A+ Enrolment App

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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

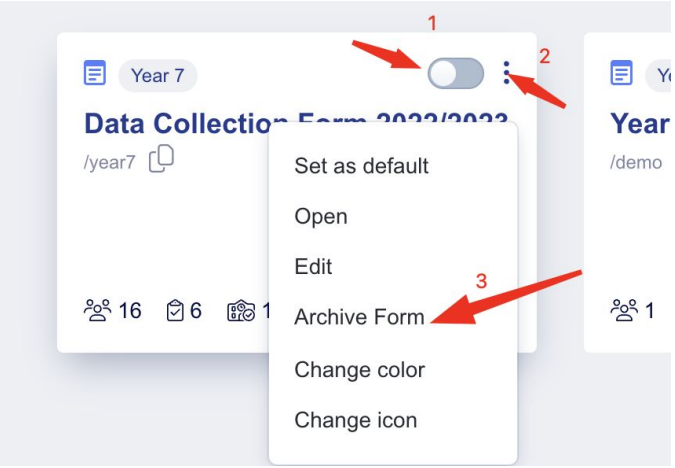
Every member of staff who will be involved in enrolling students needs to have the App installed on their own computer

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

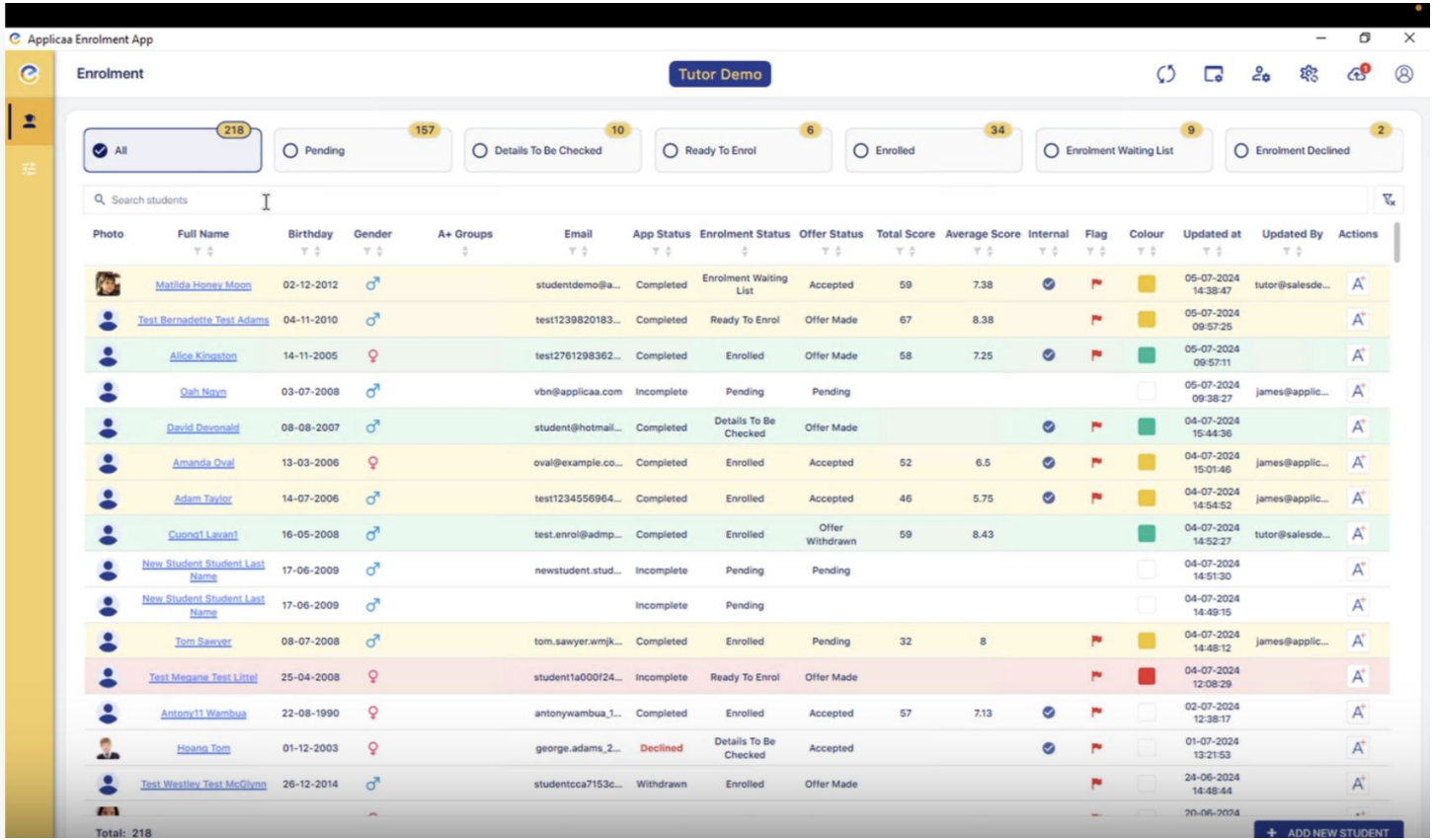
App Overview

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.

