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Admissions+ SIMS
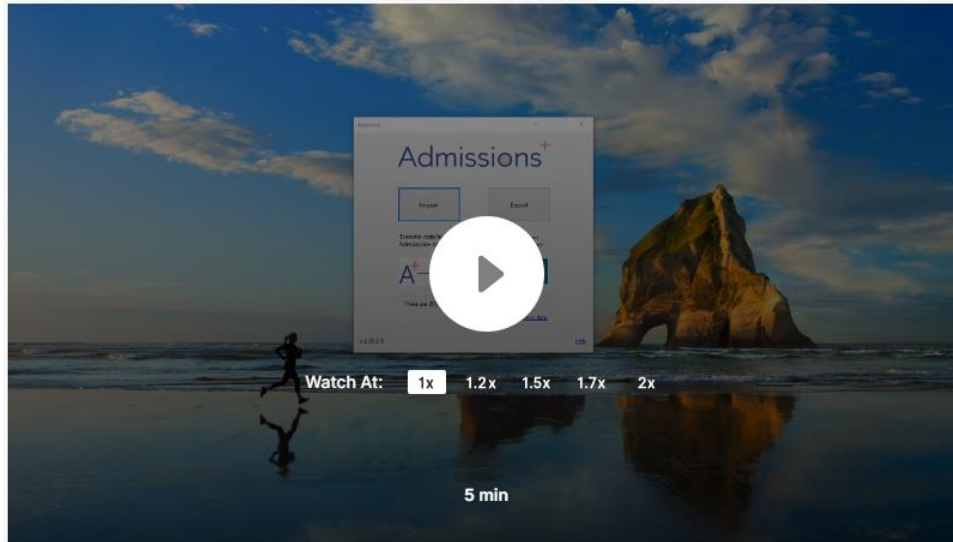# App Handbook

Contents

Importing Existing Internal students from SIMS to Admissions+

At the start of the Admissions process, you can import your internal existing students from SIMS to Admissions+.
The benefits of doing this are:

1. Internal students are tagged with the Admissions Number – this used later on for updating their data
2. Students can be sent a welcome email or given their log ins, so they don't have to self register making the process a lot easier
3. Data from SIMS will be prepopulated for them, they will need to update the data and complete any additional questions
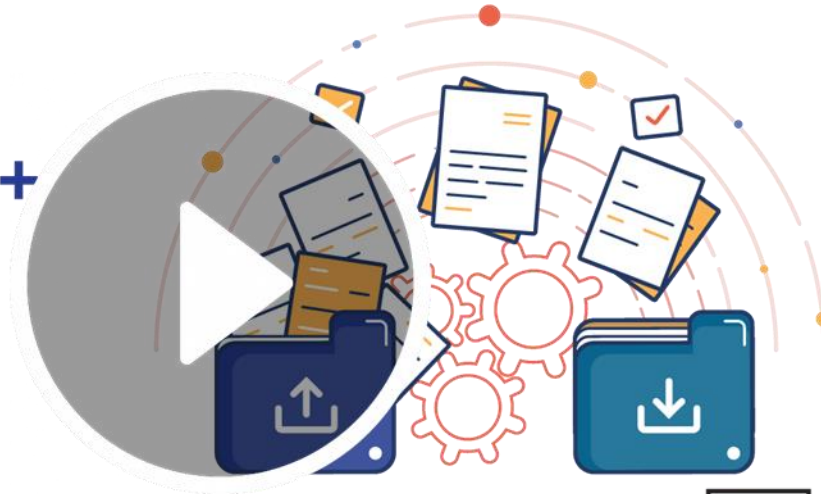
Importing Existing Internal students from SIMS to Admissions+

Watch At: 1x 1.2x 1.5x 1.7x 2x

5 min

Admissions+ SIMS On-demand Data Transfer Training

Please see here for an on demand training session that goes through the SIMS integration.
The steps are then broken down into step in the pages that follow.
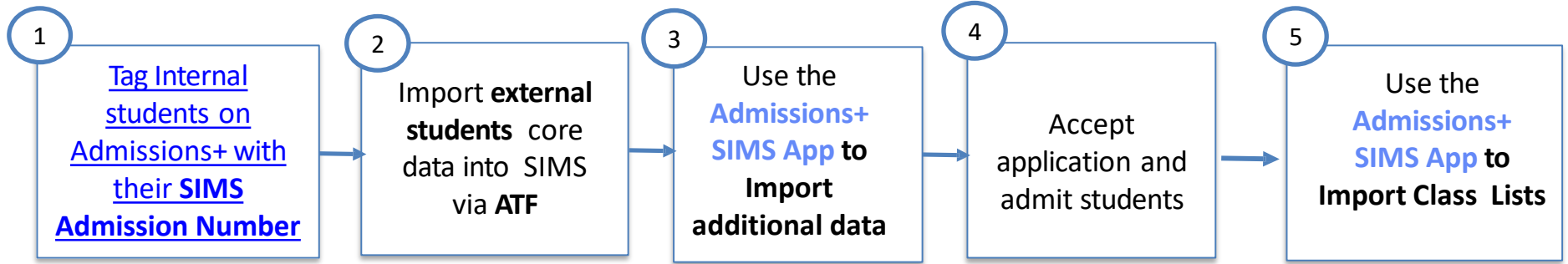
Admissions+ Data Transfer Flow

