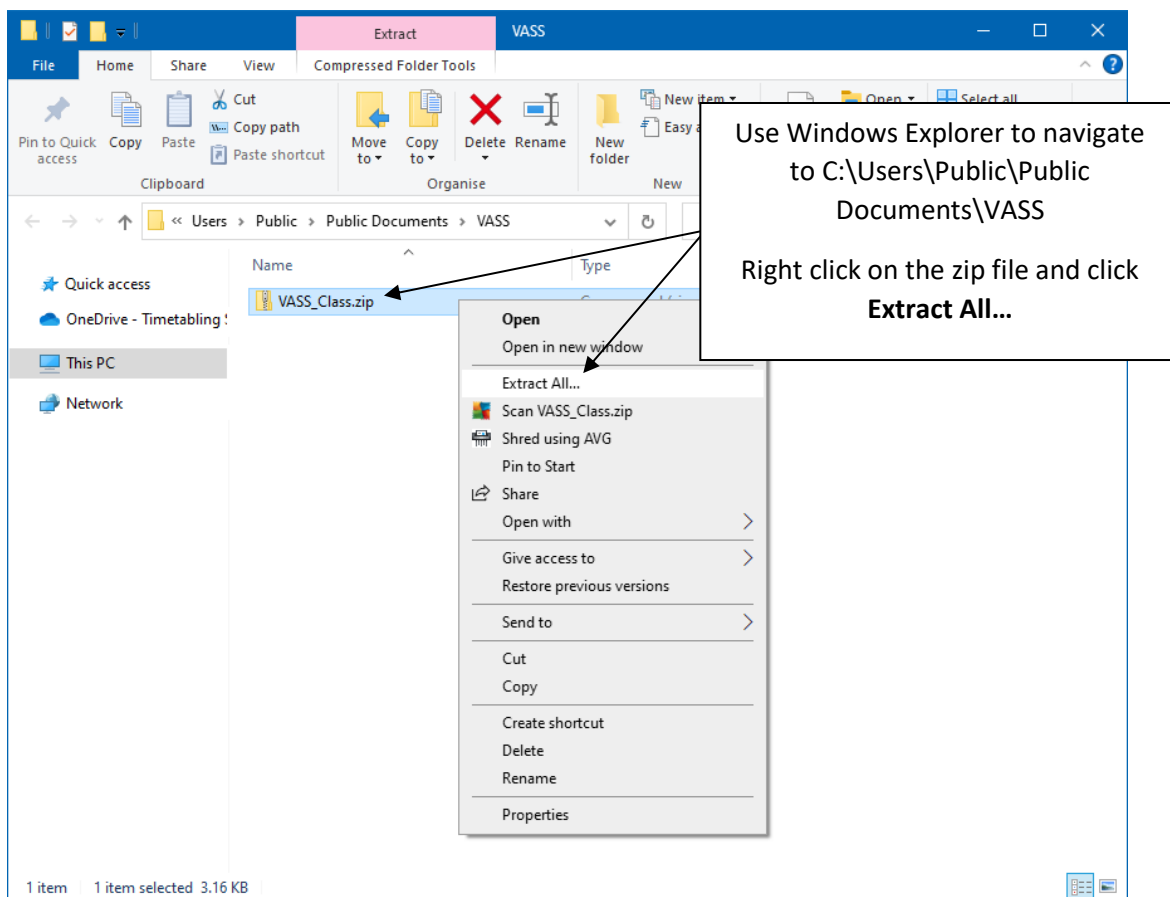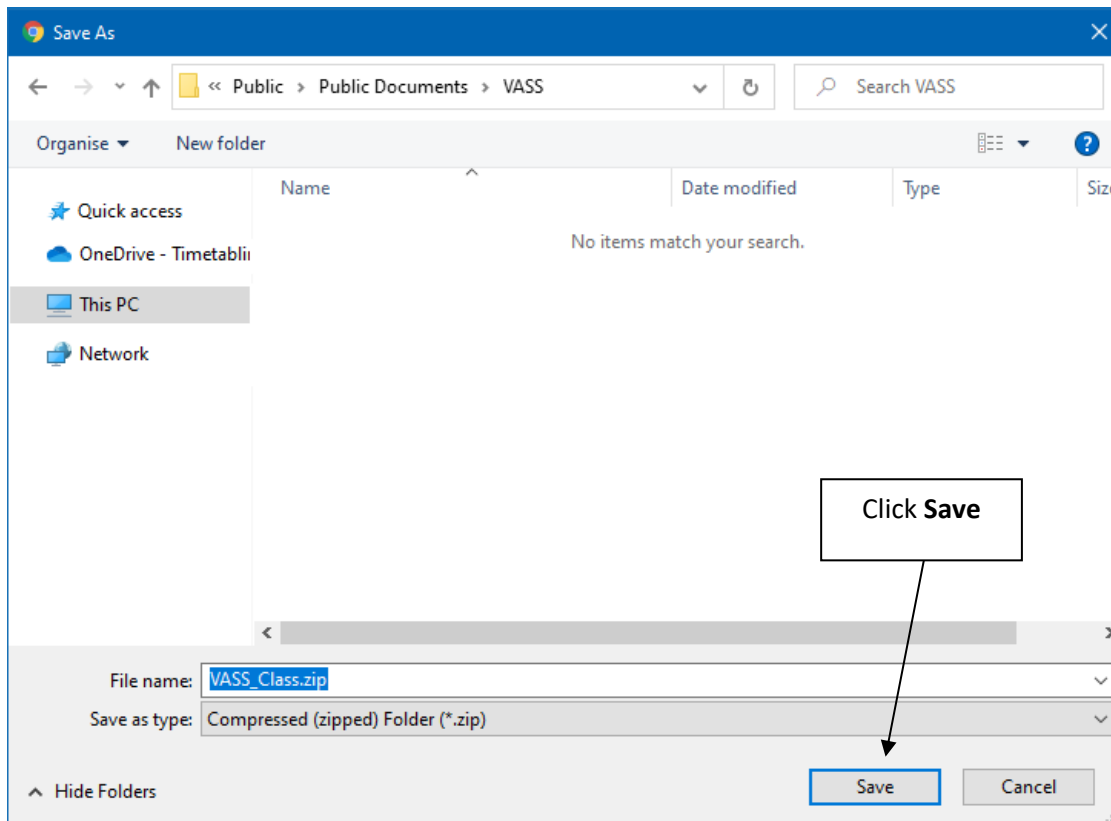
Click the article **VASS File**

