

A+ Enrolment App





OVERVIEW

- [Enrolment App Overview](#)
- [Enrolment App Training Video](#)
- [How the Enrolment App syncs data](#)
- [Downloading and installing the App](#)
- [Functions of the App](#)
- [Testing the application with your enrolment clone](#)
- [Syncing Data to A+](#)
- [Resetting your Enrolment App After Testing](#)

App Overview

The A+ Enrolment App is designed to work offline, in the event of internet connectivity/server issues on Results Day/Enrolment Day

It works with Microsoft Windows Operating System only

Don't forget to ensure your laptop is plugged in/fully charged to avoid any service interruptions!

Plan A for the day is to use your A+ system (online) as normal

Plan B is to switch over to the App (offline) and pick up where you left off

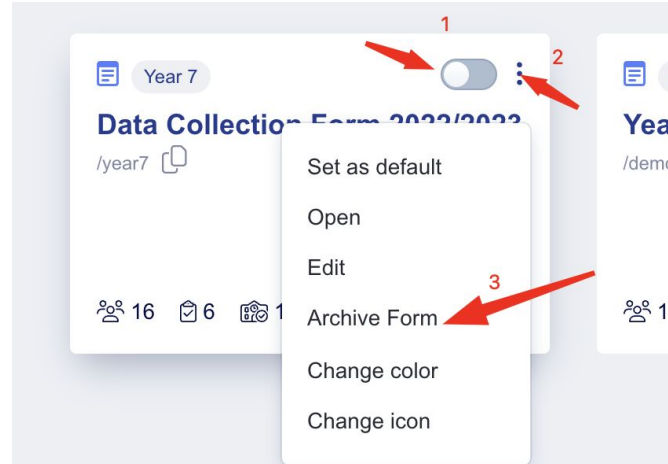
Every member of staff who will be involved in enrolling students needs to have the App installed on their own computer

The App will sync across all users, to reflect accurate class numbers and statuses of students every 1 - 2 minutes.

App Overview

Before downloading the Applicaa Enrolment App, we recommend taking a moment to review any old application forms you have on Applicaa that you no longer need to access regularly. If you have any, archive them to move them out of the main form area.

This will save you time later when saving data to your enrolment app, as it collects data from all forms in the main form area. [Click here for instructions](#), please note that archiving **does not** delete the information. You can easily access these form in the archived forms area.



