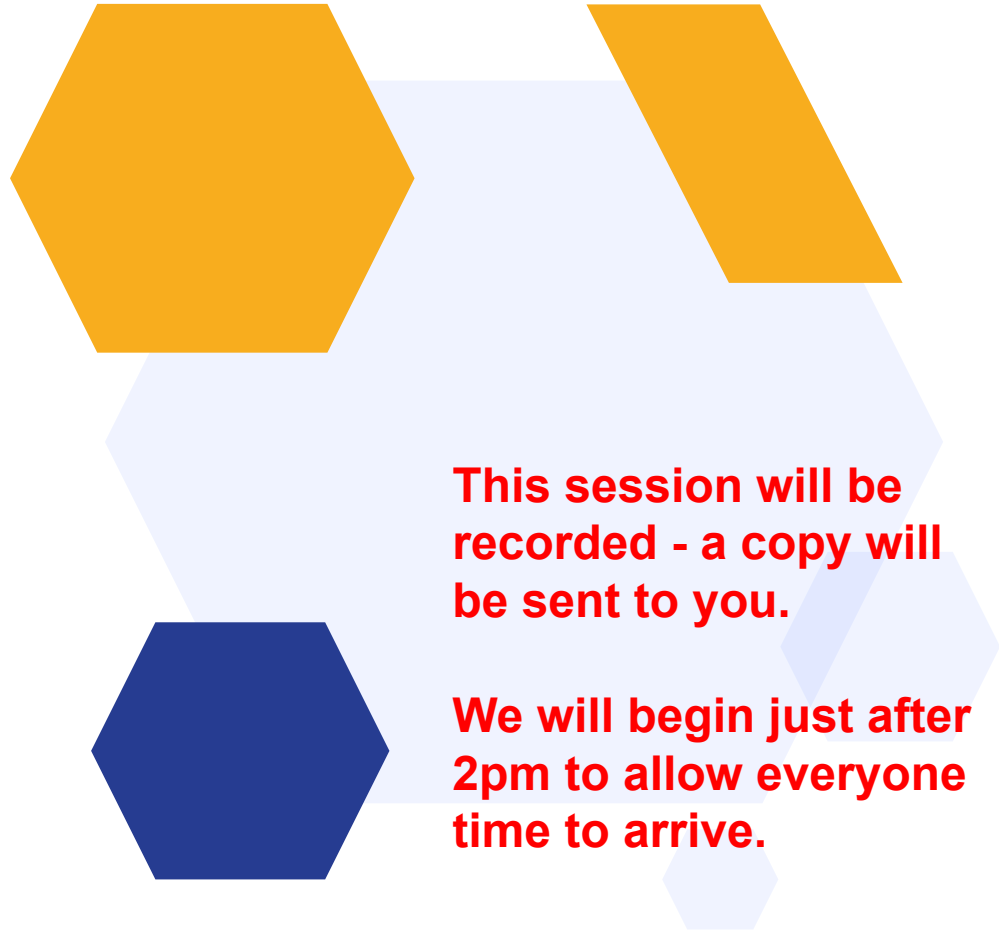




Enrolment

Refresher Training



This session will be recorded - a copy will be sent to you.

We will begin just after 2pm to allow everyone time to arrive.



CONTENTS

- Key Enrolment Checks
- Enrolment App Overview & Updates
- Matching Hub Overview
- Key Contact Information, Troubleshooting and FAQs

Staff login link for Enrolment Thursday and Friday

To ensure that staff users logging in do not get put into the waiting room, staff will need to use the following link to access their Appicaa system.

<https://subdomain.appicaa.com/staff>

E.g.

<https://greenford.appicaa.com/staff>

Only staff accounts work on this link; student logins do not work on this page so please do not share with your applicants.

Key Enrolment Checks

Settings > Enrolment Settings

- Is your embargo set? You will use your embargo to ensure no students can log in and view their results a day early (you can also restrict which staff members have access).
- Are your Enrolment Day messages and settings in place? Ensure your applicants know where to go, what to bring with them and what the plan for the day will be by setting your Instruction Box, Enrolment Homepage Message and Message After Enrolment Finished - don't forget to turn the messages on!
- Have you ensured your settings reflect the configuration you found most helpful within your test enrolment system? Check and compare settings to be certain everything is set as you need it to be.

Timetables Area (from main dashboard)

- Have you checked your Class Codes, Option Blocks, Maximum Class Sizes? Ensure these reflect the options which are available in your MIS!