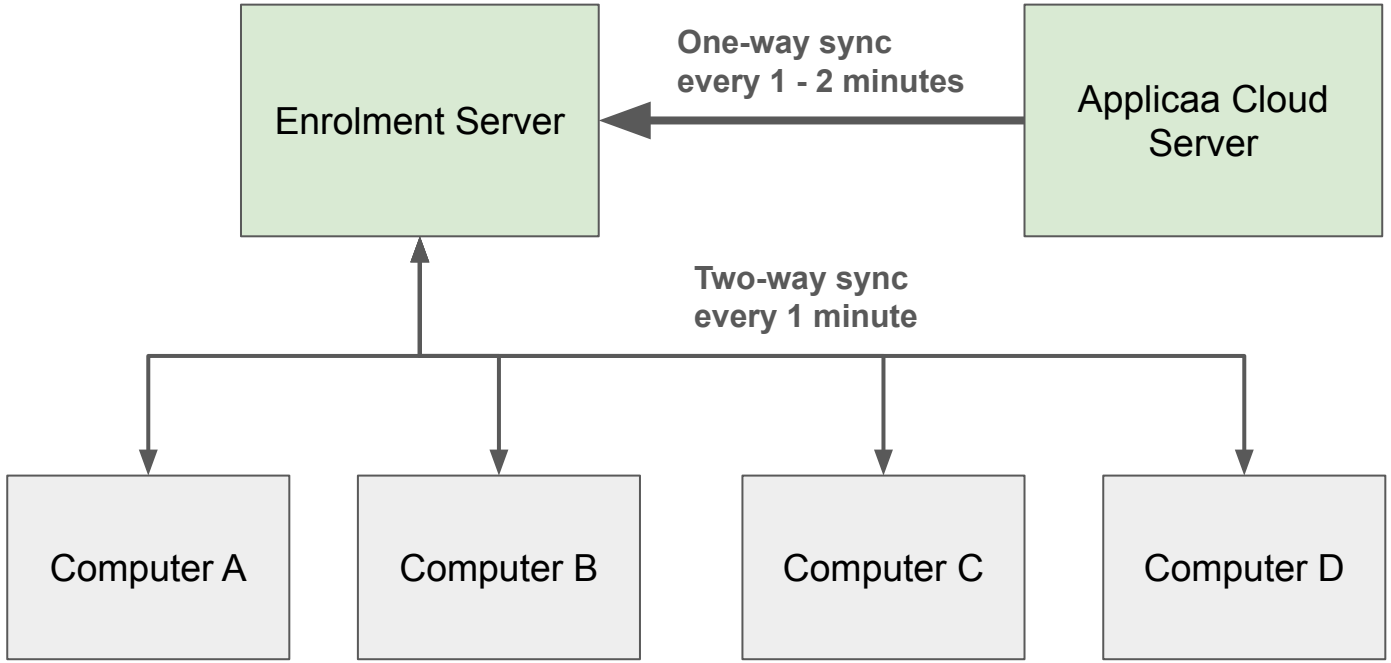


Enrolment App Training Video



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 Applicaa 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 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/

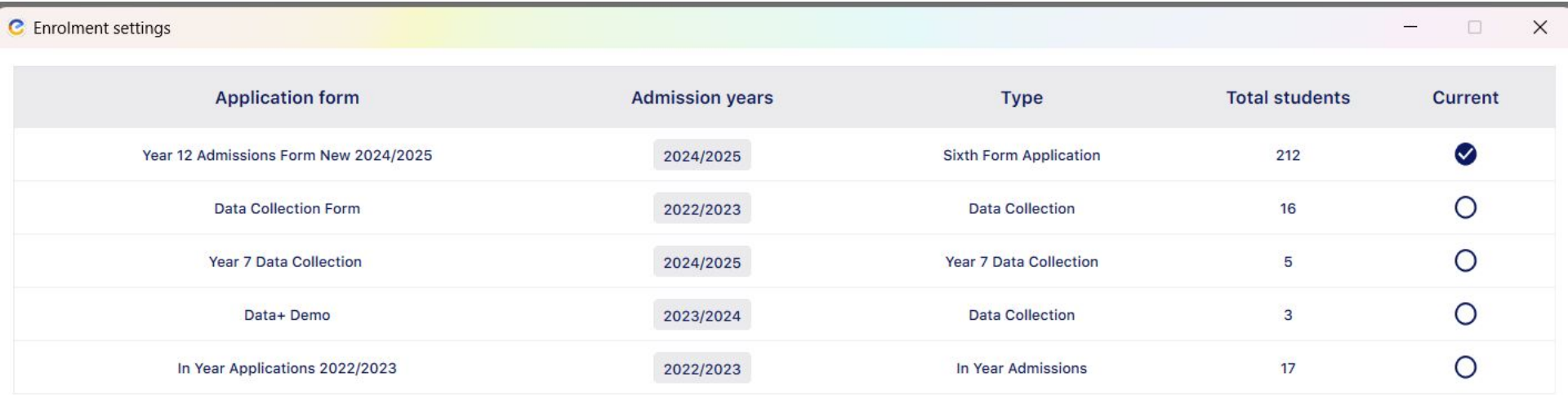
If you are using a Proxy Server, Firewall or any software that can blacklist/whitelist our execution files.