Enrolment App Training Video

Applicaa Enrolment App

Enrolment

Tutor Demo

All 218

Pending 157

Details To Be Checked 10

















Ready To Enrol 6

Enrolled 34

Enrolment Waiting List 9

Enrolment Declined 2

Search students

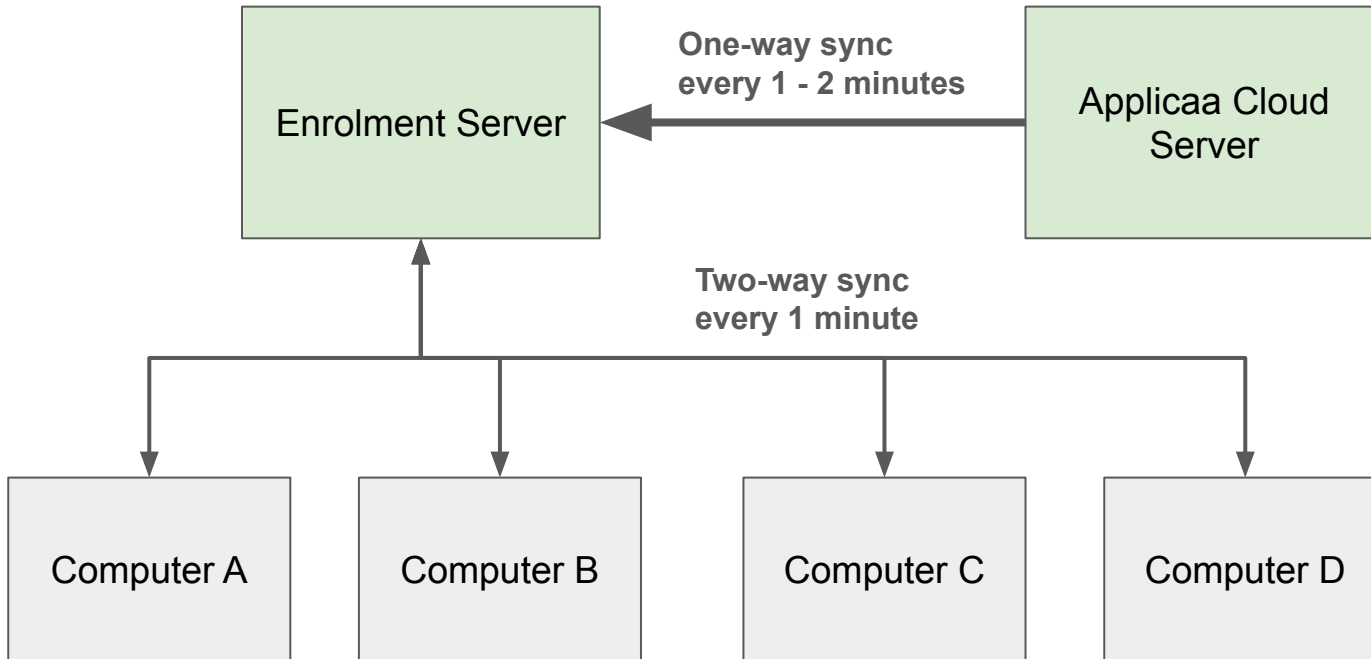
Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Total Score	Average Score	Internal	Flag	Colour	Updated at	Updated By	Actions
	Matilda Honey Moon	02-12-2012	♂		studentdemo@a...	Completed	Enrolment Waiting List	Accepted	59	7.38	✓	✗	🟡	05-07-2024 14:38:47	tutor@salesde...	A+
	Test Bernadette Test Adams	04-11-2010	♂		test1239820183...	Completed	Ready To Enrol	Offer Made	67	8.38		✗	🟡	05-07-2024 09:57:25		A+
	Alice Kingston	14-11-2005	♀		test2761298362...	Completed	Enrolled	Offer Made	58	7.25	✓	✗	🟢	05-07-2024 09:57:11		A+
	Oah Noyv	03-07-2008	♂		vbn@applicaa.com	Incomplete	Pending	Pending					🟡	05-07-2024 09:38:27	james@applic...	A+
	David Devonald	08-08-2007	♂		student@hotmail...	Completed	Details To Be Checked	Offer Made			✓	✗	🟢	04-07-2024 15:44:36		A+
	Amanda Oval	13-03-2006	♀		oval@example.co...	Completed	Enrolled	Accepted	52	6.5	✓	✗	🟡	04-07-2024 15:01:46	james@applic...	A+
	Adam Taylor	14-07-2006	♂		test1234560964...	Completed	Enrolled	Accepted	46	5.75	✓	✗	🟡	04-07-2024 14:54:52	james@applic...	A+
	Cuong1 Lavan1	16-05-2008	♂		test.enrol@admp...	Completed	Enrolled	Offer Withdrawn	59	8.43			🟢	04-07-2024 14:52:27	tutor@salesde...	A+
	New Student Student Last Name	17-06-2009	♂		newstudent.stud...	Incomplete	Pending	Pending					🟡	04-07-2024 14:51:30		A+
	New Student Student Last Name	17-06-2009	♂			Incomplete	Pending						🟡	04-07-2024 14:49:15		A+
	Tom Sawyer	08-07-2008	♂		tom.sawyer.wmj...	Completed	Enrolled	Pending	32	8		✗	🟡	04-07-2024 14:48:12	james@applic...	A+
	Test Mesane Test Little	25-04-2008	♀		student1a000124...	Incomplete	Ready To Enrol	Offer Made				✗	🔴	04-07-2024 12:08:29		A+
	Antony11 Wambua	22-08-1990	♀		antonywambua_1...	Completed	Enrolled	Accepted	57	7.13	✓	✗	🟡	02-07-2024 12:38:17		A+
	Hoang Tom	01-12-2003	♀		george.adams_2...	Declined	Details To Be Checked	Accepted			✓	✗	🟡	01-07-2024 13:21:53		A+
	Test Westley Test McGlynn	26-12-2014	♂		studentcca7153c...	Withdrawn	Enrolled	Offer Made				✗	🟡	24-06-2024 14:48:44		A+
	New Student Student Last Name												🟡	20-06-2024		A+

Total: 218

+ ADD NEW STUDENT

How the Enrolment App syncs data

The Applicaa enrolment app receives updates from Applicaa every 1-2 minutes. This ensures it stays current with student enrolment data, including grades, subject choices, and other core details. It also includes newly created applications on Applicaa. Therefore, if you switch to the app, it will have the latest enrolments and class sizes, allowing you to pick up where you left off.



