

Applicaa



# Staff Enrolment Training Handbook 2020

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## Enrolment Day overview

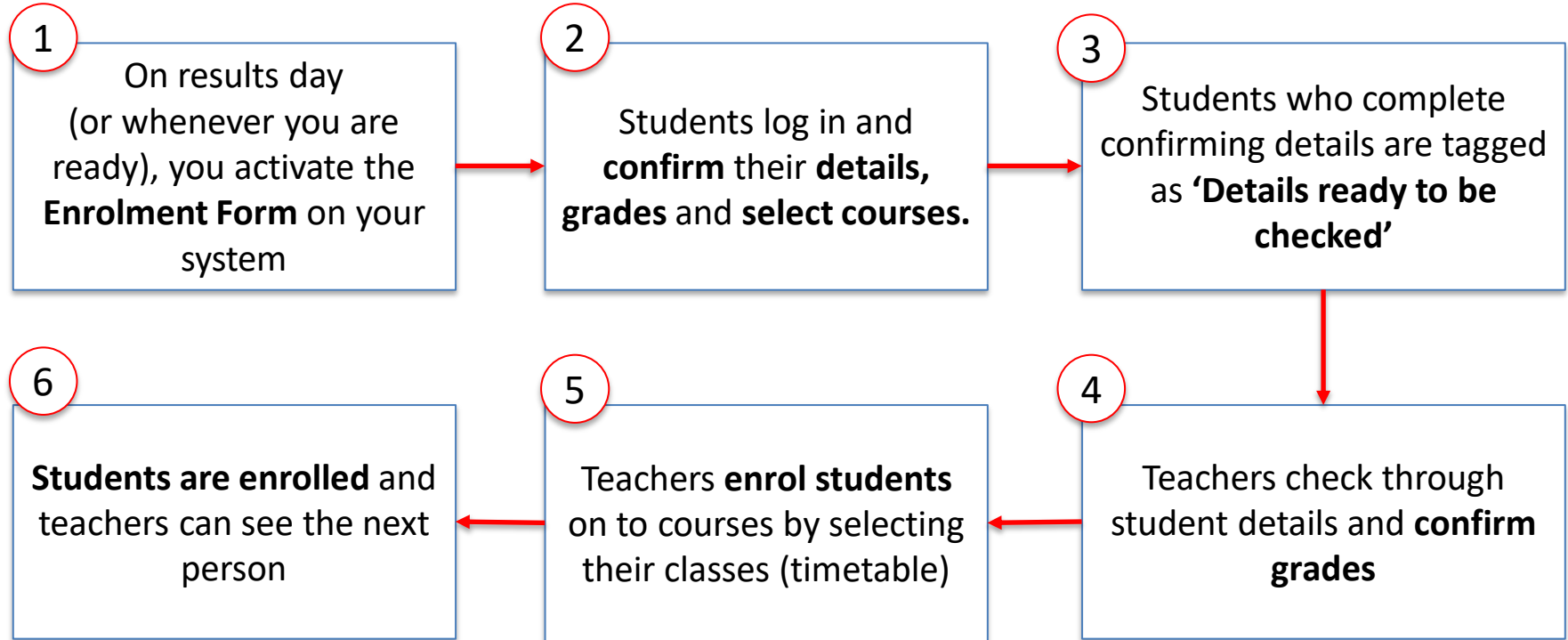
Please see this Pre-Recorded Enrolment Day training session. This will give you a good overview of the steps of enrolling a student from start to finish.

### [Enrolment Day overview training video](#)



## Enrolment Day overview

This is the overall process of the enrolment system. It's important you understand this process so that you can adapt it to your school context. See next slide for video of a teacher enrolling a student from beginning to end.



## Check list: Getting ready for Enrolment Day

There are several tasks that must be carried out ahead of your Enrolment Day to ensure that the system is set up correctly to enrol students.

The important Enrolment Day preparation steps are listed below and are covered in this presentation (click on each to navigate to the corresponding page).

1. **[Customising your Enrolment Form](#)**
2. **[Write your Enrolment Day email template](#)**
3. **[Prepare your Enrolment Day pop-up messages](#)**
4. **[Review option blocks, grade requirements and class sizes](#)**
5. **[Review, update and create entry requirements](#)**
6. **[Importing internal student achieved grades](#)**

