Deployment of Teaching Resources (DTR) Returns

Frequently asked questions

October 2017

Detailed information about the DTR returns is available on the DES website at
https://www.education.ie/en/Schools-Colleges/Services/Returns/Deployment-of-Teaching-Resources-Returns/

https://www.education.ie/ga/Scoileanna-Coláistí/Seirbhísí/Tuairisceáin/Tuairisceain-ar-Imlonnu-Acmhainni-Teagaisc-Trathchlar-Muinteoirí

How do I generate and submit the DTR returns?

The DTR returns (September returns/ timetable returns) are carried out in a two-step process.

1. Generate the files for the DTR returns using the option in your timetable software. Instructions are available from your software supplier.

2. Upload the returns using ESINET. Note: the ESINET "data entry" role is required to upload the return.
   Detailed instructions for this step are available at https://www.education.ie/en/Schools-Colleges/Services/Returns/Deployment-of-Teaching-Resources-Returns/instructions-on-how-to-transmit-deployment-of-teaching-resources.pdf

Full information about the DTR returns is available at https://www.education.ie/en/Schools-Colleges/Services/Returns/Deployment-of-Teaching-Resources-Returns/

Why do I get the message "school not registered for this service"

If your school is a new school it is possible that the school has not been registered for DTR returns. The school must contact the Department to request registration. Please send an e-mail with the following details to DES_DTR_Returns@education.gov.ie:

- School name
- Roll number

Why can't I see the option for DTR returns on my landing page?

The ESINET user who submits the DTR returns (Deployment of Teaching Resources – timetables) must have the "Data Entry" role in ESINET.

- If the current user does not have the data entry role they will not have access to the DTR links.
- Any ESINET user in your school who has the *data entry* role can submit the DTR returns.

Note: The same ESINET user cannot have both the *approver* and the *data entry* role. This is relevant as the principal and/or deputy principal often have the *approver* role and therefore will not be able to access the DTR option.

What ESINET role do I need to submit the DTR return?

The ESINET user who submits the DTR returns (Deployment of Teaching Resources – timetables) must have the "Data Entry" role in ESINET.

How do I get the *data entry* role?

There is usually an ESINET user in the school who already has the *data entry* role. It is not usually necessary to change an existing user's ESINET role to assign them the *data entry* role.

Note: the same user cannot have both the *Data Entry* and *Approver* roles

The ESINET Local Administrator in your school has the authority to assign roles and set up users etc. Usually the principal is the ESINET Local Administrator.

Who is the ESINET local administrator in my school

The ESINET local administrator is usually the principal.
When you log in to ESINET you can see the roles that are assigned to you.

What can the Local Administrator do?

The ESINET local administrator can

- Set up new ESINET users
- Reset passwords
- Link ESINET users to the school (e.g. for new users)
- Assign/change roles

How should year heads' and guidance teachers' time be recorded?

The required information for recording timetable information for guidance counsellors, TY Coordinators and Year Heads is in Section 3.4 (**non-class contact time**) of the Instructions on the Department's website at https://www.education.ie/en/Schools-Colleges/Services/Returns/Deployment-of-Teaching-Resources-Returns/Instructions-for-Completion-of-Timetable-Returns.pdf.

How do I record SLAR meetings?

Refer to Section 3.4 (non-class contact time) of the Instructions on the Department's website at https://www.education.ie/en/Schools-Colleges/Services/Returns/Deployment-of-Teaching-Resources-Returns/Instructions-for-Completion-of-Timetable-Returns.pdf.

How should I record the timetable for a teacher who is on maternity leave?

If the teacher is included in the timetable for the school at the time the return is made they should be included in the return. You do not have to return the timetables for substitute teachers.

How should I record the timetable for a teacher who has not yet been appointed?

It is important that the timetable information that is returned is as accurate as possible. If the names of teachers are not known they can be entered using indicative names such as "Teacher A" or "Teacher B". If the qualifications are not known they can be entered as "Unknown at time of DTR return".

Should I return the timetable for substitute teachers?

You do not have to return the timetables for the substitute teachers covering the classes during the absence of the permanent teachers if the permanent teacher's timetable is included in the return

How should professional time (new Junior Cycle) be recorded

We are advising the following approach for recording "Professional Time" on the timetable:

- Record it in the **Non-Class Contact Timetabled Hours / Other Timetabled Hours category**
- Use the code normally associated with meetings (Other)
- Insert the descriptive text "**Professional Time**"

Note: the Circular Letter 0015 /2017 contains information about the scheduling of Professional Time.

Refer to Section 3.4 (non-class contact time) of the Instructions on the Department's website at https://www.education.ie/en/Schools-Colleges/Services/Returns/Deployment-of-Teaching-Resources-Returns/Instructions-for-Completion-of-Timetable-Returns.pdf.

ESINET displays errors when I try to upload the DTR returns: what should I do?

Detailed instructions for using ESINET to upload the DTR returns are on the DES website at https://www.education.ie/en/Schools-Colleges/Services/Returns/Deployment-of-Teaching-Resources-Returns/instructions-on-how-to-transmit-deployment-of-teaching-resources.pdf

If ESINET encounters errors they might be in relation to:

Warning message re File D: Zero size
This means that the timetabled non-contact time has not been downloaded from your timetabling software. Refer to Refer to Section 3.4 (non-class contact time) of the Instructions on the Department's website at https://www.education.ie/en/Schools-Colleges/Services/Returns/Deployment-of-Teaching-Resources-Returns/Instructions-for-Completion-of-Timetable-Returns.pdf.

Incorrect file name

The filenames for upload must be in the format TF*rollnumber*A.17A, for example, if your roll number is 12345Z, the first DTR file will be named TF12345ZA.17A.

If you have exported the files from your timetabling software several times, there might be earlier versions of the DTR files in the folder that you have selected. For example, you might see a file name such as TF12345ZA(2).17A. In this case, you might need to remove these files and download the files again from your timetabling software (or download from the timetabling software to a different folder) to ensure that they have the correct file names.

Can DTR returns still be submitted even though the required by date has passed?

Yes, the ESINET option to upload the DTR returns can still be used.

Can I resubmit the DTR returns if I have made an error in the original version?

Yes, the DTR return can be resubmitted if required.

I am waiting for confirmation of a teacher's details: should I wait until I have them before submitting the DTR return?

No, you can submit the DTR return even if you don't have the full details for every teacher.

I don't know how many students are in a class: should I wait until this has been finalised before submitting the DTR return?

No, you can submit the DTR return even if you don't have the exact number of students in each class.

My teachers and my timetable have changed: do I need to send in a new DTR return?

No, you don't need to submit a new DTR return if there are changes to your timetable. However, if you want to resubmit the DTR return you can do so through ESINET

Do I need to send a hard copy of any of the DTR documents to the Department ?

No, you don't need to send hard copy versions of any of the DTR documents to the Department.