V10: VASS File
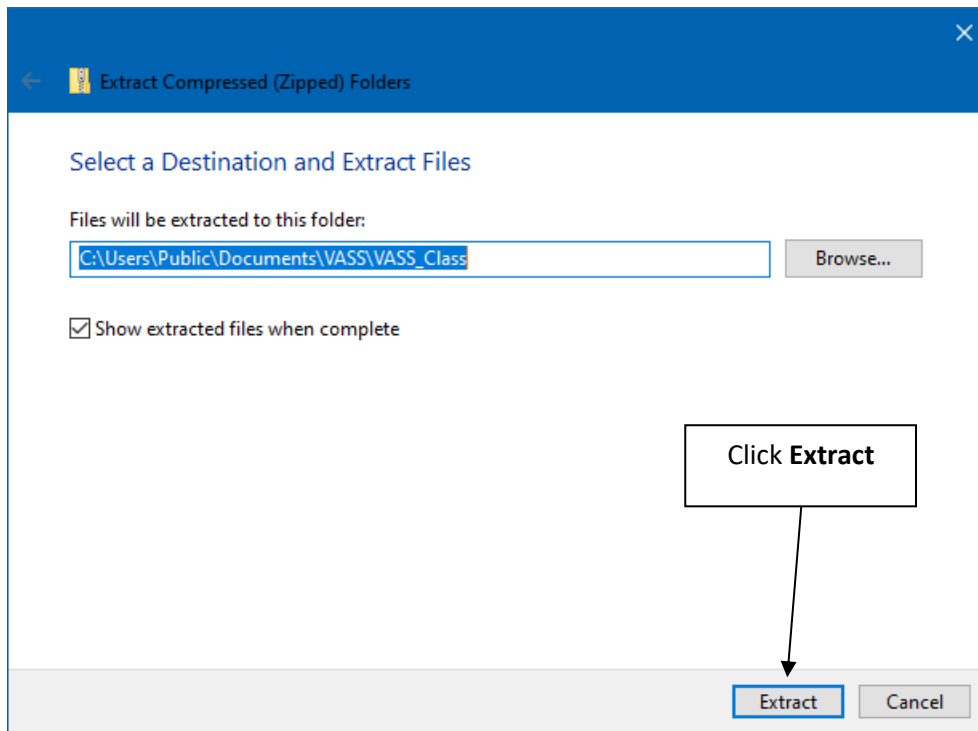
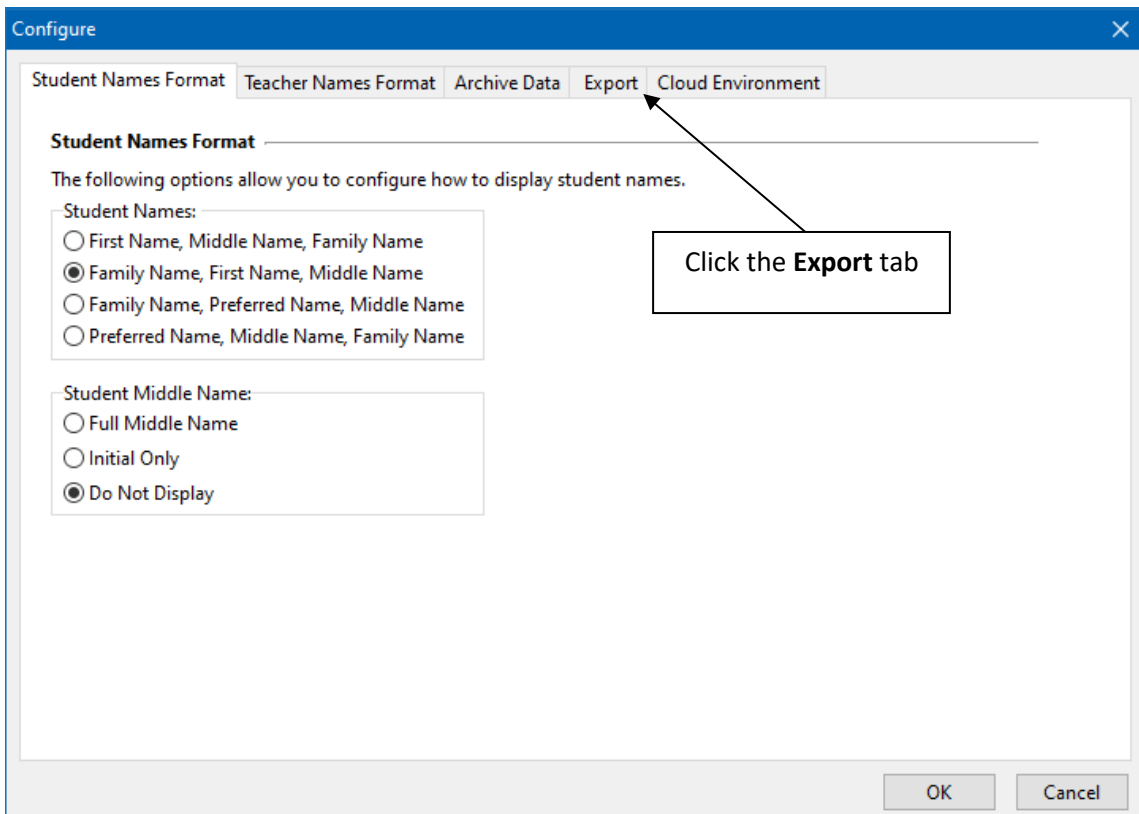Please find a link to download the VASS Class.txt

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

Click the link to download the VASS file

Save As

« Users › Public › Public Documents ›   Search Public Documents

Organise ▾   New folder

- Quick access
- OneDrive - Timetablin
- This PC
- Network

Name
- V10 Training Data
- VASS

In this example, a VASS folder has already been created.

Browse to the location C:\Users\Public\Public Documents

Click **VASS** then click **Open**

Note: Depending upon your browser and browser settings, the download may function differently to the steps listed here. Check your taskbar and Downloads folder for the file if you are not prompted to complete this step.

File name: VASS_Class.zip

Save as type: Compressed (zipped) Folder (*.zip)

Hide Folders   Open   Cancel

Click **Save**

Use Windows Explorer to navigate to C:\Users\Public\Public Documents\VASS

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

Click **Extract**

The VASS_Class.txt file is now ready
to link to the timetable file.
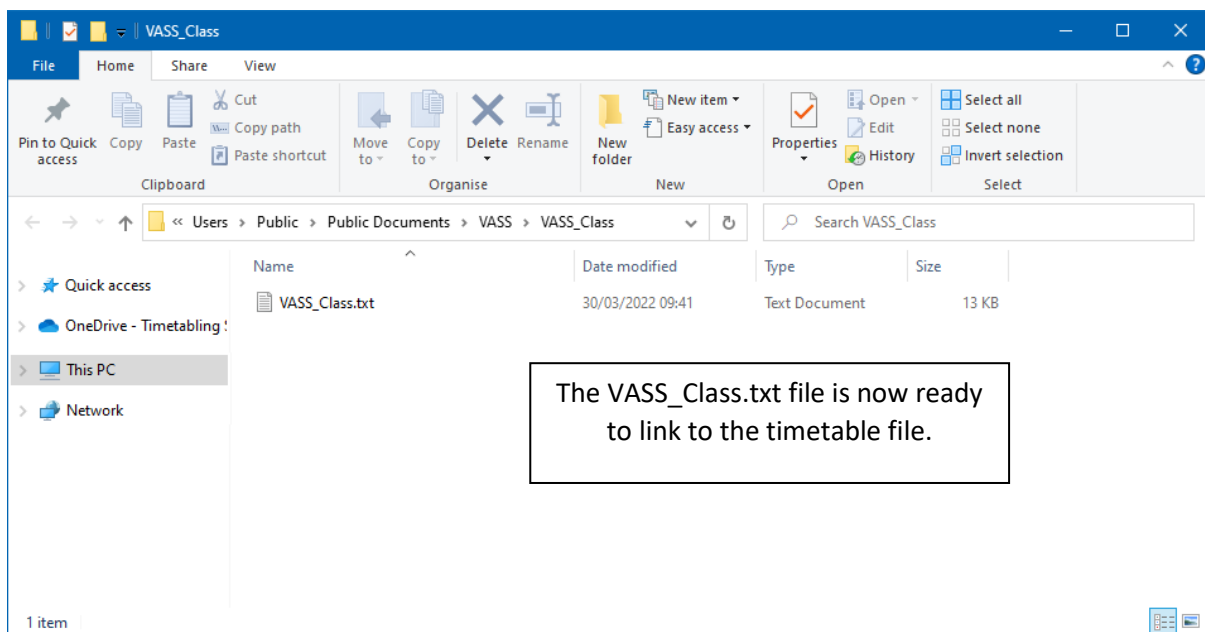
CONFIGURE VERSION 10 FOR VASS EXPORT