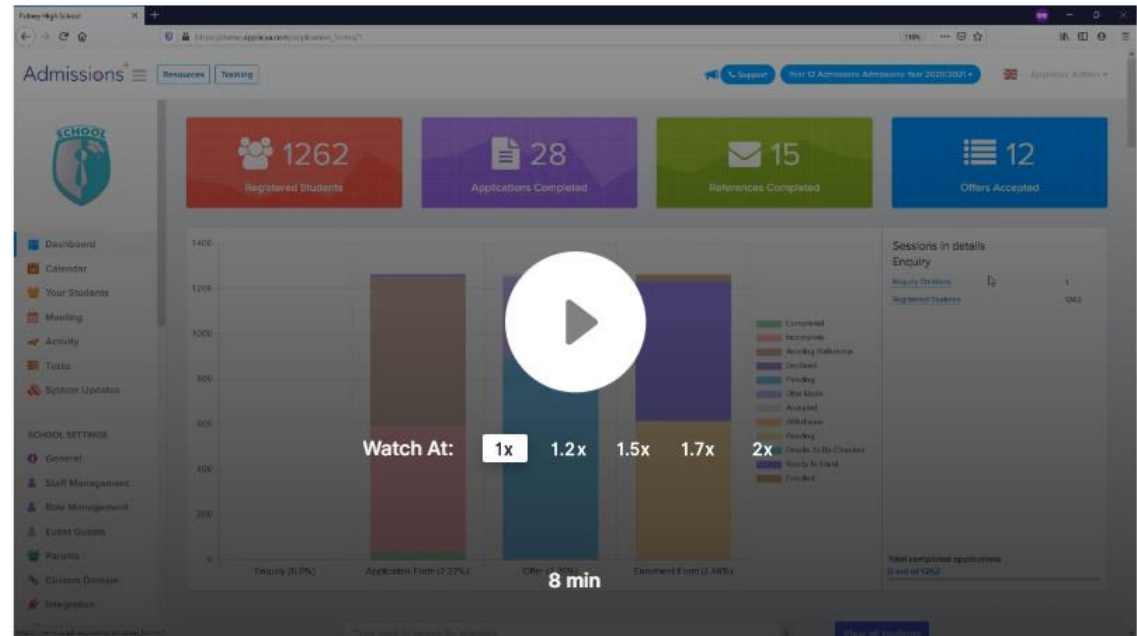
# Enrolment Day Settings

There are several settings that you need to update before your enrolment day. Please see the video which will run you through what they are and how you can update them

## *Covered:*

1. Turn on the Enrolment Form
2. Control which student can edit the Enrolment Form
3. How you student completes the Enrolment Form
4. How to edit your Enrolment Form Pop-up Messages
5. Preventing internal students from editing their Grades

## *Video on turning on your Enrolment Form*



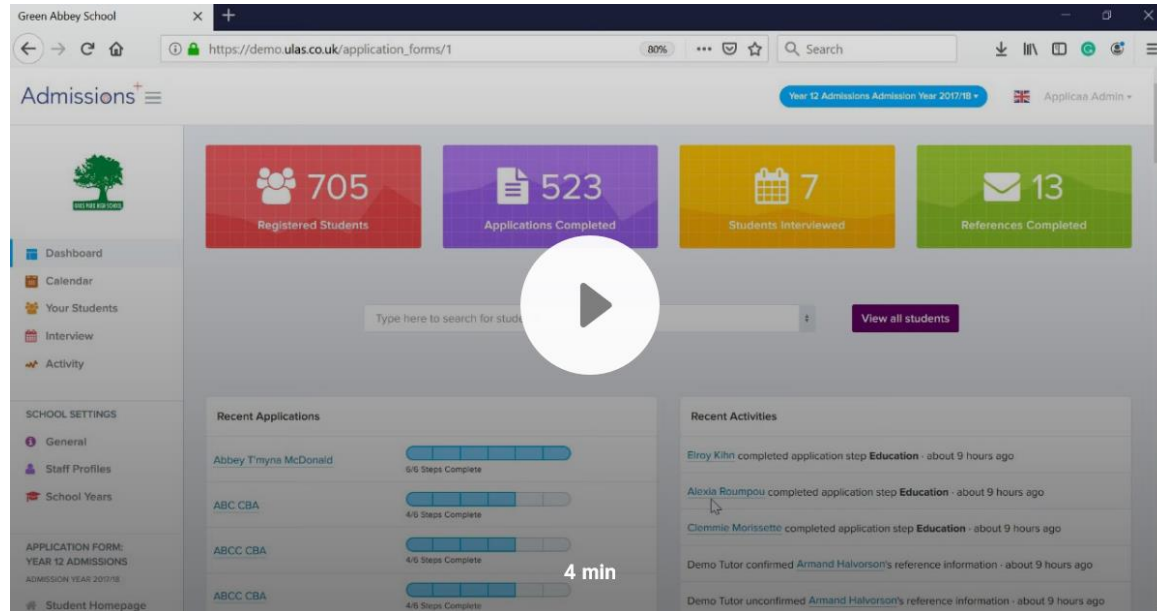
# Enrolment Day email template

You can design an email message that will go out to students, instructing them on what they are expected to do on Enrolment Day.

This can include information on what time they need to come into school, what the Enrolment Day will look like and what they need to bring.

