Admissions+
Powered by applicaa

Data Transfer

CLOUD SCHOOL /PROGRESSO

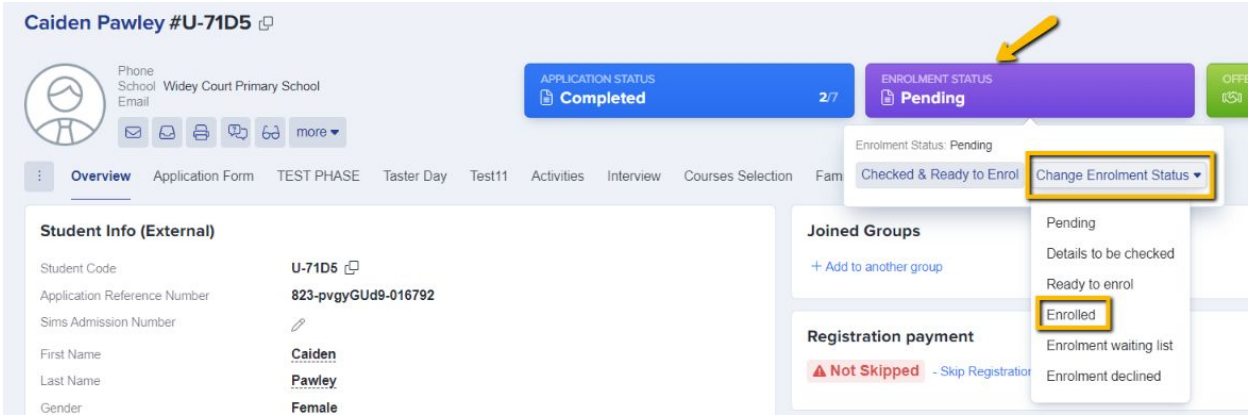
Exporting applicant and contact data to Cloud School

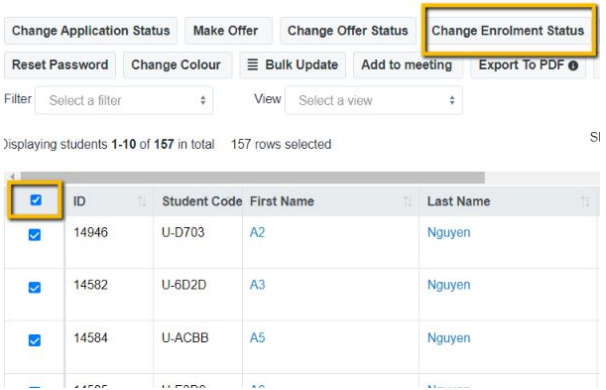
Data is moved into Cloud School from Admissions+ using the Data area of your platform; this guide covers the steps.

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.