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

Navigate to C:\Users\Public\Public Documents\VASS\VASS_Class and select **VASS_Class.txt**

Click **Open**

Click **OK**

Click **OK**
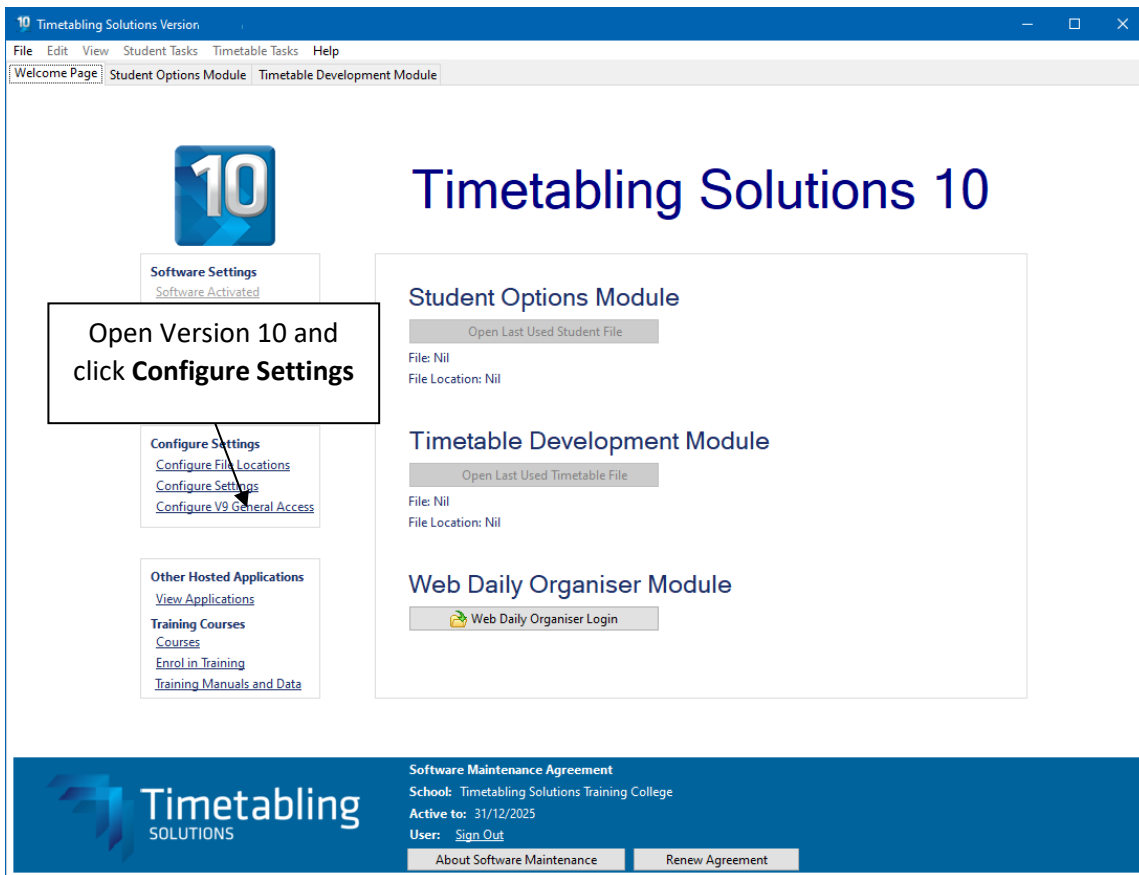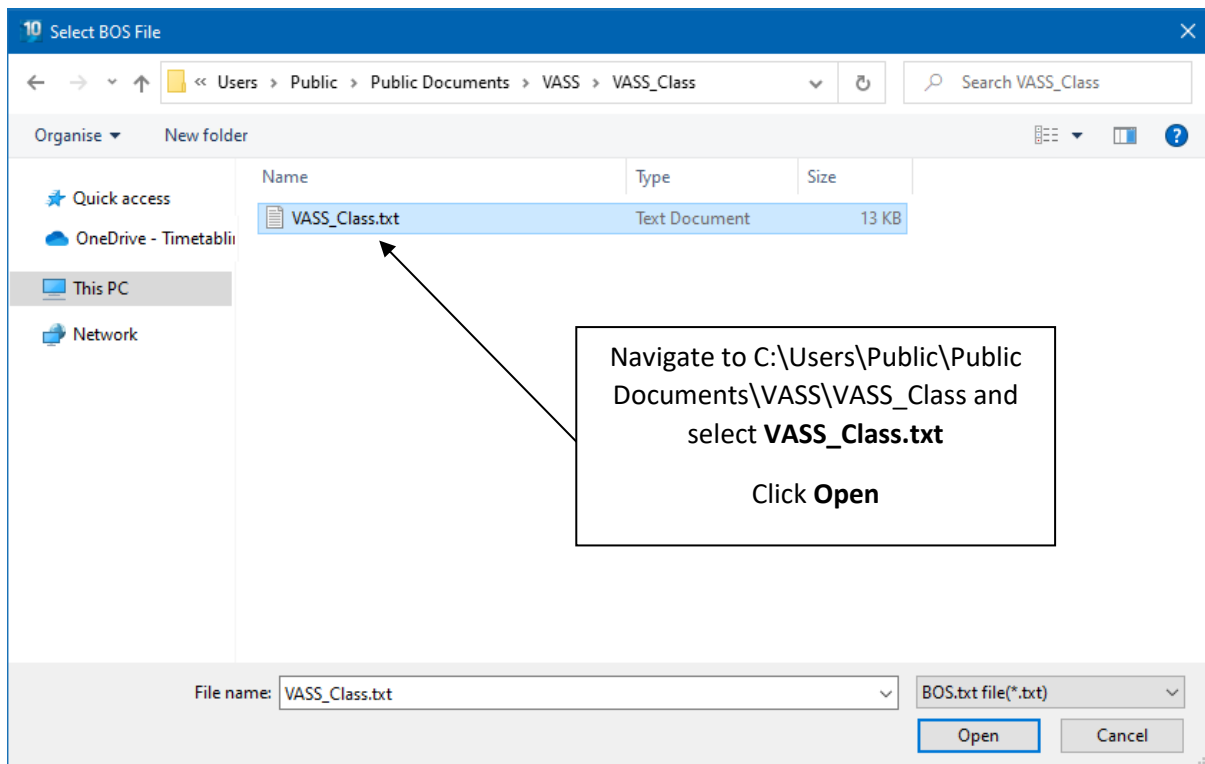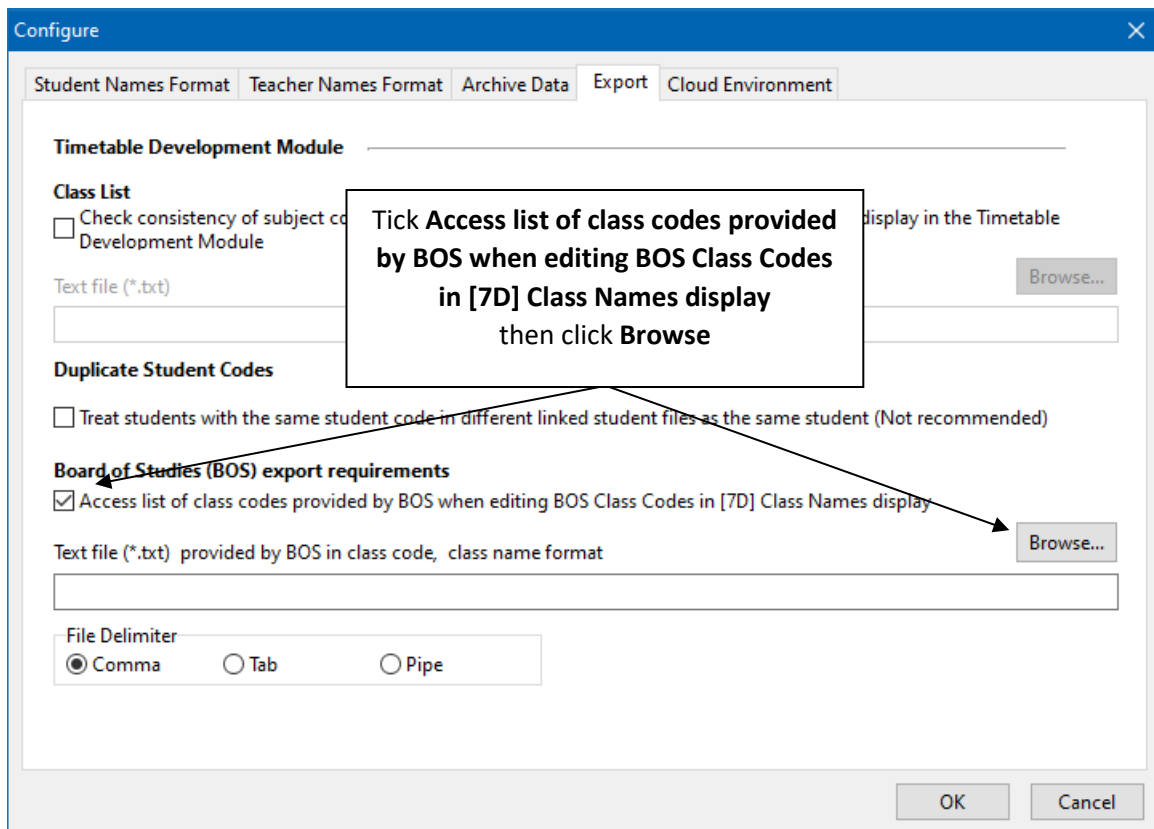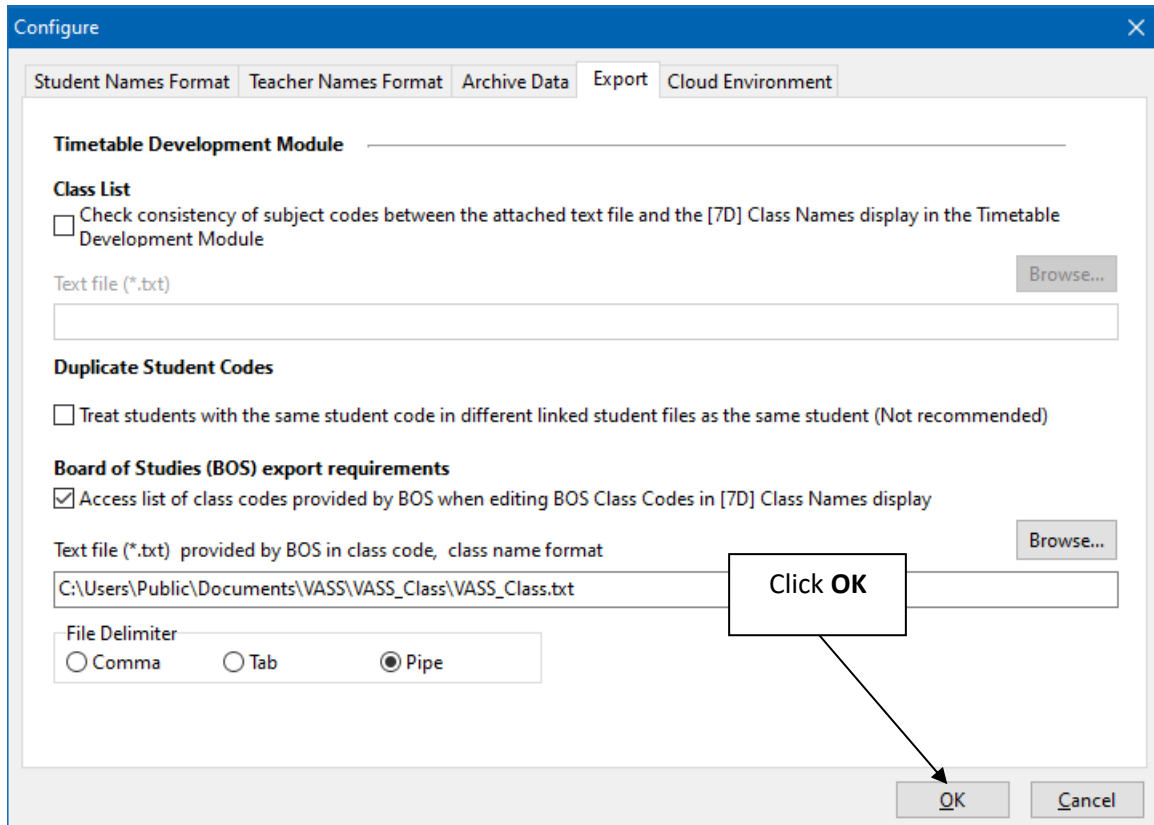
Close Version 10 and open it again. This is required to save the location of the text file so that the VASS codes are available for selection on [7D] Class Names.

