

**Classes  
Management,  
Reporting &  
Exporting Data**





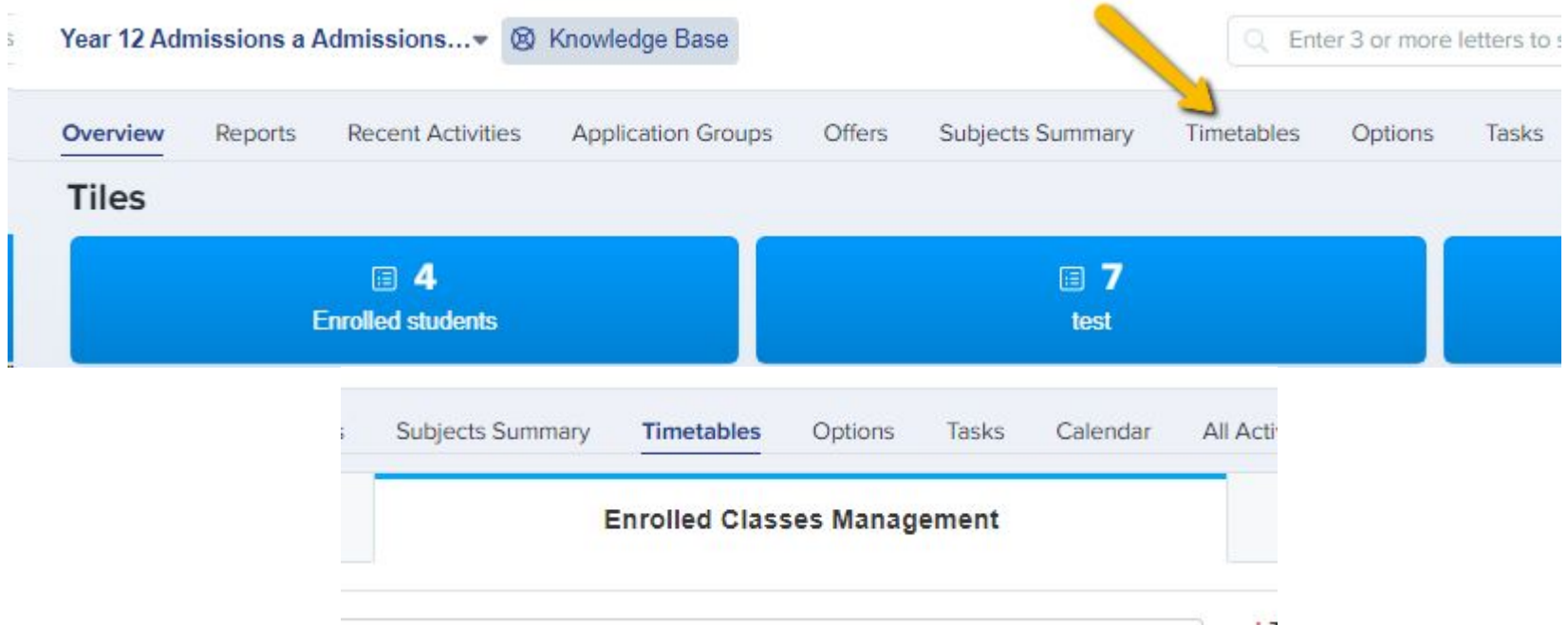
# **OVERVIEW**

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- Classes Management
- Enrolment Report
- Reporting
- Exporting Data

# Classes Management

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



The image shows a dashboard interface. At the top, there are navigation tabs: 'Overview', 'Reports', 'Recent Activities', 'Application Groups', 'Offers', 'Subjects Summary', 'Timetables', 'Options', and 'Tasks'. A yellow arrow points to the 'Timetables' tab. Below the tabs, there is a 'Tiles' section with two blue tiles: 'Enrolled students' with a count of 4, and 'test' with a count of 7. Below this, a sub-menu is shown with tabs: 'Subjects Summary', 'Timetables', 'Options', 'Tasks', 'Calendar', and 'All Acti...'. The 'Timetables' tab is selected, and a sub-menu item 'Enrolled Classes Management' is visible.

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

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

Timetable      **Enrolled Classes Management**      Enrolment Report Page      Student Submissions & Timetables

Filter Course  | v

Filter Student  | v

Filter Student Allocation  | v

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

Free up space

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

Classes will be colour-coded to show any which are over or under-subscribed based on the class size limits you set.