Data across staff devices using the enrolment app syncs every minute, allowing you to see recent enrolments and other changes made by other staff.

Downloading and Installing the App

You may need to ask your Network Manager to install the App for you, depending on your school's network settings and permissions:

Remember - all enrollers will need to have the App installed

- Click [this link](#) to download the App
- Follow the directions to “accept and install” and then “finish” - by default, the App will launch once installation is complete
- Input your credentials, and click to “connect and download” (the same credentials you use to log into Appicaa online)
- Select the form you wish to sync, and click to “confirm”

Downloading and Installing the App

You may need to have the following domains whitelisted if you have a strict firewall system

***.applicaa.com**

***.applicaa-enrolment.com**

admissionsuk.s3.eu-west-2.amazonaws.com

If you are using a Proxy Server, firewall or any software that can blacklist/whitelist execution files.

Please ask your IT Department to update your environment to ensure the ***Applicaa Enrolment App.exe*** is able to connect to the Applicaa servers above and have enough permissions to read/write to its own installation folder.



Connection Settings

Admissions+ Settings

Admissions+ Email

Admissions+ Password

Admissions+ URL

https:// salesdemoenrolmentclone .applicaa.com

Proxy Settings

☐ Use Proxy

Host

Port

Username

Password

Server connection

Please check the status of your connections to Applicaa below.

For failed connections, please try the following:

1. Request the IT team to add the URLs below to your Internet security whitelist as they may be blocked by your firewall.
2. If your school uses proxy to connect to the Internet, then please update and activate the proxy setting to the right.
 - https://*.applicaa.com/ 
 - https://*.applicaa-enrolment.com/ 
 - https://admissionsuk.s3.eu-west-2.amazonaws.com/ 

If you are using a Proxy Server, Firewall or any software that can blacklist/whitelist our execution files.

Please ask the IT Department to update your environment to ensure:

- The [Applicaa Enrolment App.exe](#) is able to connect to the Applicaa servers above and have enough permissions to read/write to its own installed folder

CONNECT & DOWNLOAD

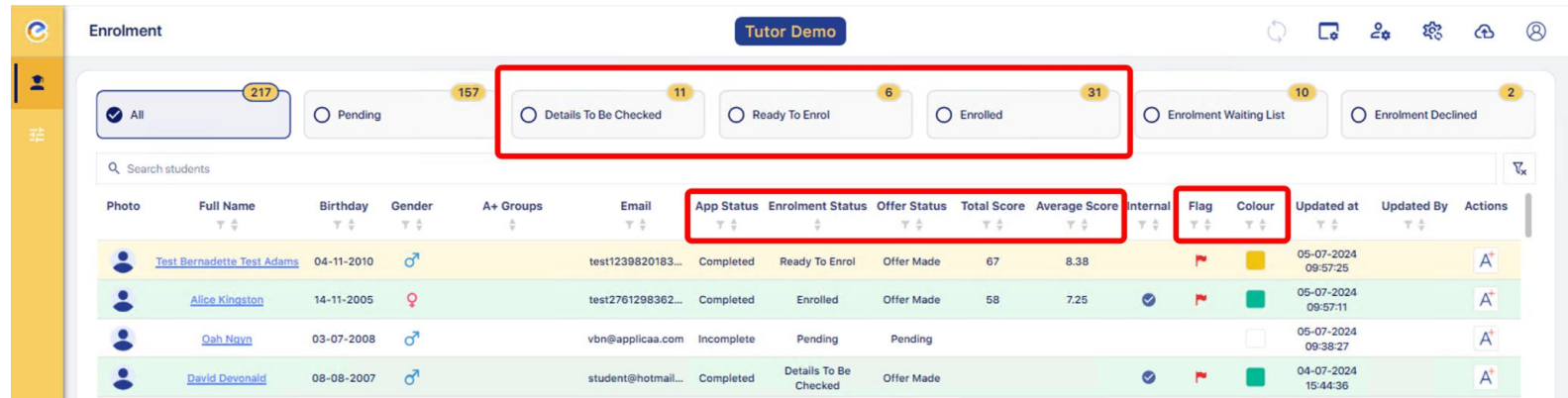
Choose the correct Sixth Form Admissions form and click confirm.