CHECK STUDENT TIMETABLES

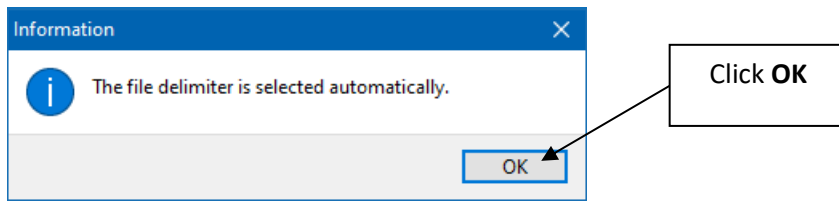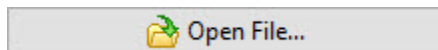Before creating any export file, the data in Timetabling Solutions Version 10 must be checked to ensure students have complete timetables. If the data is not complete in Timetable Development, the Export files that are produced will also not be complete.
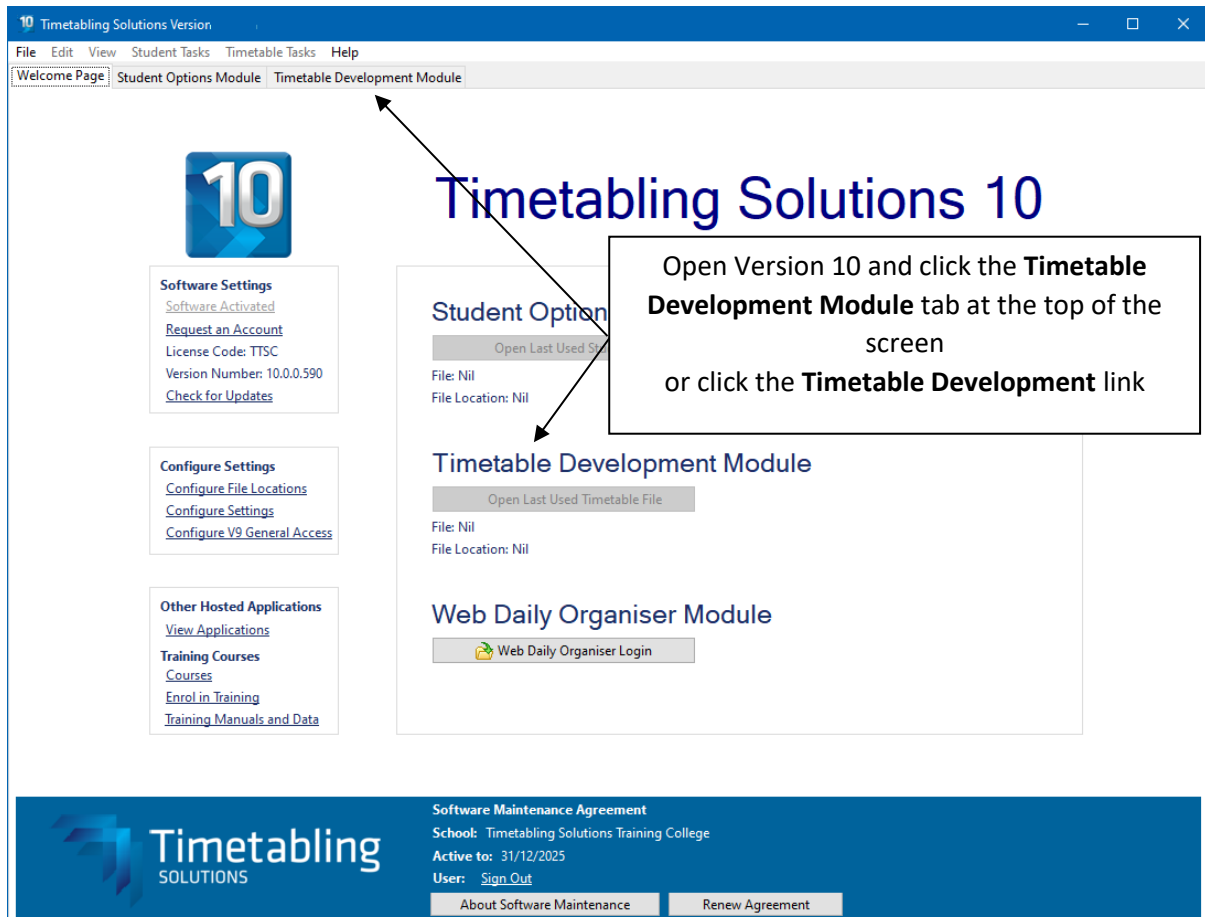
Open the file: C:\Users\Public\Documents\V10 Training Data\Timetable VASS Training Data.tfx

Timetable Development Module - Home Page

File Open

Timetable File: Timetable VASS Training Data.tfx
Student Files: Students: 612 (Files: 6)
Backup File: Nil
Quick Export: Nil

File Items

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

Task Groups

ℹ **Information Stage**   🔧 **Process Stage**   📗 **Reports Stage**

1 Parameters...   aster Timetables...
2 Year Levels and Roll Classes...   oll Class Timetables
3 Faculty Details...   13 Construct Timetable... 19 Teacher Timetables...
4 Teacher Details...   14 Edit Timetable   20 Room Timetables...
5 Room Details   15 Allocate Yard Duties... 21 Class Timetables...
6 Student Files...   22 Student Timetables...
7 Curriculum Details...   23 Class Lists...
8 Staffing and Faculti...   24 Yard Duty Timetables
9 Student Classes...   25 Timetable Statistics...
10 Yard Duty Details...

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

A Link Student Files
B Student List
C Check Student Data

Task: [6C] Check Student Data

☐ Show file location

Student Data Check

YEAR LEVEL INFORMATION
    Files ok

ROLL CLASS INFORMATION
    Files ok

CLASS INFORMATION - CLASS, TEACHER AND ROOM CODES
    Files ok

STUDENT SPARE FIELD TITLES
    No spare fields specified

OPTION SPARE FIELD TITLES
    No spare fields specified

STUDENT TAKING TWO CLASSES IN THE SAME GROUP ([9B] Students to Classes)
    Files ok

STUDENTS ASSIGNED TO TWO CLASSES FROM DIFFERENT GROUPS AT THE SAME TIME
    Nil

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

> There are no issues identified with the student data. If there are issues identified here, these issues must be resolved before data is exported.

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

ENTER VASS DETAILS IN TIMETABLING VERSION 10

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

Task: [7D] 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

☑ Teachers ☐ Consolidate composite classes into one   Classes selected: All (282)   Columns selected: 17 of 17

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Composite Class
203	Commerce	ACCO	Accounting	ACCO1A	Accounting1A	1A	∨			
204	Textiles	AUTO	Automotive Technology (Cert II)	AUTO1A	Automotive Technology (Cert II)1A	1A				[Is composite cla
205	Textiles	AUTO34	Automotive Studies 3/4 (Cert II)	AUTO34A	Automotive Studies 3/4 (Cert II)A	A				[Is composite cla
206	Science	BIOL	Biology	BIOL1A	Biology1A	1A				
207	Science	BIOL				1B				
208	Science	BIOL34				A				
209	Commerce	BUSI				1A				
210	Commerce	BUSM34				A				
211	Science	CHEM				1A				
212	Science	CHEM34				A				
213	Drama	DRAM				1A				
214	Technology	DTEX			1A	1A				
215	Technology	DTEX34			iles)A	A				
216	English	ENGL				1A				
217	English	ENGL	English	ENGL1B	English1B	1B				
218	English	ENGL	English	ENGL1C	English1C	1C				
219	English	ENGL	English	ENGL1D	English1D	1D				

> Scroll down until the Year 11 and Year 12 classes are shown
>
> Click the BOS Class Code column for Accounting 1A

Task: [7D] 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

☑ Teachers ☐ Consolidate composite classes into one   Classes selected: All (282)   Columns selected: 17 of 17

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Composite Class
203	Commerce	ACCO	Accounting	ACCO1A	Accounting1A	1A	∨			
204	Textiles	AUTO	Automotive Technology (Cert II)	AUTO1A	Automotive Technology (Cert II)1A	1A	AC011			[Is composite cla
205	Textiles	AUTO34	Automotive Studies 3/4 (Cert II)	AUTO34A	Automotive Studies 3/4 (Cert II)A	A	AC022 / AC033			[Is composite cla
206	Science	BIOL				1A	AC034			
207	Science	BIOL				1B	AH011 / AH022			
208	Science	BIOL3				A	AH033			
209	Commerce	BUSI				1A	AH034			
210	Commerce	BUSM			/4	A	AL033 / AL034			
211	Science	CHEN				1A	AR011 / AR022			
212	Science	CHEN				A	AR033			
213	Drama	DRAN				1A	AR034			
214	Technology	DTEX			-Textiles1A	1A	AST031			
215	Technology	DTEX3			3/4 (Textiles)A	A	BI011 / BI022			
216	English	ENGL				1A	BI033 / BI034			
217	English	ENGL	English	ENGL1B	English1B	1B				
218	English	ENGL	English	ENGL1C	English1C	1C				
219	English	ENGL	English	ENGL1D	English1D	1D				

> Click the drop-down arrow
>
> A list of all VASS class codes is displayed.
>
> Select **AC011**

Task: [7D] 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

☑ Teachers ☐ Consolidate composite classes into one   Classes selected: All (282)   Columns selected: 17 of 17

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Composite Class
						A	AC011	A		
						A				[Is composite cla
										[Is composite cla
						A				
						B				
						A				
						A				
						A				
						A				
216	English	ENGL	English	ENGL1A	English1A	1A				
217	English	ENGL	English	ENGL1B	English1B	1B				
218	English	ENGL	English	ENGL1C	English1C	1C				
219	English	ENGL	English	ENGL1D	English1D	1D				

> To include a class code suffix, click in the BOS Code 2 column, type "A" and press **Enter**
>
> Note: Suffixes are optional.
>
> The BOS Code 3 column in an optional field used to enter Focus Areas. In this example it is not required.