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

A Level Drama x  x | v

Filter Student | v

Filter Student Allocation | v

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

Free up space

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



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

### Test Ericka Test Yundt

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

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



Unenroll from all classes and delete student

Back To Student Table

Block D: A Level Drama 12D/Dr - 2/2

Block E: A Level Drama 12E/Dr - 1/1

Subject to be added: Select... | v

Grab and drag the subject onto an available block

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

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

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

[Back To Student Table](#)


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

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



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

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



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

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

A Level Drama

12D/Dr

Next

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

**A Level Drama - 12D/Dr - Block D**

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

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

Close

Not all required spaces have been made available yet

Free up space

	Resulting Class Sizes
<input checked="" type="checkbox"/>	A Level Drama (12E/Dr - 2/2) ↑+2 (12D/Dr - 1/2) ↓-2
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	

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

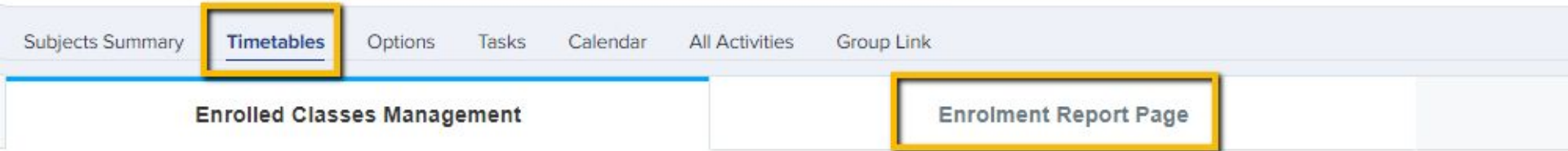
Discard

Save Update

Free up space

# Enrolment Reports

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



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

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

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

APPLICAA

# ENROLMENT REPORT 2026/2027

This report creates a summary of the enrolment process at Applicaa on 2026-06-15.

In this report:

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1. Enrolment Summary →

2. Data Summary →

3. Subject Analysis →

4. Students Summary →

5. Gender Balance →

6. English & Mathematics →

7. Previous School →

8. Locations Of Students →

9. Appendix: Student Lists →

 [Download as PDF](#)

# Enrolment Summary

19

Total Students Enrolled



8

Internal Students



11

External Students



Students that do not have Mathematics Level 4 \*

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

## English And Maths GCSE

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

# Creating Reports

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



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

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

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

[Create New Dashboard](#)