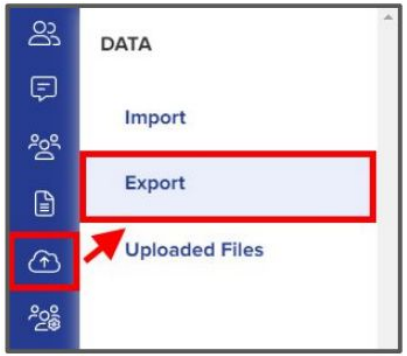


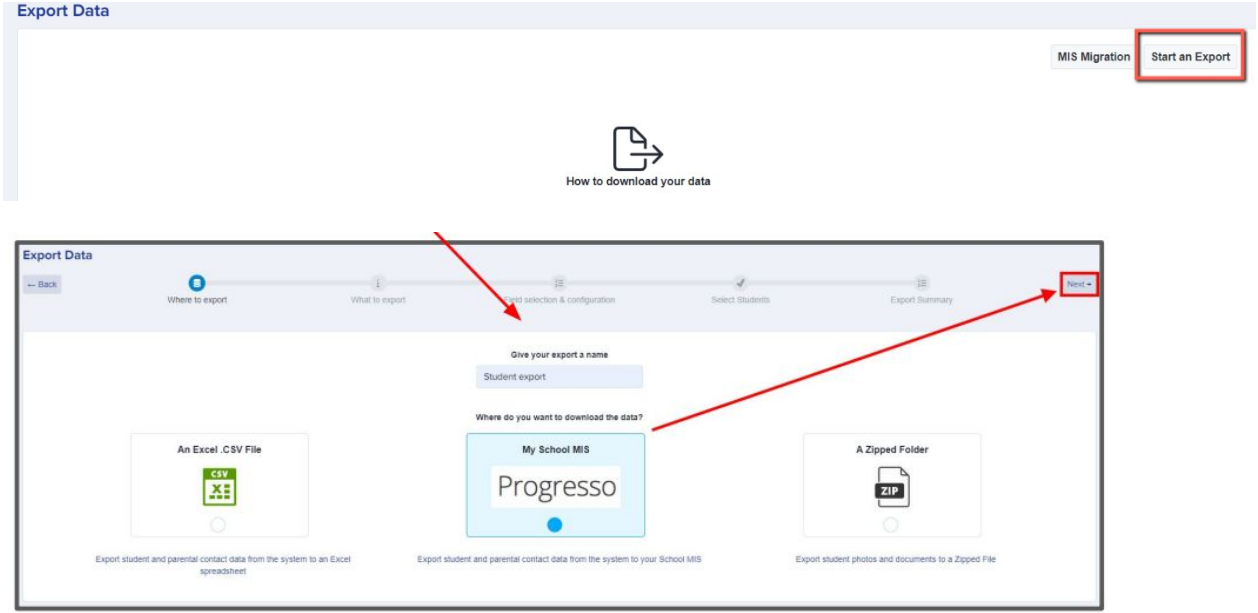
Choose the “export” option

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.



