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# Admissions+ SIMS App Handbook

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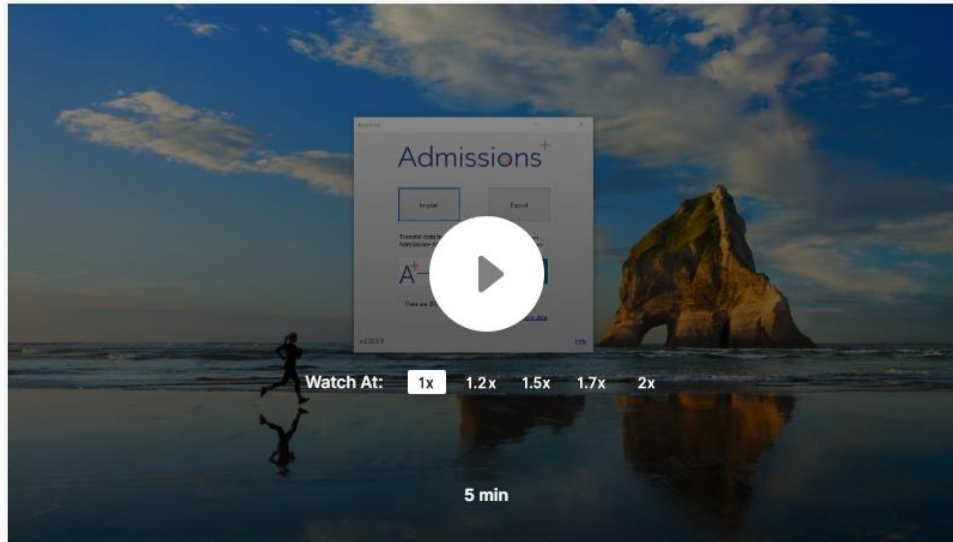
## Importing Existing Internal students from SIMS to Admissions+

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

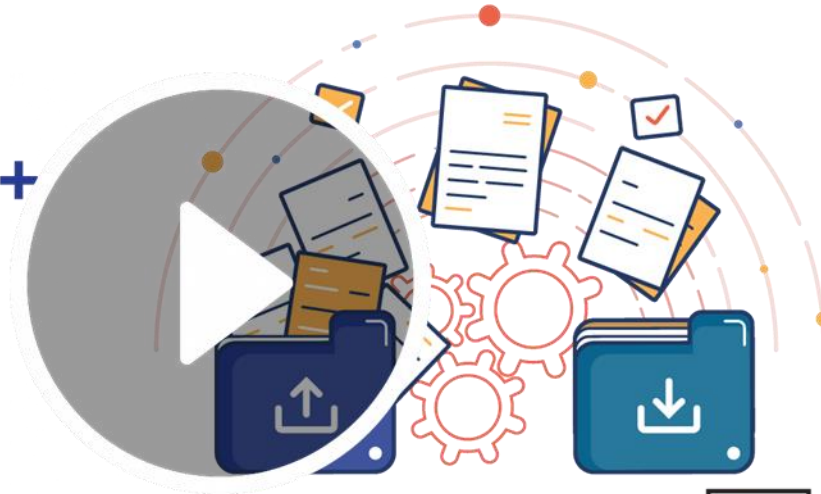
### Importing Existing Internal students from SIMS to Admissions+