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

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

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

Add a chart to this dashboard

Chart name

Previous Schools

**Student**

Generate a chart for a student's property

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

Select the type of graph that best display your data

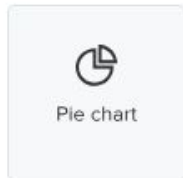


Chart name

Previous Schools

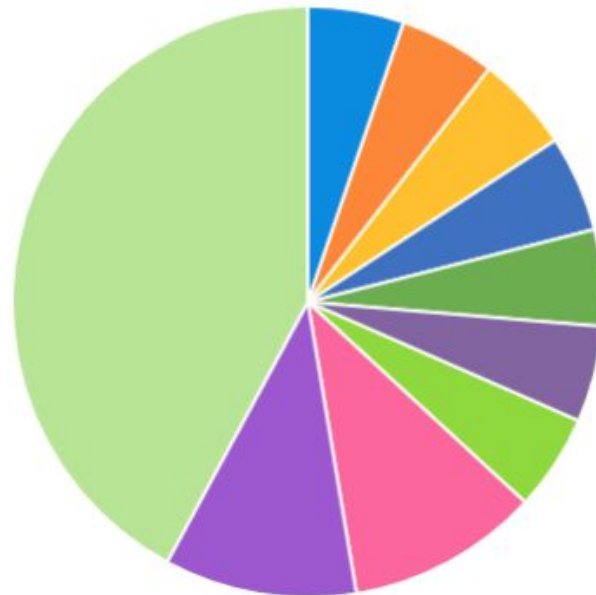
Chart type

Pie Chart

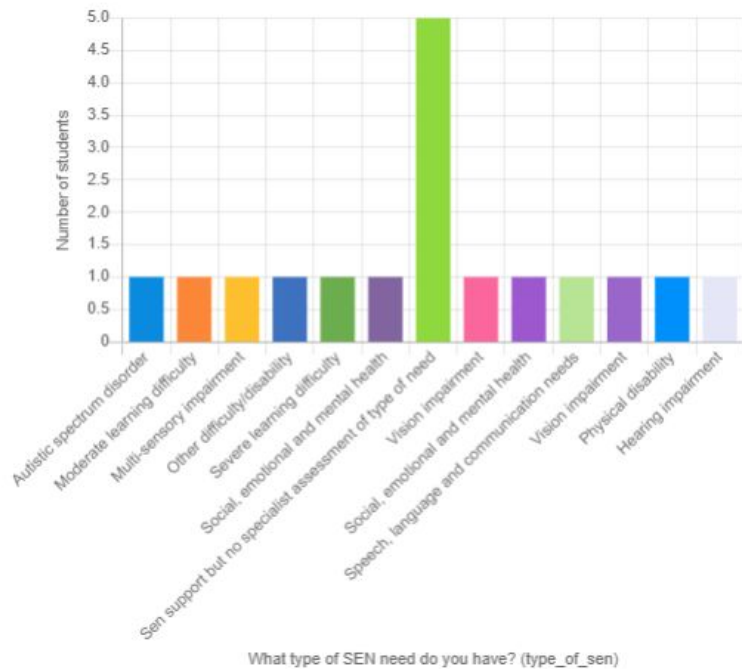
Select a property to display

School

## Previous Schools



## Type of SEN



### Chart name

Type of SEN

### Chart type

Bar Chart

### Select a property to display

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

### Sort option

Value ascending

### Chart name

Looked After and Which LA

### Chart type

StackedBar

### Select a property to display

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

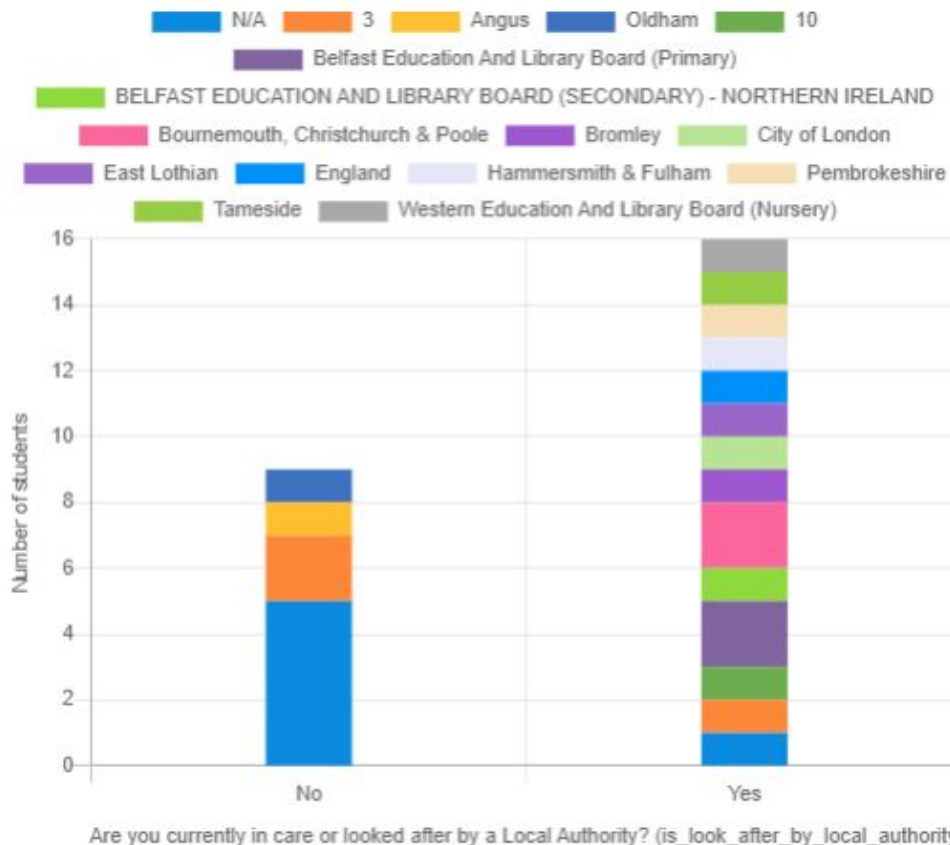
### Select a property for stacked chart

Select local authority (look\_after\_by\_local\_auth... x ↕

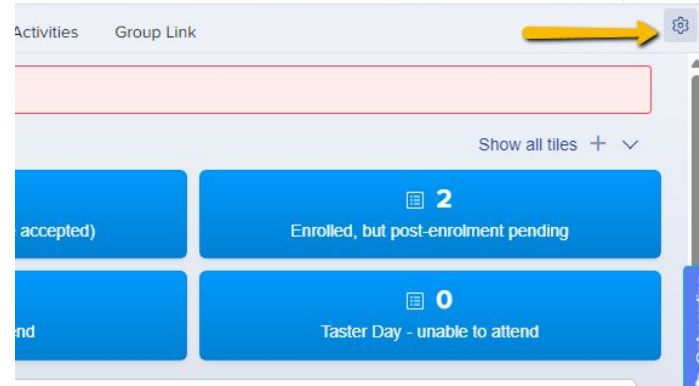
### Sort option

Value ascending

## Looked After and Which LA



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



### Customise Overview page

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

Widgets	Layout
<b>Reports (Charts)</b>	<b>Tiles</b>
Looked After and Which LA →	Phase Status Chart ×   Application Form Dashboard →
Application Status →	Recent Applications ×   Recent Activities →
Birthday (birthday) →	Phase Status Details ×   Application Groups →
Feeder School distribution →	Phase Tracking ×   Offer List →
Gender split →	Subject Summary →
SEN Status	<b>Add to layout</b>
Type of SEN →	
Specific Dietary Needs →	
Medical Conditions →	
Ethnicity →	



# Exporting Data for Analysis

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

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

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



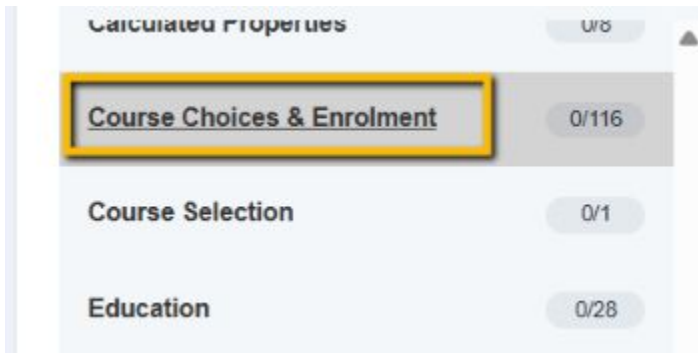
Export student and parental contact data from the system to an Excel spreadsheet



Export student photos and documents to a Zipped File

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

- **Application Form Subjects** - a file containing all of the subjects each student has applied for (Year 12).



<input type="checkbox"/>	Application Form Subject 1
<input type="checkbox"/>	Application Form Subject 2