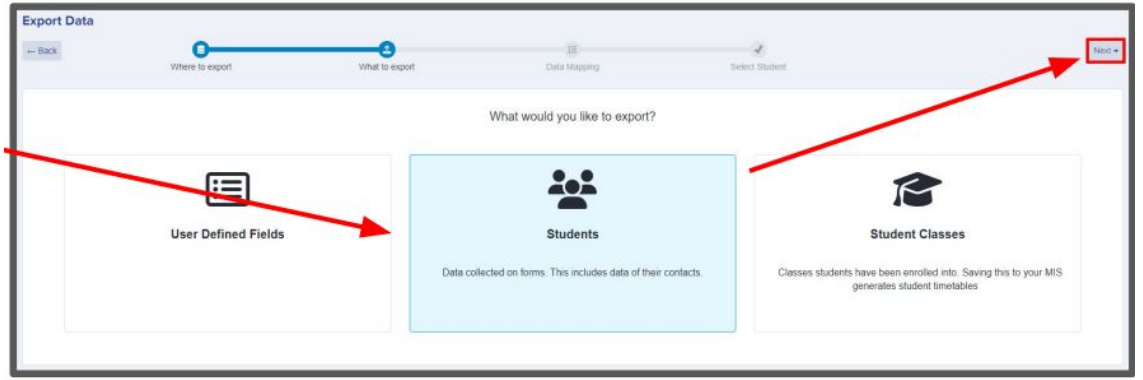


Confirm where you want to export the data to

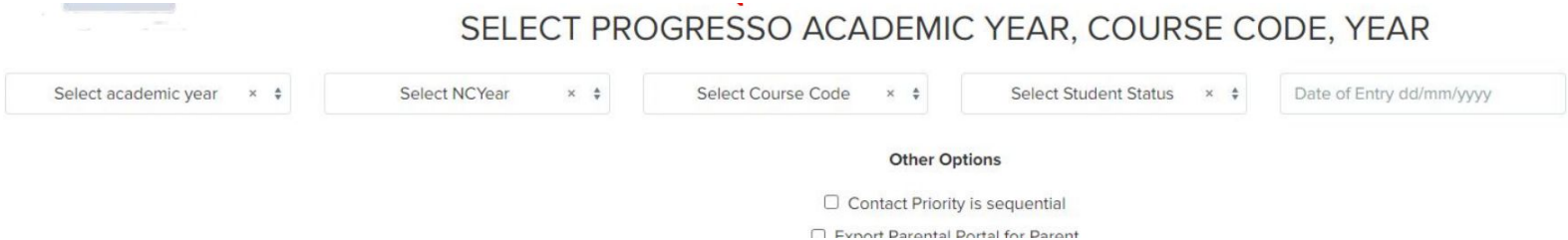
On the next step select **Students** then click **Next**.

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

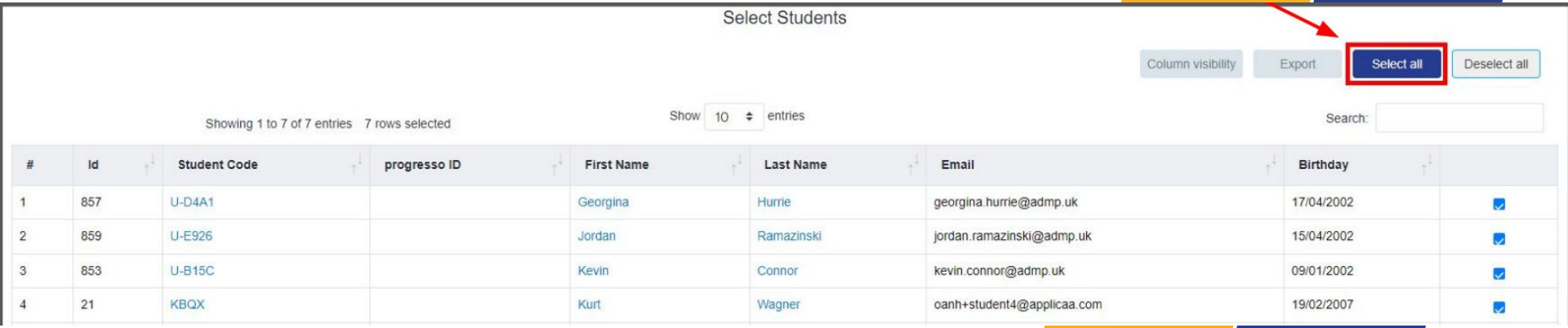


The mappings should be correct then click **Next**.



Select your applicants

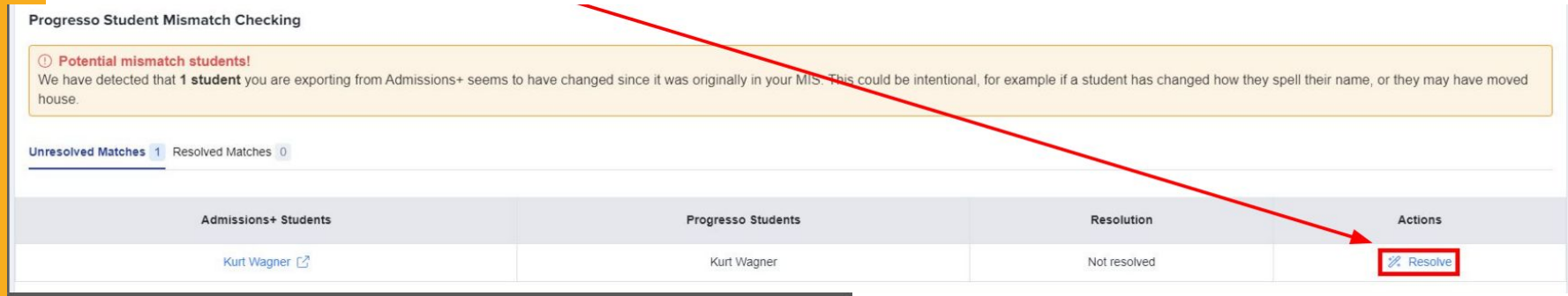
You can filter to select which students you wish to export, or use **Select All** and then click **Next**.