Courses Step or Pathways Area (settings > application form OR settings > subject options > pathways)

- Have you got the right restrictions in place? How many subjects can they opt for, and are your options visible in option block format? Have you prevented them from choosing more than one subject in the same block (prevent subject clashing)?

Specific Requirements Area (settings > subject options > specific requirements)

- Do these reflect your current entry criteria? Have you considered the equivalent qualification requirements if a student has studied BTEC or iGCSE instead of GCSE?

Email Templates (communications & events > manual messages / automated messages)

- Have you emailed your applicants to tell them the results day process?
- Have you checked your automated messages to turn on any enrolment-related messages you wish to use, and ensure they contain wording you are happy with?

Staff Users (settings > school settings > users)

- Have all relevant staff got a login and been sent their credentials? Are the correct staff set as Super Admin? Super Admins have full access to the platform, including during your system embargo. Staff who are helping out with enrolling applicants but do not require higher level access will find the “staff” level of access sufficient.

Final preparations for the day - during your embargo on 21 August

- Import the achieved grades for your internal applicants.
- Filter your internal applicants to identify those who have qualified for all, some or none of their chosen courses.
- Turn on your Enrolment Form (settings > application form > phase view) if your applicants will be required to log in and complete your Enrolment Form as part of your process.
- Double-check to ensure all staff who are using it have the Enrolment App downloaded and installed, connected to your live system.

Enrolment 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!

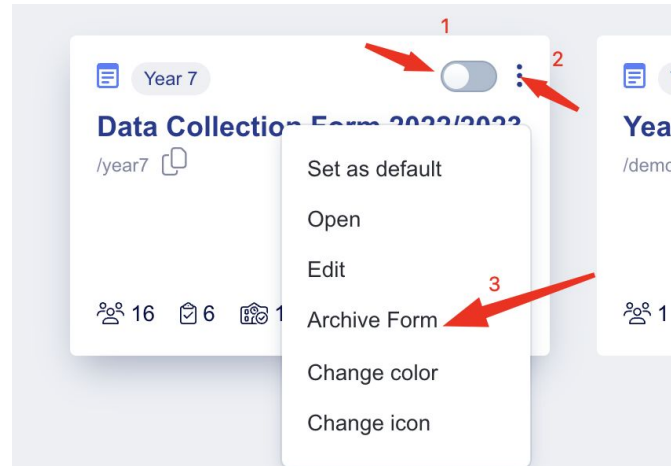
Every member of staff who will be involved in enrolling students needs to have the App installed on their own computer

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

App Overview

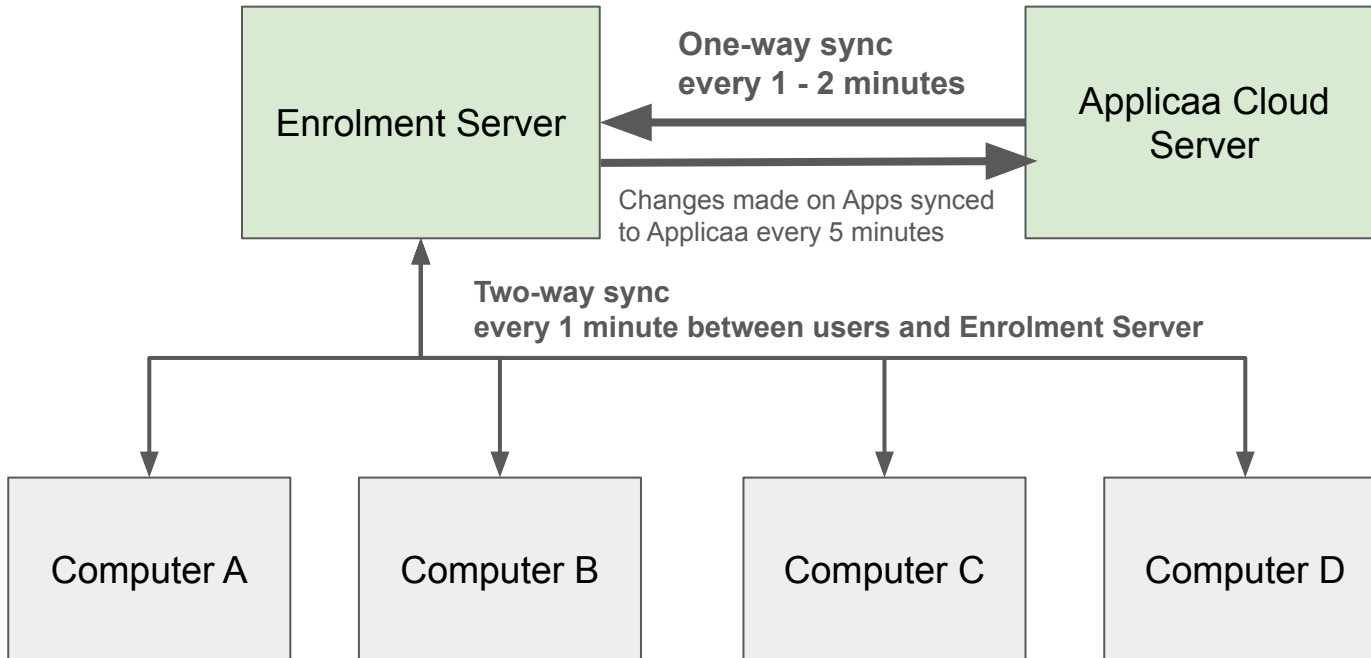
Before downloading the Appicaa Enrolment App, we recommend taking a moment to review any old application forms you have on Appicaa that you no longer need to access regularly. If you have any, archive them to move them out of the main form area.

