

Data Transfer

CLOUD SCHOOL

/PROGRESSO



Exporting applicant and contact data to Cloud School

Data is moved into Cloud School from Admissions+ using the Data area of your platform; this guide covers the steps.

Prior to being able to export data into Cloud School, you need to ensure you have created a **pre-admissions group in Cloud School** to receive the new applicants into.

Preparing to Export

1. When your students are ready to be exported, they should be enrolled in Admissions+.
2. For Year 7 and Primary School students this can be done within the **Student Profile** or in **bulk**.
3. For Sixth Form students, when they are put onto their Courses their enrolment status will change to Enrolled.
4. The Student Profile and Bulk Student Selection methods can also be used to enrol Sixth Form students if you wish.

Caiden Pawley #U-71D5



Phone
School Widey Court Primary School
Email



APPLICATION STATUS **Completed** 2/7

ENROLMENT STATUS **Pending**

Enrolment Status: Pending

Checked & Ready to Enrol

Change Enrolment Status ▾

- Pending
- Details to be checked
- Ready to enrol
- Enrolled**
- Enrolment waiting list
- Enrolment declined

Joined Groups

+ Add to another group

Registration payment

▲ Not Skipped - Skip Registration

Student Info (External)

Student Code **U-71D5**

Application Reference Number **823-pvgyGUd9-016792**

Sims Admission Number

First Name **Caiden**

Last Name **Pawley**

Gender **Female**

Change Application Status Make Offer Change Offer Status **Change Enrolment Status**

Reset Password Change Colour Bulk Update Add to meeting Export To PDF

Filter Select a filter View Select a view

Displaying students 1-10 of 157 in total 157 rows selected

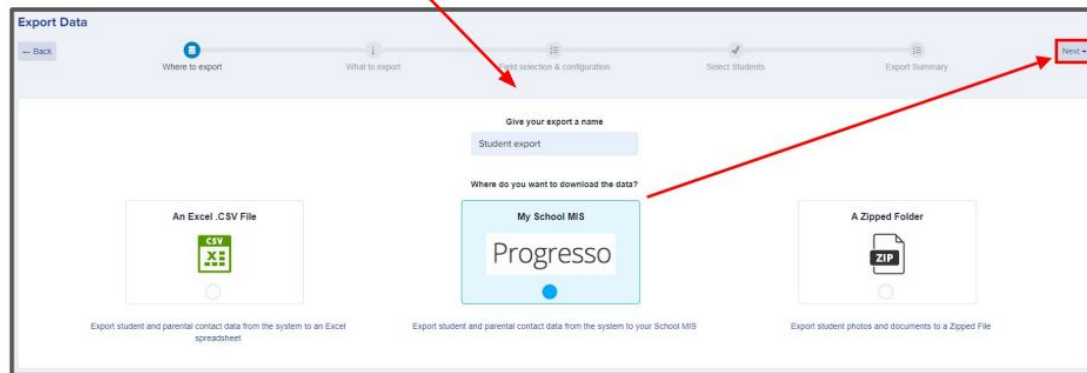
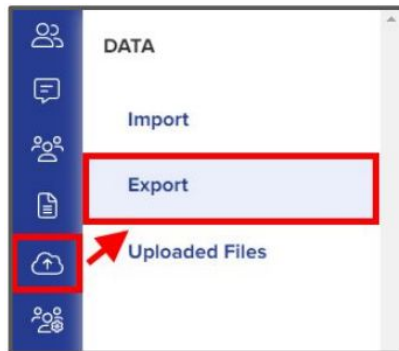
<input checked="" type="checkbox"/>	ID	Student Code	First Name	Last Name
<input checked="" type="checkbox"/>	14946	U-D703	A2	Nguyen
<input checked="" type="checkbox"/>	14582	U-6D2D	A3	Nguyen
<input checked="" type="checkbox"/>	14584	U-ACBB	A5	Nguyen

Choose the “export” option

Navigate to **Data** → **Export**.

Click on **Start an Export** at the top right.

Give your export a **name** then select **Progresso (Cloud School)** and click on Next.