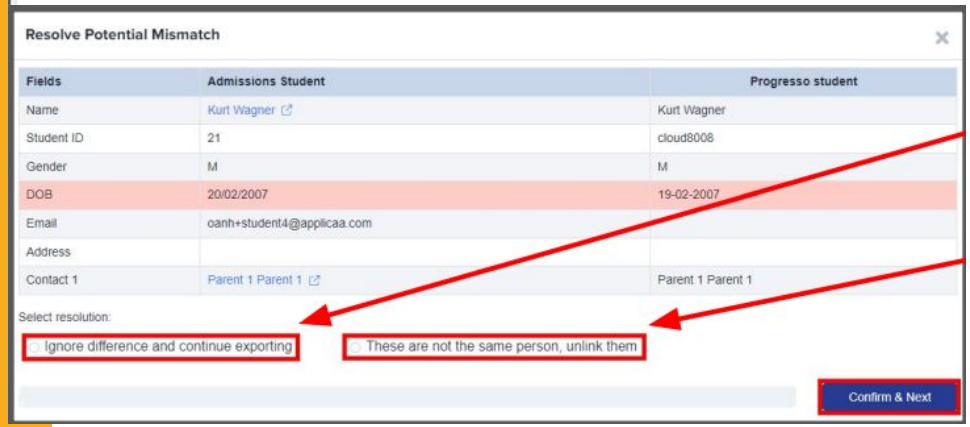


Mismatch Checking

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.





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.

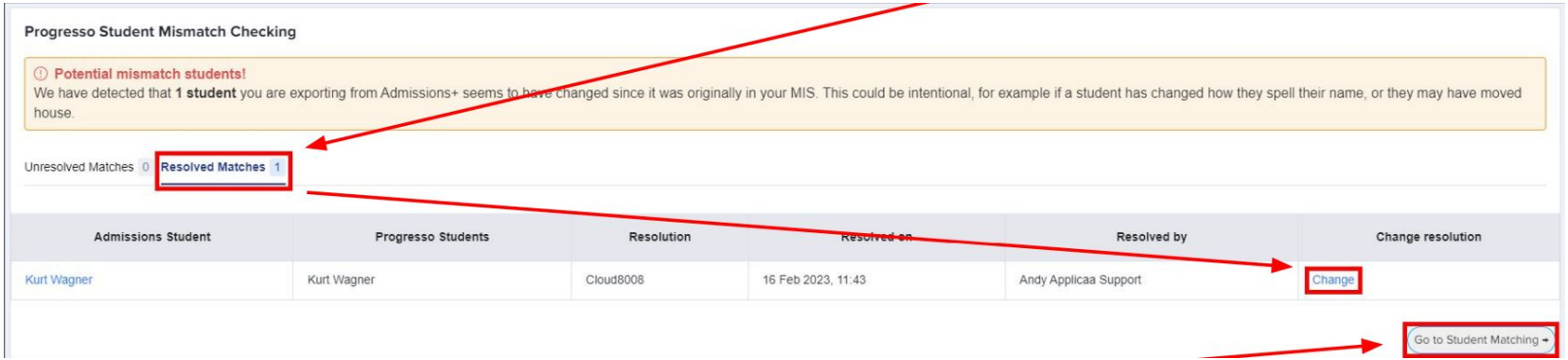
Resolved Matches

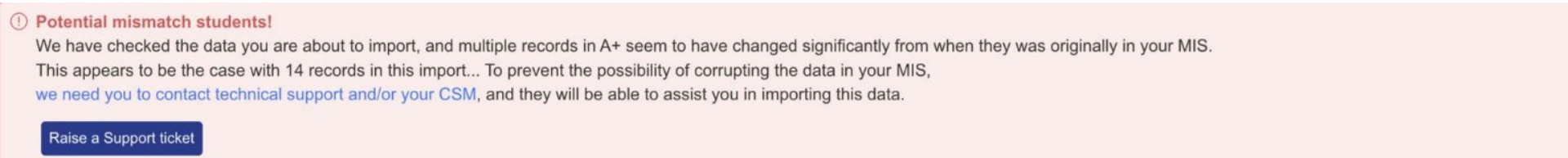
Once you have selected an appropriate option for your student(s) they will appear in **Resolved Matches**.