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



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 - the latest version is **1.0**

- 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.

The screenshot shows the Appicaa Enrolment App interface. At the top, the user is logged in as Ben William. The main header displays 'Enrolment' and a navigation menu on the left. A status bar at the top shows filters for 'All' (98), 'Pending' (40), 'Details To Be Checked' (17), 'Ready To Enrol' (5), 'Enrolled' (31), 'Enrolment Waiting List' (4), and 'Enrolment Declined' (1). A search bar for students is visible below the filters.

An 'Application form settings' modal is open in the center. It contains the following text: 'To initiate the enrollment process, please choose the appropriate application form. You will then be able to see and enrol all the students under that form.'

Application form	Admission years	Type	Total students	Selected
Post 16 Admission	2023/2024 2024/2025	Sixth Form Application	445	<input type="radio"/>
year 12	2023/2024 2024/2025	Sixth Form Application	98	<input checked="" type="radio"/>

A 'CONFIRM' button is located at the bottom right of the modal.

Below the modal, a list of student records is visible. The first row shows 'Thao Children' with a date of 26-11-2008 and a status of 'Completed'. The second row shows 'Kapple Mee' with a date of 06-10-2006 and a status of 'Incomplete'. The third row shows 'Oanh 1 Test 1' with a date of 14-10-2010 and a status of 'Incomplete'. At the bottom left, it says 'Total: 98'. At the bottom center, there is a link for 'OPEN TIMETABLE OVERVIEW'. At the bottom right, there is a button for '+ ADD NEW STUDENT'.

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 'Appicaas Enrolment App' interface. At the top, the user 'Ben William' is logged in. Below the header, there are several filter tabs for enrolment statuses: 'All' (98), 'Pending' (40), 'Details To Be Checked' (17), 'Ready To Enrol' (5), 'Enrolled' (31), 'Enrolment Waiting List' (4), and 'Enrolment Declined' (1). A search bar for students is located below the tabs. The main content is a table with the following columns: Photo, Full Name, Birthday, Gender, A+ Groups, Email, App Status, Enrolment Status, Offer Status, Internal, Total Score, Average Score, Flag, Colour, Updated at, Updated By, and View Profile. The table contains four rows of student data.

Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Maru Mee	06-10-2006	♂		happy +test@appicaa.c...	Completed	Details To Be Checked	Pending	40	8		🚩	🟢	19-08-2024 21:18:36	Appicaas Cloud	
	Ooo Ddd	02-02-2000	♀	Interview Group A	oanhstaff@hotm...	Completed	Details To Be Checked	Pending	41	8.2		🚩	⬜	19-08-2024 18:05:38	Appicaas Cloud	
	Fish Ng	01-02-2024	♂		happy +h2@appicaa.com	Incomplete	Pending	Pending	16	8		🚩	⬜	19-08-2024 18:01:55	Appicaas Cloud	
	Test04 Test04	22-02-2011	♀		yxrnqhtj@interne...	Completed	Enrolled	Pending	42	8.4		🚩	🟢	19-08-2024 17:49:26	Appicaas Cloud	

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.

The screenshot displays the 'Appicaa Enrolment App' interface. At the top, the user 'Ben William' is logged in. Below the header, there are filter buttons for 'All' (98), 'Pending' (40), 'Details To Be Checked' (17), 'Ready To Enrol' (5), 'Enrolled' (31), 'Enrolment Waiting List' (4), and 'Enrolment Declined' (1). A search bar labeled 'Search students' is highlighted with a yellow box. Below the filters is a table with columns: Photo, Full Name, Birthday, Gender, A+ Groups, Email, App Status (highlighted with a yellow box), Enrolment Status, Offer Status, Internal, Total Score, Average Score, Flag, Colour, Updated at, Updated By, and View Profile. The table contains four rows of student data.