Task: [7D] 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 |

☑ Teachers ☐ Consolidate composite classes into one   Classes selected: All (282)   Columns selected: 17 of 17

No	Faculty	Subject Code	Subject Name	Class Code	Class Name	Class Suffix	BOS Class Code	BOS Code 2	BOS Code 3	Composite Class
203	Commerce	ACCO	Accounting	ACCO1A	Accounting1A	1A	AC011	A		
204	Textiles	AUTO	Automotive Technology (Cert II)	AUTO1A	Automotive Technology (Cert II)1A	1A				[Is composite cla
205	Textiles	AUTO34			II)A	A				[Is composite cla
206	Science	BIOL				1A	BI011			
207	Science	BIOL				1B	BI011			
208	Science	BIOL34				A	BI033			
209	Commerce	BUSI				1A				
210	Commerce	BUSM34				A	BM033			
211	Science	CHEM				1A	CH011			
212	Science	CHEM34				A	CH033			
213	Drama	DRAM				1A	DR011			
214	Technology	DTEX			iles1A	1A	DT011			
215	Technology	DTEX34			Textiles)A	A	DT033			
216	English	ENGL				1A	EN011			
217	English	ENGL	English	ENGL1B	English1B	1B	EN011			
218	English	ENGL	English	ENGL1C	English1C	1C				
219	English	ENGL	English	ENGL1D	English1D	1D				

> Repeat the above process to enter the VASS details for all required classes
>
> Click **Save** and return to the Timetable Development Home Page

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SAVE EXPORT FILE

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

Select
VASS (Victorian Assessment Software System)
from the dropdown list

Select Data to Export

Select the type of file you would like to Export your data to.

Select file type:

VASS (Victorian Assessment Software System)

Files description

This item produces one text file, usually called StudentPrograms.txt.

☑ Alert if any student code is in auto generated format

Click **Next**

< Back   Next >   Cancel

Click **Browse**

Browse to location of the Candidate Number Generation File created earlier from the VASS or admin system

In this example, navigate to C:\Users\Public\Public Documents\VASS and select file **GenerateStudentFile.vass** then click **Open**

Timetable File Export Wizard

VASS File
Where is your Candidate Number Generation file?

Click Browse and select the Candidate Number Generation File   [Browse]

C:\Users\Public\Documents\VASS\GenerateStudentFile.vass

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.

Click **Export**

[< Back]   [Export]   [Cancel]