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.





Resolving Unresolved Matches

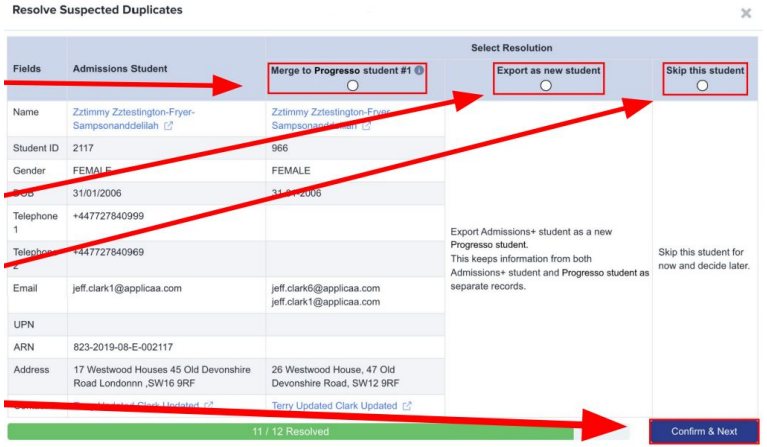
Select the **Merge to Progresso student** option to merge them with the selected student - there may be more than one student displayed to select.

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**.



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+.

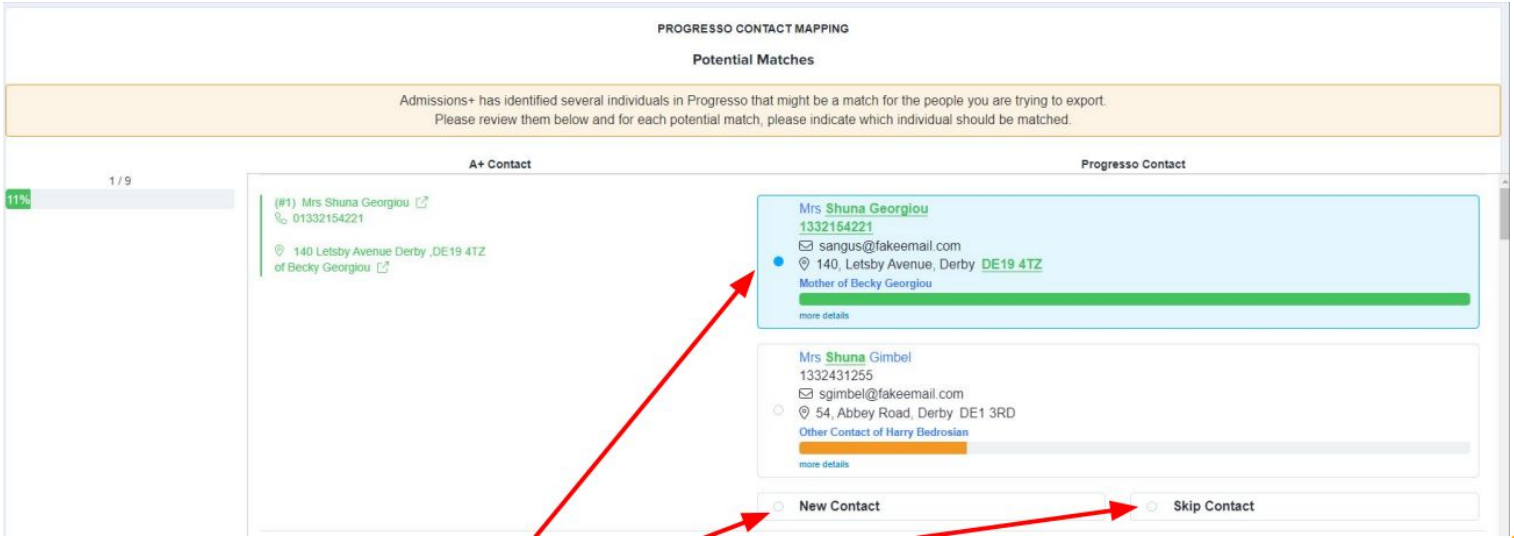
Matching people are listed as ‘Potential Matches’.

