

Applicaa

applicaa

Admissions+ SIMS App Handbook

Contents

1. [Importing existing students from SIMS to Admissions+](#)
2. [Admissions+ SIMS Data Transfer Training Webinar](#)
3. [Admissions+ Data Transfer Flow](#)
4. [Updating internal students with their SIMS Admission Number](#)
5. [Exporting Core Student Data to SIMS via ATF](#)
6. [Installing the Admissions+ SIMS App](#)
7. [Importing additional student data using the SIMS App](#)
8. [Importing student class lists \(student time tables\)](#)
9. [Importing Internal Student Achieved Grades](#)

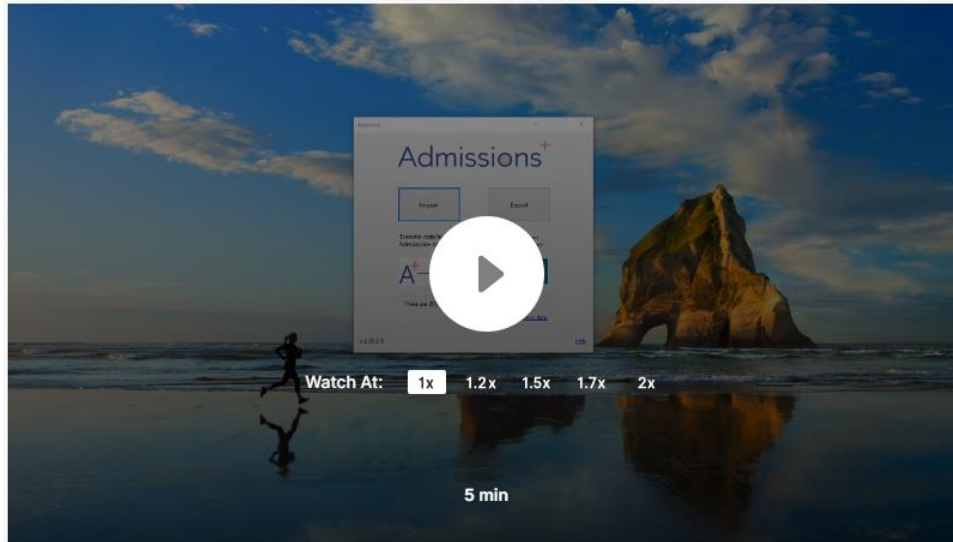
Importing Existing Internal students from SIMS to Admissions+

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

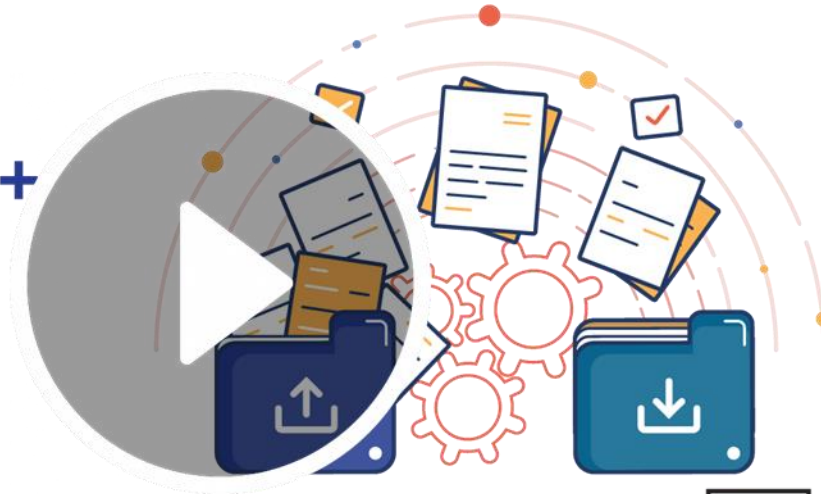
Importing Existing Internal students from SIMS to Admissions+



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.