Please see the video here on how you can create a new Email Template

## [Creating an Enrolment Day Email Template](#)



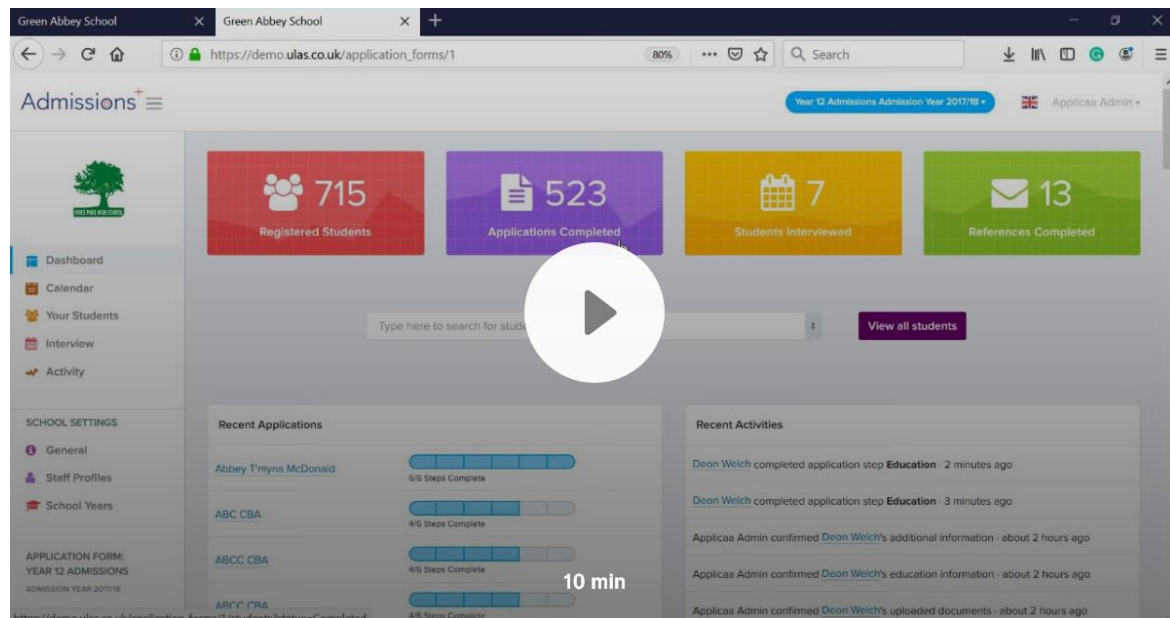
# Reviewing Option blocks and class sizes

It is **required** that your courses are set up as blocks for your Enrolment Day. If your subjects are not set up as blocks you will not be able to enrol students onto courses and build their timetable.

If you had already set your option blocks at the beginning of your application cycle, please still take a moment to make sure that no changes or updates are needed.

Please click to see the video on the right which covers all the above.

## **Creating classes and displaying courses as option blocks**



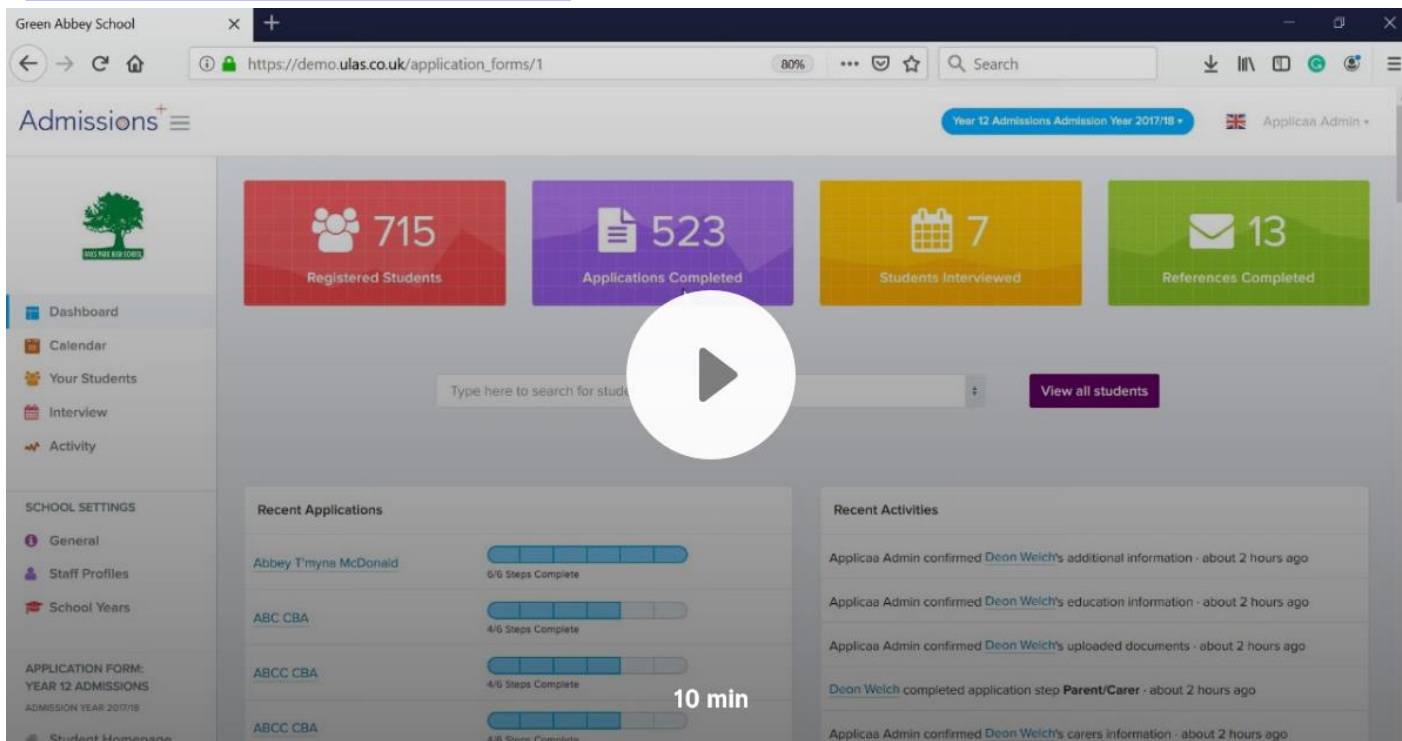


# Setting Specific Entry Requirements

To limit course selection based on student **achieved grades**, you must make sure that the specific grade requirements are set on the subjects and are turned on.