Enrolment settings				
Application form	Admission years	Type	Total students	Current
Year 12 Admissions Form New 2024/2025	2024/2025	Sixth Form Application	212	<input checked="" type="radio"/>
Data Collection Form	2022/2023	Data Collection	16	<input type="radio"/>
Year 7 Data Collection	2024/2025	Year 7 Data Collection	5	<input type="radio"/>
Data+ Demo	2023/2024	Data Collection	3	<input type="radio"/>
In Year Applications 2022/2023	2022/2023	In Year Admissions	17	<input type="radio"/>

Functions of the App

On loading the App, you will be shown the list of all applicants, with key data like their current school; application, offer and enrolment statuses; flags and colour-coding as determined by your specific requirements.

You can switch tabs along the top, to see students in each of the enrolment statuses.



The screenshot displays the 'Enrolment' app interface. At the top, there's a 'Tutor Demo' button and a search bar. Below the search bar, there are filter tabs for enrolment status: 'All' (217), 'Pending' (157), 'Details To Be Checked' (11), 'Ready To Enrol' (6), 'Enrolled' (31), 'Enrolment Waiting List' (10), and 'Enrolment Declined' (2). The 'Details To Be Checked', 'Ready To Enrol', and 'Enrolled' tabs are highlighted with a red box. Below the tabs is a table of students with columns: Photo, Full Name, Birthday, Gender, A+ Groups, Email, App Status, Enrolment Status, Offer Status, Total Score, Average Score, Internal, Flag, Colour, Updated at, Updated By, and Actions. The 'App Status', 'Enrolment Status', and 'Offer Status' columns are highlighted with a red box. The 'Flag' and 'Colour' columns are also highlighted with a red box. The table lists four students: Test Bernadette Test Adams, Alice Kingston, Oah Noyv, and David Devonald.

Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Total Score	Average Score	Internal	Flag	Colour	Updated at	Updated By	Actions
	Test Bernadette Test Adams	04-11-2010	♂		test1239820183...	Completed	Ready To Enrol	Offer Made	67	8.38		🚩	🟡	05-07-2024 09:57:25		
	Alice Kingston	14-11-2005	♀		test2761298362...	Completed	Enrolled	Offer Made	58	7.25	👍	🚩	🟢	05-07-2024 09:57:11		
	Oah Noyv	03-07-2008	♂		vbn@applicaa.com	Incomplete	Pending	Pending					🟡	05-07-2024 09:38:27		
	David Devonald	08-08-2007	♂		student@hotmail...	Completed	Details To Be Checked	Offer Made			👍	🚩	🟢	04-07-2024 15:44:36		

You can search for a particular student in the list using the search function, or choose to filter or sort students by using the icons on the column of your choosing.

Enrolment

Tutor Demo

217

All

157

Pending

11

Details To Be Checked

6

Ready To Enrol

31

Enrolled

10

Enrolment Waiting List

2

Enrolment Declined

Search students

Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Total Score	Average Score	Internal	Flag	Colour	Updated at	Updated By	Actions
	Test Bernadette Test Adams	04-11-2010	♂		test1239820183...	Completed	Ready To Enrol	Offer Made	67	8.38				05-07-2024 09:57:25		A+
	Alice Kingston	14-11-2005	♀		test2761298362...	Completed	Enrolled	Offer Made	58	7.25	✓			05-07-2024 09:57:11		A+
	Oah Noyu	03-07-2008	♂		vbn@aplica.com	Incomplete	Pending	Pending						05-07-2024 09:38:27		A+
	David Devonald	08-08-2007	♂		student@hotmail...	Completed	Details To Be Checked	Offer Made			✓			04-07-2024 15:44:36		A+
	Cuong1 Lavan1	16-05-2008	♂			Completed	Enrolled	Offer Withdrawn	59	8.43				04-07-2024 14:52:27		A+

For any student, you can click to process their enrolment, from any tab.