<input type="checkbox"/>	Application Form Subject 3
<input type="checkbox"/>	Application Form Subject 4
<input type="checkbox"/>	Application Form Subject 5
<input type="checkbox"/>	Application Form Subject 6

You can also export their **course choices by block** if they applied in Option Block format, and the **status** of each of their choices (qualified or not qualified) based on your specific requirements and their predicted/achieved grades.

<input type="checkbox"/>	Interested Course Block A
<input type="checkbox"/>	Interested Course Block B
<input type="checkbox"/>	Interested Course Block C

<input type="checkbox"/>	Application Form Subject 1 status
<input type="checkbox"/>	Application Form Subject 2 status
<input type="checkbox"/>	Application Form Subject 3 status
<input type="checkbox"/>	Application Form Subject 4 status

- **SEN Status, Medical and Dietary Needs** - information to share with your Medical & Welfare Team and/or SENDCo.

Search categories

Select All Fields

Reference 0/22

Religion 0/6

Student Basic Details 6/40

Student Predicted and or Achieved Grades 0/1

Student Registration 0/7

**Support Information 0/10**

Search fields

<input type="checkbox"/>	SUPPORT INFORMATION
<input type="checkbox"/>	[Additional Support Needs] Have you received/ are you receiving any of the following support? (please select all that apply)
<input type="checkbox"/>	[Additional Support Needs] Additional support needs - please add any further details
<input type="checkbox"/>	[Do you have any of the following?] Medical conditions, specific dietary needs and allergies
<input type="checkbox"/>	[Do you have any of the following?] Please add any further details of any other medical or learning needs you have
<input type="checkbox"/>	[Do you have any of the following?] Disabilities
<input type="checkbox"/>	[Your welfare and additional information] Are you currently in care or looked after by a local authority?
<input type="checkbox"/>	[Your welfare and additional information] Do you have a special education need?
<input type="checkbox"/>	[Your welfare and additional information] Are you currently on free school meals?
<input type="checkbox"/>	[Your welfare and additional information] Select local authority
<input type="checkbox"/>	[Your welfare and additional information] What type of sen need do you have?

- **Interview/Meeting Notes** - the information inputted during a meeting, for all applicants who were met with.