Photo	Full Name	Birthday	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Maru Mee	06-10-2006	♂		happy +test@appicaa.c...	Completed	Details To Be Checked	Pending		40	8	🚩	🟢	19-08-2024 21:18:36	Appicaa Cloud	
	Ooo Ddd	02-02-2000	♀	Interview Group A	oanhstaff@hotm...	Completed	Details To Be Checked	Pending		41	8.2	🚩	🟡	19-08-2024 18:05:38	Appicaa Cloud	
	Fish Ng	01-02-2024	♂		happy +h2@appicaa.com	Incomplete	Pending	Pending		16	8	🚩	🟡	19-08-2024 18:01:55	Appicaa Cloud	
	Test04_Test04	22-02-2011	♀		yxrnghtj@interne...	Completed	Enrolled	Pending		42	8.4	🚩	🟢	19-08-2024 17:49:26	Appicaa Cloud	

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

Enrolment Ben William

98 All 40 Pending 17 Details To Be Checked 5 Ready To Enrol 31 Enrolled 4 Enrolment Waiting List 1 Enrolment Declined

Search students

Photo	Full Name	Birthdate	Gender	A+ Groups	Email	App Status	Enrolment Status	Offer Status	Internal	Total Score	Average Score	Flag	Colour	Updated at	Updated By	View Profile
	Maru Mee	06-10-2006	♂		happy+test@applicaa.c...	Completed	Details To Be Checked	Pending		40	8	🚩	🟢	19-08-2024 21:18:36	Applicaa Cloud	
	Ooo Ddd	02-02-2000	♀	Interview Group A	oanhstaff@hotm...	Completed	Details To Be Checked	Pending		41	8.2	🚩	🟡	19-08-2024 18:05:38	Applicaa Cloud	
	Fish Ng	01-02-2024	♂		happy+h2@applicaa.com	Incomplete	Pending	Pending		16	8	🚩	🟡	19-08-2024 18:01:55	Applicaa Cloud	
	Test04 Test04	22-02-2011	♀		yxrnqhtj@interne...	Completed	Enrolled	Pending		42	8.4	🚩	🟢	19-08-2024 17:49:26	Applicaa Cloud	

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

Enrolment Process

STUDENT PROFILE **COURSE SELECTION** **GENERAL NOTES** Click to view Application status (Click to update) COMPLETED Enrolment status (Click to update) READY TO ENROL

Jasmine Andrews
06-12-2003 ♀
andrews@example.com
01632334400

Total score 36 Average score 7.2

1. Education

1. Proof of grades

Attachment School Exam Slip School Database Exam Certificate

2. Grades

Search grades

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
GCSE	Astronomy	6	Predicted				
GCSE	Arabic	8	Predicted				
GCSE	Bengali	7	Predicted				

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

Enrolment Process

STUDENT PROFILE COURSE SELECTION

Jasmine Andrews
06-12-2003 ♀
andrews@example.com
01632334400

Total score: 36
Average score: 7.2

1. Education
2. Basic

1. Proof of grades

GENERAL NOTES (Click to view)

Application status (Click to update) **COMPLETED**

Change to **INCOMPLETE**

Attachment School Exam Slip School Database Ex

2. Grades

Search grades

Type

GENERAL NOTES (Click to view)

Application status (Click to update) **COMPLETED**

Enrolment status (Click to update) **READY TO ENROL**

Add to **ENROLMENT WAITING**

Decline **ENROLMENT**

ment School Exam Slip School Database Ex

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

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.

The screenshot shows a web application interface for a student profile. The top navigation bar includes 'STUDENT PROFILE' and 'COURSE SELECTION'. On the right, there are buttons for 'GENERAL NOTES' (Click to view), 'Application status (Click to update) COMPLETED', and 'Enrolment status (Click to update) READY TO ENROL'. The left sidebar shows the student's profile for Jasmine Andrews, including her photo, contact information, and a navigation menu with items: 1. Education, 2. Basic, 3. Support, and 4. Agreement. The main content area is titled 'Grades' and contains a search bar and a table of grades. The table has columns for Type, Title, Grade, Status, Qualification Level, Received Date, Grade by Referee, and Actions. There are five rows of predicted GCSE grades. Below the table, a 'Total: 5' is displayed. At the bottom of the page, there is a section titled '3. Uploaded Documents' (highlighted with a yellow box) containing a list of document types: Application form, Copy of exam results, and Documentation for Additional Support. A yellow arrow points to a '+' button in the bottom right corner of the grades table, with a tooltip that says 'Add a new grade'.