Year 12 Admissions+ to SIMS Integration Webinar

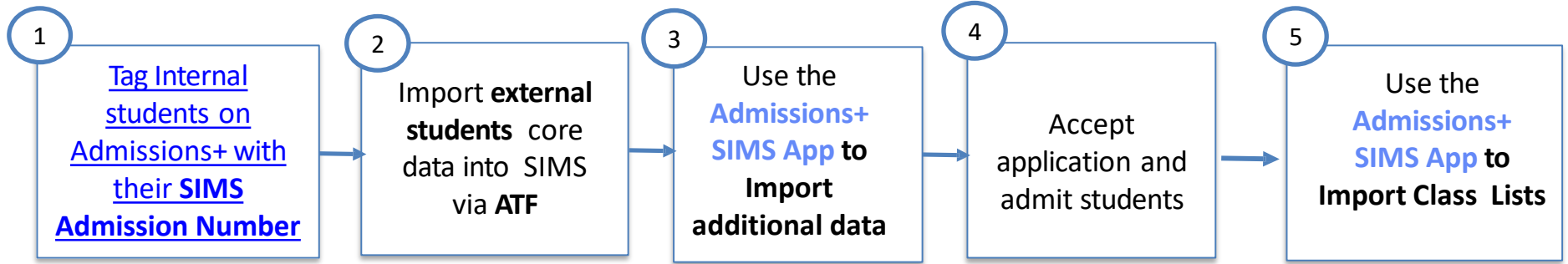


Admissions+
Powered by applicaa

CAPITA SIMS

Admissions+ Data Transfer Flow

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



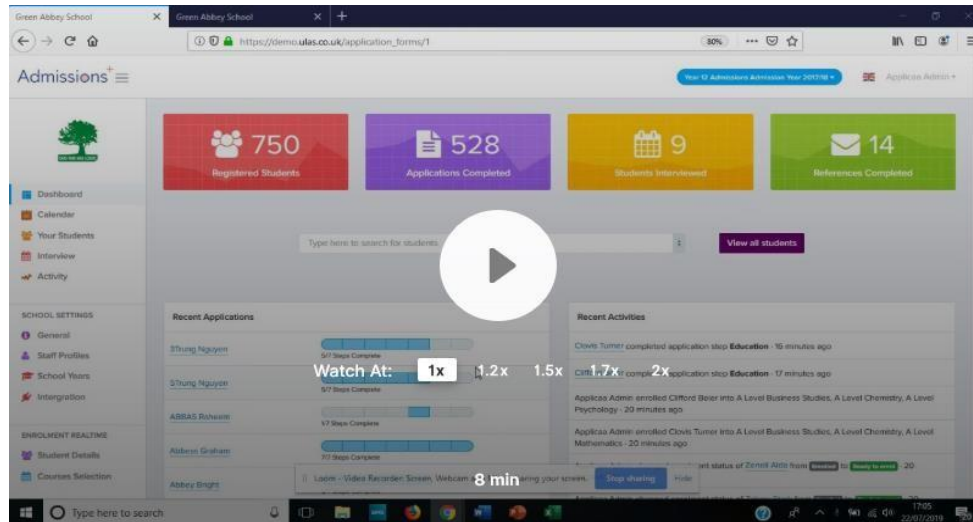
Updating internal students with their SIMS Admission Number

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



The screenshot displays the Admissions+ dashboard for Green Abbey School. The dashboard features a navigation menu on the left with options like Dashboard, Calendar, Your Students, Interview, and Activity. The main content area shows four key metrics: 750 Registered Students, 528 Applications Completed, 9 Students Interviewed, and 14 References Completed. Below these metrics is a search bar and a 'View all students' button. The dashboard also includes sections for 'Recent Applications' and 'Recent Activities'. A video player is overlaid on the dashboard, showing a play button and a 'Watch At: 1x' control. The video player is currently at 8 minutes.

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

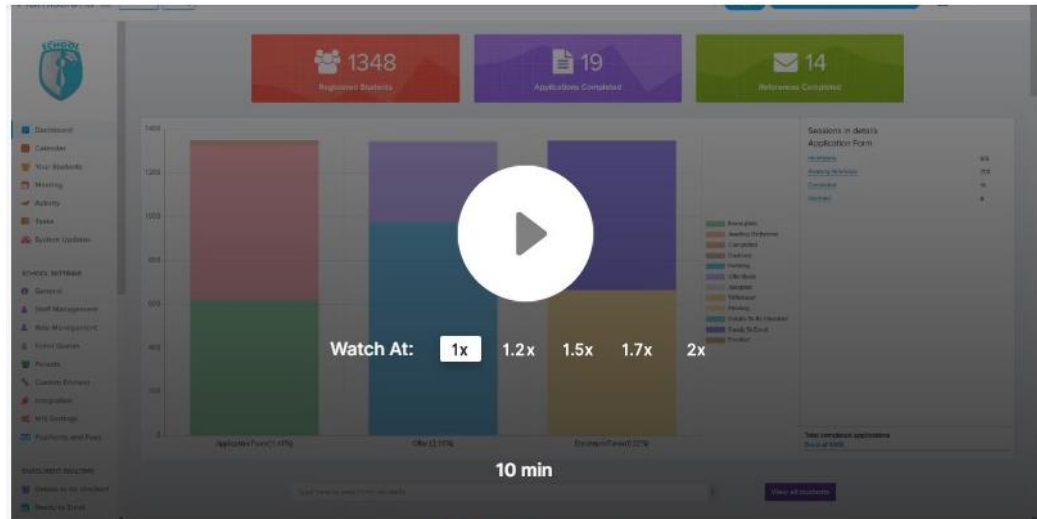
Contact (Parent/Carer, Guardian)Details

- 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

The screenshot displays the SIMS App interface for a student named Wayne Wajde. The interface is divided into several sections: 'Medical Notes', 'Medical Conditions', and 'Medical Events'. A large white play button is overlaid on the center of the screen. At the bottom, there is a 'Watch At:' section with video player controls (1x, 1.2x, 1.5x, 1.7x, 2x) and a '4 min' duration indicator. The top of the screen shows 'Find Student' and 'Student Details: Wayne Wajde'.