Please click to watch the video below which explains how to check and test this.

## [Setting Specific Entry Requirements](#)



The screenshot displays the 'Admissions' portal for Green Abbey School. The browser address bar shows the URL 'https://demo.ulas.co.uk/application\_forms/1'. The dashboard features four main statistics cards: '715 Registered Students' (red), '523 Applications Completed' (purple), '7 Students Interviewed' (yellow), and '13 References Completed' (green). A search bar with the placeholder 'Type here to search for students' and a 'View all students' button are located below these cards. A large white play button icon is centered over the dashboard. The left sidebar contains navigation links for 'Dashboard', 'Calendar', 'Your Students', 'Interview', 'Activity', and 'SCHOOL SETTINGS' (General, Staff Profiles, School Years). The bottom left corner indicates the 'APPLICATION FORM: YEAR 12 ADMISSIONS' for 'ADMISSION YEAR 2017/18'. The bottom right corner shows a '10 min' video duration. The 'Recent Applications' section lists 'Abbey T'myna McDonald' (6/6 Steps Complete), 'ABC CBA' (4/6 Steps Complete), 'ABCC CBA' (4/6 Steps Complete), and 'ABCC CBA' (4/6 Steps Complete). The 'Recent Activities' section lists several confirmation messages from 'Appicaa Admin' regarding 'Deon Welch's' information and documents.

# Setting Specific Entry Requirements

You can also set requirements to drive the flagging system. Student a re flagged if they don't meet some general or specific requirement. Student can also be shaded in based on how on track they are for their choices.

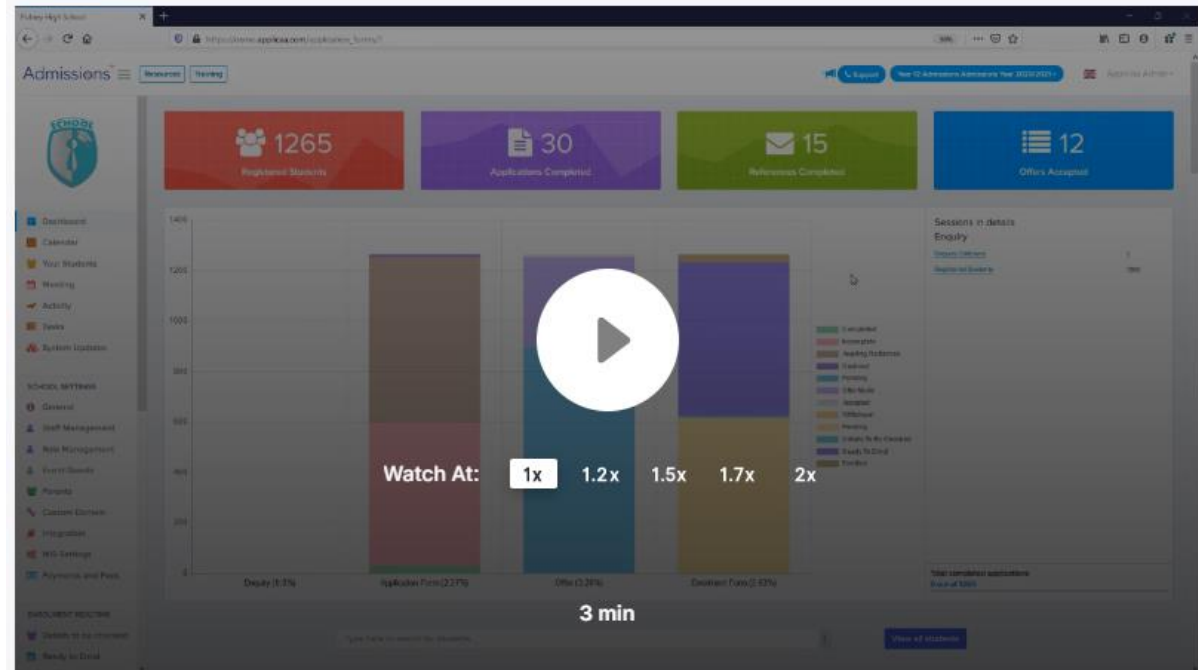
## Setting School Requirements

**Red Flag** = Not meeting specific school requirements (e.g. Eng Level 5 (see video))

**Red Shade** = Not meeting minimum school requirements (see video)

**Green Shade** = Meeting all requirements for selected subjects

**Amber Shade** = Not meeting some requirements for selected subjects



# Importing Internal Student Achieved Grades

To save time on enrolment day, if you choose to, you can import your internal student achieved grades. This will mean that you can be confident that their grades are 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.

## Importing Student Achieved Grades

The screenshot displays the Admissions+ web application interface. The top navigation bar includes the school name 'Green Abbey School' and the URL 'demo.appicaa-staging.com/application/forms/1'. The main dashboard features four large colored boxes with statistics: 629 Registered Students (red), 501 Applications Completed (purple), 7 Students Interviewed (yellow), and 6 References Completed (green). Below these is a search bar with the placeholder 'Type here to search for student' and a 'View all students' button. The left sidebar contains a menu with options like Dashboard, Calendar, Your Students, Interview, Activity, School Settings, and Enrolment Realtime. The main content area shows 'Recent Applications' with a list of students and their application progress bars. A video player overlay is present in the center, showing a play button and a 'Watch At: 1x' label. The bottom of the screen shows a Windows taskbar with various application icons and the system clock indicating 14:13 on 19/8/2019.