Type	Title	Grade	Status	Qualification Level	Received Date	Grade by Referee	Actions
GCSE	Astronomy	6	Predicted				
GCSE	Arabic	8	Predicted				
GCSE	Bengali	7	Predicted				
GCSE	Art and Design (Fine Art, Photography, Graphics, Craft)	6	Predicted	Fine Art			
GCSE	Ancient History	9	Predicted				

Total: 5

3. Uploaded Documents


- Application form
- Copy of exam results
- Documentation for Additional Support

Add a new grade

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.

27	6.75			19-08-2024 10:38:53	Applicaa Cloud	A ⁺
45	9			19-08-2024 10:38:53	Applicaa Cloud	A ⁺
24	8			19-08-2024 10:38:53	Applicaa Cloud	A ⁺
41	6.83			19-08-2024 10:38:53	Applicaa Cloud	A ⁺
62	5.64			19-08-2024	Applicaa Cloud	A ⁺


 [+ ADD NEW STUDENT](#)

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@appla.com
Total score: 52 Average score: 6.5

Form Group: Select a form group

Grades

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.

If you tick the box, that adds them to the waiting list for that course. If you click the arrow, that confirms them onto that course.

The image consists of three screenshots illustrating the 'Waiting List Management' process in a software interface.

- Left Screenshot:** Shows the 'Enrolment form courses' section with 'A Level Mathematics' selected. A yellow arrow points to a 'Click to unlock' button. Below it, a modal window titled 'All courses' is open, listing various subjects like 'A Level Art and Design', 'A Level Economics', 'Biology', etc. A yellow box highlights the 'Add waiting list course' button at the bottom of the modal.
- Middle Screenshot:** Shows the 'Confirm courses' section with 'A Level Mathematics' selected. A yellow box highlights the 'Add waiting list course' button at the bottom of the modal.
- Right Screenshot:** Shows the 'All courses' modal with 'A Level Business Studies' selected (checkbox checked) and the right arrow button highlighted with a red box. The 'Click to unlock' button at the top is also highlighted with a red box.

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 <input type="radio"/> 8/20	12C/Apu1 <input type="radio"/> 12/20 12C/Apu2 <input type="radio"/> 1/20	12D/Apu2 <input type="radio"/> 4/20	
A Level English (200 hours)		12B/Aqw1 <input type="radio"/> 8/20	12C/Aqw1 <input checked="" type="radio"/> 10/20	12D/Aqw1 <input type="radio"/> 9/20	
A Level Media Studies (200 hours)	12A/Ak12 <input type="radio"/> 3/20	12B/Ak11 <input type="radio"/> 4/20	12C/Ak12 <input type="radio"/> 3/20 12C/Ak11 <input type="radio"/> 8/20		12E/Ak12 <input type="radio"/> 5/20

BACK TO THE STUDENT PROFILE

SAVE

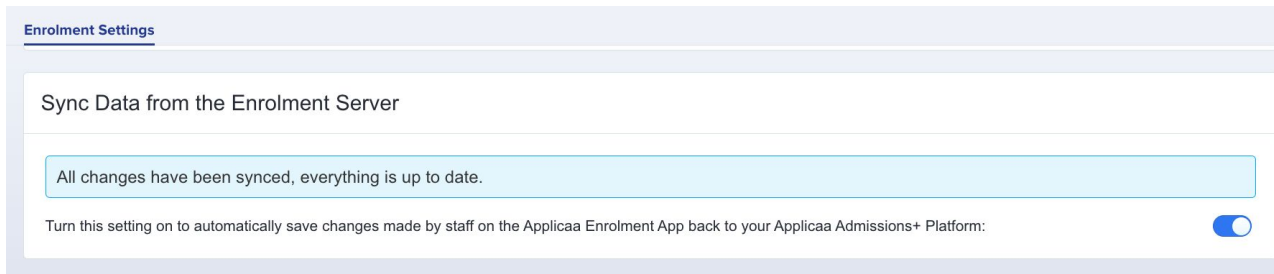
ENROL

Syncing Data back to A+

Data will automatically sync across all installed copies of the app. For example, if a colleague enrolls a student into a class, the number of available spaces in that class will update in real-time on your app as well.