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

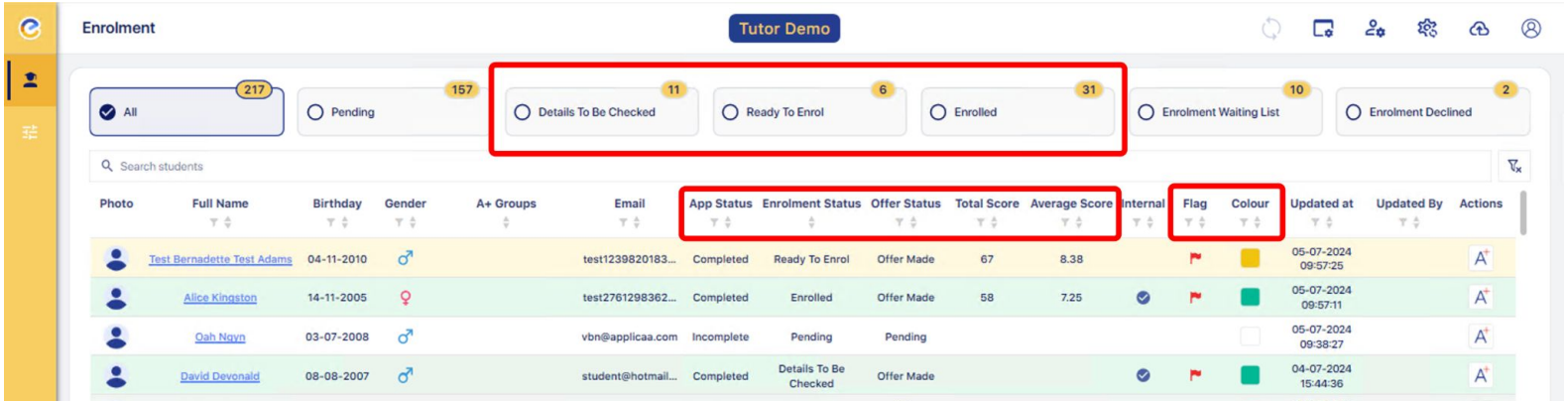
Choose the correct Sixth Form Admissions form and click confirm.



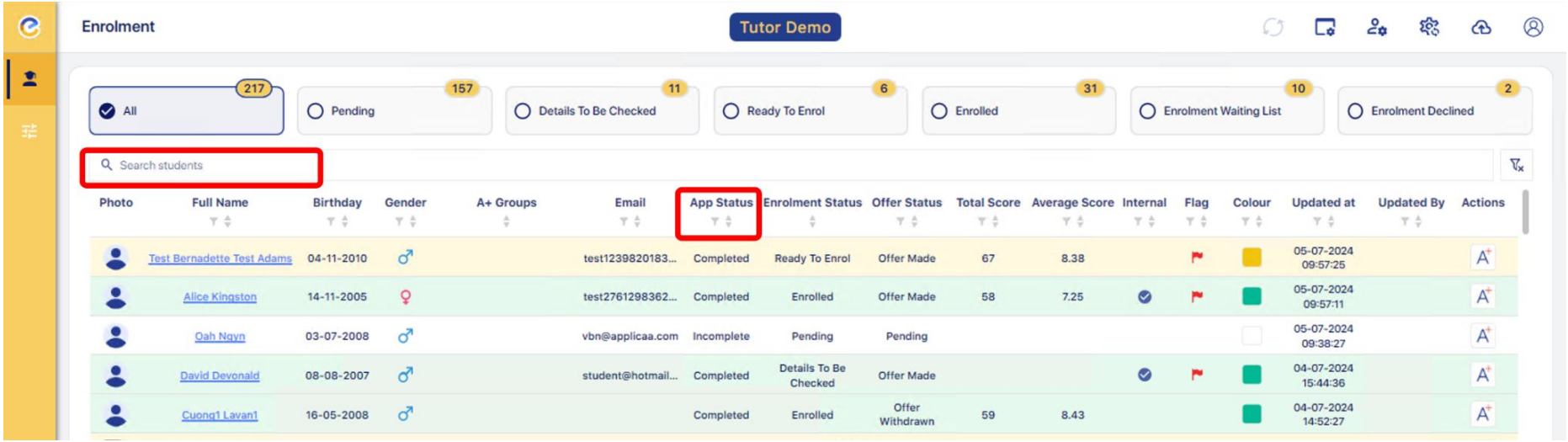
Functions of the App

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.