Student Name	Application Progress
Abbey Keston	6/7 Steps Complete
Adela Parker	6/7 Steps Complete
Adrian Turcotte	6/7 Steps Complete
Ashia Harris	6/7 Steps Complete

# Enrolment steps in pictures

## Step 1: Logging in

- You should go to: Your school's Admissions+ portal.
- Your username will be your school email address.
- You should have been sent an email to set your password.



## Step 2: Finding students

You have two ways to find the student:

A Type the student's name at the top search bar.

B Check the student in the Enrolment Real Time Area

Student who have completed the Enrolment Form will appear in the 'Details to be checked' group.

The screenshot displays the Admissions+ Year 12 Admissions interface. At the top, there's a navigation bar with 'Resources' and 'Training' tabs. Below this, a sidebar on the left lists various management options: 'Event Guests', 'Parents', 'Custom Domain', 'Integration', 'MIS Settings', and 'Payments and Fees'. The main area features a bar chart showing the progress of students through the application process: Enquiry (0.0%), Application Form (2.37%), Offer (3.26%), and Enrolment Form (2.55%). A search bar is prominently displayed with the text 'Type here to search for students' and a 'View all students' button. Below the search bar, there's a section titled 'ENROLMENT REALTIME' with three sub-sections: 'Details to be checked' (highlighted with a red box), 'Ready to Enrol', and 'Enrolled'. The 'Details to be checked' section lists recent applications with student names and their progress status. The 'Recent Activities' section on the right shows a log of recent actions, such as 'Queen Elizabeth Windsor completed application step Basic Student In' and 'Applicaa Admin changed enrolment status of Queen Elizabeth Windso minutes ago'.

Category	Percentage
Enquiry	0.0%
Application Form	2.37%
Offer	3.26%
Enrolment Form	2.55%

Total completed a 0 out of 1265

Recent Applications

Student Name	Progress Status
Abla Asciel Updated Aleywa Updated	Phase Enrolment Form - 6/6 Step(s) Completed
Ada Ada	Phase Enrolment Form - 6/6 Step(s) Completed
Adele Forster	Phase Enrolment Form - 6/6 Step(s) Completed
Ahiam Omar	Phase Application Form - 2/7 Step(s) Completed
Aisha Bajrami	Phase Application Form - 3/7 Step(s) Completed
Akram Test 123 Alahyan	Phase Application Form - 5/7 Step(s) Completed

Recent Activities

- Queen Elizabeth Windsor completed application step Basic Student In
- Applicaa Admin changed enrolment status of Queen Elizabeth Windso minutes ago
- TonySS Montanne completed application step Basic Student Informati
- TonySS Montanne completed application step Basic Student Informati
- Queen Elizabeth Windsor completed application step Education - abou
- Tutor Demo added Queen Elizabeth Windsor to group tagged student [no reason - about 6 hours ago]

## Step 2: Finding students

The screenshot displays the 'School Management System' interface. On the left is a sidebar with navigation icons and labels: Dashboard, Calendar, Your Students, Meeting, Activity, Tasks, System Updates, SCHOOL SETTINGS (General, Staff Management, Role Management, Event Guests, Parents, Custom Domain, Integration, MIS Settings). The main content area has a header 'Select student on the left to see profile details'. Below this is a 'Recent Applications' section with a search bar 'type to search...'. A list of students follows, each with a name, a flag, and a progress bar. The student 'Maria Kat' is highlighted with a red box. To the right, the 'Mariana Roumpou's Profile' is shown, with a red box around the 'More info' section. This section contains a table of student details.

More info	
Forename	Mariana
(Preferred) Forename	marritaaabge
Student Middle Names	midlefantar
Surname	Roumpou
(Preferred) Surname	fhgkurm
Please add detail (Football)	Empty
Gender	Male
Current Year Group	Year 11
Your Tutor Group	12
Year group applied for	Year 12
What is your Birthday?	06-08-2003
Are you currently a Year 11 student at Demo High School?	Empty

You can then search for a student by typing their name in this search bar

Click on a student's name to open their confirmation area

You can edit any of the information that is highlighted by a blue dashed line

## Step 2: Finding students

Once you have a student's profile open, you can confirm sections of their profile by clicking the green 'Confirmed' button

As you confirm sections of the profile, you will see the green bars on the student's name being filled up. When full the student will automatically disappear and move to 'Ready to Enrol'

**Recent Applications**

type to search...