VCAA School Code

Please enter school code (1 - 5 chars)   0000

[OK]   [Cancel]
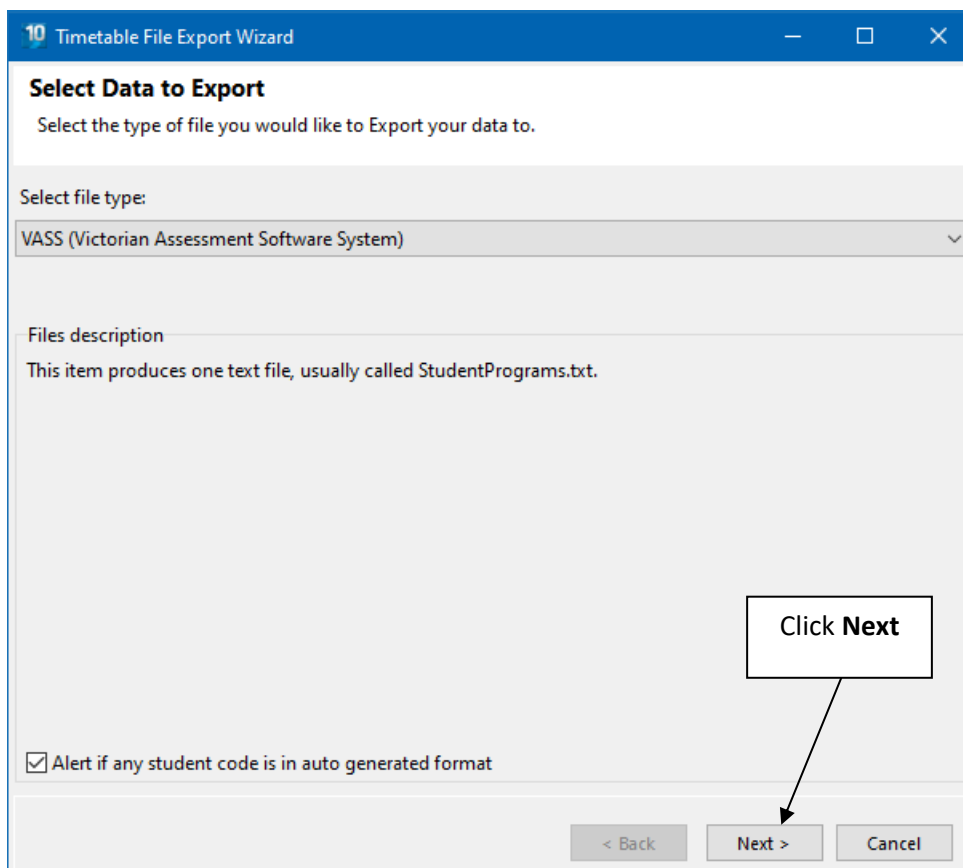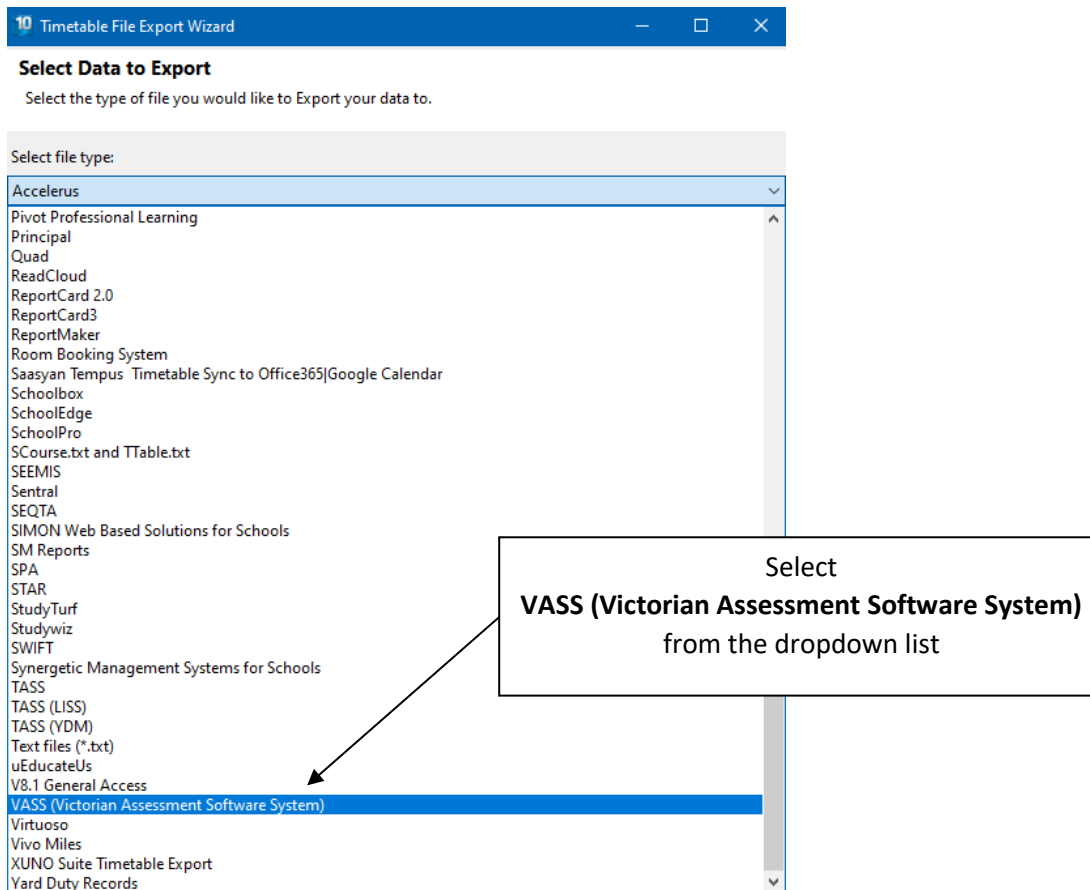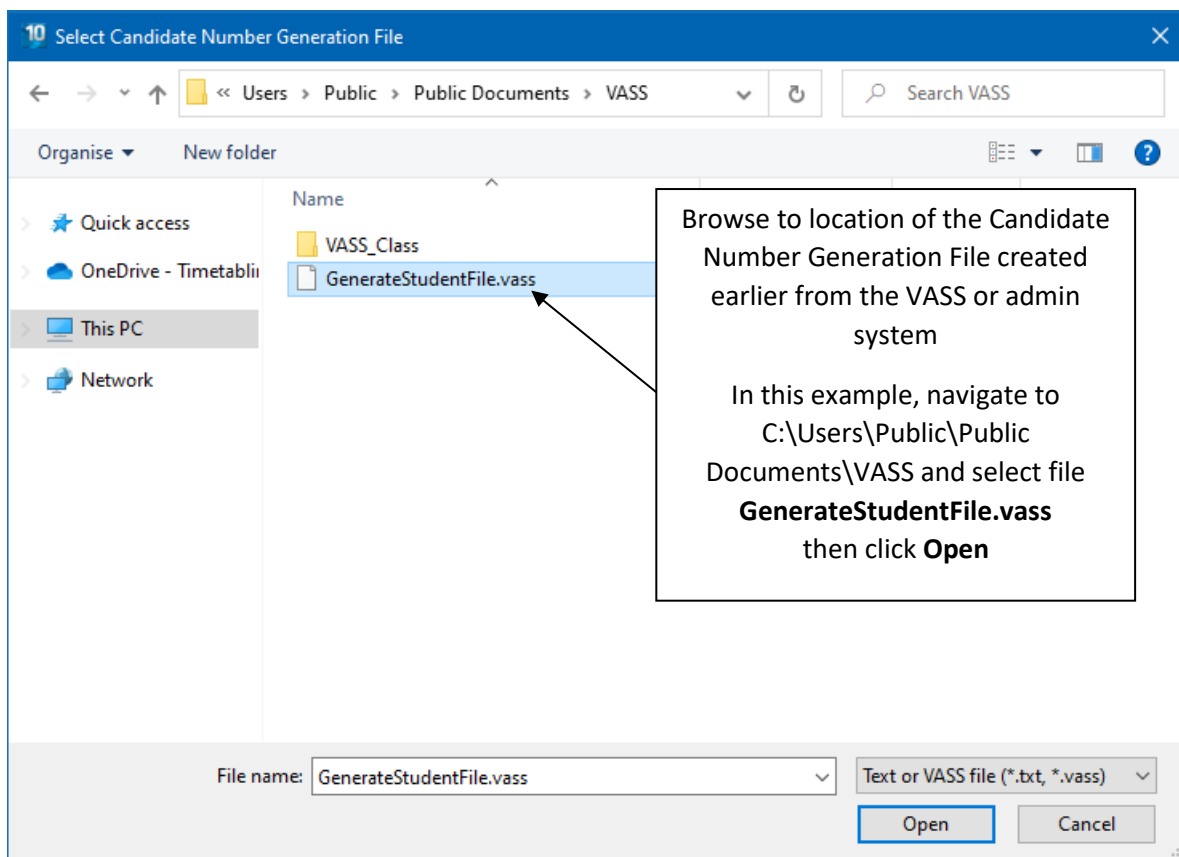