



Classes Management & Reporting





OVERVIEW

- Classes Management
- Enrolment Report
- Reporting
- Exporting Data

Classes Management

Navigate to the **Timetables** tab on your main dashboard and select **Enrolled Classes Management**

The image shows a dashboard interface. At the top, there are navigation tabs: 'Overview', 'Reports', 'Recent Activities', 'Application Groups', 'Offers', 'Subjects Summary', 'Timetables', 'Options', and 'Tasks'. A yellow arrow points to the 'Timetables' tab. Below the tabs is a 'Tiles' section with three blue tiles. The first tile shows '4 Enrolled students', the second shows '7 test', and the third is partially visible. Below this, a secondary navigation bar shows 'Subjects Summary', 'Timetables' (which is underlined), 'Options', 'Tasks', 'Calendar', and 'All Acti...'. A dropdown menu is open under 'Timetables', showing 'Enrolled Classes Management' as the selected option.

You will be able to view all of your enrolled students, and their classes and you can change allocations centrally, rather than on individual student profiles

You will see class sizes and be able to make decisions about where to move students to in the timetable, to balance groups or make case-by-case changes manually.

Timetable **Enrolled Classes Management** Enrolment Report Page Taster Day Classes Management

Filter Course | v

Filter Student | v

Filter Student Allocation | v


! The following classes are over capacity:
o 12D/Dr
✓ All students meet their learning hours requirements

[Free up space](#)

Forename	Surname	Gender	APS	Internal / External	Date & Time Enrolled	Subject Enrolled	Block A	Block B	Block C	Block D	Block E
Test Aileen	Test Howe	Male	0.0	Int	07-Mar-2024 10:38	<ul style="list-style-type: none">A Level Art and DesignA Level BiologyA Level Chemistry	A Level Art and Design 12A/Ad - 2/2		A Level Chemistry 12C/Ch - 2/5		A Level Biology 12E/BI - 1/10
Test Colin	Test Zemlak	Male	0.0	Int	07-Mar-2024 10:39	<ul style="list-style-type: none">A Level ChemistryA Level DramaA Level Mathematics			A Level Chemistry 12C/Ch - 2/5	A Level Drama 12D/Dr - 3/2	A Level Mathematics 12E/Ma - 1/5

Classes will be colour-coded to show any which are over or under-subscribed

Use the **filter** function to show particular courses or students and click on a student's class to open their allocation and make any changes as required.

A Level Drama x 

Filter Student

Filter Student Allocation

! The following classes are over capacity:
 o 12D/Dr
 ✓ All students meet their learning hours requirements

Free up space

Forename	Surname	Gender	APS	Internal / External	Date & Time Enrolled	Subject Enrolled	Block A	Block B	Block C	Block D	Block E
Test Colin	Test Zemlak	Male	0.0	Int	07-Mar-2024 10:39	<ul style="list-style-type: none"> A Level Chemistry A Level Drama A Level Mathematics 			A Level Chemistry 12C/Ch - 2/5	A Level Drama 12D/Dr - 3/2	A Level Mathematics 12E/Ma - 1/5
Test Ericka	Test Yundt	Female	0.0	Int	07-Mar-2024 10:40	<ul style="list-style-type: none"> A Level Drama A Level Mathematics A Level PE 	A Level Mathematics 12A/Ma - 1/5		A Level PE 12C/Pe - 2/4	A Level Drama 12D/Dr - 3/2	
Test Raven	Test Padberg		7.0	Int	07-Mar-2024 10:39	<ul style="list-style-type: none"> A Level Drama A Level English Language A Level PE 	A Level English Language 12A/EI - 2/10		A Level PE 12C/Pe - 2/4	A Level Drama 12D/Dr - 3/2	



Once you have removed a student from a class, that subject will show as available, and you will see all of the potential blocks for that subject - drag and drop the subject into the block you wish to assign that student to.