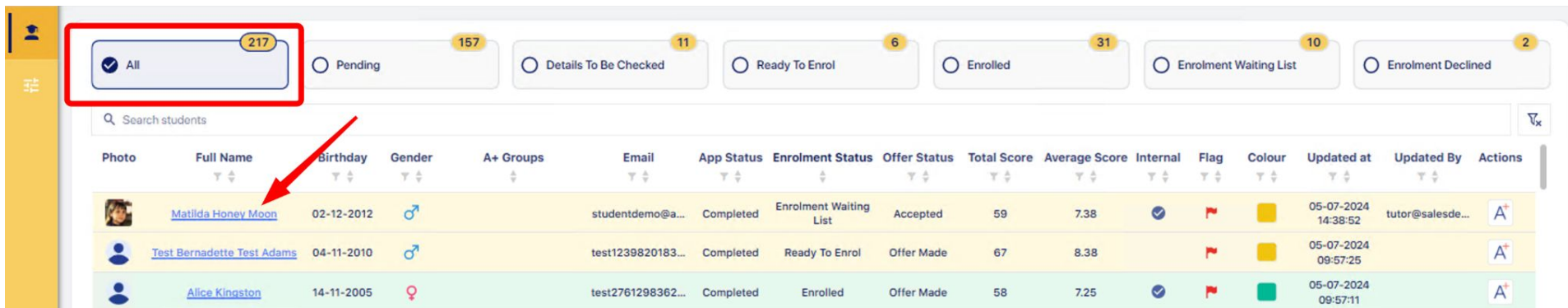
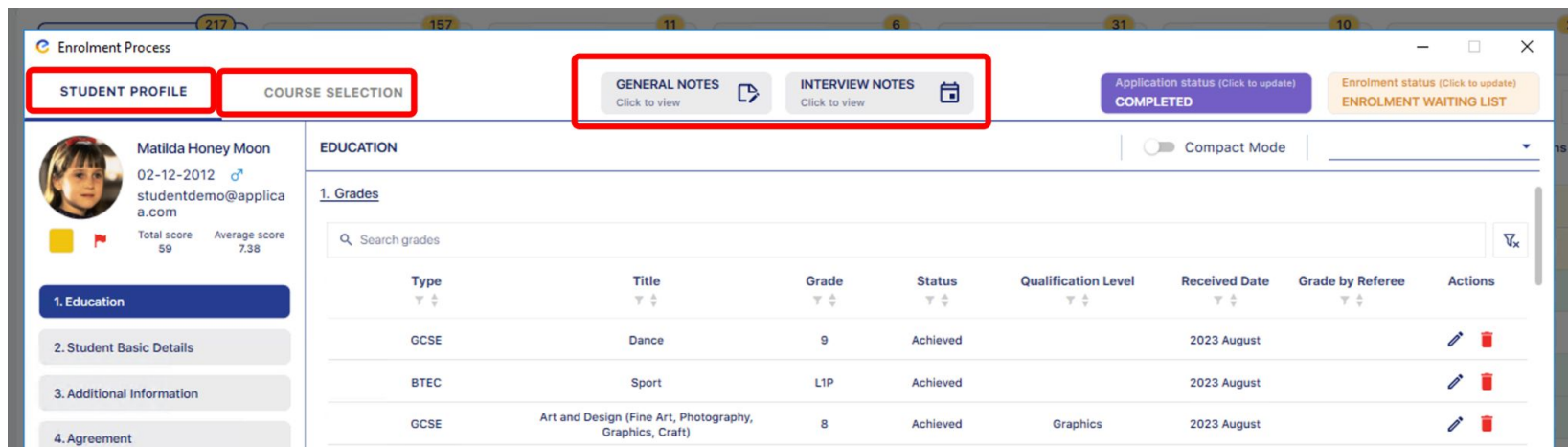


Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Total Score	Average Score	Internal	Flag	Colour	Updated at	Updated By	Actions
	Matilda Honey Moon	02-12-2012	♂		studentdemo@a...	Completed	Enrolment Waiting List	Accepted	59	7.38	✓	🚩	🟡	05-07-2024 14:38:52	tutor@salesde...	A+
	Test Bernadette Test Adams	04-11-2010	♂		test1239820183...	Completed	Ready To Enrol	Offer Made	67	8.38		🚩	🟡	05-07-2024 09:57:25		A+
	Alice Kingston	14-11-2005	♀		test2761298362...	Completed	Enrolled	Offer Made	58	7.25	✓	🚩	🟢	05-07-2024 09:57:11		A+

Their profile will open and you can click on each section to view their details.