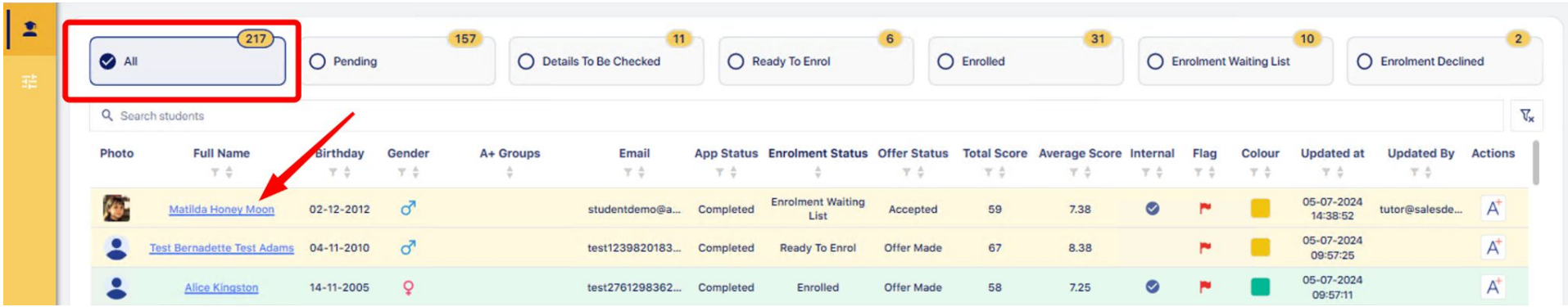
You can switch tabs along the top, to see students in each of the enrolment statuses.



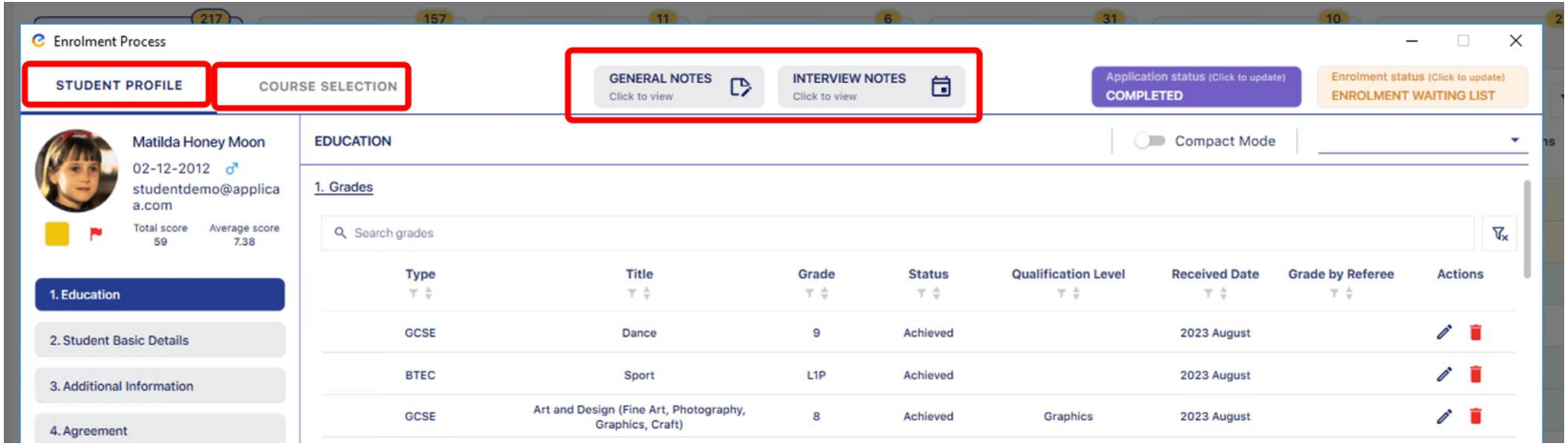
You can search for a particular student in the list using the search function, or choose to filter or sort students by using the icons on the column of your choosing.