- Mariana Roumpou
- Maria Kat
- Annalema Uly
- Mungo Denniston
- Johnny Trump
- Hoang Nguyen
- Hoang Nguyen
- Hoang Nguyen
- Hoang Nguyen

**Mariana Roumpou's Profile**  
Redland Green

[Impersonate](#)

What is your Birthday?	06-08-2003
Are you currently a Year 11 student at Demo High School?	Empty
please add detail (Baseball)	Empty
file upload	No file uploaded. <a href="#">Upload</a>

**Contact**

Postcode	W2 4AU
Flat name and or number	12
House name or number	23 Abdele Road
Street	Shepherd's Bush
Town/City	london
County	London

**Confirmed**

**Recent Applications**

- Hoang Nguyen
- Hoang Nguyen
- Hoang Nguyen

**Hoang Nguyen's Profile**

[Impersonate](#)

Grades are confirmed	NO
Relationship	Empty
First Name	Alexia
Last Name	Roumpou
Email	alexiaroumpou@gmail.com

**Reference Record**

**Confirmed**

[Go to Courses Selection](#)

If you are not confirming student courses, your task is finished, you can click on the name of another student form the list. If you are completing the Enrolment, the you can 'Go to Course Selection' to follow the student.



## Step 4: Adding the students to a class

On the left, you have the subjects that the students have selected.

In the middle section you confirm the subjects that the student can enrol on. You will need to add the minimum number of subjects (learning hours) before you can submit.

On the right you can add students to the waiting list.

/pe to search...

Mariana Roumpou	profile
Mike Clark	profile
John Freewater	profile
Christopher Franklin	profile
Francis Thwicke	profile
Stephen Davis	profile
Gregory Jones	profile
Benjamin Davies	profile
Edward Hinchins	profile
Arcus Thomas	profile
Istan Smith	profile
Michael Stephens	profile
Richary Williams	profile

### Grades

CHEMISTRY	INFORMATION TECHNOLOGY	CHILDREN
MATHEMATICS	COMBINED SCI: TRILOGY TIER F	ENGLISH LANGUAGE

### Selected Subjects

1. A Level Dance (Block D) →
2. A Level Physics (Block B) →
3. A Level Sociology (Block C) →

#### Add to offer list

Select a Course | v +

### Confirm Subjects

Select a Course | v +

### Add to waiting list

Select a Course | v +

Select Form Group | v ⓘ

! Learning hours: 0

### Class Select for Mariana Roumpou, Redland Green

Course	Waiting	Block A	Block B	Block C	Block D	Block Enrichment	Block PSHE
<div>Submit</div> <div>Unenroll from all classes</div>							

## Step 4: Adding the students to a class

Select the subjects that the student wants to study and have met the entry requirements

The classes will then appear at the bottom of the page.

MATHEMATICS COMBINED SCIENCE TRILOGY TIER F ENGLISH LANGUAGE

**Selected Subjects**

1. A Level Dance (Block D) →
2. A Level Physics (Block B) →
3. A Level Sociology (Block C) →

**Confirm Subjects**

- A Level Dance enrolled
- A Level Physics enrolled
- A Level Sociology enrolled

**Add to offer list**

Select a Course [v] +

Select a Course [v] +

Select a Course [v] +

Select Form Group [v] ⓘ

✓ Learning hours: 600

Class Select for Mariana Roumpou, Redland Green

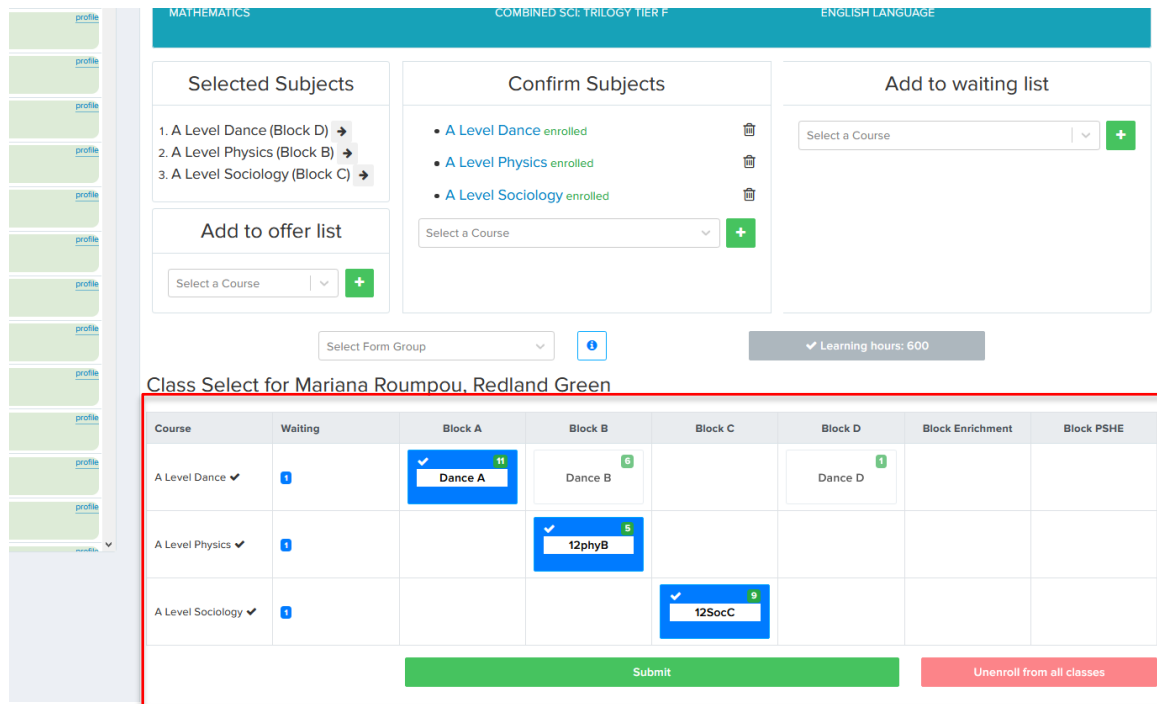
Course	Waiting	Block A	Block B	Block C	Block D	Block Enrichment	Block PSHE
A Level Dance ✓	1	✓ Dance A 11	Dance B 6		Dance D 1		
A Level Physics ✓	1		✓ 12phyB 5				
A Level Sociology ✓	1			✓ 12SocC 9			