The steps to transfer student data to your SIMS system are shown below:

1 → Tag Internal students on Admissions+ with their **SIMS Admission Number**

2 → Import **external students** core data into SIMS via **ATF**

3 → Use the **Admissions+ SIMS App to Import additional data**

4 → Accept application and admit students

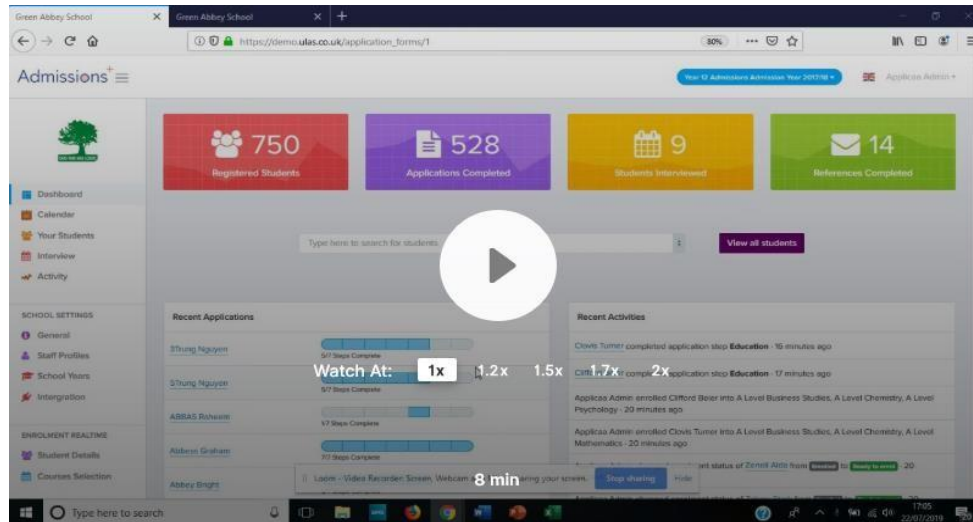**5** → Use the **Admissions+ SIMS App to Import Class Lists**

Updating internal students with their SIMS Admission Number

If you did not import your internal students via a csv **with their SIMS Admission Number or via the Admissions+ SIMS Application, you must** update your internal student on Admissions+ with their **SIMS Admission Number in order to update their data/**

If you initially imported your internal students with these numbers or using the Admissions+ SIMS Application, then please ignore this step as your students will already be tagged with their SIMS Admission Number.

Click play to view the instructional video below

Updating internal students with their SIMS Admission Number

Exporting Core Student Data to from Admissions+ to SIMS via ATF

Student Basic Details

- UPN
- ULN
- UCN
- Surname
- Forename (also other names)
- Date of Birth
- Gender
- Address Lines
- First Language, Home Language
- Ethnicity
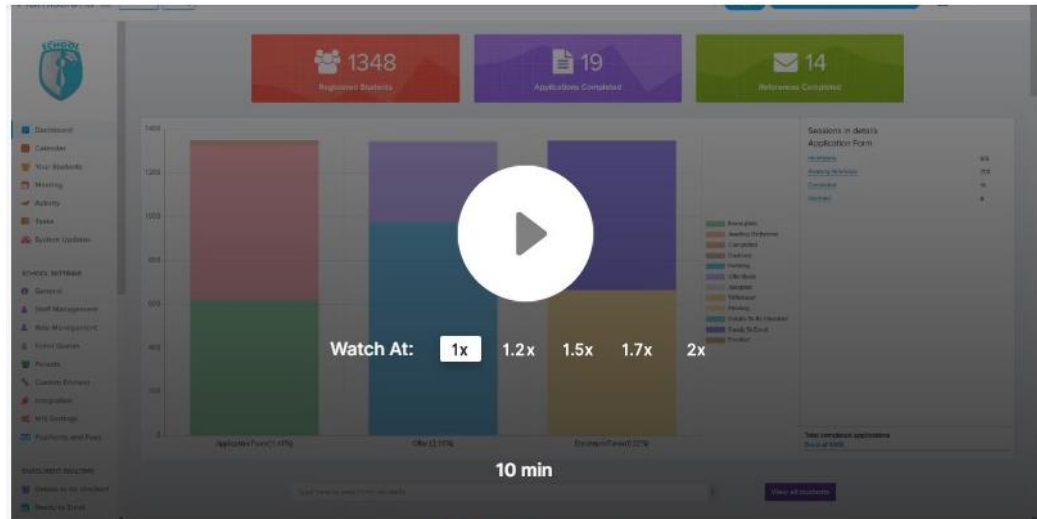- Home Phone Number
- Mobile Phone Number
- Student Email

Contact (Parent/Carer, Guardian) Details

- Priority (1st or 2nd 3rd etc..)
- Title
- Surname
- Forename
- Relationship (Mother/Father)
- Responsibility
- Address Lines
- Home Phone
- Mobile Phone
- Email

The data transferred to SIMS via ATF for students and contacts is shown on the left. Below is an instructional video guide that takes you through the process of exporting data from Admissions+ and importing into SIMS as outlined in this document.