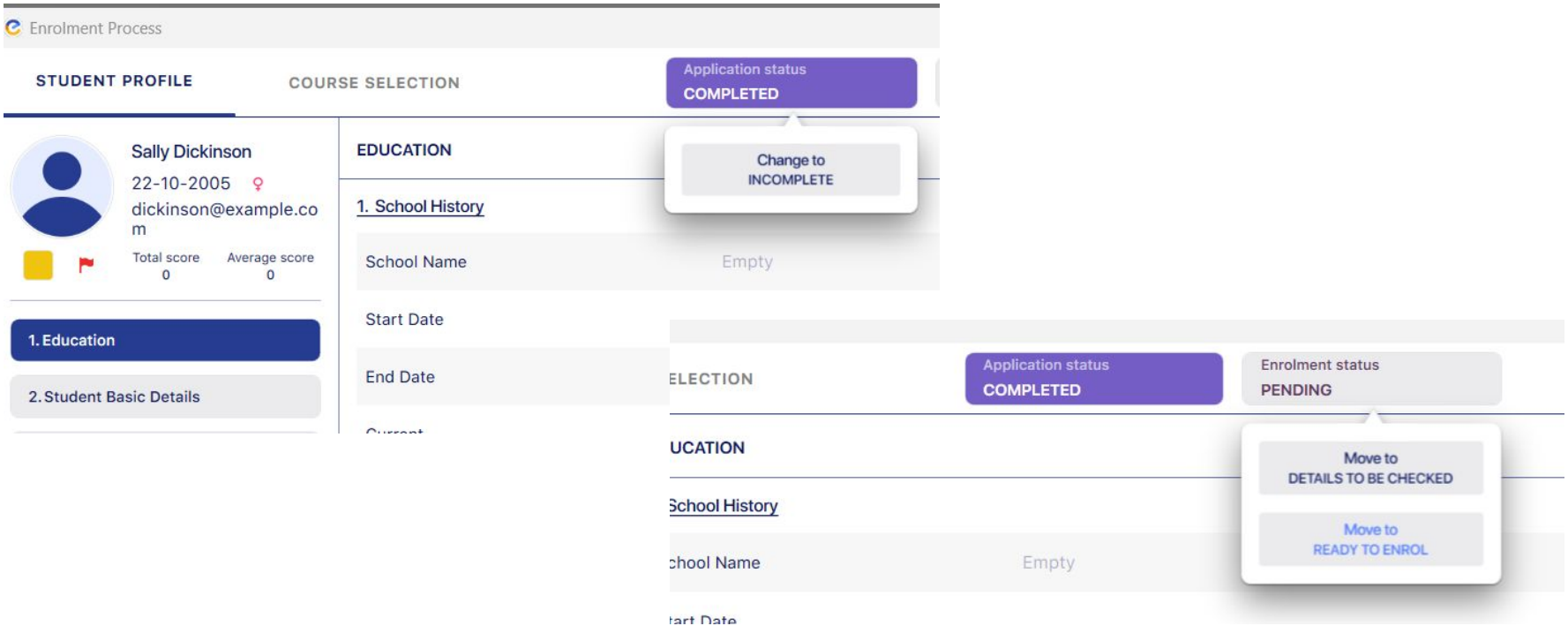
For any student, you can click to process their enrolment, from any tab.



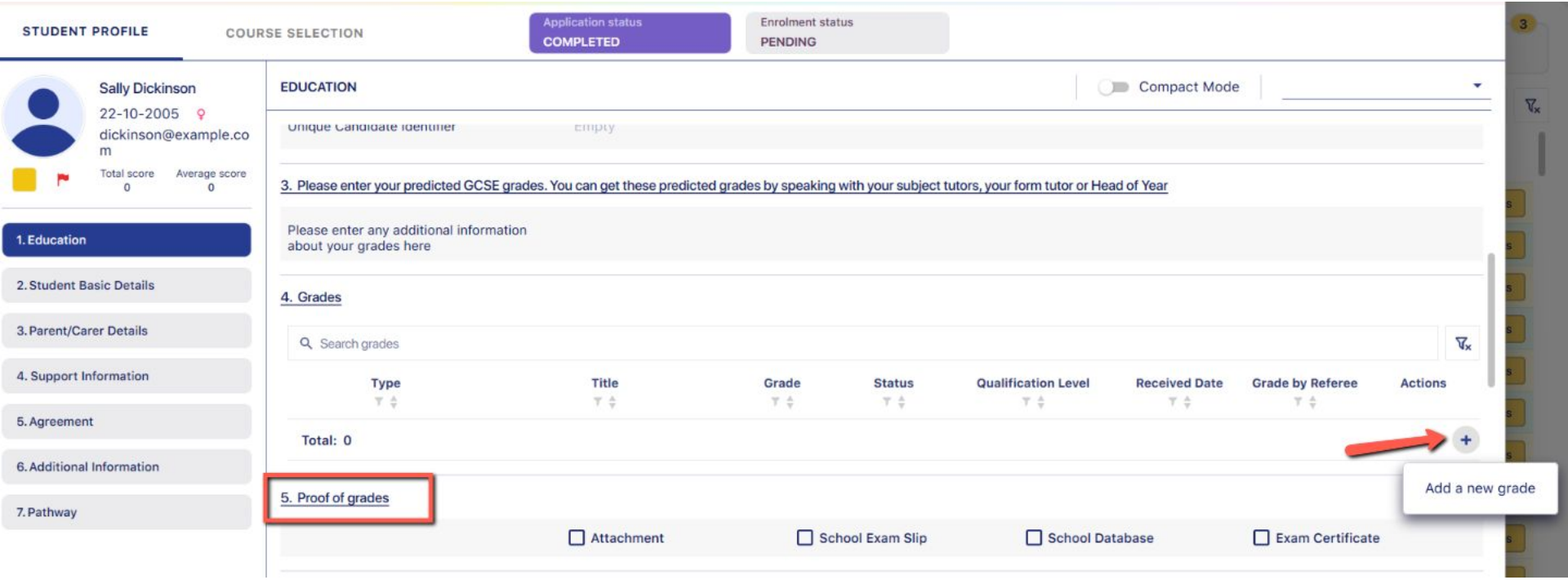
Their profile will open and you can click on each section to view their details.



