isams By IRIS

isams MIS Admissions+ Guide Book

Guide Book - Contents
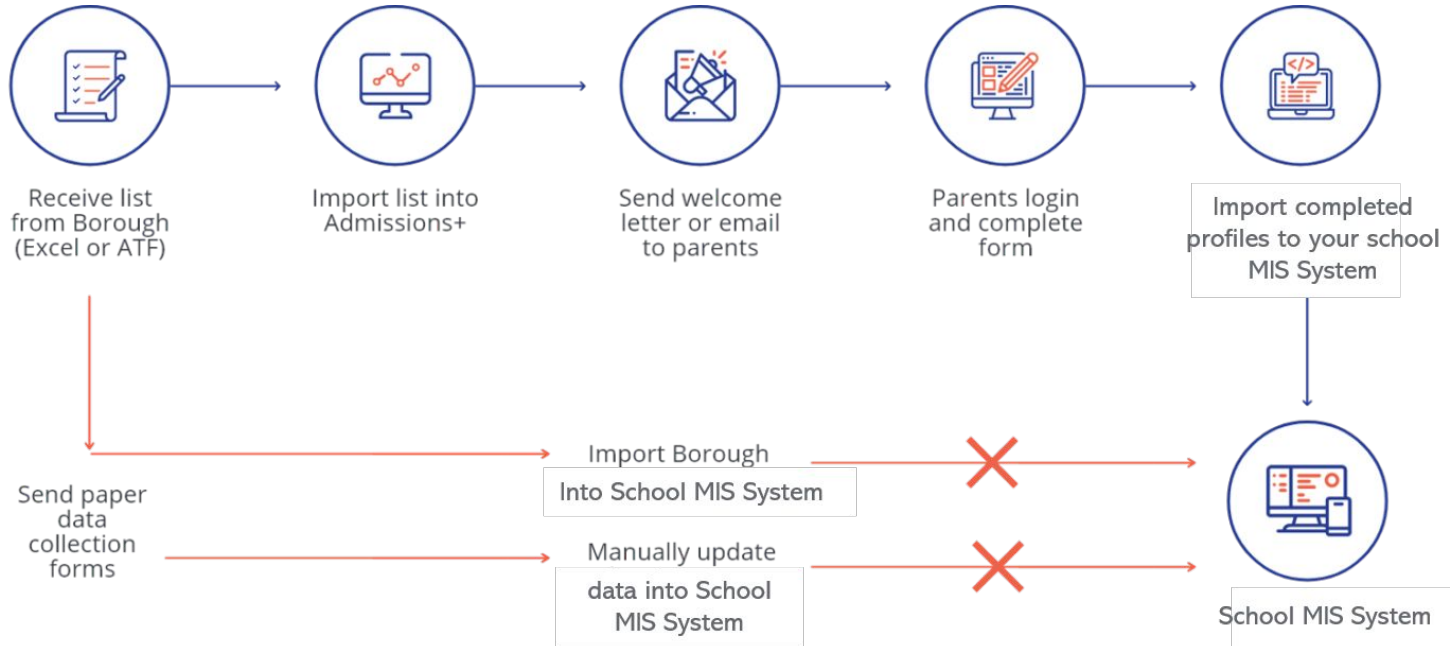
Year 7 Data Collection Process

The process for collecting data using Admissions+ is illustrated below.

Please note, that the information/offers received from your Local Authority **should not** be imported into your school MIS System (e.g., SIMS, Bromcom or Cloud School).

1. The parents and students should first be imported into Admissions+,

2. A welcome email sent to parents so they can complete the forms

3. Once parents have submitted the forms, you can transfer the data from Admissions+ to your school's MIS System

Sixth Form Admissions Process

Admissions⁺
Powered by applicaa

```
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Students apply on│────▶│ Interview/guidance│───▶│ School makes     │───▶│ Import accepted  │
│ Admissions+      │     │ meeting          │     │ offers (optional)│     │ applications to  │
│                  │     │ (optional)       │     │                  │     │ isams            │
└──────────────────┘     └──────────────────┘     └──────────────────┘     └──────────────────┘
                                                                                     │
                                                                                     ▼
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Class lists      │◀────│ Students enrolled│◀────│ Enrolment Day -  │
│ imported into    │     │ onto classes     │     │ Students log in  │
│ isams            │     │                  │     │ to complete      │
│                  │     │                  │     │ Enrolment form   │
│                  │     │                  │     │ and confirm      │
│                  │     │                  │     │ grades           │
└──────────────────┘     └──────────────────┘     └──────────────────┘
```
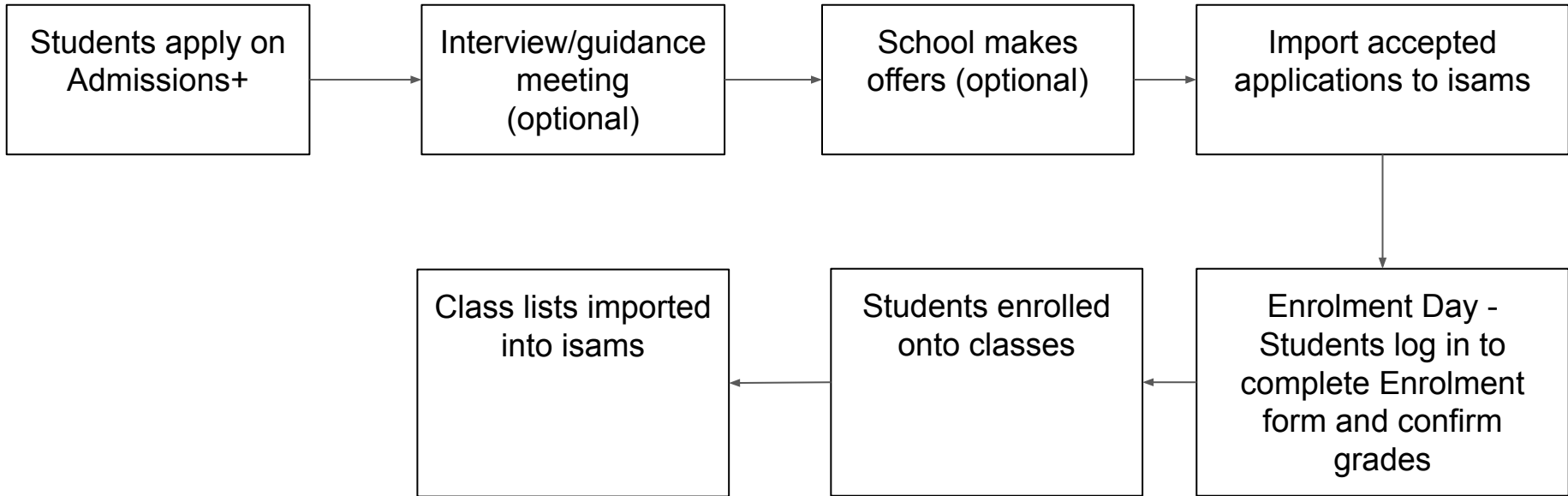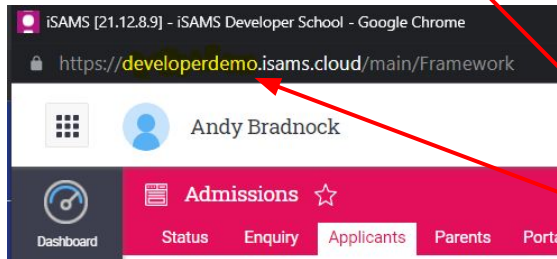
Section 1: isams API Integration with Admissions+