Test Ericka Test Yundt

Selected learning hours: 600
NaNNaN
✓ No clash in any block

APS	Subject Enrolled	Block A	Block B	Block C	Block D	Block E	Subject to be added
0.0	<ul style="list-style-type: none">A Level DramaA Level MathematicsA Level PE	A Level Mathematics 12A/Ma - 1/5		A Level PE 12C/Pe - 2/4	A Level Drama 12D/Dr - 3/2		Select... v

Unenroll from all classes and delete student

Back To Student Table

The screenshot shows a close-up of the subject assignment interface. It features three columns: 'Block D', 'Block E', and 'Subject to be added'. In the 'Block D' column, there is a dashed box containing 'A Level Drama 12D/Dr - 2/2'. In the 'Block E' column, there is a dashed box containing a subject selection dropdown menu with 'A Level Drama' selected. A yellow callout box with an arrow pointing to the dropdown menu contains the text: 'Grab and drag the subject onto an available block'. The 'Subject to be added' column shows a 'Select...' dropdown menu. A blue 'X' icon is visible in the bottom left corner of the interface.

Once you have resolved that student's choices, you will be able to **Back to Student Table** and then **Save Update**.

Block E	Subject to be added
A Level Drama 12E/Dr - 1/2	Select... v

Block D	Block E
A Level Drama 12D/Dr - 2/2	A Level Drama 12E/Dr - 1/2
A Level Drama 12D/Dr - 2/2	A Level Mathematics 12E/Ma - 1/5

[Back To Student Table](#)


[Discard](#) [Save Update](#)

- ✓ No classes are over their capacity
- ✓ All students meet their learning hours requirements



The **Free Up Space** function is useful if you have classes which are over capacity and you need to move students around so you can accommodate others - it works out possible resolutions for you, to save you working them out manually.

It will show you any students who could move to a different block, in order to free up spaces in the class which is already full.



	Block D	Block E
	A Level Drama 12D/Dr - 3/2	
	A Level Drama 12D/Dr - 3/2	A Level Mathematics 12E/Ma - 1/5
	A Level Drama 12D/Dr - 3/2	

Select the subject and class you would like to free up ✕

A Level Drama

12D/Dr

Next

The following students can have their class combination shuffled to create space in

A Level Drama - 12D/Dr - Block D

Please select the student(s) you would like to move.

Student Name	Int/Ext	Point Score	Current Classes	New Classes	Resulting Class Sizes
Test Ericka Test Yundt	Int	0.0	<ul style="list-style-type: none">A Level Mathematics - 12A/Ma (Block A)A Level PE - 12C/Pe (Block C)A Level Drama - 12D/Dr (Block D)	<ul style="list-style-type: none">A Level Mathematics - 12A/Ma (Block A)A Level PE - 12C/Pe (Block C)A Level Drama - 12E/Dr (Block E)	<input type="checkbox"/>
Test Colin Test Zemlak	Int	0.0	<ul style="list-style-type: none">A Level Chemistry - 12C/Ch (Block C)A Level Mathematics - 12E/Ma (Block E)A Level Drama - 12D/Dr (Block D)	<ul style="list-style-type: none">A Level Chemistry - 12C/Ch (Block C)A Level Mathematics - 12A/Ma (Block A)A Level Drama - 12E/Dr (Block E)	<input type="checkbox"/>
Test Raven Test Padberg	Int	7.0	<ul style="list-style-type: none">A Level English Language - 12A/EI (Block A)A Level PE - 12C/Pe (Block C)A Level Drama - 12D/Dr (Block D)	<ul style="list-style-type: none">A Level English Language - 12A/EI (Block A)A Level PE - 12C/Pe (Block C)A Level Drama - 12E/Dr (Block E)	<input type="checkbox"/>

Close

Not all required spaces have been made available yet

Free up space

Resulting Class Sizes

A Level Drama
(12E/Dr - 2/2) ↑+2
(12D/Dr - 1/2) ↓-2

- ✓ No classes are over their capacity
- ✓ All students meet their learning hours requirements