## 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

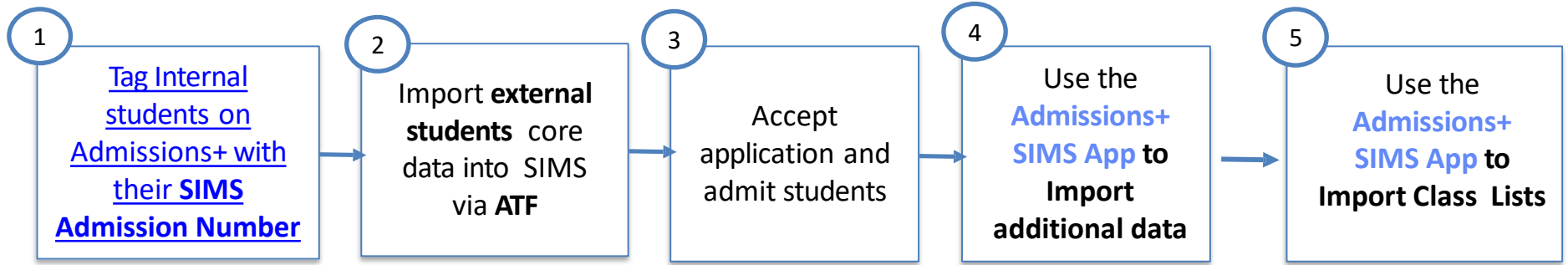


Admissions+  
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CAPITA SIMS

## Admissions+ Data Transfer Flow

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



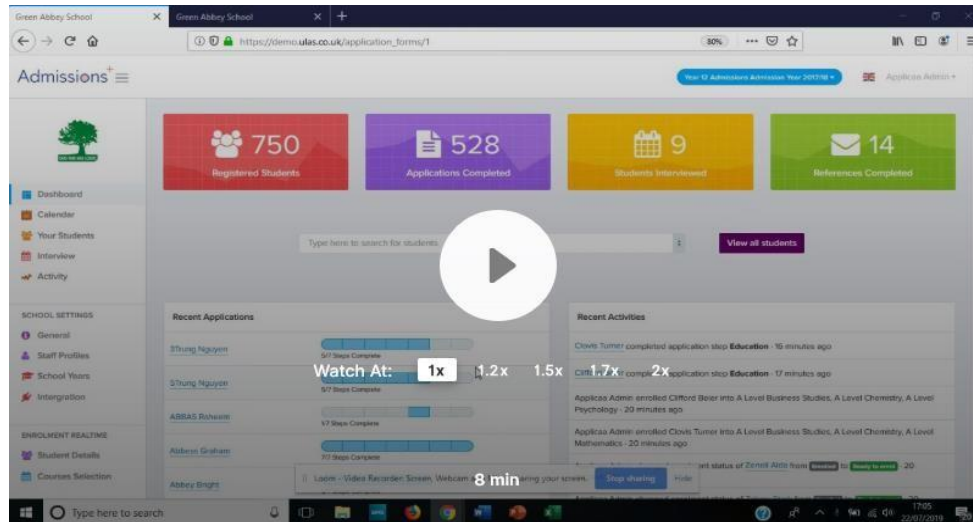
## Updating internal students with their SIMS Admission Number

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 shows the Admissions+ dashboard for Green Abbey School. The dashboard features a navigation sidebar on the left with options like Dashboard, Calendar, Your Students, Interview, and Activity. The main area displays four key statistics: 750 Registered Students, 528 Applications Completed, 9 Students Interviewed, and 14 References Completed. Below these are 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

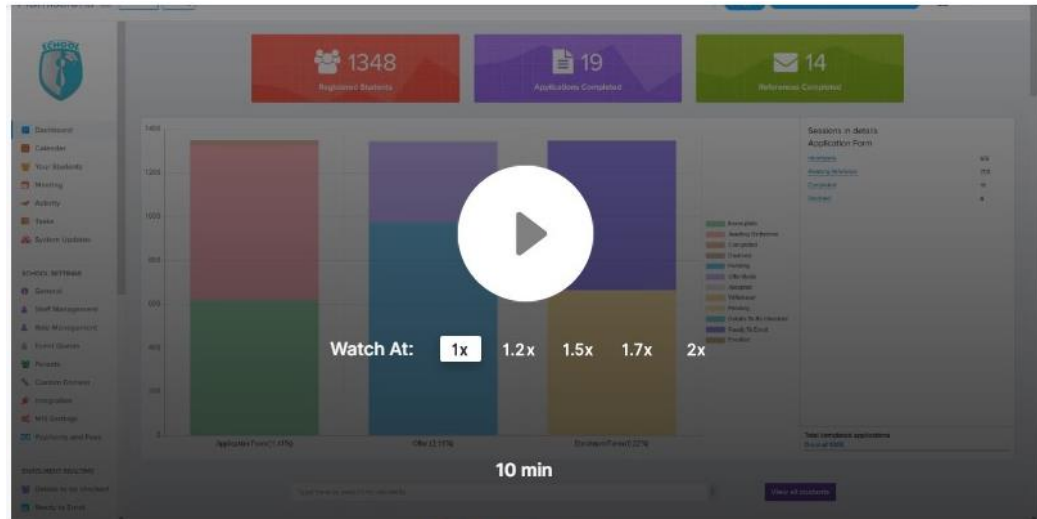
## Contact (Parent/Carer, Guardian)Details