Before you start to export data to your isams MIS from Admissions+ you need to:

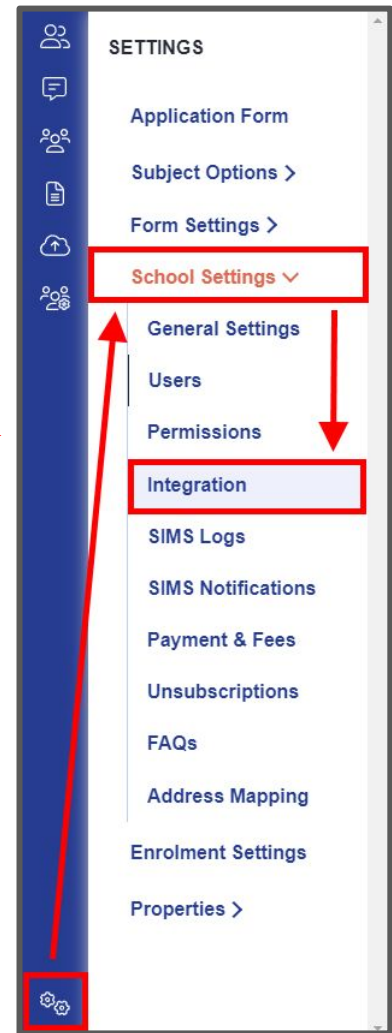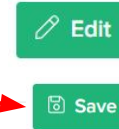1. A school admin will need to contact **isams Partner Support** support@isams.com to request an Applicaa REST API Key. Once your request has been processed they will email you with your API username (Client ID) and API password (Client Secret)

2. Add your isams details onto your Admissions+ system:

    - Login to Admissions+ and click **Settings → School Settings → Integration**.
    - Click on **Edit**.
    - Select **Isams** as the Integration platform then enter the following:
    - **Username** *is your Client ID.*
    - **Password** *is your Client Secret.*
    - **School ID** *is your school name in your isams URL https://**developerdemo**.isams.cloud/*
    - Click on **Save**.

SETTINGS

Application Form

Subject Options >

Form Settings >

School Settings ∨

General Settings

Users

Permissions

Integration

SIMS Logs

SIMS Notifications

Payment & Fees

Unsubscriptions

FAQs

Address Mapping

Enrolment Settings

Properties >

Edit

Save

Intergration platform
Isams

Username
8484AEBE-D084-4F72-B4EA-5515AF4F8484

Password
••••••••••••••••••••••••••

School ID
developerdemo

iSAMS [21.12.8.9] - iSAMS Developer School - Google Chrome
https://developerdemo.isams.cloud/main/Framework

Andy Bradnock

Admissions ☆
Dashboard   Status   Enquiry   Applicants   Parents   Porta

Section 1: isams API Integration with Admissions+

Before you verify your iSams credentials in A+ please ensure your **Applicaa REST API Key** has the following Module Names set with **WRITE** permissions in your MIS:

- Teaching Manager (iSAMS_TEACHING)
- School Manager (iSAMS_SCHOOLMANAGEMENT)
- Admissions (iSAMS_ADMISSIONSMANAGER)
- Student Manager (iSAMS_STUDENTMANAGEMENT)
- Other Schools (iSAMS_OTHERSCHOOLS)