We have also implemented an update where enrollments made by individual staff members in the Enrolment App will **automatically sync back to Appicaa within a few minutes.**

Staff members no longer need to manually trigger the upload of their changes. You can track whether all changes have been saved by navigating to **Settings > Enrolment Settings**, then scrolling down to **'Sync Data from the Enrolment Server'**



Once the data has been uploaded back to your A+ system, you can proceed as usual with exporting enrolled classes to your MIS from within your A+ system.

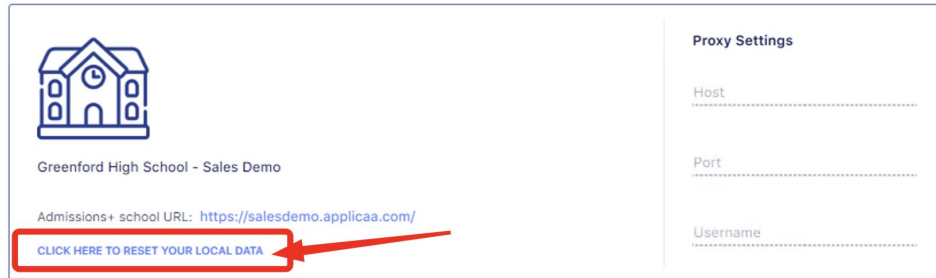
Resetting your enrolment app after testing


If you have been connected to your enrolment test system for practice, you need to switch your connection to your live system 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 do this on their computer.





Greenford High School - Sales Demo

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

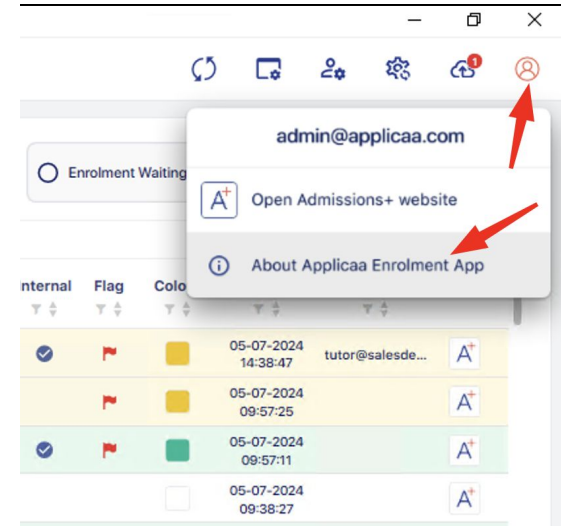
[CLICK HERE TO RESET YOUR LOCAL DATA](#)

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. If you are restricted on updating apps yourself, you may wish to let your IT Manager know that you will require an update.

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. To do this, you will need to ask each staff member that has an instance of the application installed to launch the Aplicada Enrolment App.

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.

Matching Hub Overview

The Matching Hub works in a similar way to University Clearing:

- Sixth Forms and Colleges who have spaces remaining can publish these spaces on the Matching Hub
- Students who have not yet secured a place can find available spaces on courses for which they are eligible and express their interest
- Sixth Forms/Colleges are notified when an eligible student expresses interest and can review their details and make enrolment offers directly
- Students can review their offers and accept one, at which point the Sixth Form/College can enrol the student and collect any additional data from them

This year, accessing the Matching Hub is FREE (usually £499)

If you successfully recruit students via the Matching Hub, the fee per student is £299

The Matching Hub will open Friday 30th August from 8:00AM

How it works for Sixth Forms & Colleges

Prior to the Matching Hub being activated, your courses will be need to tagged with their Course Title, Qualification Type and Subject Area. Applicaa have bulk filled the courses that were easy to map. You may have some that need to be checked.

Subject Options

[Subjects](#) [Specific Requirements](#) [Pathways](#) [Taster Days](#)

New Course

Course's Images
 No file chosen

Course Title *:

Provider Course ID:

Learning Hours:

Compulsory:

Qualification Type: [ApplicaOne](#) ⓘ

Subject Area: [ApplicaOne](#) ⓘ

- A Level
- Vocational
- Accounting/ Finance
- Ancient Greek
- Ancient History
- Arabic
- Art & Design
- Art & Design (3D Studies)

You publish your available spaces for each course to the Matching Hub by navigating to the Timetables area within your A+ system.

Select which courses you would like to publish and select “publish to ApplicaOne”.