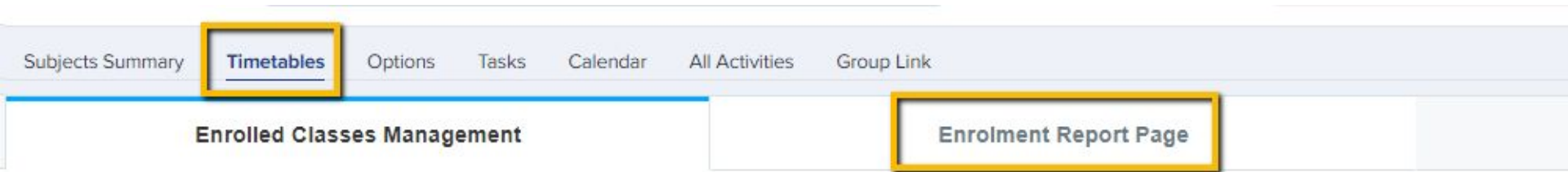
Discard

Save Update

Free up space

Enrolment Reports

Navigate to the **Timetables** tab of your main dashboard, where you will see the **Enrolment Report Page** tab.



This generates a report of your enrolment data and figures at that precise moment - it will be date and time stamped.

This is a useful tool for providing analysis to SLT, for example. It contains items such as a **subject analysis**, **gender balance**, and a **summary of achieved Maths and English grades** (including a list of those who did not achieve grade 4).

You can run the report as often as you like - it will always reflect that moment in time.

ENROLMENT REPORT 2024

This report creates a summary of the enrolment process at Applicaa High School Test on 2024-03-07.

In this report:

1. Enrolment Summary →

2. Data Summary →

3. Subject Analysis →

4. Students Summary →


5. Gender Balance →

6. English & Mathematics →

7. Previous School →

8. Locations Of Students →

9. Appendix: Student Lists →

 Download as PDF

Enrolment Summary

19

Total Students Enrolled



8

Internal Students



11

External Students



Students that do not have Mathematics Level 4 *

Student Name	Subjects Enrolled
Test Dale Test Walsh	A Level English Literature, A Level Sociology, A Level Law, A Level English Language

English And Maths GCSE

	English		Mathematics	
	Number of Students	Cumulative percentage	Number of Students	Cumulative percentage
Level 9	0	0%	1	5%
Level 8	1	5%	1	5%
Level 7	1	5%	0	0%

Creating Reports

Navigate to the **Reports** tab on your main dashboard.



Here, you can create reports, or charts, to display your key data for analysis.

If this is your first time visiting this area, you will need to **Create New Dashboard**.

Add any reports you want. Tell a story with your data and share it with your team.

[Create New Dashboard](#)

Once a dashboard is created and you have decided on the other settings, you can then create charts within that dashboard.

Click to **Add a chart to this dashboard** and then select **Students**. From here you can select what property to display and how to display it.

Add any reports you want. Tell a story with your data and share it with your team.

Add a chart to this dashboard

Chart name

Previous Schools

Student

Generate a chart for a student's property

You can create as many charts as you need, to help with your statistical analysis and reporting of key measures.