Changing REST API Client Permissions *(access to isams Identity needed)*
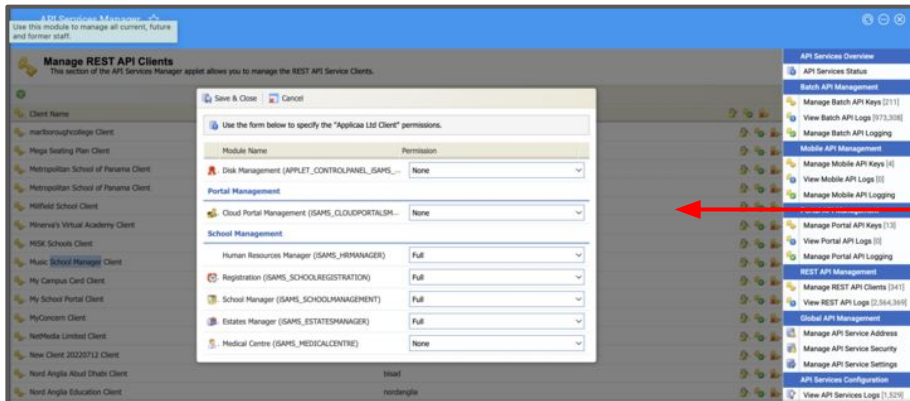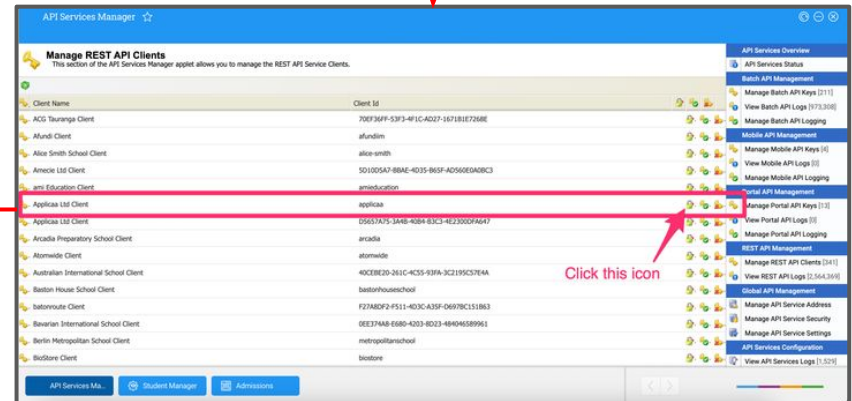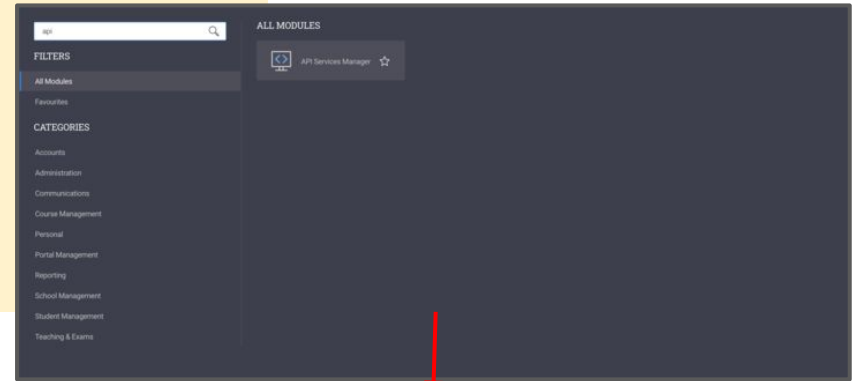
Section 1: isams API Integration with Admissions+

1. Select **Verify iSams Credentials/Permissions** to ensure your MIS credentials are valid.

2. Once the validation process is complete you should see this message.

MIS Credentials Validation

Credentials are not verified!

Verify iSams Credentials/Permissions

MIS Credentials Validation

iSams credentials are valid.

Download Lookup Values   **Import UDFs**

Section 3: Which fields are imported for students - *photo, name, birthday, gender and country*

Property Name	File Comment	How this processed	isams Import
Photo			Yes
Legal Surname	60 characters max, 1 character min	Existing data replaced with new data from A+	Yes
Legal Forename	60 characters max, 1 character min	Existing data replaced with new data from A+	Yes
Preferred Name	60 characters max, 1 character min	Existing data replaced with new data from A+	Yes
Middle Name	60 characters max, 1 character min	Existing data replaced with new data from A+	Yes
Date of Birth	YYYY-MM-DD	Existing data replaced with new data from A+	Yes
Gender	Either M or F		Yes
Country			Yes

Section 3: Which fields are imported for students - *phone, email, ethnicity, nationality, religion and language ability*

Property Name	File Comment	How this processed	isams Import
Phone Number	20 characters max		Yes
Email	60 characters max		Yes
Ethnicity	Lookup		Yes
Nationality	Lookup		Yes
Religion	Lookup		Yes
Language Ability	Lookup		Yes
Boarder Status	Lookup		Yes - required

Section 3: Which fields are imported for students - *UPN and school*

Property Name	File Comment	How this processed	isams Import
UPN			Yes
Current School			Yes

UDFS and Timetable are also imported

Property Name	File Comment	How this processed	isams Import
User Defined Fields (UDFs)			Yes
Timetable (Allocated Classes)			Yes

Section 3: Which fields are imported for contacts - *relationship, initial, name, gender, parental responsibility and occupation*

Property Name	File Comment	How this processed	isams Import
Relationship	Relation of parent to child (no lookups)		Yes
Initial	Title		Yes
Legal Surname	60 characters max, 1 character min		Yes
Legal Forename	60 characters max, 1 character min		Yes
Middle Name	60 characters max, 1 character min		Yes
Gender	Either M or F		Yes
Responsibility	'T' for True or 'F' for False Legal parental responsibility		Yes
Occupation	(no lookups)		Yes

Section 3: Which fields are imported for contacts - *phone, email and home address*

Property Name	File Comment	How this processed	isams Import
Phone Number	20 characters max		Yes
Email	60 characters max		Yes
Address 1			Yes
Address 2			Yes
Address 3			Yes
Town/City			Yes
Postcode			Yes
County			Yes

Section 4: isams MIS Admissions+ Export

1. Click **View All Modules → School Management → School Manager** module.

● **Creating a School Term:**

   Click **School Terms tab → Create Term**

● **Creating a Year:**

   Click **Years tab → Create Year**

● **Creating a Form:**

   Click **Forms tab → Create Form**

2. Click **View All Modules → Student Management → Admissions** module then click **Configuration tab → Statuses tab** to view **Admissions Statuses** in isams.

Andy Bradnock

Search for a module...

SCHOOL MANAGEMENT

Calendar Manager

School Manager

FILTERS

All Modules

Favourites

CATEGORIES

Accounts

Administration

Communications

Course Management

Personal

Portal Management

Reporting

School Management

Student Management

School Manager ☆

Forms | Houses | Tutors | Years | Year Blocks | School Terms

Form Lists
Below are listed all of your schools forms that have been configured.

STUDENT MANAGEMENT

Admissions ☆

Admissions ☆

Status | Enquiry | Applicants | Parents | Portals | Exams | Marketing | Reports | Configuration

Admissions Configuration
This section of the module allows you to manage the settings for the admissions services.

The Reload Configuration button is at the bottom of this page. Use the link on the right to quickly jump to it.

General | Customisation | Statuses | Portal

Step 2: **Enrolling students to be exported**

1. When your students are ready to be exported to your MIS they should be enrolled in Admissions+.
2. For Year 7 students this can be done within the Student Profile or in bulk:
   Student Profile method
   Bulk Student Selection method

3. For Sixth Form students when they are put on 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.

Step 3: **Exporting students to isams MIS**

1. Navigate to **Data → Export**.

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

3. **Give your export a name** then select **isams** and click on **Next**.