- Priority (1st or 2<sup>nd</sup> 3<sup>rd</sup> 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*



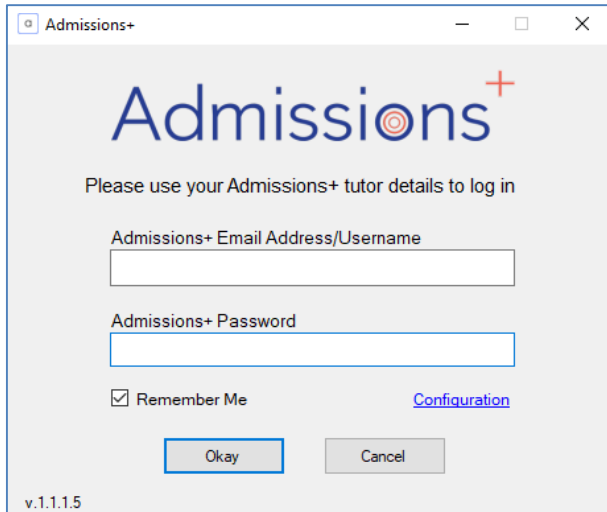
## Installing the Admissions+ SIMS App

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

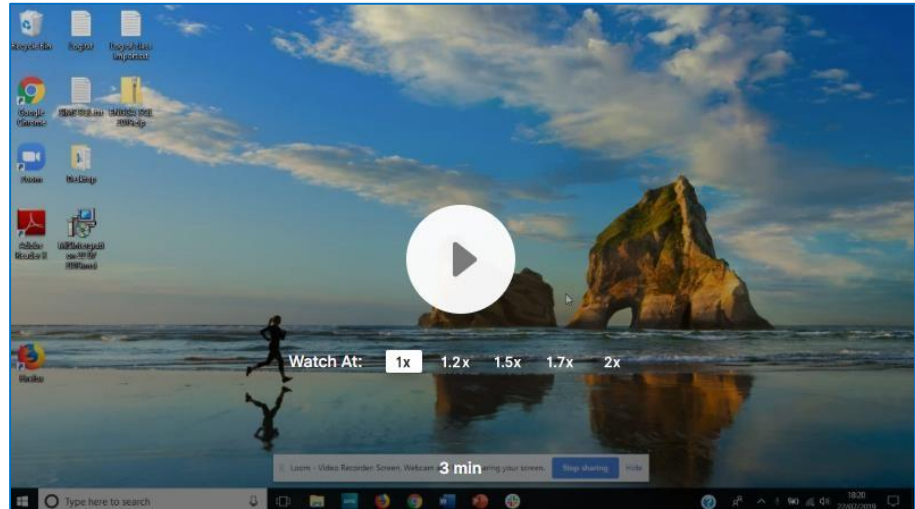
#### The installation file can be accessed here

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



A screenshot of the Admissions+ application login window. The window title is "Admissions+". The main heading is "Admissions+" with a red plus sign. Below the heading, it says "Please use your Admissions+ tutor details to log in". There are two input fields: "Admissions+ Email Address/Username" and "Admissions+ Password". A checkbox labeled "Remember Me" is checked. A blue link labeled "Configuration" is visible. At the bottom, there are "Okay" and "Cancel" buttons. The version number "v.1.1.1.5" is in the bottom left corner.