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

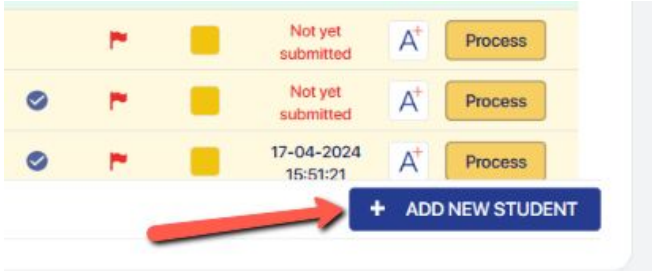


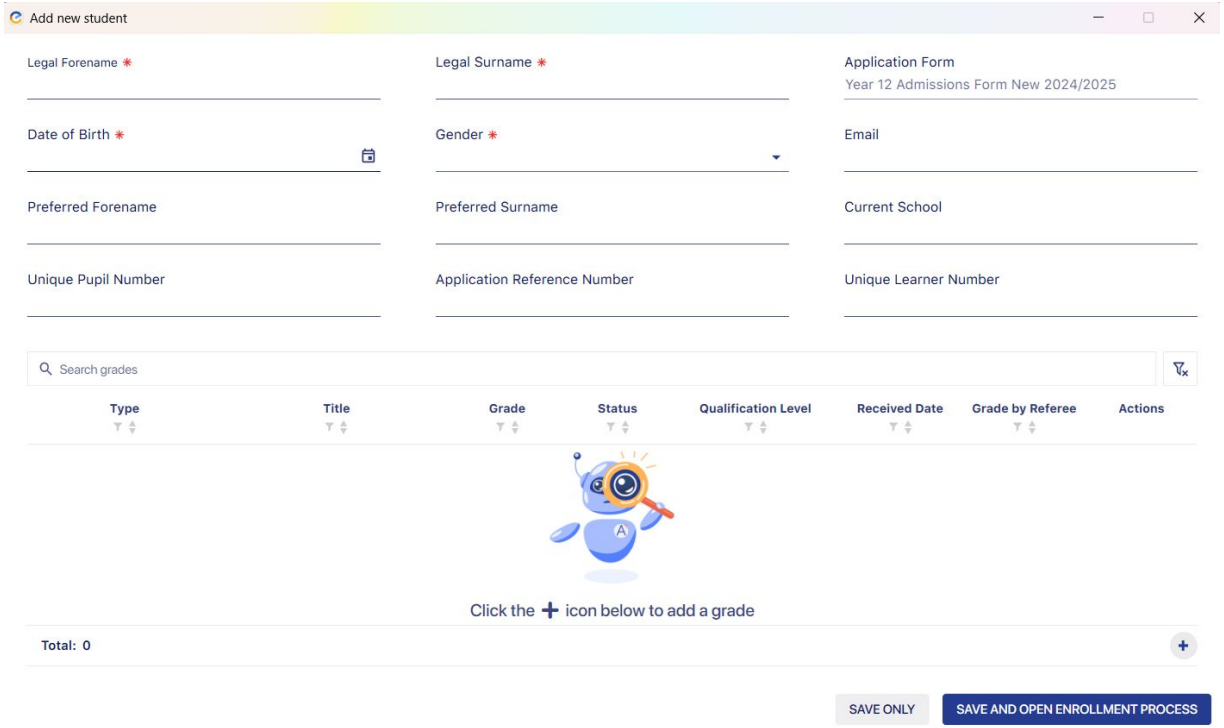
In the event that you need to add their achieved grades for them, you have the ability to do so; you can also tick to say what evidence you have seen.



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.