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).

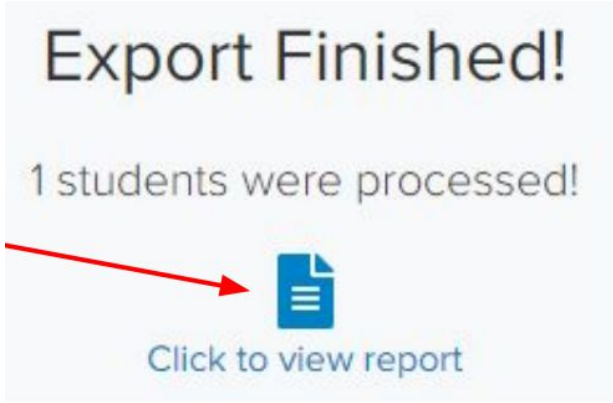


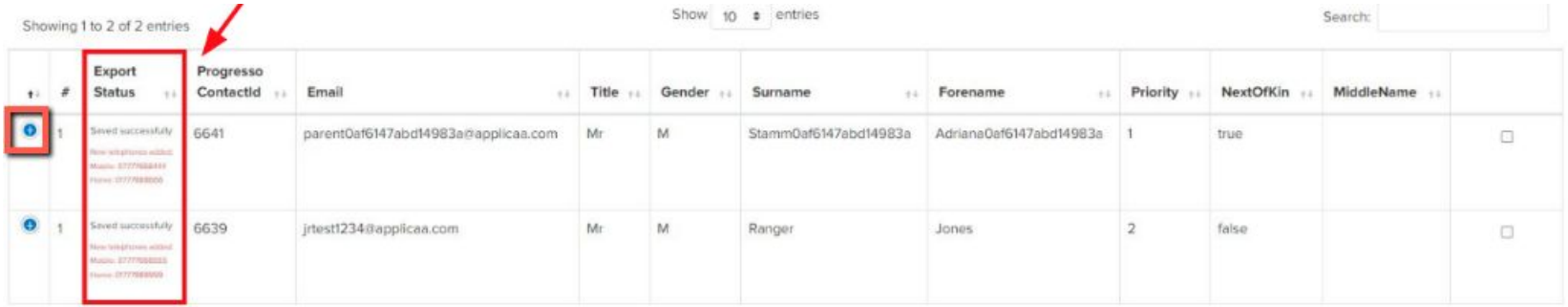
Completing the Export

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 Status	Progresso ContactId	Email	Title	Gender	Surname	Forename	Priority	NextOfKin	MiddleName	
	1	Saved successfully	6641	parent0af6147abd14983a@applicaa.com	Mr	M	Stamm0af6147abd14983a	Adriana0af6147abd14983a	1	true		
	1	Saved successfully	6639	jrtest1234@applicaa.com	Mr	M	Ranger	Jones	2	false		

Let’s see how it works!