Enrolment Process

STUDENT PROFILE | COURSE SELECTION | GENERAL NOTES | INTERVIEW NOTES

Application status (Click to update): **COMPLETED** | Enrolment status (Click to update): **ENROLMENT WAITING LIST**

Matilda Honey Moon
02-12-2012 ♂
studentdemo@applica
a.com
Total score: 59 | Average score: 7.38

1. Education

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
GCSE	Dance	9	Achieved		2023 August		✎ ✖
BTEC	Sport	L1P	Achieved		2023 August		✎ ✖
GCSE	Art and Design (Fine Art, Photography, Graphics, Craft)	8	Achieved	Graphics	2023 August		✎ ✖

As necessary, you can update their Application and/or Enrolment Status when viewing their profile within the app:

Enrolment Process

STUDENT PROFILE

COURSE SELECTION

Application status
COMPLETED

Sally Dickinson

22-10-2005

dickinson@example.com

Total score

Average score

0

0

1. Education

2. Student Basic Details

EDUCATION

1. School History

School Name

Empty

Start Date

End Date

Current

ELECTION

Application status
COMPLETED

Enrolment status
PENDING

UCATION

School History

School Name

Empty

Start Date

Change to
INCOMPLETE

Move to
DETAILS TO BE CHECKED

Move to
READY TO ENROL


In the event that you need to add their achieved grades for them, you have the ability to do so; you can also tick to say what evidence you have seen.

STUDENT PROFILE

COURSE SELECTION

Application status
COMPLETED

Enrolment status
PENDING



Sally Dickinson
22-10-2005
dickinson@example.co
m
Total score 0 Average score 0

1. Education

2. Student Basic Details

3. Parent/Carer Details

4. Support Information

5. Agreement

6. Additional Information

7. Pathway

EDUCATION

Unique Candidate Identifier empty

3. Please enter your predicted GCSE grades. You can get these predicted grades by speaking with your subject tutors, your form tutor or Head of Year

Please enter any additional information about your grades here

4. Grades

Search grades

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
Total: 0							

+

Add a new grade

5. Proof of grades

☐ Attachment

☐ School Exam Slip

☐ School Database

☐ Exam Certificate

If you add or update grades for a student, their TPS and APS will be recalculated automatically.

If a student arrives on the day and they are a new applicant, you can add them via your Enrolment App by clicking the “add new student” button and inputting their details.



Add new student

Legal Forename * Legal Surname * Application Form
Year 12 Admissions Form New 2024/2025

Date of Birth * Gender * Email

Preferred Forename Preferred Surname Current School

Unique Pupil Number Application Reference Number Unique Learner Number

Search grades

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
------	-------	-------	--------	---------------------	---------------	------------------	---------

Click the + icon below to add a grade

Total: 0

SAVE ONLY SAVE AND OPEN ENROLLMENT PROCESS

Confirming their Courses

Click the Course Selection tab and you will see a summary of their grades, and a list of their applied, offered and enrolment form courses alongside the confirmation box.

Just like in your A+ system, click the + icon to confirm the student into classes for which they qualify, and use the Waiting List Management function to add them to the waiting list for any subjects they do not qualify for (in the event that you are considering allowing them onto that course and wish to bypass the requirements).

Enrolment Process

STUDENT PROFILE **COURSE SELECTION** **Application status COMPLETED** **Enrolment status READY TO ENROL**

Matilda Honey
02-12-2012
studentdemo@aplica.com
Total score 52 Average score 6.5

Form Group
Select a form group

Grades

Sport	L1P
Business	8
Combined Science	4-4
Art and Design (Fine Art, Photography, Graphics, Craft)	5
Art and Design (Fine Art, Photography, Graphics, Craft)	5

Courses

Application form courses	Enrolment form courses	+ Offer list courses
Search...	Search...	Search...
A Level Dance +	A Level Dance +	A Level Art and Design +
A Level English +	A Level English +	A Level Chemistry ⚠
A Level Media Studies +	A Level Geography +	A Level Economics +

Confirm courses

Search...

A Level Dance

A Level English

A Level Geography

[Waiting List Management](#)

Waiting List Management

Click “Waiting List Management” to add a course which the student does not qualify for, or was not one of their original choices. Select “click to unlock” in order to see the full list of subjects, select the one(s) you wish to add and the arrow to confirm.

The screenshot displays the 'Waiting List Management' interface, which is divided into three main panels:

- Offer list courses:** This panel has a search bar and a list of courses. One course, 'A Level Art and Design', is listed with a red warning triangle icon to its right.
- Confirm courses:** This panel also has a search bar and a list of courses. At the bottom of this panel, there is a button labeled 'Waiting List Management'.
- All courses:** This panel has a search bar and a list of courses. At the top of this panel, there is a button labeled 'Click to unlock'. The list of courses includes:
 - A Level Art and Design
 - A Level Business Studies (This row is highlighted with a blue checkmark in a box on the left and a red arrow in a box on the right)
 - A Level Chemistry
 - A Level Computer Science
 - A Level Dance
 - A Level Economics
 - A Level English

Enrolling into Classes


Once all of the classes you wish to enrol the student into are listed in the “confirm courses” box, scroll to view the available blocks for each subject.