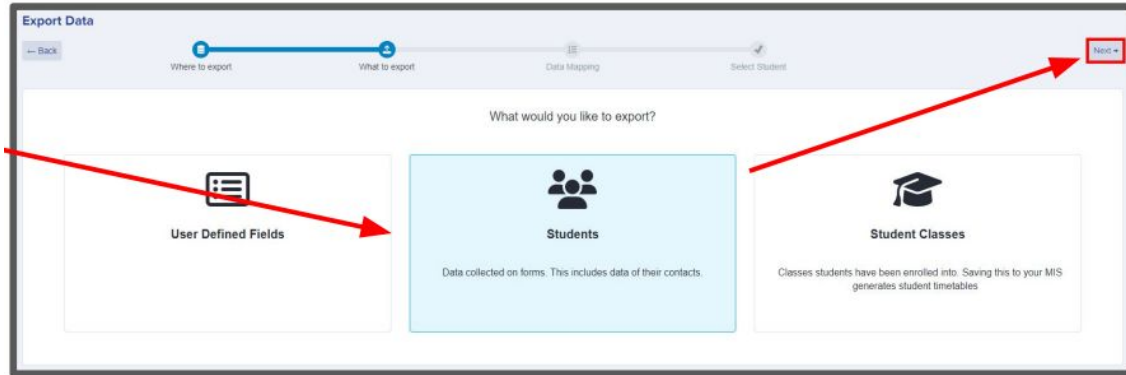


Confirm where you want to export the data to

On the next step select **Students** then click **Next**.

On the next screen you need to:

- Select **Academic Year** e.g. 2023/2024
- Select **NCYear** e.g. 7
- Select **Course Code** e.g. KS3
- Select **Student Status** e.g. Draft (PreAdmissions)
- Enter the **Date of Entry** e.g, 01/09/2023



The mappings should be correct then click **Next**.

SELECT PROGRESSO ACADEMIC YEAR, COURSE CODE, YEAR

Select academic year × ⇅ Select NCYear × ⇅ Select Course Code × ⇅ Select Student Status × ⇅ Date of Entry dd/mm/yyyy

Other Options

Contact Priority is sequential

Export Parental Portal for Parent

Select your applicants

You can filter to select which students you wish to export, or use **Select All** and then click **Next**.

Select Students

Column visibility

Export

Select all

Deselect all

Showing 1 to 7 of 7 entries 7 rows selected

Show 10 entries

Search:

#	Id	Student Code	progresso ID	First Name	Last Name	Email	Birthday	
1	857	U-D4A1		Georgina	Hurrie	georgina.hurrie@admp.uk	17/04/2002	<input checked="" type="checkbox"/>
2	859	U-E926		Jordan	Ramazinski	jordan.ramazinski@admp.uk	15/04/2002	<input checked="" type="checkbox"/>
3	853	U-B15C		Kevin	Connor	kevin.connor@admp.uk	09/01/2002	<input checked="" type="checkbox"/>
4	21	KBQX		Kurt	Wagner	oanh+student4@applicaa.com	19/02/2007	<input checked="" type="checkbox"/>

Mismatch Checking

On the **Progresso Student Mismatch Checking** step potential mismatched students will be displayed if they are different in your MIS to how they appear in your A+ platform.

Click on **Resolve** for each student in the **Unresolved Matches** list.

Progresso Student Mismatch Checking

Potential mismatch students!
We have detected that **1 student** you are exporting from Admissions+ seems to have changed since it was originally in your MIS. This could be intentional, for example if a student has changed how they spell their name, or they may have moved house.

Unresolved Matches 1 **Resolved Matches** 0

Admissions+ Students	Progresso Students	Resolution	Actions
Kurt Wagner	Kurt Wagner	Not resolved	Resolve

Resolve Potential Mismatch

Fields	Admissions Student	Progresso student
Name	Kurt Wagner	Kurt Wagner
Student ID	21	cloud8008
Gender	M	M
DOB	20/02/2007	19-02-2007
Email	oanh+student4@applicaa.com	
Address		
Contact 1	Parent 1 Parent 1	Parent 1 Parent 1

Select resolution:

Ignore difference and continue exporting

These are not the same person, unlink them

Confirm & Next

To confirm a match, select the **Ignore difference and continue exporting** option.

To confirm they are not a match, select the **These are not the same person, unlink them** option.

Click **Confirm & Next** which will show the next student.

Resolved Matches

Once you have selected an appropriate option for your student(s) they will appear in **Resolved Matches**.

Click on **Change** to select a different option if required.

Click **Go to Student Matching** once all students have been checked.

Please note: If there are too many mismatched students you will need to contact Support or your Customer Success Manager; when this happens the message below will be displayed and you will not be able to continue with the export.

Progresso Student Mismatch Checking

ⓘ Potential mismatch students!
We have detected that **1 student** you are exporting from Admissions+ seems to have changed since it was originally in your MIS. This could be intentional, for example if a student has changed how they spell their name, or they may have moved house.

Unresolved Matches 0 **Resolved Matches 1**

Admissions Student	Progresso Students	Resolution	Resolved on	Resolved by	Change resolution
Kurt Wagner	Kurt Wagner	Cloud8008	16 Feb 2023, 11:43	Andy Applicaa Support	Change

Go to Student Matching

ⓘ Potential mismatch students!