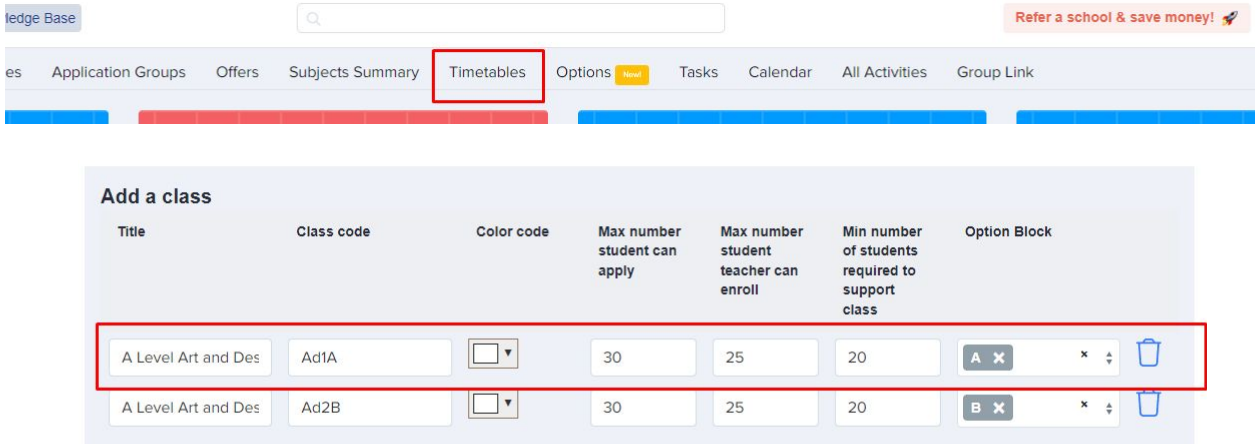
DEMO

Exporting classes to Cloud School

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

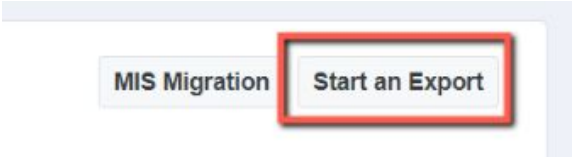
Please ensure prior to exporting classes:

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.

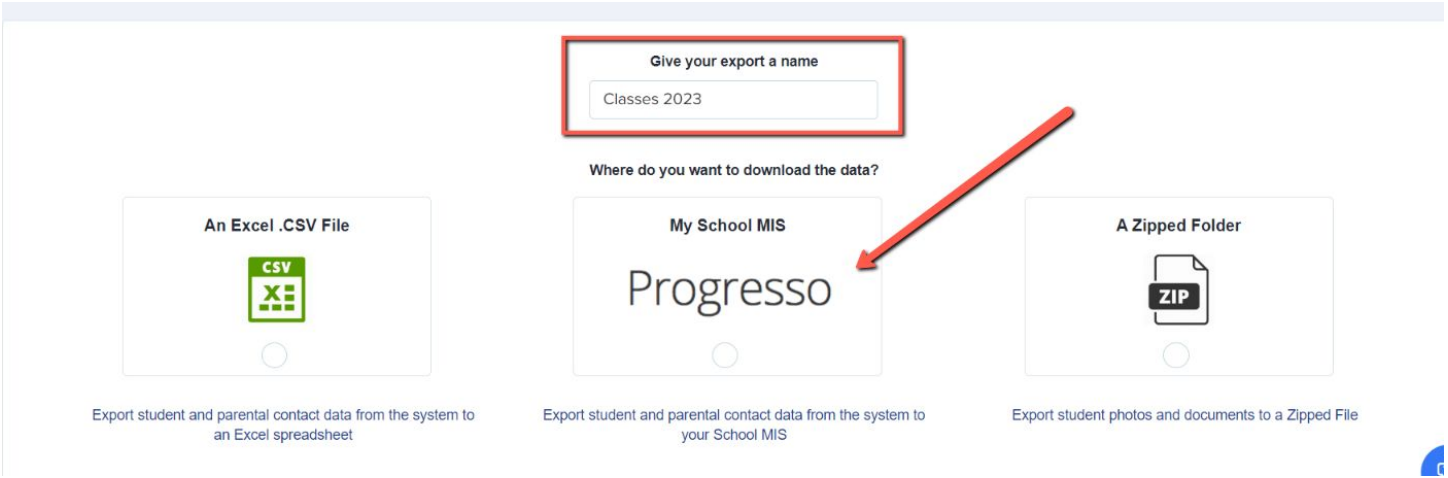


Choose “Export”