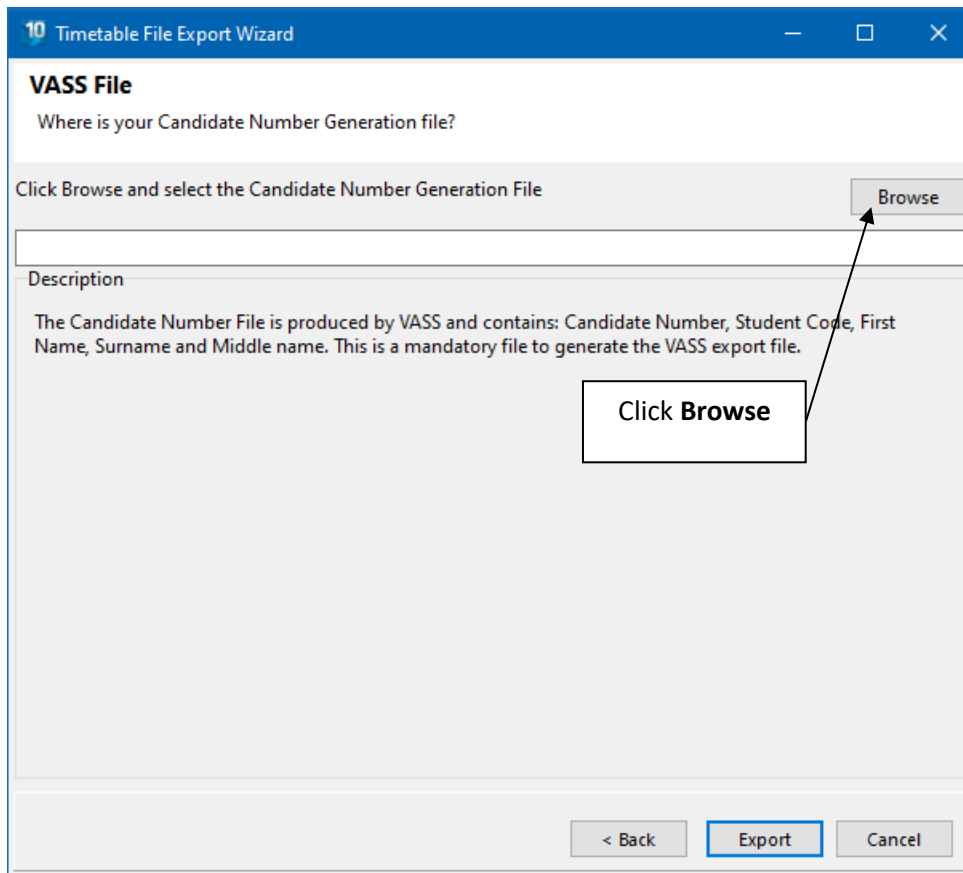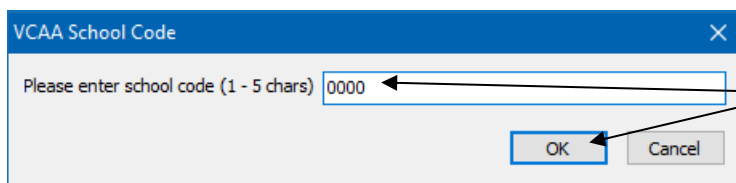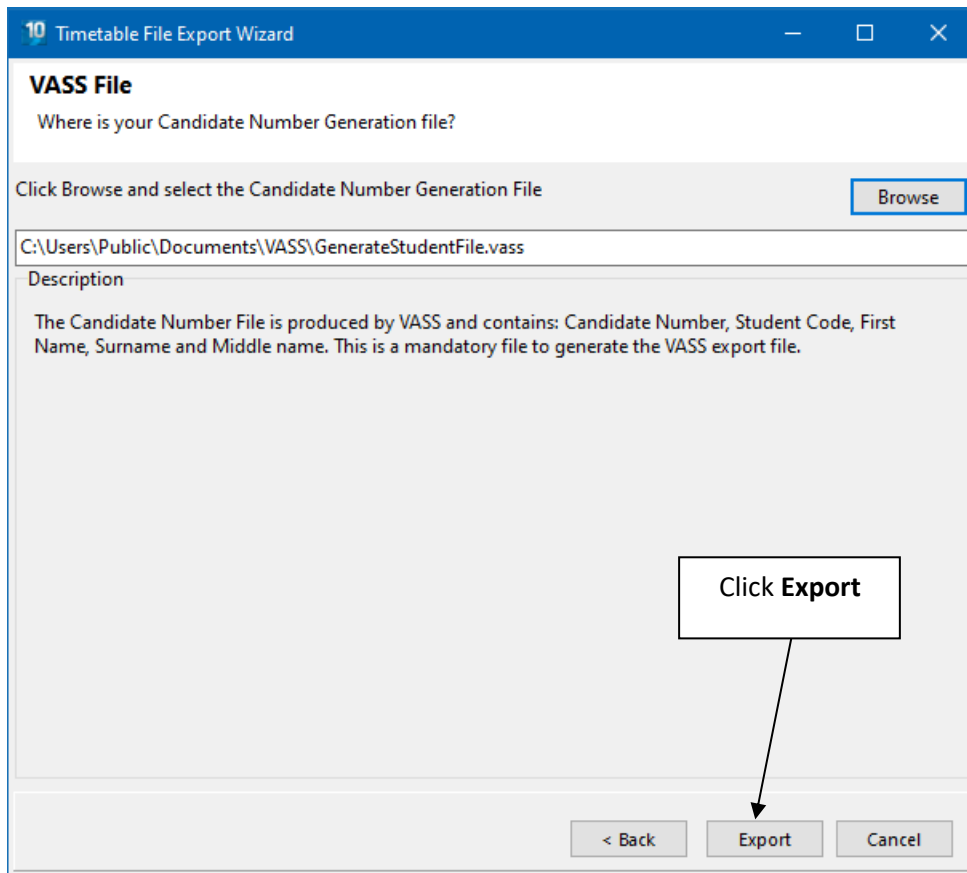
Enter the VCAA school code and click **OK**