Submit Unenroll from all classes

## Step 4: Adding the students to a class

You will only be able to select (by clicking) on class per option block and you will need to have met the minimum learning hours and subjects for your school before you can submit a student.

If you have any issues with this page just reload the page and add the students again



MATHEMATICS COMBINED SCI TRILOGY TIER F ENGLISH LANGUAGE

**Selected Subjects**

1. A Level Dance (Block D) →
2. A Level Physics (Block B) →
3. A Level Sociology (Block C) →

**Add to offer list**

Select a Course

**Confirm Subjects**

- A Level Dance enrolled
- A Level Physics enrolled
- A Level Sociology enrolled

Select a Course

**Add to waiting list**

Select a Course

Select Form Group

✓ Learning hours: 600

**Class Select for Mariana Roumpou, Redland Green**

Course	Waiting	Block A	Block B	Block C	Block D	Block Enrichment	Block PSHE
A Level Dance ✓	<input data-bbox="1010 653 1029 667" type="button" value="1"/>	<input checked="" type="checkbox"/> Dance A <input data-bbox="1222 625 1242 639" type="button" value="11"/>	<input type="checkbox"/> Dance B <input data-bbox="1348 625 1367 639" type="button" value="6"/>		<input type="checkbox"/> Dance D <input data-bbox="1609 625 1628 639" type="button" value="1"/>		
A Level Physics ✓	<input data-bbox="1010 762 1029 776" type="button" value="1"/>		<input checked="" type="checkbox"/> 12phyB <input data-bbox="1348 702 1367 716" type="button" value="5"/>				
A Level Sociology ✓	<input data-bbox="1010 871 1029 885" type="button" value="1"/>			<input checked="" type="checkbox"/> 12SocC <input data-bbox="1474 767 1493 781" type="button" value="9"/>			

## Step 5: Putting a student on the waiting list

### Selected Subjects

- 1. BTEC extended diploma in applied science →
- 2. A Level History →
- 3. A Level Art and Design →

### Confirm Subjects

- A Level Geography
- A Level History
- BTEC extended diploma in applied science

Select a Course

+

### Add to waiting list

A Level Biology

+

Select Form Group

?

✓ Learning hours: 600

If you need to put students on a waiting list, you will need to use the section on the far right.

You need to put them on the subject by using the waiting list drop-down and you will see a success pop-up.

### Selected Subjects

- 1. BTEC extended diploma in applied science →
- 2. A Level History →
- 3. A Level Art and Design →

### Confirm Subjects

- A Level Geography
- A Level History
- BTEC extended diploma in applied science

Select a Course

+

### Add to waiting list

A Level Biology

+

Select Form Group

?

✓ Learning hours: 600

✓

**Success!**

Waiting list updated

OK

Class Select

Course	Waiting	Block A	Block B	Block C	Block D	Block E	Block Waiting List	Block Results
--------	---------	---------	---------	---------	---------	---------	--------------------	---------------

## Step 5: Putting a student on the waiting list

You can access the waiting list by clicking on the title of the subject, or by clicking on the waiting list column in the Course Summary table found at the bottom of the dashboard page

The dashboard shows the process of adding a student to a waiting list. It includes sections for 'Selected Subjects', 'Confirm Subjects', 'Add to waiting list', 'Courses Summary', and a detailed view of 'Mariana Roupou's Profile'.

**Selected Subjects:**

- 1. A Level History →
- 2. A Level Information and Communication Technology →
- 3. A Level Chemistry →

**Confirm Subjects:**

- A Level Chemistry
- A Level History
- A Level Information and Communication Technology
- A Level Mathematics

**Add to waiting list:**

A Level Biology

**Courses Summary (Ranking):**

#	Course	Green Abbey School	External	Passed Entry Test	Waiting List	Enrolled
1	<a href="#">A Level Art and Design</a>	0	<a href="#">71</a>		1	4
2	<a href="#">A Level Biology</a>	1	<a href="#">77</a>		43	5
3	<a href="#">A Level Business Studies</a>	10			0	36
4	<a href="#">A Level Chemistry</a>	10	<a href="#">63</a>		3	37
5	<a href="#">A Level Computer Science</a>	1	61		0	22

**Mariana Roupou's Profile:**

Back to Courses Selection

Subject Summary: A Level Biology

Approved and can now be enrolled

Number of students: 3

Name	School	Date & Time	Status	Actions
<a href="#">Hoang Nguyen</a>	Featherstone High School	5-8-2020 8:58		<a href="#">Decline</a>
<a href="#">John Smith</a>	Holy Ghost Catholic Primary School	25-3-2020 15:27		<a href="#">Decline</a>
<a href="#">Annalena Ulf</a>		25-3-2020 15:27		<a href="#">Decline</a>