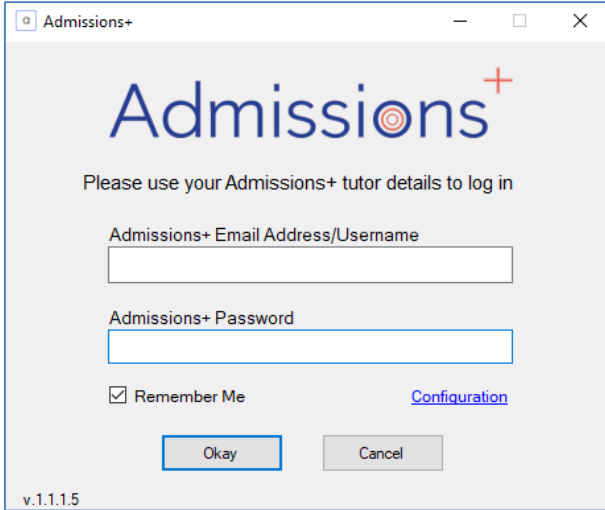
Installing the Admissions+ SIMS App

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.

Installing the Admissions+ SIMS App

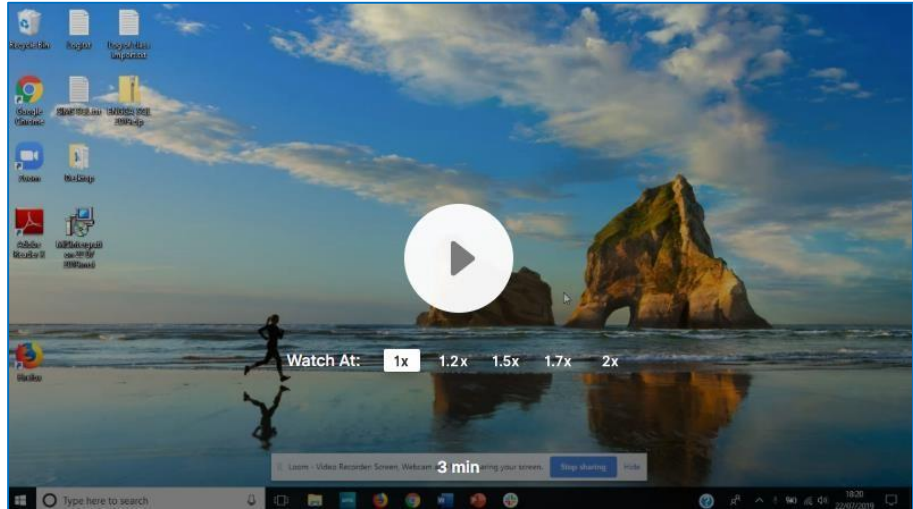
The installation file can be accessed here

Please see the video below for instructions on how to configure the Application once installed



The image shows a login window titled "Admissions+". The window has a title bar with standard Windows window controls. The main content area features the "Admissions+" logo in a large blue font. Below the logo, there is a prompt: "Please use your Admissions+ tutor details to log in". There are two input fields: "Admissions+ Email Address/Username" and "Admissions+ Password". Below the password field, there is a checked checkbox labeled "Remember Me" and a blue link labeled "Configuration". At the bottom, there are two buttons: "Okay" and "Cancel". In the bottom left corner, the version number "v.1.1.1.5" is displayed.

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

The screenshot displays a video player interface. At the top, the video title is "Importing class lists from Admissions+ to SIMS using the Admissions+ SIMS Integration App". The video content shows a window titled "Admissions+" with a large "Admissions+" logo and two buttons: "Import" and "Export". Below the buttons, there is text: "Transfer data from Admissions+ to SIMS" and "Transfer data from Admissions+ to SIMS". There are also two diagrams showing data flow between Admissions+ and SIMS. A large white play button is overlaid on the video. At the bottom of the video player, there is a "Watch At:" section with speed options: "1x", "1.2x", "1.5x", "1.7x", and "2x". The video duration is "8 min" and there is a "Stop sharing" button. The Windows taskbar is visible at the bottom of the screen.

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

The screenshot displays the Admissions+ system interface for Green Abbey School. The dashboard features four main statistics cards: Registered Students (629), Applications Completed (501), Students Interviewed (7), and References Completed (6). A search bar is located below these cards, with a 'View all students' button to its right. The 'Recent Applications' section lists students like Abbey Kesteln, Adela Perker, and Aileen Turcotte, each with a progress bar and 'Steps Complete' count. The 'Recent Activities' section shows events such as 'Completed application step Education' for various students. A video player overlay is centered on the screen, indicating a video recording of the system. The system is set to 'Year 12 Admissions Admission Year 2017/18' and the user is 'Ulas Admin'.

Applicaa

applicaa

For more information contact:
support@applicaa.com
0208 762 0882