The screenshot shows the 'Timetables' interface in the A+ system. The 'Timetables' tab is selected in the top navigation bar. Below it, the 'Class Timetable' section is visible. The table below shows a list of courses with columns for 'Interested', 'Enrolled', 'Waiting List', 'Offered', and four blocks (A, B, C, D). The 'A Level Computer Science' row is selected, indicated by a blue checkmark in the first column. A red arrow points to the 'Publish to ApplicaOne' button in the top right of the table area.

Course	Interested	Enrolled	Waiting List	Offered	Block A	Block B	Block C	Block D
<input type="checkbox"/> A Level Chemistry	0	0	0	0	12 Chem C Max 12 0 Interested 1 Enrolled	12 Chem C Max 12 0 Interested 1 Enrolled		12 Chem C Max 12 0 Interested 1 Enrolled
<input checked="" type="checkbox"/> A Level Computer Science	0	0	0	0	12 Chem C Max 12 0 Interested 1 Enrolled		12 Chem C Max 12 0 Interested 1 Enrolled	
<input type="checkbox"/> Business Studies - BTEC Level 2 - Certificate - 1 year	0	0	0	0	12 Chem C Max 12 0 Interested 1 Enrolled	12 Chem C Max 12 0 Interested 1 Enrolled		
<input type="checkbox"/> Business - BTEC Level 3 - Extended Diploma - 2 years (3 A Levels)	0	0	0	0			12 Chem C Max 12 0 Interested 1 Enrolled	12 Chem C Max 12 0 Interested 1 Enrolled

This can be completed in bulk by selecting multiple courses before clicking the “publish” button.

Once a course is published to ApplicaOne, the button will be ticked (those unpublished appear greyed out).

Publishing All Course Confirmation



You are about to publish all your courses to Applicaa MatchingHub.

Please type YES to confirm publishing all courses to Applicaa MatchingHub:

When a new student is interested on MatchingHub course, send notifications to:

Type YES to confirm your selection.

You can also specify who should be notified when a new expression of interest is received.

You will see an overview of courses and classes, showing the total number of spaces available.

Course	Total Available Spaces	Block A	Block B	Block C	Block D
A Level Chemistry	9	12 Chem C 10/12 Enrolled	12 Chem C 5/12 Enrolled		12 Chem C 12/12 Enrolled
A Level Computer Science	24		12 Chem C 10/12 Enrolled	12 Chem C 5/12 Enrolled	12 Chem C 12/12 Enrolled
Business Studies - BTEC Level 2 - Certificate - 1 year	24		12 Chem C 10/12 Enrolled	12 Chem C 12/12 Enrolled	
A Level Chemistry	24	12 Chem C 12/12 Enrolled	12 Chem C 10/12 Enrolled	12 Chem C 5/12 Enrolled	
Business - BTEC Level 3 - Extended Diploma - 2 years (3 A Levels)	24	12 Chem C 10/12 Enrolled	12 Chem C 5/12 Enrolled		
A Level History	24			12 Chem C 10/12 Enrolled	12 Chem C 12/12 Enrolled

Expressions of interest will be visible to you within your Enrolment area in A+.

You will see a Matching Hub tab, where all students who are approaching you via the Matching Hub will be listed so you can see their achieved grades and proof, and their preferred subjects.

Process them by selecting to “make an offer” or “decline”.

The screenshot shows the 'Enrolment' interface with a 'Matching Hub' tab selected, containing 513 students. The main area displays details for Marc Grant SPECTER, including contact information, student grades, preferred subjects, and offered subjects. A red box highlights the 'Enrolment' tab, another red box highlights the 'Matching Hub 513' tab, and a third red box highlights the 'Make an offer' and 'Decline' buttons.

Enrolment

Details to be checked | Ready to enroll | Enrolled | Waiting | Declined | **Matching Hub 513**

Total (64) | Most recent

Search students by name, group, ...

Gloria Wyman (2.4) | From: Edith Cadbury Nursery School | Submitted at 19/08/2023 05:19

Marc Spector (7.2) | From: Edith Cadbury Nursery School | Submitted at 19/08/2023 05:19

Maureen Schaefer (External 5.1) | From: Edith Cadbury Nursery School | Submitted at 19/08/2023 05:19

Vernon Blanda (4.8) | From: Edith Cadbury Nursery School | Submitted at 19/08/2023 05:19

Caroline Bayer (External 8.1) | From: Edith Cadbury Nursery School | Submitted at 19/08/2023 05:19

Marc Grant SPECTER (Last changes on 31/01/2024 15:15 — View changes history)

Phone: 53 464 578 568 - 53 892 234 897
Address: 2st Stamford Square, London, United Kingdom
School: Edith Cadbury Nursery School
Email: mspector@ecns.birmingham.sch.uk

Student grades

Business: 8 | Computer Science: 9
Citizenship Studies: 5 | Design and Technology: 10
Combined Science: 8 | Sport: L1P
Dance: A

Student grade documents

- Marc_Spector-School_grades_summary.csv
- Detailed_chool_grades-Marc_Spector.csv

Preferred Subjects

A Level Chemistry (Block A)	⊕
A Level Computer Science (Block Enrichment)	
A Level History (Block C)	⊕
A Level Dance (Block B)	⊕
A Level Business Studies (Block D)	

Offered Subjects (Offering different subjects!)