Pending approval

Number of students: 7

Name	School	Date	Actions
<a href="#">Steph Reyes</a>	St Paul's Cathedral School	8-6-2020 11:5	<a href="#">Accept</a> <a href="#">Decline</a>
<a href="#">Abie Accet Updated Aleyxa Updated</a>	Primrose Hill School	26-6-2020 9:38	<a href="#">Accept</a> <a href="#">Decline</a>
<a href="#">Arnold Schwarzenegger</a>	Featherstone High School	14-5-2020 23:45	<a href="#">Accept</a> <a href="#">Decline</a>

**A** To accept a student to the approved list, you must click on the accept button next to their name. This will cause their name to move up to the top table

**B** Now you can click on 'Back to Course Selection' to the course selection page, the waiting list subject will now be available in their 'Confirm subjects' area

## Step 6: Selecting form groups

During the enrolment process, you can add students to their registration/form group if this is also being allocated at the same time.

To do this you can click on the **'select form group'** drop down and choose the correct group. If you would like to find out more information about the form groups (*class code, teacher*) you can hover on the **'i'** button.

This screenshot shows the 'Class Select' dropdown menu open, displaying a list of form groups: 12A2, 12A2, 12E4, 12E4, and 12A2. The first '12A2' is highlighted. A red arrow points from the 'i' button in the 'Class Select' table to the dropdown menu.

Course	Waiting	Block A	Block B	Block C	Block D	Block E	Block F	Block Block G
A Level Dance	1							
A Level								

This screenshot shows the 'Form Groups' modal window open, displaying a table of form groups. A red arrow points from the 'i' button in the 'Class Select' table to the modal window.

Form Name	Teacher	Descriptions
12A2	James Brown	12A2
12A2	James Brown	12A2
12E4	Anne Smith	Form group
12E4	Anne Smith	Form group
12A2	James Brown	12A2
12E4	Anne Smith	Form group
12A2	James Brown	12A2

## Step 6: Selecting form groups

To view and edit form groups, click on the 'Form Groups' button on the left-hand side. You can create a new form using the **'Add New'** button.

The screenshot displays the Admissions system interface. On the left, the 'Form Groups' button is highlighted in the sidebar. The main area shows a table of existing form groups. A red arrow points to the 'Add New' button in the top right corner of the table. Another red arrow points to the 'New Form Group' modal, which is open and shows fields for Name, Teacher first name, Teacher last name, Teacher email, Year group, and Capacity. The modal also has a 'Create Form group' button at the bottom right.

**Form Groups Table:**

Name	Teacher Name	Teacher Email	Year Group	Capacity	Students	Edit
12A2	James Brown	testtutor@school.com	12	30	0	[Edit]
12A2	James Brown	testtutor@school.com	12	30	0	[Edit]
12E4	Anne Smith	annesmith@whatever.com	12	30	0	[Edit]
12E4	Anne Smith	annesmith@whatever.com	12	30	0	[Edit]
12A2	James Brown	testtutor@school.com	12	30	0	[Edit]
12E4	Anne Smith	annesmith@whatever.com	12	30	0	[Edit]
12A2	James Brown	testtutor@school.com	12	30	0	[Edit]

**New Form Group Modal Fields:**

- Name
- Teacher first name
- Teacher last name
- Teacher email
- Year group
- Capacity
- Create Form group

## Step 7: Adding the next student

When you have submitted all a student's details you get this po-up that summaries their enrolment.

One enrolled, this student will now disappear from 'Ready to Enrol' to 'Enrolled'

You can chose another student that is on the 'Ready to Enrol' list or go back to 'Details to be Checked'

Congratulations! Mariana Roumpou has been enrolled

School	Enrolled by	Block A	Block B	Block C	Block D	Block Enrichment	Block PSHE	Form Group
Redland Green	Application Admin	• D a n c e a	• 12 p h y b	• 12 s o cc		• 12 e c o n d		

The student is on waiting list for

- [A Level Biology](#)

Waiting for enrol (Accepted in waiting list)

- [A Level Chemistry](#)

[OK](#) [Edit](#)

Class Select for Mariana Roumpou, Redland Green

Course	Waiting	Block A	Block B	Block C	Block D
A Level Dance	3	<b>Dance A</b> 11	Dance B 3		

Event Guests

Parents

Custom Domain

Integration

MIS Settings

Payments and Fees

ENROLMENT REALTIME

Details to be checked

Ready to Enrol

**Enrolled**

APPLICATION FORM: YEAR 12 ADMISSIONS

ADMISSIONS YEAR 2020/2021

Dashboard Settings

Student Homepage

Landing Page

Qualifications

Events

Enrolled Applications

type to search...

Mariana Roumpou (enrolled) [profile](#)

Rownah Adriano (enrolled) [profile](#)

Ada Ada (enrolled) [profile](#)

Test Dummy Account (enrolled) [profile](#)

Nguyen Thuan (enrolled) [profile](#)

Norence Elen (enrolled) [profile](#)

Steph Reyes (enrolled) [profile](#)

Hoang Nguyen (enrolled) [profile](#)

Nguyen Oanh (enrolled) [profile](#)

Antony Wambua (enrolled) [profile](#)

John Smith (enrolled) [profile](#)



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