You can manually assign the student to their blocks, or click to **auto-allocate** and the system will assign them to the best fit, in order to balance group sizes.

Click to **‘Enrol’** to confirm and save the selection and complete the enrolment process for that student.

Timetable

UN-ENROL

 AUTO ALLOCATE CLASSES

Courses (600 hours)	Block A	Block B	Block C	Block D	Block E
A Level Dance (200 hours)		<div>12B/Apu2 <input type="radio"/></div> <div>8/20</div>	<div>12C/Apu1 <input type="radio"/></div> <div>12/20</div> <div>12C/Apu2 <input type="radio"/></div> <div>1/20</div>	<div>12D/Apu2 <input type="radio"/></div> <div>4/20</div>	
A Level English (200 hours)		<div>12B/Aqw1 <input type="radio"/></div> <div>8/20</div>	<div>12C/Aqw1 <input type="radio"/></div> <div>10/20</div>	<div>12D/Aqw1 <input type="radio"/></div> <div>9/20</div>	
A Level Media Studies (200 hours)	<div>12A/Aki2 <input type="radio"/></div> <div>3/20</div>	<div>12B/Aki1 <input type="radio"/></div> <div>4/20</div>	<div>12C/Aki2 <input type="radio"/></div> <div>3/20</div> <div>12C/Aki1 <input type="radio"/></div> <div>8/20</div>		<div>12E/Aki2 <input type="radio"/></div> <div>5/20</div>

BACK TO THE STUDENT PROFILE

SAVE

ENROL

Testing the enrolment app with your enrolment clone

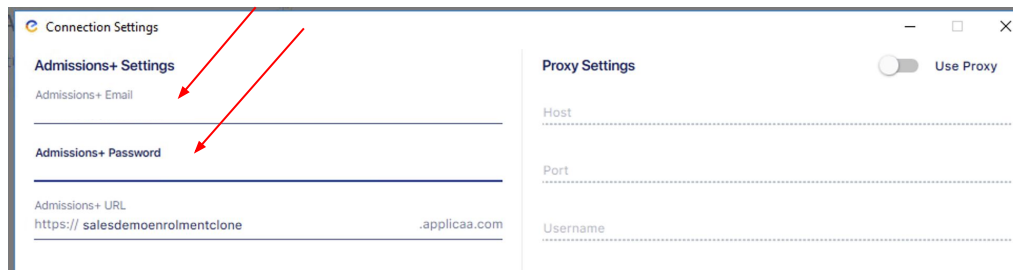
To familiarise yourself with the enrolment application, we recommend performing some test enrolments.

Since you do not want this information to be saved, we suggest connecting the enrolment app to your Appicaa **enrolment test system** during testing.

[Click here to learn](#) how to generate your enrolment test system if you haven't already, and how to find its domain/URL. You can also [click here](#) to find reasons why schools use their enrolment system.

The format will be your normal school domain followed by 'enrolmentclone.appicaa.com'. For example, if your domain is <https://salesdemo.appicaa.com>, the enrolment clone would be <https://salesdemoenrolmentclone.appicaa.com>.

When connecting to the enrolment app (see image), you can use the same email and password that you normally use to connect to Appicaa online.