Start an Export

DATA

Import

Export

Uploaded Files

← Back | Where to export | What to export | Field selection & configuration | Select Students | Export Summary | Next →

Give your export a name

Student export

Where do you want to download the data?

An Excel .CSV File	My School MIS	A Zipped Folder
CSV	isams By IRIS	ZIP
○	●	○
Export student and parental contact data from the system to an Excel spreadsheet	Export student and parental contact data from the system to your School MIS	Export student photos and documents to a Zipped File

Step 3: **Exporting students to isams MIS**

1. Select **Students** then click **Next**.

2. On the next Map step you need to:
   Select **Year Group (required)** *e.g. Year 12*
   Select **School Year** (optional) *e.g. 2022*
   Select **School Term** (optional) *e.g. Autumn*
   Select **School Form** (optional) *e.g. AT*
   Select **Admissions Status** (optional)
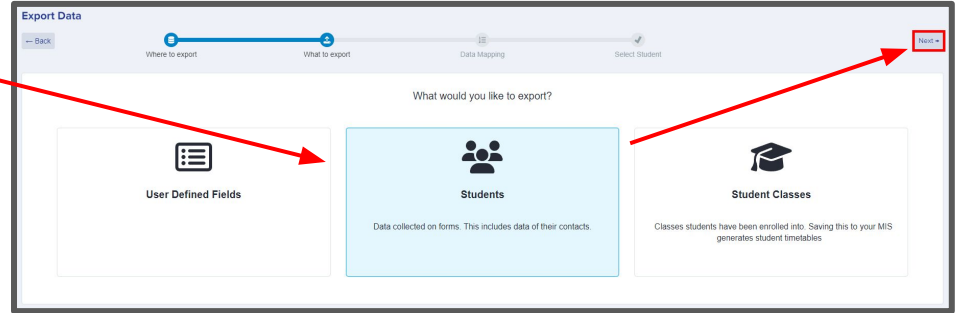   *e.g. Application - Verified and Paid*
   Select **Export student as Self Contact** (optional)

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

Export Data

— Back

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

Next →

SELECT ISAMS YEAR GROUP, SCHOOL YEAR, TERM, FORM, ADMISSIONS STATUS

| Year 12 × ⬍ | Application - Verified and P... × ⬍ | 2022 × ⬍ | Autumn × ⬍ | AT × ⬍ |

☑ Export student as Self Contact

Step 3: **Exporting students to isams MIS**

1. On the next step you may use the **Advanced Filters** and then **Select all** students for your export if required or you can select only students you want to export.

2. Click **Next**.

Next →

Advanced Filters ⌄

Status ⌄	①
Properties >	
Application Form Response >	
Reference Form >	
Exam Result >	
Total Point Score >	
Average Point Score >	
Number Of Qualifications >	
Additional Columns >	

Student Type
☐ Internal
☐ External

Application Status
☐ Incomplete
☐ Awaiting Reference
☐ Completed
☐ Declined
☐ Withdrawn
☐ Deadline Missed
☐ Waiting List

Enrolment Status
☐ Pending
☐ Details To Be Checked
☐ Ready To Enrol
☑ Enrolled
☐ Enrolment Waiting List
☐ Enrolment Declined

Offer Status
☐ No Offer
☐ Offer Made
☐ Accepted By Student
☐ Declined By Student
☐ Offer Withdrawn

Interview Status
☐ Pending
☐ Complete
☐ Accepted
☐ Denied

Tag

Application Forms
☐ All Application Forms

[Filter] [Save Filter]

Select Students

[Column visibility] [Export] [Select all] [Deselect all]

Showing 1 to 3 of 3 entries (filtered from 118 total entries)   118 rows selected   Show 10 ⏷ entries   Search: Cam

#	Id	Student Code	isams ID	First Name	Last Name	Email	Birthday	
14	119	U-61D9	130159272000	Camryn	Bins	testcb1234@applicaa.com	12/10/2009	☑
57	242	U-3334	135716479101	Juan	Camacho	juan.camacho@admp.uk	01/08/1994	☑
89	276	U-44C3	215984392207	Sebastian	Campbell	tyler.campbell@mailinator.com	01/02/2010	☑

Showing 1 to 3 of 3 entries (filtered from 118 total entries)   118 rows selected

Previous [1] Next

Step 3: **Exporting students to isams MIS**

1. On the Isams Student Mismatch Checking step potential mismatched students will be displayed if they are different in your MIS.
*Click on **Resolve** for each student in the **Unresolved Matches** list.*

Isams 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	Isams Students	Resolution	Actions
Camryn Bins ⧉	camryn bins	Not resolved	✐ Resolve

Resolve Potential Mismatch   ✕

Fields	Admissions Student	Isams student
Name	Camryn Bins ⧉	camryn bins
Student ID	119	130159272000
Gender	F	F
DOB	12/10/2009	13-10-2018
Telephone 1	07777666555	
Email	testcb1234@applicaa.com	testcb1234@applicaa.com
Address	2 Lupus Street LONDON London,SW1V 3DY	Test Camryn Address 1, Test Camryn Address 2, Test Camryn Address 3, SW1V 3DY
Contact 1	Robertoc825eb53db5d0d96 Beerc825eb53db5d0d96 ⧉	

Select resolution:

◯ Ignore difference and continue exporting   ◯ These are not the same person, unlink them

Confirm & Next

2. Select the **Ignore difference and continue exporting** option to confirm they are a match.

3. Select the **These are not the same person, unlink them** to confirm they are **not** a match.

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

Step 3: **Exporting students to isams MIS**

1. 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.*

Isams 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	Isams Students	Resolution	Resolved on	Resolved by	Change resolution
Camryn Bins	camryn bins	Ignore difference and continue exporting	16 Feb 2023, 15:59	Andy Applicaa Support	Change

Go to Student Matching →

2. 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.