Click on the play icon below to launch the video
The video also includes instructions on Accepting Application and Admitting Applications in SIMS

Admissions+ SIMS App

Once you have imported the ATF file and after you have admitted the students that are definitely attending your school. You can now use the Admissions+ SIMS App to transfer additional data for the students.

Please see below for the data items that can only be updated using the Admissions+ SIMS App
Please see the next slide for how to install and run the App

- Photo
- Parent consent
- Modes of travel
- Meal type
- Special dietary needs
- Service child in education
- School histories
- Disabilities
- In care
- Medical notes
- Medical practice

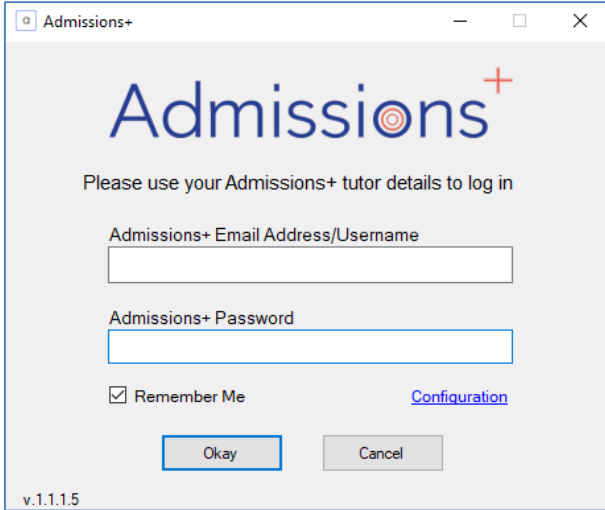**Exporting additional student data using the SIMS App**

Installing the Admissions+ SIMS App

Once you have imported external students via the ATF file (and tagged your internal students with their SIMS Admission Number if necessary), you can now use the Admissions+ SIMS App to transfer additional data for both internal and external students.
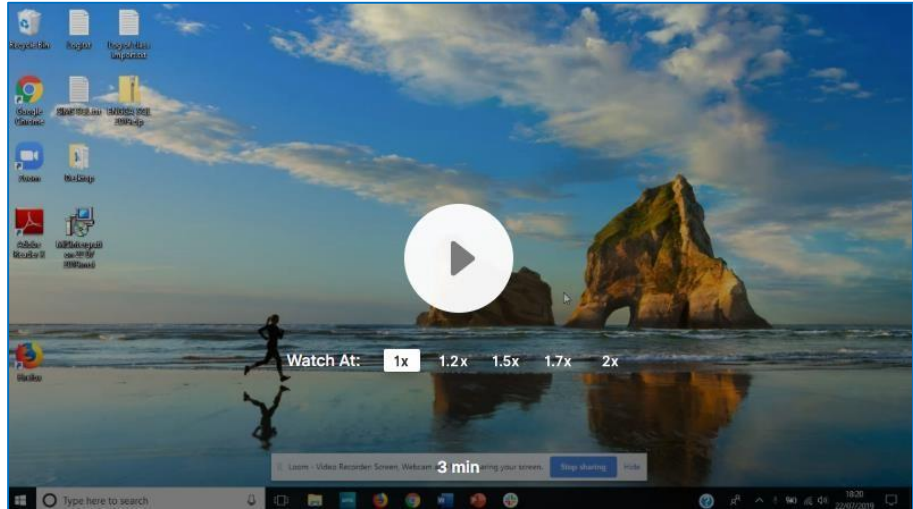
The installation file can be accessed here
Please see the video below for instructions on how to configure the Application once installed

Installing and configuring the Admissions+ SIMS App

SIXTH FORM ONLY: Importing student class lists (student time tables)

The Admissions+ SIMS App allows you to import class lists and student time table into SIMS using the class lists you have created on Admissions+ during enrolment day.

Click the play button to launch the instructional video on how to import class lists.

Importing class lists from Admissions+ to SIMS using the Admissions+ SIMS Integration App

SIXTH FROM ONLY: Importing Internal Student Achieved Grades

To save time on enrolment day, you will be able import your internal student achieved grades. This will mean that you can be confident that their grades area accurate and they will only select courses they meet requirements for. You can also prevent students from changing their grades.

Please note that on Wednesday 19th August, by default your Admissions+ System will be locked so that students cannot login and view their grades.

Please see steps on importing student grades below

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