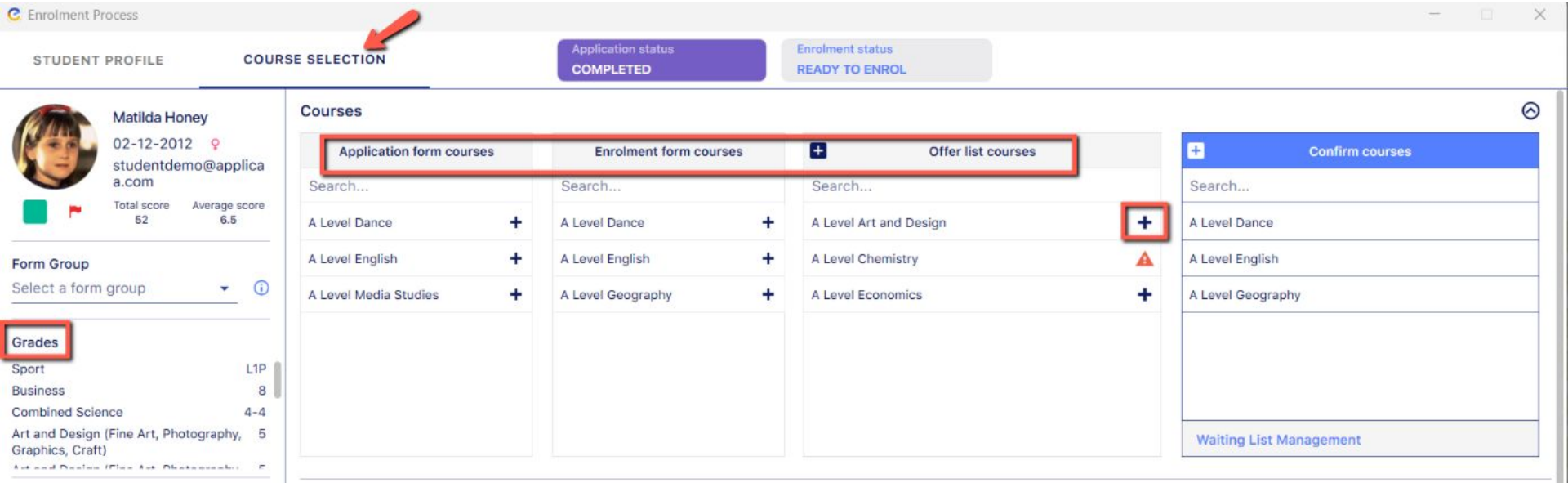




Confirming their Courses

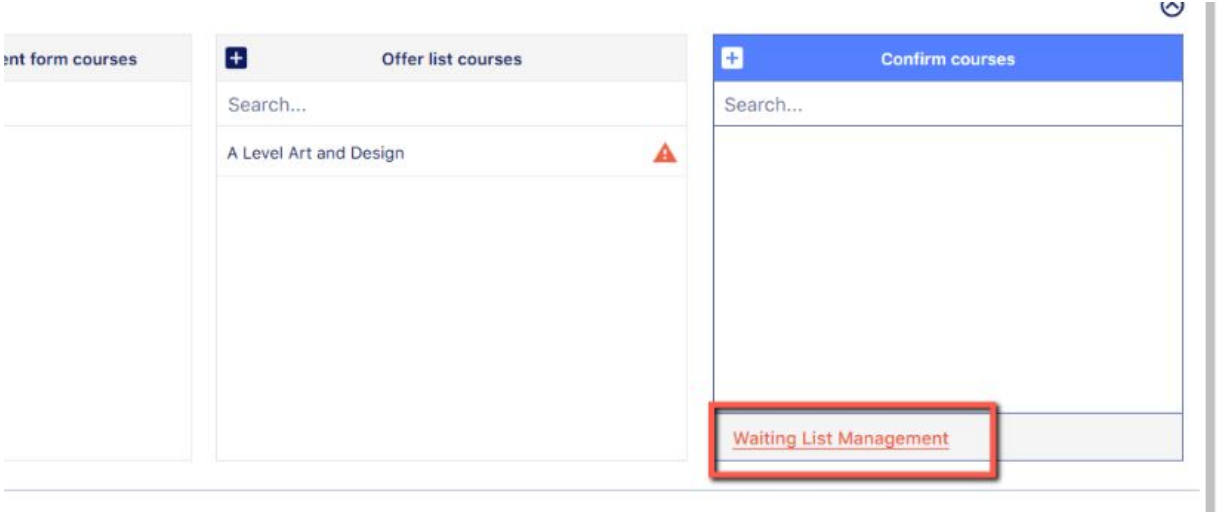
Click the Course Selection tab an you will see a summary of their grades, and a list of their applied, offered and enrolment form courses alongside the confirmation box.

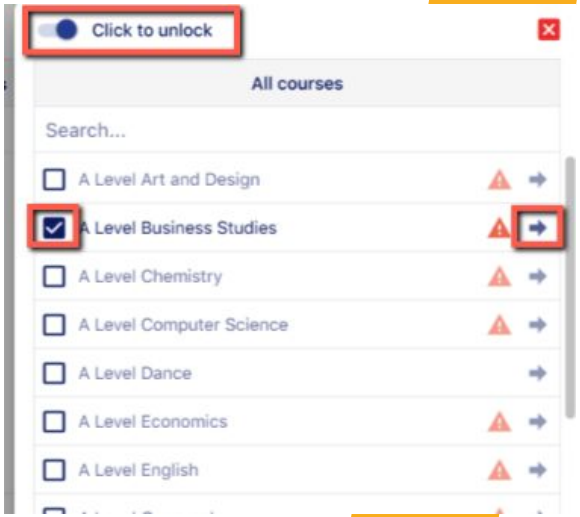
Just like in your A+ system, click the + icon to confirm the student into classes for which they qualify, and use the Waiting List Management function to add them to the waiting list for any subjects they do not qualify for (in the event that you are considering allowing them onto that course and wish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



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.





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)		12B/Apu2 8/20	12C/Apu1 12/20 12C/Apu2 1/20	12D/Apu2 4/20	
A Level English (200 hours)		12B/Aqw1 8/20	12C/Aqw1 10/20	12D/Aqw1 9/20	
A Level Media Studies (200 hours)	12A/Akl2 3/20	12B/Akl1 4/20	12C/Akl2 3/20 12C/Akl1 8/20		12E/Akl2 5/20

BACK TO THE STUDENT PROFILE

SAVE | ENROL

Testing the enrolment app with your enrolment clone

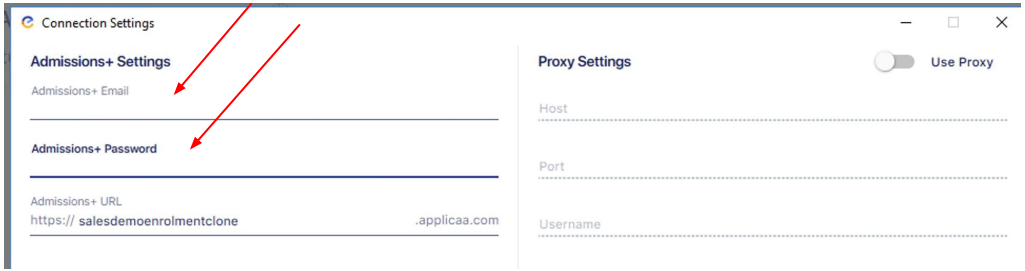
To familiarise yourself with the enrolment application, we recommend performing some test enrolments.