Isams Student Mismatch Checking

> ⚠ **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 89 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

Step 3: **Exporting students to isams MIS**

1. In the Isams Student Mapping screen you will need to **Resolve** any **Unresolved Matches.**

Isams Student Mapping

⚠ What should I do with matching students?

⚠ **Potential duplicates detected!**
We have detected that **12 students** you are exporting may already exist in Isams. Please review the rows below and let us know if we should create a new person, or match it to an existing person?
This typically takes around 3 minutes to check.

Unresolved Matches 1   Resolved Matches 11

Admissions+ Students	Isams Students	Matching Score	Resolution	Actions
Zztimmy Zztestington-Fryer-Sampsonanddelilah ☐	Zztimmy Zztestington-Fryer-Sampsonanddelilah	▇▇▇▇▇	Not resolved	✎ Resolve

2. Select the **Merge to Isams student** option to merge them with the selected student, there maybe more than one student displayed to select.

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

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

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

6. Click on **Next.**

Resolve Suspected Duplicates

Select Resolution

Fields	Admissions Student	Merge to Isams student #1 ○	Export as new student ○	Skip this student ○
Name	Zztimmy Zztestington-Fryer-Sampsonanddelilah ☐	Zztimmy Zztestington-Fryer-Sampsonanddelilah ☐		
Student ID	2117	966		
Gender	FEMALE	FEMALE		
DOB	31/01/2006	31-01-2006		
Telephone 1	+447727840999			
Telephone 2	+447727840969			
Email	jeff.clark1@applicaa.com	jeff.clark6@applicaa.com jeff.clark1@applicaa.com		
UPN				
ARN	823-2019-08-E-002117			
Address	17 Westwood Houses 45 Old Devonshire Road Londonnn ,SW16 9RF	26 Westwood House, 47 Old Devonshire Road, SW16 9RF		
Contact 1	Terry Updated Clark Updated ☐	Terry Updated Clark Updated ☐		

Export Admissions+ student as a new Isams student.
This keeps information from both Admissions+ student and Isams student as separate records.

Skip this student for now and decide later.

11 / 12 Resolved

Confirm & Next

Next →

Step 4: **Export Report**

1. Once the export process has finished click on the report to check your students exported successfully.
2. If there were any issues with the export you will see the reason in the **iSams Notice** column for each student and their contacts.
   In the example below the student and contacts exported successfully with no error.

Export Finish!

1 students were processed!

View report »

A+ ID	#		iSams Student School id		iSams Notice		forename		surname	
157	1		164350329644 Student data was transferred to iSams.		Success		Test Clyde		Test Ortiz	

#	iSams Student SchoolID		iSams ContactID		iSams Notice		first_name		last_name		email		relationship	
1	164350329644		6054		Success		Kenna36bb4204cfaeecef		Smitham36bb4204cfaeecef		parent36bb4204cfaeecef@applicaa.com		Step Father	
1	164350329644		6055		Success		Andy Test		Ortiz		atotest1234@applicaa.com		Father	

Section 5: isams MIS Admissions+ Export of UDF's

Step 1: **Importing UDFs**

1. Log into Admissions+.

2. Navigate to **Settings → School Settings → Integration**

3. Click **Import UDFs.**

MIS Setting

Integration Platform

Isams

MIS Credentials Validation

iSams credentials are valid.

Download Lookup Values   **Import UDFs**

SETTINGS

Application Form

Subject Options >

Form Settings >

School Settings ∨

> **General Settings**
>
> **Users**
>
> **Permissions**
>
> **Integration**
>
> **SIMS Logs**
>
> **SIMS Notifications**
>
> **Payment & Fees**
>
> **Unsubscriptions**
>
> **FAQs**
>
> **Address Mapping**

Enrolment Settings

Properties >

Step 2: **Adding isams UDFs to your form**

1. Navigate to **Settings → Application Form.**

2. Click on the **name** or **Pen** icon to edit the Step as shown in the example below.

SETTINGS

Application Form

Subject Options >

Form Settings >

School Settings >

Enrolment Settings

Properties >
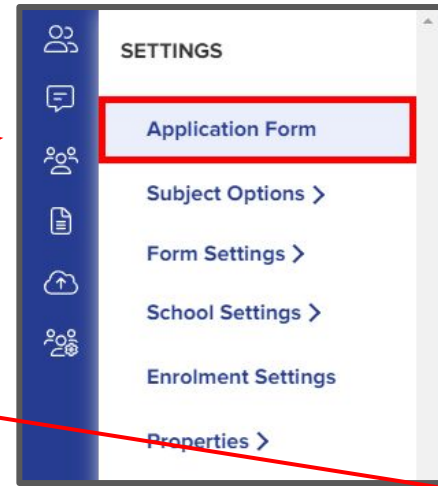
Step 3: Child's Welfare and Support Information ✎

3. Click on **Add New** button to edit the Section and add your **UDFs.**

4. Expand the **iSams User Defined Fields** property group to select **UDFs** to add to your form. *If UDFs are grayed out and unselectable this is because they have already been added to your form.*

5. **UDFs** can also be displayed by typing in the **Search existing fields** box.

+ New

iSams User Defined Fields ∨

[Applicant] Admissions Enquiry / ...
＋

[Interview] Former Assessment / ...
＋

[Statistics] Applicants Census / St...
＋

[Custom Section B] Custom Field B
＋

Add New Field
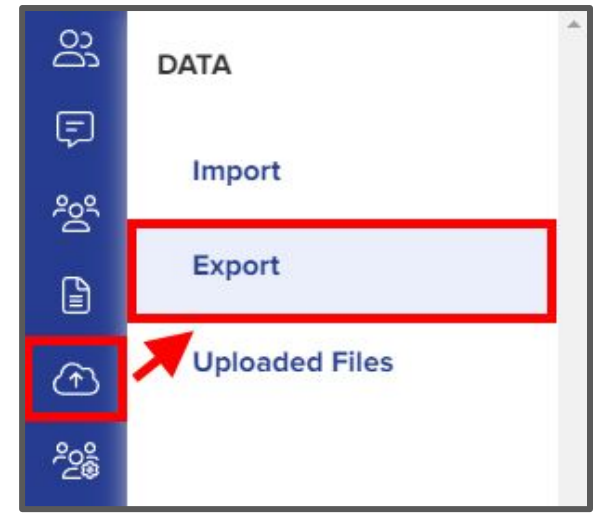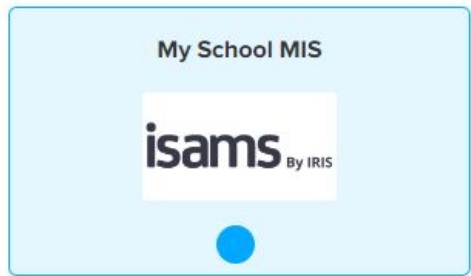
Existing Properties