#### Installing and configuring the Admissions+ SIMS App



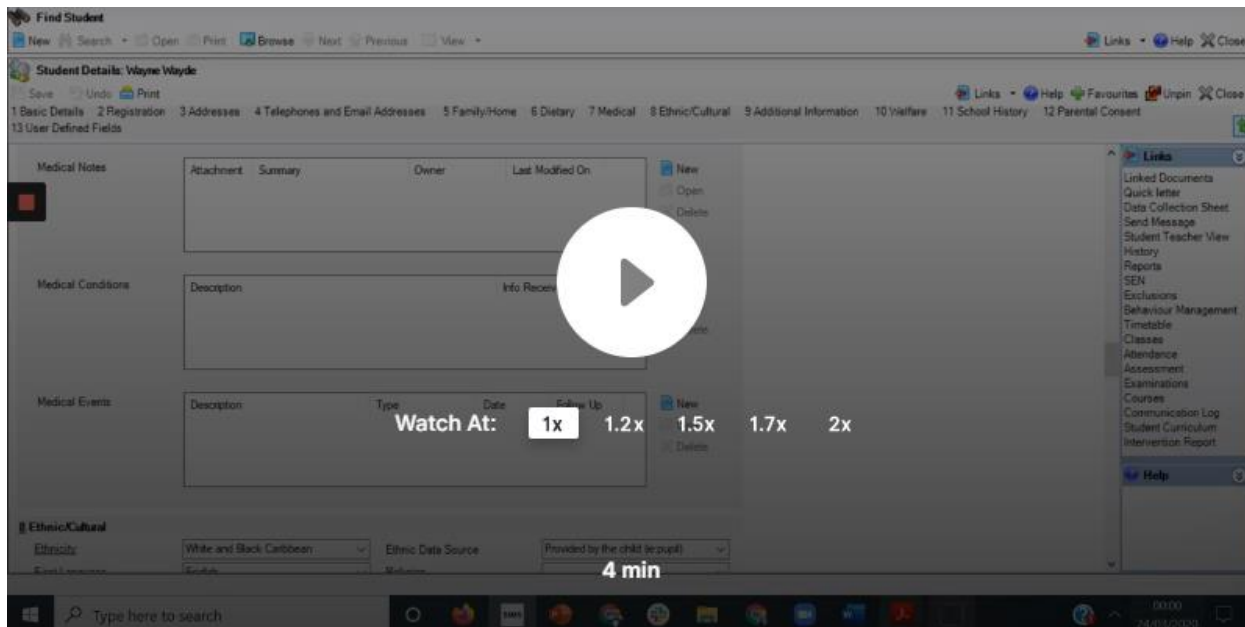


## Importing additional data for students using the Admissions+ SIMS App

Now that you have imported your external students via the ATF, you are able to add more data for your students using the windows applications.

Click the play button to launch the instructional video below.