A Level Chemistry	×
A Level Computer Science	×
A Level History	×

Auto allocate | Select a course | +

Conditions to offer

- Minimum learning hours: 540
- Maximum learning hours: 700
- Minimum learning hours: 540
- Maximum subjects to be selected: 9999
- Minimum subjects to be selected: 1
- Select class for all compulsory courses
- A Level Business Studies
- Select class for every selected subjects

Make an offer | **Decline**

Enrol this student

If you choose to make them an offer, the student will then respond to this on the Matching Hub.

If they accept, you will see the option to “enrol this student”.

How it works for Students

ApplicaaOne



Courses



Schools



Events



Matching Hub



Careers Hub

AW

Explore new opportunities!

Let us match you with sixth forms and colleges that have available spaces for your preferred courses!



A Level x

Geography x Mathematics x

Philosophy x

Your Postcode

Distance

Only show courses I am eligible for

[Advanced Filter](#)

[Advanced Preference Settings](#)

Search

Showing 2 schools

Interest: 2/5



Greenford High School

Lady Margaret Road, Southall, UB1 2GU

[View Details](#)

[Interested](#)

Verified Profile **ApplicaaOne**

Geography - A Level

Eligible

GCSE - Mathematics Retake - A Level

Eligible

Mathematics - A Level

Eligible

Philosophy, Ethics & Religion - A Level

Eligible



Mercia School

[View Details](#)

[Interested](#)

Geog

Philo

Students log into ApplicaaOne to access the Matching Hub - this will only be available to them if they are not currently enrolled elsewhere.

They specify their preferred courses, achieved grades (with evidence), and their contact information.

They can then search for providers and express an interest with up to 5 Sixth Forms/Colleges - schools they match with, who have published available spaces will show in their results.

Students can track and respond to their offers in the Matching Hub - on receiving offers, they can only choose to accept one.

On accepting an offer, they may then be contacted again by the Sixth Form or College to request additional information to complete their enrolment, such as parent/carer information, medical and welfare details etc.

The screenshot displays a student's dashboard for Kylee Danford, Year 7 Data Collection Admissions Form 2024/2025. The top navigation bar shows statistics: Applications Submitted (9), Offer Received (3), Offer Accepted (1), and Declined/Withdrawn (1). A red arrow points to the 'Offer Received' count. Below this, the 'All Applications' section is active, with 'MatchingHub' selected and highlighted by a red box. The main area contains six offer cards:

- Greenford High School** (1): Offer Received (Jan 16, 2024). Subjects: Mathematics - A Level, Biology - A Level, Chemistry - A Level. Buttons: Decline, Accept.
- Urmston Grammar School** (2): Offer Received (Jan 18, 2024). Subjects: Mathematics - A Level, Biology - A Level, Chemistry - A Level. Buttons: Decline, Accept. A red arrow points to the 'Accept' button.
- Beths Grammar School** (3): Awaiting Response (Jan 18, 2024). Subjects: Mathematics - A Level, Biology - A Level, Chemistry - A Level. Button: Withdraw Interest.
- St Charles Catholic Sixth Form College** (4): No response (Jan 18, 2024). Subjects: Mathematics - A Level, Biology - A Level, Chemistry - A Level. Button: Withdraw Interest.
- St Dominic's Sixth Form College** (5): Declined Offer (Jan 18, 2024). Subject: Mathematics - A Level. Button: What's Next?
- Greenford High School** (5): Interest Rejected (Jan 18, 2024). Subjects: Mathematics - A Level, Biology - A Level, Chemistry - A Level. Button: What's Next?

FAQs and Troubleshooting

Each year, we encounter questions from schools and try to address them for the next cycle!

Here are the [Frequently Asked Questions](#) we encountered

These are some tips for [troubleshooting](#) things you encounter within your system

Here is an [Enrolment Checklist](#) of key checks for your system in readiness for Results Day

We hope these are helpful - don't forget you can always call us for any support: **020 8762 0882**



Do you have any questions?