Since you do not want this information to be saved, we suggest connecting the enrolment app to your Applicaa **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.applicaa.com'.
For example, if your domain is https://**salesdemo**.applicaa.com, the enrolment clone would be https://**salesdemoenrolmentclone**.applicaa.com.

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

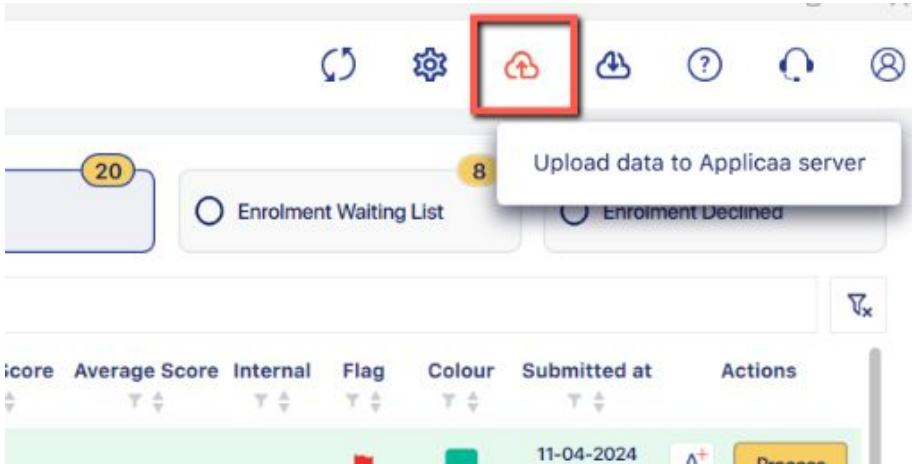


Syncing Data back to Applicaa A+

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.

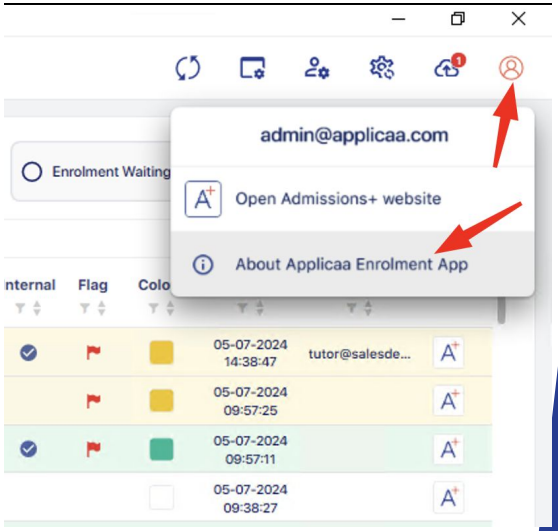


Resetting your enrolment app after testing

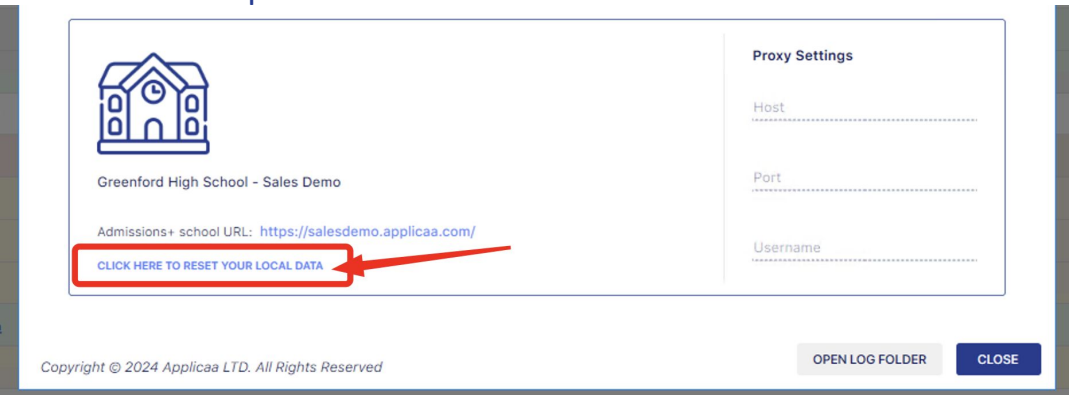
Once you have completed testing the enrolment app, you will need to reset the data. If you are connected to the test version of the Applicaa system, switch to the production version in preparation for enrolment day.

To reset your Applicaa enrolment app, follow these steps:

1. Click on the profile icon at the top right, then click on ‘About Applicaa 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 Applicaa URL to reconnect. **Each staff** member will need to this on their computer.



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.

Do you have any questions?