Copy Nova T6 timetable to TimeTabler

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Introduction

As a school you may need to get your completed timetable into TimeTabler having created it in Nova T6. The good news is it all possible and as a school you have numerous options available to you.

Method 1 – Self teach

Many schools simply read the TimeTabler 'ring-binder' manual and complete the process themselves. If your school wishes to do this then the main steps are:

- Setup your school day
- Import subjects, rooms, teacher from a Nova xpl file (not the spl file) or spreadsheet
- Setup scheduling classes
- Create the school curriculum diagram, ensuring teaching group names are setup to match exactly your Nova T6 class codes
- Staff your curriculum
- Manually schedule every lesson
- Check/change the rooming to match your Nova timetable
- Setup and apply Staff labels (NCC codes) if you want to have them in the timetable

There is no need to copy registration/form time into TimeTabler as they can be setup in Arbor itself. There is no need replicate alternative curriculum in TimeTabler, that should be recreated in Arbor.

Summary

This method is completely free, as it is all self-taught and you invest the time in completing the work. Be realistic in the time investment required, just think if you were given a TimeTabler timetable and asked to put that into Nova and you had no experience of Nova, how long would it take you? It is easily many days' worth of work and generally speaking, two-week timetables will take twice as long for obvious reasons! As a school you could use your Gold-Start voucher if not already redeemed for the Scheduling class and Teaching group webinars to help you setup scheduling classes and teaching groups.

Method 2 – Attend a workshop

Come to workshop in Market Harborough on Monday 3rd July (book here) with your laptop with Nova T6 and TimeTabler installed on your school licence and we will take you through

- Starting with blank data
- Setting up your school day
- Importing your basic data from xpl file
- Setting up scheduling classes
- Then you can choose to concentrate on one- or two-year groups to create the batches and understand pure classes, simple blocks, container blocks
- You will then staff the year groups
- You will then manually schedule those year groups
- You will then understand how to check/change rooming
- You will understand how to apply staff labels (NCC's)

Summary

This method involves a cost of £239+vat and a commitment to travel to Market Harborough on 3rd July (book here). But this method allows you to learn with an expert leading the day on your data, so no need to read any manuals! You will naturally have 'homework' as you will need to complete the rest of the timetable at school. So, there is still a commitment of time to complete the work. This will be several days of work. If your school hasn't used their Gold-Start voucher, then the cost would be reduced by £95+vat if you wished to redeem your voucher just email mist@mistservices.co.uk.

Method 3 – Attend on-line training.

We offer group on-line training on 8th and 9th July (book [here](#)). The sessions won't allow you to work as much on your real data as method 2 (because it is held remotely) and inevitably the experience won't be the same as face-to-face training in Market Harborough but the content of the Zoom sessions will be the same as method 2.

Due to the online nature, we are splitting the topics across two sessions and it's expected you attend both sessions (8th and 9th July).

Summary

This method involves a cost of £239+vat for the 8th and 9th (it isn't £239 per session!) and you need to commit to be available on 8th July and 9th July and ensure Zoom operates as needed prior to the training. This method allows you to learn with an expert leading you through the process on training data and you will need to apply knowledge to your own situation.

You will have 'homework' as you will need to complete what you have learnt on the sessions, so there is still a commitment of time to complete the work. This will be several days of work.

If your school hasn't used their Gold-Start voucher, then the cost would be reduced by £95+vat if you wished to redeem your voucher just email mist@mistservices.co.uk.

Method 4 – Outsource the transfer

This is by far the simplest method! You simply need to complete your timetable in Nova T6 and MIST Services will do the rest! All that is needed is the school to book the service in (pink dates), which can be done online here and you email the Nova spl file on the date you have booked. This is a popular service and as such you must book your date when you are going to submit your data as we only take on limited transfers each week and if you fail to submit your file on the date you booked you will need to book a new date (subject to availability).

Summary

This method does involve a higher cost but it's the most stress free/easiest method.

One week timetable

- 5 Year groups - £1490+vat
- 7 Year groups - £1840+vat

Two-week timetable

- 5 Year groups - £1890+vat
- 7 Year groups - £2390+vat

MIST Services will send a TimeTabler backup file once completed that passes all the validation checks and we'll even do a video running the export on your data! The only homework you'll have is to run the export and upload to Arbor – how easy! For more information on the transfer service and what isn't included please click a Pink date and more information is shown. If in any doubt, please email mist@mistservices.co.uk in advance of booking. As a school you MUST have a current licence for Nova T6 if you wish to use this service.

Questions

What happens if my timetable isn't in Nova T6?

Method 1, 2, 3 are still available to you. The costings in Method 4 are if you have your completed timetable in Nova T6. If you have it in another system, then email mist@mistservices.co.uk and with the timetable file and they will provide a bespoke quote. But MIST Services won't take all file/formats, so they might say no!

Is everything copied over in Method 4?

All the curriculum is copied and staffing from the 'Model' and 'Classes' screen on a NC Year. If you have used Add staff in Nova (few schools use that method anyway), then these won't be copied as they aren't visible on the Classes screen. Although in the returned video MIST can show how they can be added into the TimeTabler file. The following isn't copied:

- Alternative curriculum (MIS wants that completing in the MIS itself)
- Registration/tutor periods (MIS wants that completing in the MIS itself)

A maximum of 31 NCC's are copied.

If unsure, then email mist@mistservices.co.uk for clarification before booking.

How long does method 4 take?

We ask for 7 working days (the transfer is not a 5-minute job!) So as an example if you book Friday 20th June 2025 we are expecting your spl to be emailed to mist@mistservices.co.uk by 5pm on that date and MIST Services would email back your TimeTabler backup and video by 1st July at 5pm.

What happens if I'm not going to complete my timetable in Nova by the booking date?

You can cancel the booking up to 14 days in advance via the Cancel button in your booking email and you can book a new slot with no financial penalty. **Failure to cancel and full fee is payable**. Just remember we only take on limited transfers so the next date with availability could be several weeks into the future. The best and honest answer is to think extremely careful about the date you book and book a realistic/achievable date!