Select the type of graph that best display your data



Pie chart



Bar chart



Stacked
Bar chart

123

Summary



Row chart



Stacked
Row chart

Chart name

Previous Schools

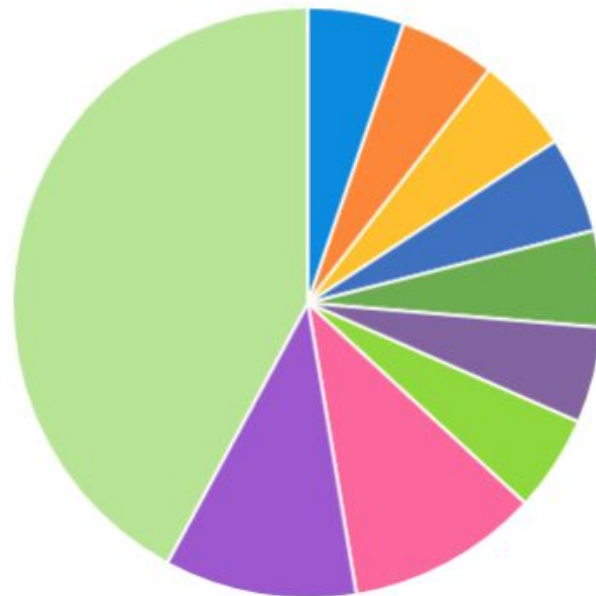
Chart type

Pie Chart

Select a property to display

School

Previous Schools



Type of SEN

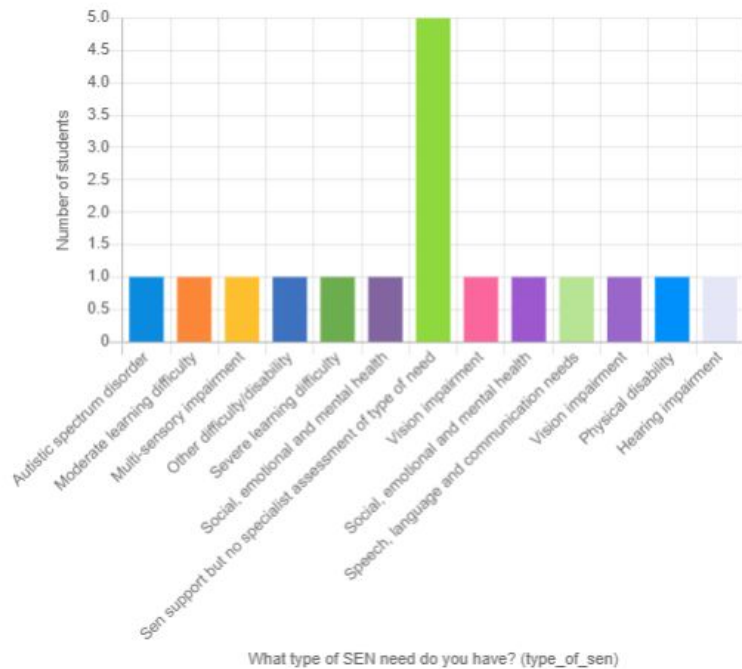


Chart name

Type of SEN

Chart type

Bar Chart

Select a property to display

What type of SEN need do you have? (type_of... × ↕

Sort option

Value ascending

Chart name

Looked After and Which LA

Chart type

StackedBar

Select a property to display

Are you currently in care or looked after by a L... x ↕

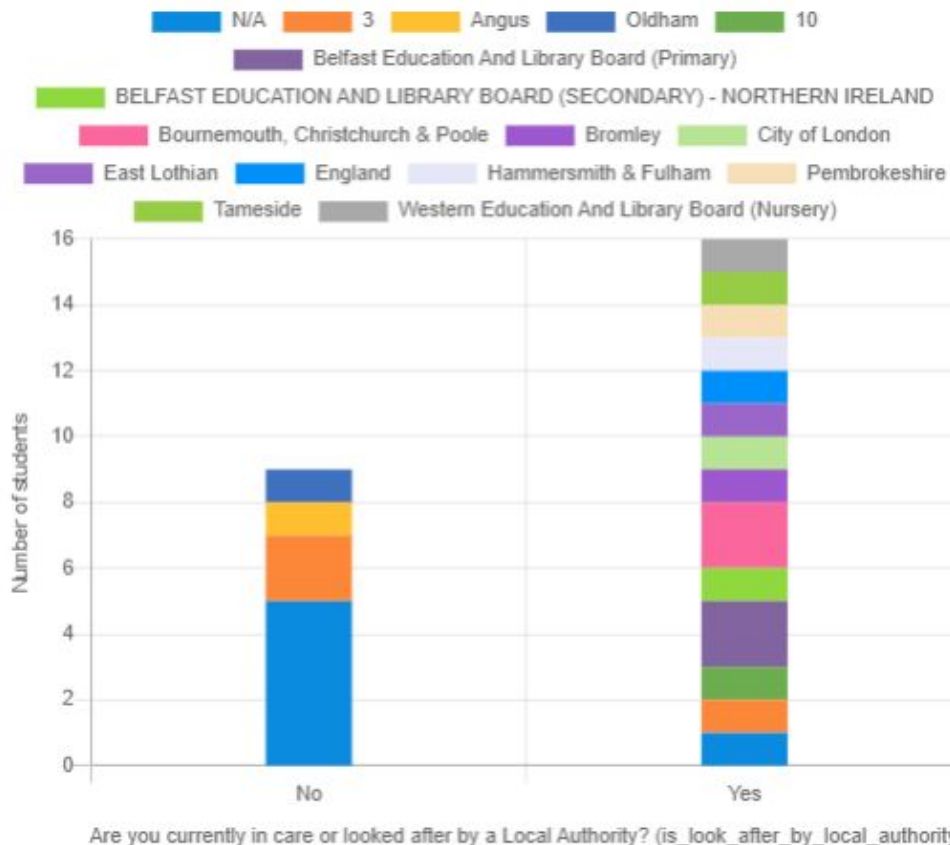
Select a property for stacked chart

Select local authority (look_after_by_local_auth... x ↕