Connection Settings

Admissions+ Settings

Admissions+ Email

Admissions+ Password

Admissions+ URL
<https:// salesdemoenrolmentclone .appicaa.com>

Proxy Settings

Use Proxy

Host

Port

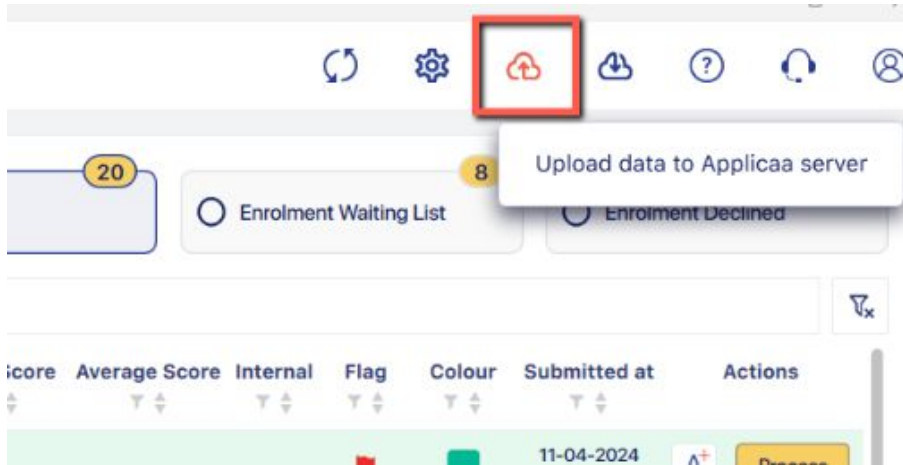
Username

Syncing Data back to Appicaa A+

Data will sync between every installed copy of the app automatically, so if a colleague enrols a student into a class, the number of spaces remaining in that class will update on your app as well.

When you are ready to sync data back to your A+ system (e.g. at the end of the day), use the upload button - **this will need to be actioned by every staff member** who has used the app to enrol students.

With the data uploaded back into your A+ system, you can proceed as normal with exporting enrolled classes to your MIS from your A+ system.



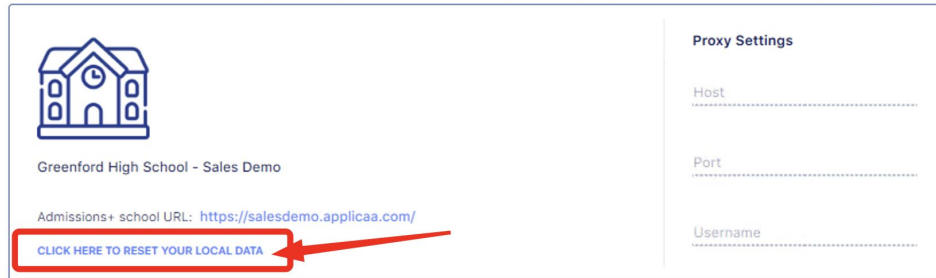
Resetting your enrolment app after testing


Once you have completed testing the enrolment app, you will need to reset the data. If you are connected to the test version of the Applica system, switch to the production version in preparation for enrolment day.

To reset your Applica enrolment app, follow these steps:

1. Click on the profile icon at the top right, then click on 'About Applica Enrolment App'.
2. In the pop-up window, click 'CLICK HERE TO RESET YOUR LOCAL DATA'.

This will display a confirmation pop-up, and then prompt you to enter a new Applica URL to reconnect. **Each staff** member will need to do this on their computer.





Greenford High School - Sales Demo

Admissions+ school URL: <https://salesdemo.applica.com/>

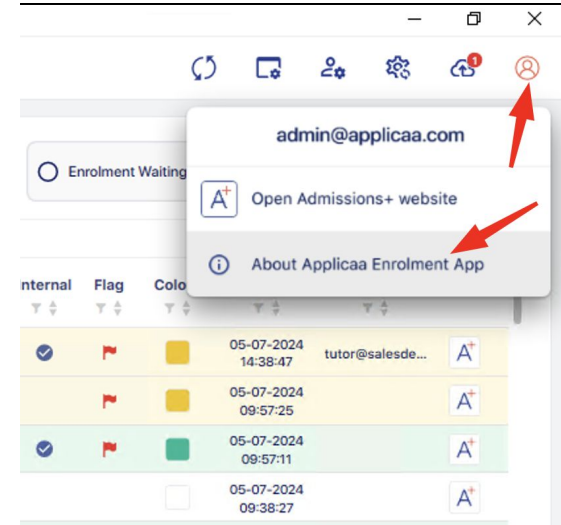
CLICK HERE TO RESET YOUR LOCAL DATA

Proxy Settings

Host:

Port:

Username:



What's Next

We recommend you now take time to ensure you have installed the application for the staff that will be involved with enrolment day and train them on how to use the enrolment app in the unlikely event they need to switch to it as a backup.

On Wednesday 21 August, you will receive the achieved grades for your internal students and should import these into A+.

That data can then be synced to your App - this should happen automatically, however we will also instruct you on how to target this manually.

Embargo settings will apply - anyone who is embargoed from seeing the results data in A+ will also be embargoed from seeing it in their version of the App.

The background features a central light blue hexagon. To its top-left is a grey hexagon, and to its bottom-left is a dark blue hexagon. To the right of the central hexagon is an orange parallelogram. Below the central hexagon are two smaller light blue hexagons, one to the right and one centered below it.

Do you have any questions?