Export File Name

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

[OK]   [Cancel]
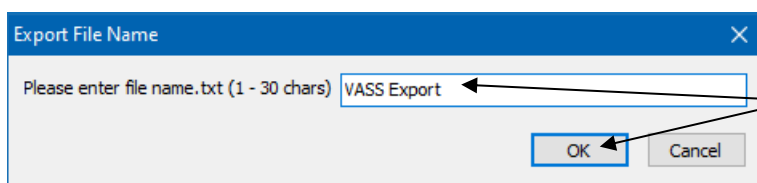
Type the file name "VASS Export" and click **OK**

Confirm

Export completed. Close Wizard?

[Yes]   [No]
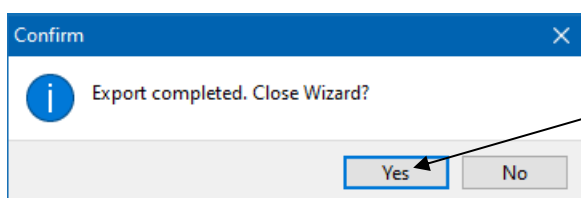
The VASS file has been saved to the location specified in Configure File Locations.

Click **Yes**

QUICK EXPORT

If the most recent export was to VASS, the Quick Export feature can be used as an alternative to the File Export Wizard outlined previously.

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

Click **Quick Export**

Leave the VCAA School Code entered previously as the default and click **OK**

Leave the file name entered previously as the default and click **OK**

Information

Quick Export: VASS (Victorian Assessment Software System) files exported to C:\Users\Public\Documents\VASS.

[OK]
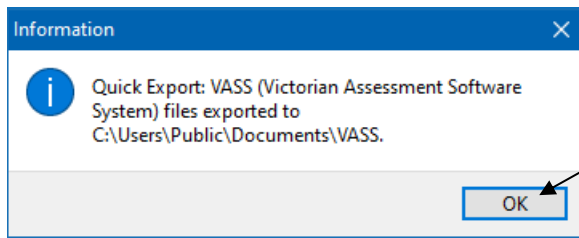
The export file has been created and has been saved to location specified in Configure File Locations.

Click **OK**

VIEW VASS FILE

To view the VASS file, close Timetabling Solutions Version 10 and use Windows Explorer to navigate to C:\Users\Public\Public Documents\VASS

Double click the file **VASS Export.txt**

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

VASS Export.txt - Notepad

```
|0000|11111114L|BAMFR01|BAMFORD|Renee||DT033|||0000|
|0000|11111114L|BAMFR01|BAMFORD|Renee||BI033|||0000|
|0000|11111118G|BILLK01|BILLINGSWORTH|Kerry||DT033|||0000|
|0000|11111118G|BILLK01|BILLINGSWORTH|Kerry||BI033|||0000|
|0000|11111119A|BLAIA01|BLAIR|Anthony||CH033|||0000|
|0000|11111120R|BLENL01|BLENCOWE|Lynette||BM033|||0000|
|0000|11111124W|BRUCL01|BRUCE|Linda||DT033|||0000|
|0000|11111124W|BRUCL01|BRUCE|Linda||BI033|||0000|
|0000|11111125E|CALAN01|CALAM|Nicole||BI033|||0000|
|0000|11111130L|COOKM01|COOK|Margaret||CH033|||0000|
|0000|11111133E|CROWR01|CROWE|Russell||DT033|||0000|
|0000|11111133E|CROWR01|CROWE|Russell||BI033|||0000|
|0000|11111139F|FORDK01|FORD|Karen||CH033|||0000|
|0000|11111140W|FOXL01|FOX|Lindsay||BI033|||0000|
|0000|11111143A|GLUYR01|GLUYAS|Richard||BI033|||0000|
|0000|11111144R|GOODA01|GOODING|Adrian||CH033|||0000|
|0000|11111146L|HAMIJ01|HAMILTON|Jonathan||BM033|||0000|
|0000|11111150G|HARTT01|HARTLEY|Thomasina||CH033|||0000|
|0000|11111153X|JILLN01|JILLETT|Neil||CH033|||0000|
|0000|11111156W|KOVAP01|KOVALAM|Prue||BM033|||0000|
|0000|11111159A|LAWSC01|LAWSON|Craig||DT033|||0000|
|0000|11111159A|LAWSC01|LAWSON|Craig||BI033|||0000|
```

Ln 1, Col 1   100%   Windows (CRLF)   UTF-8