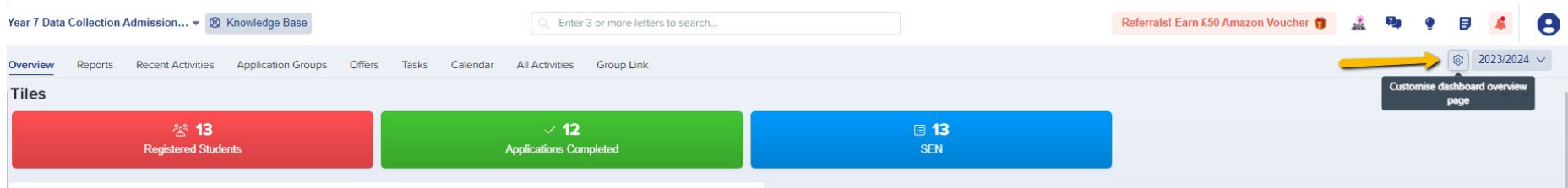
Sort option

Value ascending

Looked After and Which LA



You can display charts on your main dashboard by clicking “**customise dashboard overview page**” and selecting “**add to layout**” for any charts you wish to display.



Year 7 Data Collection Admission... Knowledge Base Enter 3 or more letters to search... Referrals! Earn £50 Amazon Voucher

Overview Reports Recent Activities Application Groups Offers Tasks Calendar All Activities Group Link

2023/2024

Customise dashboard overview page

13 Registered Students

12 Applications Completed

13 SEN

Customise Overview page

Add a widget to the layout by clicking on the arrow next to it. Remove a widget from the layout by clicking 'x'. Drag and drop widgets on the layout to change their position.



Widgets

Layout

Reports (Charts)