We have checked the data you are about to import, and multiple records in A+ seem to have changed significantly from when they was originally in your MIS. This appears to be the case with 14 records in this import... To prevent the possibility of corrupting the data in your MIS, we need you to contact technical support and/or your CSM, and they will be able to assist you in importing this data.

[Raise a Support ticket](#)

Resolving Unresolved Matches

Select the **Merge to Progresso student** option to merge them with the selected student - there may be more than one student displayed to select.

Select the **Export as new student** option to export them as a new student.

Select the **Skip this student** option to not export them.

Click **Confirm & Next** which will show the next student.

Click on **Next**.

Resolve Suspected Duplicates

Fields	Admissions Student	Merge to Progresso student #1	Select Resolution	Export as new student	Skip this student
Name	Zztimmy Zztestington-Fryer-Sampsonanddelliah	Zztimmy Zztestington-Fryer-Sampsonanddelliah		<input type="radio"/>	<input type="radio"/>
Student ID	2117	966		<input type="radio"/>	<input type="radio"/>
Gender	FEMALE	FEMALE		<input type="radio"/>	<input type="radio"/>
DOB	31/01/2006	31/01/2006		<input type="radio"/>	<input type="radio"/>
Telephone 1	+447727840999		Export Admissions+ student as a new Progresso student. This keeps information from both Admissions+ student and Progresso student as separate records.	<input type="radio"/>	<input type="radio"/>
Telephone 2	+447727840969				
Email	jeff.clark1@applicaa.com	jeff.clark6@applicaa.com jeff.clark1@applicaa.com		<input type="radio"/>	<input type="radio"/>
UPN				<input type="radio"/>	<input type="radio"/>
ARN	823-2019-08-E-002117			<input type="radio"/>	<input type="radio"/>
Address	17 Westwood Houses 45 Old Devonshire Road Londonm ,SW16 9RF	26 Westwood House, 47 Old Devonshire Road, SW12 9RF		<input type="radio"/>	<input type="radio"/>

11 / 12 Resolved

Confirm & Next

Contact Mapping

On the **Contact Mapping** step contacts will be pre-selected if they match to someone who already exists in Progresso. Select **New Contact** if they are not an existing contact in your MIS or **Skip Contact** if they should not be synced.

Contacts are matched using the following rules:

The system looks through existing Cloud School contacts, and finds any one with an exact match for the First Name and Last Name as the person on Admissions+.

Matching people are listed as 'Potential Matches'.

Contact Mapping

Matched to an existing contact - links the A+ and Cloud School contact, saves the Cloud School Contact Id to Admissions+ and updates the available data from A+ to the Cloud School contacts.

New Contact - creates a new person in Cloud School

Skip Contact - does nothing, the contact is not imported (use this option if you are unsure which option to choose, and will import this contact at a later time).

The screenshot displays the 'PROGRESSO CONTACT MAPPING' interface. At the top, it says 'Potential Matches' and provides instructions: 'Admissions+ has identified several individuals in Progresso that might be a match for the people you are trying to export. Please review them below and for each potential match, please indicate which individual should be matched.' Below this, there are two columns: 'A+ Contact' and 'Progresso Contact'. The 'A+ Contact' column shows a contact for Mrs Shuna Georgiou with phone number 01332154221 and address 140 Letsby Avenue Derby, DE19 4TZ. The 'Progresso Contact' column shows two potential matches: one for Mrs Shuna Georgiou (1332154221, sangus@fakeemail.com, 140, Letsby Avenue, Derby DE19 4TZ, Mother of Becky Georgiou) and another for Mrs Shuna Gimbel (1332431255, sgimbel@fakeemail.com, 54, Abbey Road, Derby DE1 3RD, Other Contact of Harry Bedrosian). At the bottom, there are two radio button options: 'New Contact' and 'Skip Contact'. Red arrows point from the 'New Contact' option to the first Progresso contact and from the 'Skip Contact' option to the second Progresso contact.

PROGRESSO CONTACT MAPPING

Potential Matches

Admissions+ has identified several individuals in Progresso that might be a match for the people you are trying to export. Please review them below and for each potential match, please indicate which individual should be matched.

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A+ Contact | **Progresso Contact**

11%

(#1) Mrs Shuna Georgiou ☑
📞 01332154221
📍 140 Letsby Avenue Derby ,DE19 4TZ
of Becky Georgiou ☑

Mrs **Shuna Georgiou**
1332154221
✉ sangus@fakeemail.com
📍 140, Letsby Avenue, Derby **DE19 4TZ**
Mother of Becky Georgiou
more details

Mrs **Shuna Gimbel**
1332431255
✉ sgimbel@fakeemail.com
📍 54, Abbey Road, Derby DE1 3RD
Other Contact of Harry Bedrosian
more details

New Contact | Skip Contact

Completing the Export



Once the export process has finished click on the report to check your students exported successfully.