udf

Step 3: **Exporting UDFs**

1. Navigate to **Data → Export.**

2. Click **Start an Export**.

3. Give your export a name and then select **isams**.

4. Click **Next**.

Next →

Give your export a name
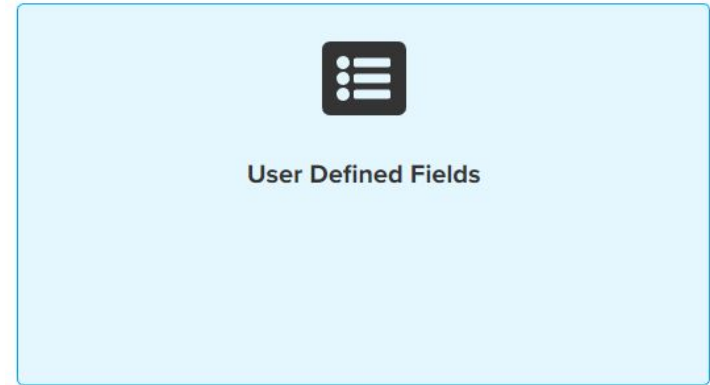
UDF export

DATA

Import

Export

Uploaded Files

Start an Export

Where do you want to download the data?
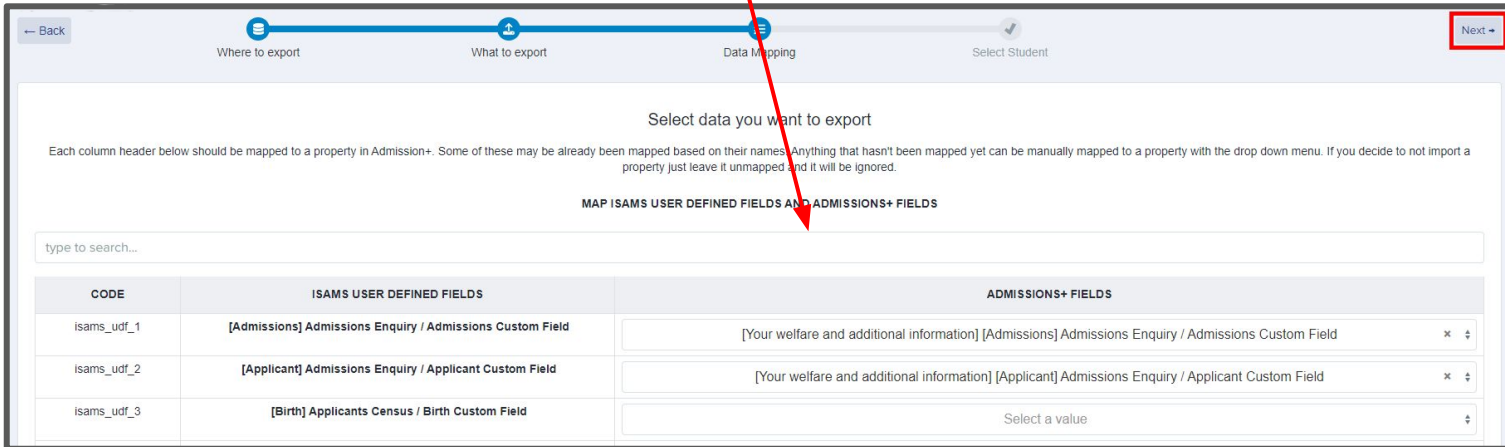
My School MIS

isams By IRIS

Step 3: **Exporting UDFs**

1. Select **User defined fields**.

2. Click **Next** to go to the **Map** step. *The example mappings below show UDFs that have automatically been mapped to the correct fields in the form, these can manually be mapped to any Admissions+ property or field.*

Next →

User Defined Fields

3. Click **Next.**

← Back | Where to export | What to export | Data Mapping | Select Student | Next →

Select data you want to export

Each column header below should be mapped to a property in Admission+. Some of these may be already been mapped based on their names. Anything that hasn't been mapped yet can be manually mapped to a property with the drop down menu. If you decide to not import a property just leave it unmapped and it will be ignored.

MAP ISAMS USER DEFINED FIELDS AND ADMISSIONS+ FIELDS

type to search...

CODE	ISAMS USER DEFINED FIELDS	ADMISSIONS+ FIELDS
isams_udf_1	[Admissions] Admissions Enquiry / Admissions Custom Field	[Your welfare and additional information] [Admissions] Admissions Enquiry / Admissions Custom Field × ⬍
isams_udf_2	[Applicant] Admissions Enquiry / Applicant Custom Field	[Your welfare and additional information] [Applicant] Admissions Enquiry / Applicant Custom Field × ⬍
isams_udf_3	[Birth] Applicants Census / Birth Custom Field	Select a value ⬍

Step 3: **Exporting UDFs and Export Report**

1. Click on **Select all** or select one or more students as required to export **UDFs** for them**.**

2. Click **Next** to start the export.

Next →

Preview Students details

Advanced Filters ∨

Status ∨	①
Properties >	
Application Form Response >	
Reference Form >	
Exam Result >	
Total Point Score >	
Average Point Score >	
Number Of Qualifications >	
Additional Columns >	

Student Type
- [ ] Internal
- [ ] External

Application Status
- [ ] Incomplete
- [ ] Awaiting Reference
- [x] Completed
- [ ] Declined
- [ ] Withdrawn
- [ ] Deadline Missed
- [ ] Waiting List

Enrolment Status
- [ ] Pending
- [ ] Details To Be Checked
- [ ] Ready To Enrol
- [ ] Enrolled
- [ ] Enrolment Waiting List
- [ ] Enrolment Declined

Offer Status
- [ ] Pending
- [ ] No Offer
- [ ] Offer Created
- [ ] Offer Approved
- [ ] Offer Made
- [ ] Accepted
- [ ] Declined
- [ ] Offer Withdrawn

Interview Status
- [ ] Pending
- [ ] Complete
- [ ] Accepted
- [ ] Denied

Tag

Application Forms
- [ ] All Application Forms

Saved Filters

Filter Summary ①

Application Status: Completed ✕

Reset Params

Filter   Save Filter

Step 4: **Export Report**

1. Once the export process has finished click on the report to check UDFs have exported.

Export Finished!