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



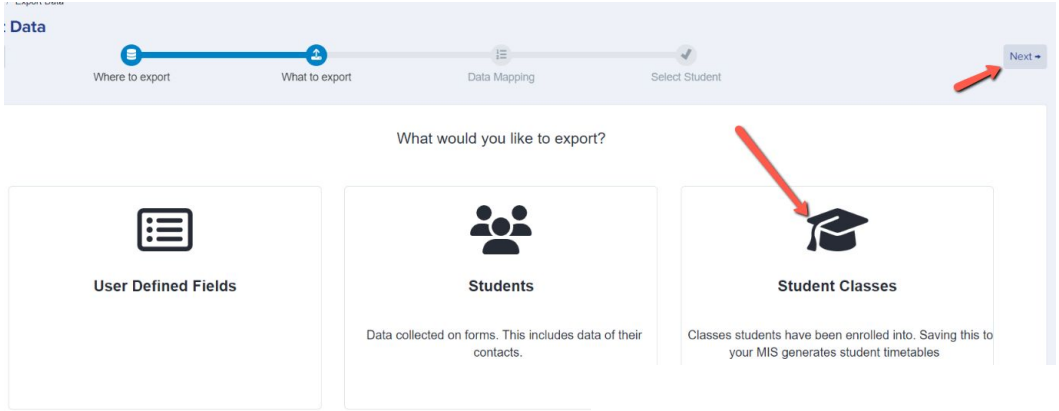
Give your export a **name** and then select **Progresso** before clicking "**next**".

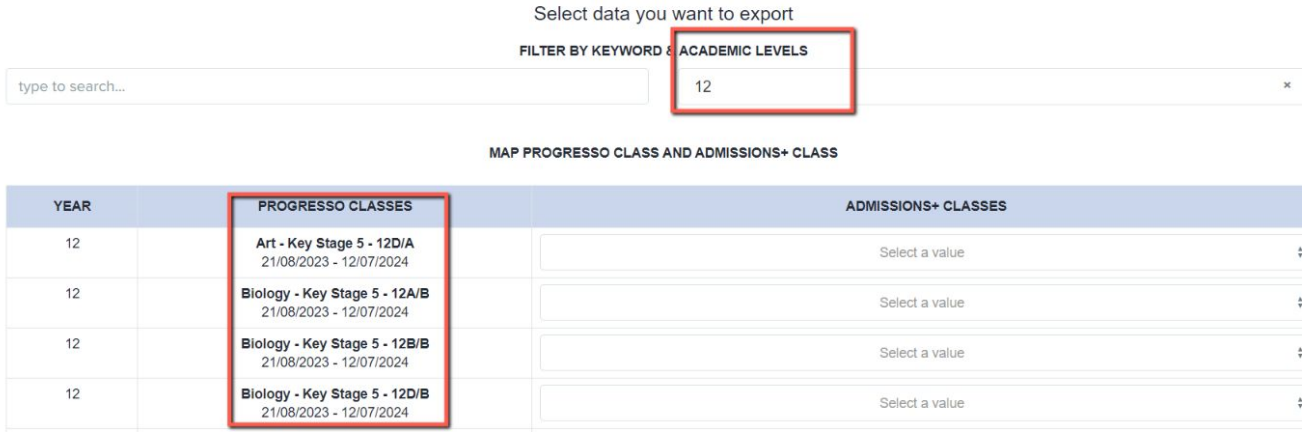


Filter to the relevant classes within Progresso

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.





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.

Let’s see how it works!

DEMO

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THANK YOU