### Importing additional data using the Admissions+ SIMS Integration App



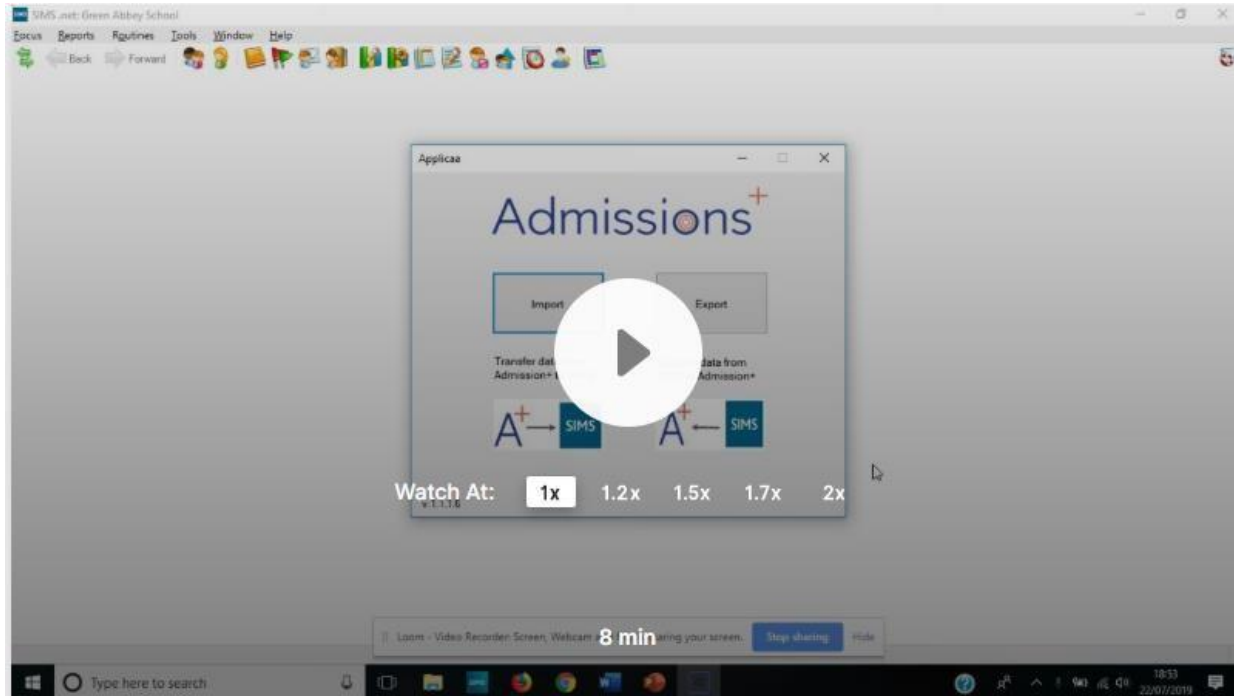
The screenshot displays the 'Find Student' application interface for a student named Wayne Wayde. The interface includes a top navigation bar with options like 'New', 'Search', 'Open', 'Print', 'Browse', 'Next', 'Previous', and 'View'. Below this, there are tabs for 'Student Details: Wayne Wayde', 'Save', 'Undo', and 'Print'. A series of numbered tabs (1-13) represent different data sections: 1 Basic Details, 2 Registration, 3 Addresses, 4 Telephones and Email Addresses, 5 Family/Home, 6 Dietary, 7 Medical, 8 Ethnic/Cultural, 9 Additional Information, 10 Welfare, 11 School History, 12 Parental Consent, and 13 User Defined Fields. The main content area is divided into sections for 'Medical Notes', 'Medical Conditions', and 'Medical Events', each with a table for data entry. A 'Watch At:' video player overlay is centered on the screen, showing playback speed options (1x, 1.2x, 1.5x, 1.7x, 2x) and a '4 min' duration. A 'Links' sidebar on the right lists various system functions like 'Linked Documents', 'Quick letter', 'Data Collection Sheet', etc. The Windows taskbar is visible at the bottom.

## 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. The main content is a screenshot of the Admissions+ SIMS Integration App. The app window has a title bar that reads "Applicae". The main area of the app shows the "Admissions+" logo at the top. Below the logo are two buttons: "Import" and "Export". Underneath these buttons, there is text that says "Transfer data from Admissions+ to SIMS" and "Transfer data from SIMS to Admissions+". Below this text are two diagrams: the first shows "A+" with an arrow pointing to "SIMS", and the second shows "A+" with an arrow pointing from "SIMS". At the bottom of the video player, there is a "Watch At:" section with playback speed options: "1x", "1.2x", "1.5x", "1.7x", and "2x". The "1x" option is currently selected. At the bottom of the video player, there is a progress bar showing "8 min" and a "Stop sharing" button. The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.

## 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 19<sup>th</sup> 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 metrics: 629 Registered Students, 501 Applications Completed, 7 Students Interviewed, and 6 References Completed. A search bar is present with a play button overlay. Below the search bar, there are sections for 'Recent Applications' and 'Recent Activities'. The 'Recent Applications' section shows a list of students with progress bars and a 'Watch At' feature with playback speed options (1x, 1.2x, 1.5x, 1.7x, 2x). The 'Recent Activities' section shows a list of application steps completed by students. A Loom video recording player is visible at the bottom of the dashboard, showing a 12-minute video.

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