Looked After and Which LA →

Application Status →

Birthday (birthday) →

Feeder School distribution →

Gender split →

SEN Status →

Type of SEN →

Specific Dietary Needs →

Medical Conditions →

Ethnicity →

Phase Status Chart × Application Form Dashboard

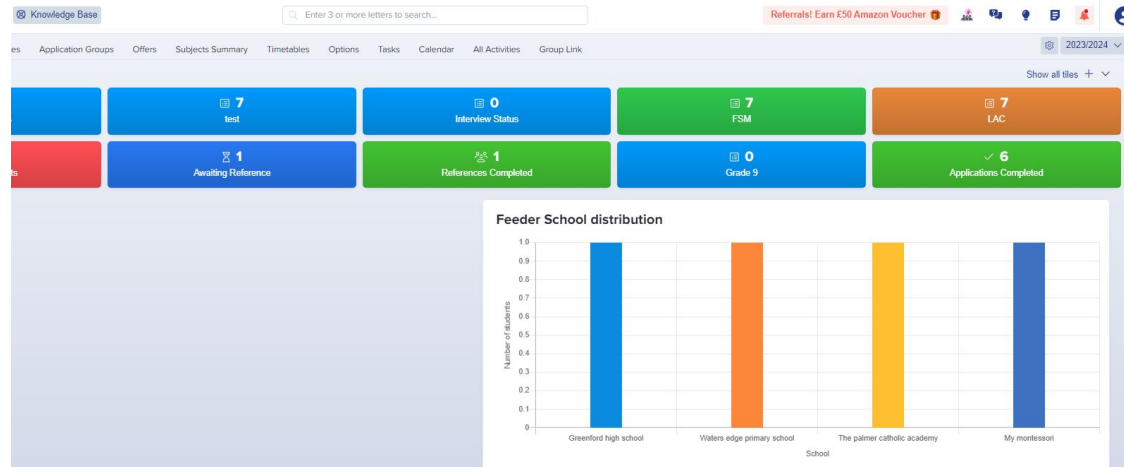
Recent Applications × Recent Activities

Phase Status Details × Application Groups

Phase Tracking × Offer List

Subject Summary

Add to layout



Knowledge Base Enter 3 or more letters to search... Referrals! Earn £50 Amazon Voucher

Application Groups Offers Subjects Summary Timetables Options Tasks Calendar All Activities Group Link

2023/2024 Show all tiles +

7 test

0 Interview Status

7 FSM

7 LAC

1 Awaiting Reference

1 References Completed

0 Grade 9

6 Applications Completed

Feeder School distribution

Number of students

Greenford high school Waters edge primary school The palmer catholic academy My mountsoil

School

Exporting Data for Analysis

All data within your system can be exported to CSV. You can generate as many exports as you like, re-download them, and clone them as needed.

Navigate to **Data > Export > Start an Export**.

Select the file type you want to export; a **CSV of data**, or a **zipped file containing files the applicants have uploaded** (like their statement of results, for example).



Export student and parental contact data from the system to an Excel spreadsheet



Export student photos and documents to a Zipped File

You can export any data you need, but here are some examples we come across quite regularly:

- Interested Courses - a file containing all of the subjects each student has applied for (Year 12)
- SEN Status, Medical and Dietary Needs - information to share with your Medical & Welfare Team and/or SENDCo
- Interview/Meeting Notes - the information inputted during a meeting, for all applicants who were met with
- Application Step Status - see who has completed each step of your application form (useful to differentiate any who are “incomplete” because they haven’t started it yet, or “incomplete” because they are part-way through the process)

Choose the data fields you are interested in, and on the final screen you will be able to select which students you want to export the data for - perhaps only those who have enrolled, or only externals?

Popular Fields (Preselected): Legal First Name, Legal Last Name, Date Of Birth, Gender, Student Email Address, Distance, Application Status, Offer Status, Enrolment Status, Student Code

- 0/10
- Bursary 0/7
- Calculated Properties 0/6
- Concession 0/71
- Conditional Offer 0/1
- Course Choices & Enrolment 4/128**

COURSE CHOICES & ENROLMENT	
<input type="checkbox"/>	Date Enrolled
<input type="checkbox"/>	Enrolled By
<input type="checkbox"/>	Enrolled Course Block Period 1
<input type="checkbox"/>	Enrolled Course Block Period 2
<input type="checkbox"/>	Enrolled Course Block Registration
<input checked="" type="checkbox"/>	Enrolled Course Block A
<input checked="" type="checkbox"/>	Enrolled Course Block B
<input checked="" type="checkbox"/>	Enrolled Course Block C
<input checked="" type="checkbox"/>	Enrolled Course Block D
<input type="checkbox"/>	Enrolled Course Block E

Students Details Preview

Select Students

Show entries

Filter Summary

is any of

Offer Status (offer_status)
is any of

Enrolment Status (enrolment_status)
is any of

Interview Status (interview_status)
is any of

Are you an internal applicant? (internal)



Do you have any questions?

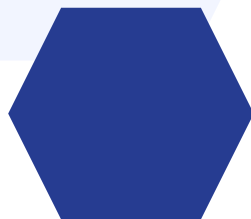
Don't forget to recommend Admissions+ to other schools! It earns you a **discount every time** a school signs up based on your referral

Year 12 Admissions a Admissions...

Knowledge Base



Referrals! Earn £50 Amazon Voucher 🎁



THANK YOU