View report »

Column visibility   Export   **Select all**   Deselect all

Showing 1 to 1 of 1 entries (filtered from 18 total entries)   Show 10 ⬦ entries   Search: test camryn

	#	Id	iSams SchoolID	Last name	First name	Admissions Enquiry / Admissions Custom Field	Admissions Enquiry / Applicant Custom Field	Custom Field A	Custom Field B	Custom Field H	
⦿	5	119	130159272000	Bins	Camryn	Test Camryn [Admissions] Admissions Enquiry / Admissions Custom Field	Test Camryn [Applicant] Admissions Enquiry / Applicant Custom Field	Already knew about the School's reputation		Test Camryn [Custom Section H] Custom Field H	[ ]

Showing 1 to 1 of 1 entries (filtered from 18 total entries)   Previous 1 Next

Section 6: isams MIS Admissions+ Export of Classes

Step 1: **Exporting classes**

1. **Before exporting classes to isams your students will be enrolled on their chosen courses in Admissions+.**

2. Navigate to **Data → Export.**

3. Click **Start an Export**.

4. **Give your export a name** and then select **isams**.

5. Click **Next**.

DATA

Import

Export

Uploaded Files
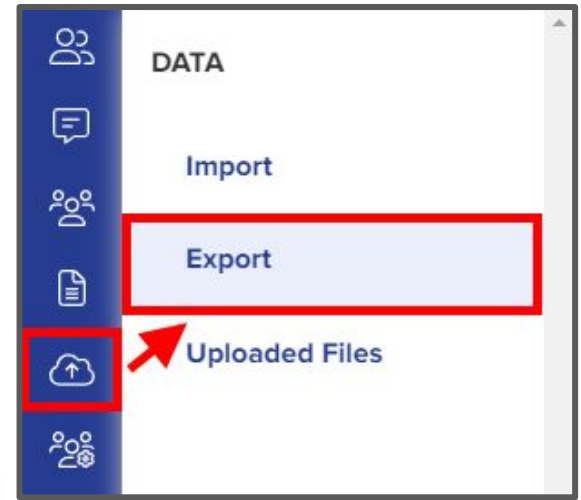
Start an Export

Give your export a name

Classes Export

Next →

Where do you want to download the data?

My School MIS

isams By IRIS

Step 1: **Exporting classes**

1. Select **Student Classes**.

2. Click **Next** to go to the **Map** step as shown in the example below.

3. Select a year using the Academic Level filter drop down. *You can also filter your isams Classes by Keyword.*

4. Your **iSams Classes** should already be mapped to your **Admissions+ Classes**. *Select See all iSAMS classes if you can not see your classes.*

Student Classes

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

Next →

5. Click **Next.**

Select data you want to export

Please note that classes writeback is only available for students that have been admitted in iSAMS. You will need to admit external applicants before you can writeback their classes.

FILTER BY ACADEMIC LEVEL & KEYWORD

Subject B   12   × ⇕

MAP ISAMS CLASS AND ADMISSIONS+ CLASS

See all iSAMS classes

YEAR	iSAMS CLASSES	ADMISSIONS+ CLASSES
12	**Year 12 Subject B - Class 1** Y12/S_B/Year Block 12/1 maximum: 0	Year 12 Subject B - Class 1 - Y12/S_B/Year Block 12/1 `1 enrolled` × ⇕
12	**Year 12 Subject B - Class 2** Y12/S_B/Year Block 12/2 maximum: 0	Year 12 Subject B - Class 2 - Y12/S_B/Year Block 12/2 `0 enrolled` × ⇕

← Back   Next →

Step 1: **Exporting classes**

1. On the **Details** step a preview of the export will be displayed.

2. Click on **Next.**

Next →

PREVIEW MAPPING DATA

YEAR	ISAMS CLASSES	ADMISSIONS+ CLASSES
8	**Year 8 Subject B - Class 2** **Y8/S_B/Year Block 8/2** maximum: 0	**Subject B** Year 8 Subject B - Class 2 - Y8/S_B/Year Block 8/2 `0 enrolled`
10	**Year 10 Subject B - Class 1** **Y10/S_B/Year Block 10/1** maximum: 0	**Subject B** Year 10 Subject B - Class 1 - Y10/S_B/Year Block 10/1 `0 enrolled`
10	**Year 10 Subject B - Class 2** **Y10/S_B/Year Block 10/2** maximum: 0	**Subject B** Year 10 Subject B - Class 2 - Y10/S_B/Year Block 10/2 `0 enrolled`
12	**Year 12 Subject B - Class 1** **Y12/S_B/Year Block 12/1** maximum: 0	**Subject B** Year 12 Subject B - Class 1 - Y12/S_B/Year Block 12/1 `1 enrolled` Test Clyde Test Ortiz ·

Status	Teaching Set	↑↓	Student ID	↑↓	Student name	↑↓	iSams Student School ID	↑↓
Success	Year 12 Subject B - Class 1 - Year 12		157		Test Clyde Test Ortiz		164350329644	

Step 2: **Export Report**

1. Once the export process has finished click on the report to check Classes have exported.
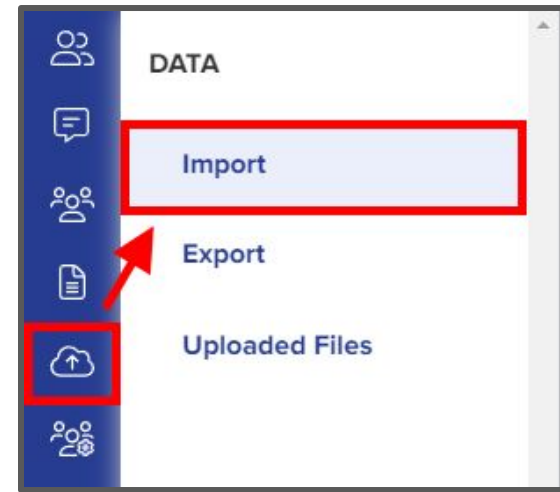
Export Finished!