If there were any issues with the export you will see the reason in the **Export Status** column for each Student.

More exported data can be displayed by clicking on the '+' icon for each student to see their data.

Export Finished!

1 students were processed!



[Click to view report](#)

Showing 1 to 2 of 2 entries Show 10 entries Search:

#	Export Status	Progresso Contactid	Email	Title	Gender	Surname	Forename	Priority	NextOfKin	MiddleName	
1	Saved successfully <small>New telephone added Mobile: 0777988444 Home: 0777988500</small>	6641	parent0af6147abd14983a@applicaa.com	Mr	M	Stamm0af6147abd14983a	Adriana0af6147abd14983a	1	true		<input type="checkbox"/>
1	Saved successfully <small>New telephone added Mobile: 0777988444 Home: 0777988500</small>	6639	jrtest1234@applicaa.com	Mr	M	Ranger	Jones	2	false		<input type="checkbox"/>



Let's see how it works!

DEMO

Exporting classes to Cloud School

Only students whose status is "**enrolled**" in your A+ system can have their classes exported to Cloud School.

Please ensure prior to exporting classes:

That you have checked your **MIS class codes** match the class codes you have added in Admissions+ by visiting your **Timetables** area from the main dashboard. Your timetabler can confirm the class codes from your MIS if you are uncertain whether or not they are correct.

The screenshot shows the Admissions+ interface. At the top, there is a search bar and a navigation menu with items: 'es', 'Application Groups', 'Offers', 'Subjects Summary', 'Timetables' (highlighted with a red box), 'Options', 'Tasks', 'Calendar', 'All Activities', and 'Group Link'. Below the navigation menu is a section titled 'Add a class' containing a table with the following columns: Title, Class code, Color code, Max number student can apply, Max number student teacher can enroll, Min number of students required to support class, and Option Block. The table contains two rows of class data, both highlighted with a red box.

Title	Class code	Color code	Max number student can apply	Max number student teacher can enroll	Min number of students required to support class	Option Block
A Level Art and Des	Ad1A	<input type="checkbox"/>	30	25	20	A X <input type="checkbox"/> <input type="checkbox"/>
A Level Art and Des	Ad2B	<input type="checkbox"/>	30	25	20	B X <input type="checkbox"/> <input type="checkbox"/>

Choose “Export”

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

MIS Migration

Start an Export

Give your export a **name** and then select **Progresso** before clicking "next".

Give your export a name

Classes 2023

Where do you want to download the data?

An Excel .CSV File

CSV

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

My School MIS

Progresso

Export student and parental contact data from the system to your School MIS

A Zipped Folder

ZIP

Export student photos and documents to a Zipped File



Filter to the relevant classes within Progresso

Select "student classes" and then click "next" to proceed to the mapping step.

Use the "filter by academic level" dropdown to show the correct classes for the year group you are importing the data for.

Data

Where to export What to export Data Mapping Select Student **Next**

What would you like to export?



User Defined Fields



Students

Data collected on forms. This includes data of their contacts.



Student Classes

Classes students have been enrolled into. Saving this to your MIS generates student timetables

Select data you want to export

FILTER BY KEYWORD & **ACADEMIC LEVELS**

type to search...

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MAP PROGRESSO CLASS AND ADMISSIONS+ CLASS

YEAR	PROGRESSO CLASSES	ADMISSIONS+ CLASSES
12	Art - Key Stage 5 - 12D/A 21/08/2023 - 12/07/2024	Select a value
12	Biology - Key Stage 5 - 12A/B 21/08/2023 - 12/07/2024	Select a value
12	Biology - Key Stage 5 - 12B/B 21/08/2023 - 12/07/2024	Select a value
12	Biology - Key Stage 5 - 12D/B 21/08/2023 - 12/07/2024	Select a value

Check your classes are correctly mapped

Map your classes from your MIS to the corresponding classes in Admissions+ by **matching the class codes** and then check them all to ensure everything is linked correctly.

Click "**next**" to proceed to the export, and the classes will then be exported to your MIS from Admissions+ for the students you selected.

MAP PROGRESSO CLASS AND ADMISSIONS+ CLASS

YEAR	PROGRESSO CLASSES	ADMISSIONS+ CLASSES
12	Geography - Key Stage 5 - kb1 - max 1 29/08/2022 - 25/08/2023	Geography - kb1 Terminated

[← Back](#) [Next →](#)



Let's see how it works!

DEMO



THANK YOU