View report »

Section 7: isams MIS Admissions+ Import

Step 1: **Importing students**

1. Log into Admissions+.

2. Navigate to **Data → Import**.

3. Click on **Start an Import** at the top-right.

4. **Give your import a name** then select **Users.**

5. Click **Next**.

DATA

Import

Export

Uploaded Files

Start an Import

Next →

Give your import a name *

Student import

What would you like to update or import?

Users

Students, parents and enquiries

✓

Step 1: **Importing students**

1. Select **New Users** then click on **Next.**

2. On the next screen select **Students** and click **Next.**

Next →

Students

✓

Give your import a name *

Student import

What would you like to update or import?

New Users

✓

*Use this selection for importing LA Offers for **Year 7 Data Collection** or **Reception Admissions.***

Existing Users

○

Back

Next →

Step 1: **Importing students**

1. Select **isams.**

2. Click **Next.**

Import Data

Select Type of Data — Select the Import Method — Source of Data — Data Mapping — Import Summary

CSV

Bromcom

Progresso

Arbor

isams By IRIS

Back

Next →

Step 1: **Importing students**

1.   On the **Data Mapping** step click **Next.**
     The isams and Admissions+ properties will already be mapped.
     If anything hasn't been mapped they can manually be mapped to
     a property.

2.   On the **Import Summary** step you can filter students using the
     Enrolment Year, **Year Group**, **Form Group** and **House** drop
     down menus, and also search for a student in **Student Name**.

Next →

Review your import

FILTER STUDENTS

Student Name	Enrolment Year	Year Group	Form Group	House
Peter	2022 × ↕	11 × ↕	Y11-JB × ↕	Gryffindor B × ↕

3.   Click on **Select all** to import all students into Admissions+.

4.   Click **Next** to **Import** your students.

Next

Select all

Import Successful!

Congratulations,

1 record(s) were imported!

0 record(s) were updated!

View successful imports »

1. Once the import process has finished click on **View successful imports >>**

2. On the **Parent** screen you will be able to edit, preview and send a welcome email to Year 11 parents.

☐ **Send Welcome Email**   ▶ **Preview Email**   ✎ **Edit Email Template**

View imported Students

3. Click on **View Imported Students** to edit, preview and send a welcome email to Year 11 students.

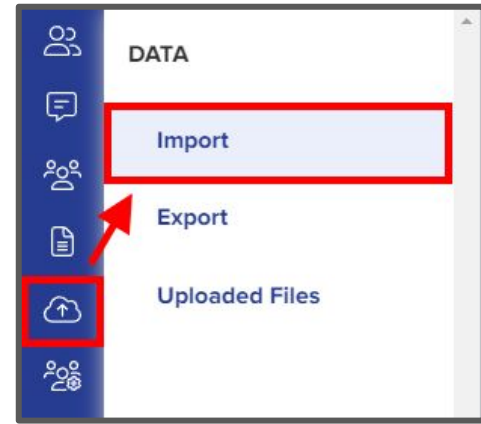☐ Send Welcome Email   ▶ Preview Email   ✎ Edit Email Template

Section 8: isams MIS Admissions+ Courses Import

Step 1: **Importing courses**

1. Log into Admissions+.

2. Navigate to **Data → Import**.

3. Click on **Start an Import** at the top-right.

4. **Give your export a name** then select **Time Table Subject Options.**

5. Click **Next**.

DATA

Import

Export

Uploaded Files

Start an Import

Next →

Give your import a name *

Courses Import

What would you like to update or import?

Users

Students, parents and enquiries

import parent sample.csv
import student sample.csv

Student grades or Subject Options
The following can only be imported for users that already exist

**Predicted Grades
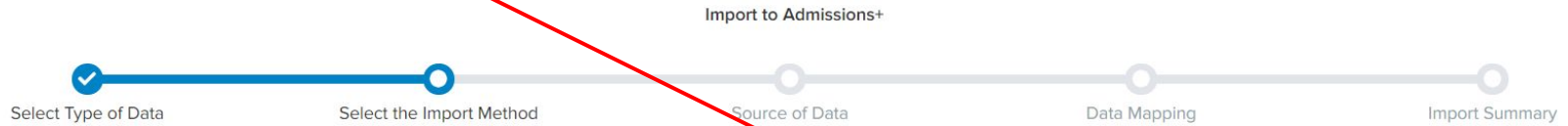or
Achieved Grades**

Student Subject Options

Other imports

Time Table Subject Options

1. Select **isams.**

2. Click on **Next.**

Import to Admissions+

Select Type of Data —— Select the Import Method —— Source of Data —— Data Mapping —— Import Summary

Select the Import method from the available list

CSV

Arbor

isams By IRIS

Back

Next →

Step 1: **Importing courses**

1. On the **Data Mapping** step click **Next.**
   The Arbor and Admissions+ courses properties will already be mapped. If anything hasn't been mapped they can manually be mapped to a property.

2. On the **Import Summary** step you can filter students using the **Academic Year** and **Subject** drop down menus, and also search for a course in **Class Name**.

Next →

FILTER COURSES

Class Name	Academic Level	Subject
Maths	11 × ⬍	KS4 Maths × ⬍

3. Click on **Select all** to import all courses into Admissions+.

4. Click **Next** to **Import** your courses.

Next

Select all

Step 2: **Import Report**

1. Once the import process has finished click on **View successful imports >>**

2. On the next screen click on the **Pen** icon to edit a Course as shown in the example below.

Import Finished!

Congratulations,

1 record(s) were imported!

0 record(s) were updated!

View successful imports »

Qualifications

ID	Qualification	Course ID	Provider Course ID	Level	Learning Hours	Compulsory	Info last updated	
6	Mathematics				600	No	19/08/2021	🖉 🗑