Search categories

Select All Fields

Calculated Properties 0/8

Course Choices & Enrolment 0/116

Course Selection 0/1

Education 0/28

Further Information 0/5

**Interview/Meeting Notes 0/2**

MIS Fields 0/3

Offer 0/17

Parent/Carer Details 0/30

Search fields

<input type="checkbox"/>	INTERVIEW/MEETING NOTES
<input type="checkbox"/>	[Interview/Meeting Notes] - Guidance Meetings - 2024-02-27
<input type="checkbox"/>	[Interview/Meeting Notes] - Mr Jones - 2023-11-24

You can use the **Search fields** function to search for the specific fields of data you would like to include within your export.

You don't have to run a separate export for each category of data - you can combine fields across multiple categories to build an export containing all of the data you need.

- **Application Step Status** and **Completion Date and Time** - see who has completed each step of your application form, and when (useful to differentiate any who are “incomplete” because they haven’t started it yet, or “incomplete” because they are part-way through the process).

Select All Fields

**Selected** 8

**All** 8/463

**Additional Information** 0/2

**Agreement** 0/6

**Application Status, Group Name and Dates** 0/11

**Application Step Completion Date And Time** 0/50

**Application Step Status (Completed/Incomplete)** 0/50

<input type="checkbox"/>	APPLICATION STEP STATUS (COMPLETED/INCOMPLETED)
<input type="checkbox"/>	Additional Information (Application Form)
<input type="checkbox"/>	Additional Information (Achieved Grades and Course Selection)
<input type="checkbox"/>	Additional Information (Enrolment Form)
<input type="checkbox"/>	Additional Information (Conditional Offer)
<input type="checkbox"/>	Agreement (Application Form)
<input type="checkbox"/>	Agreement (Achieved Grades and Course Selection)
<input type="checkbox"/>	Agreement (Enrolment Form)
<input type="checkbox"/>	Agreement (Conditional Offer)
<input type="checkbox"/>	Course Selection (Bursary Form)
<input type="checkbox"/>	Course Selection (Enrolment Form)
<input type="checkbox"/>	Course Selection (Conditional Offer)
<input type="checkbox"/>	Courses (Application Form)
<input type="checkbox"/>	Courses (Conditional Offer)
<input type="checkbox"/>	Courses (Achieved Grades and Course Selection)

<input type="checkbox"/>	APPLICATION STEP COMPLETION DATE AND TIME
<input type="checkbox"/>	Additional Information (Application Form) (Completion Date And Time)
<input type="checkbox"/>	Additional Information (Achieved Grades and Course Selection) (Completion Date And Time)
<input type="checkbox"/>	Additional Information (Enrolment Form) (Completion Date And Time)
<input type="checkbox"/>	Additional Information (Conditional Offer) (Completion Date And Time)
<input type="checkbox"/>	Agreement (Application Form) (Completion Date And Time)
<input type="checkbox"/>	Agreement (Achieved Grades and Course Selection) (Completion Date And Time)
<input type="checkbox"/>	Agreement (Enrolment Form) (Completion Date And Time)
<input type="checkbox"/>	Agreement (Conditional Offer) (Completion Date And Time)
<input type="checkbox"/>	Course Selection (Bursary Form) (Completion Date And Time)
<input type="checkbox"/>	Course Selection (Enrolment Form) (Completion Date And Time)
<input type="checkbox"/>	Course Selection (Conditional Offer) (Completion Date And Time)
<input type="checkbox"/>	Courses (Application Form) (Completion Date And Time)
<input type="checkbox"/>	Courses (Conditional Offer) (Completion Date And Time)
<input type="checkbox"/>	Courses (Achieved Grades and Course Selection) (Completion Date And Time)

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

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

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

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

Students Details Preview

Select Students

Show  entries

Filter Summary

is any of

**Offer Status** (offer\_status)  
is any of

**Enrolment Status** (enrolment\_status)  
is any of

**Interview Status** (interview\_status)  
is any of

**Are you an internal applicant?** (internal)


Once an export is complete, you'll be prompted to download the file.

**Export Finished!**

34 students were processed!

[Download file »](#)

If you navigate back to your exports area (Data > Export) you will see a list of all exports, and you can complete various actions:

Name	Students	Output	User	Created	Status	Report	Download	Refresh Export ⓘ	Clone Export ⓘ	
<a href="#">Export All Students - 29 May, 2025</a> All Students	34	csv	Lucy Applicaa Customer Success	23 minutes ago	Completed					
<a href="#">Export All Students - 21 Aug, 2024</a> All Students	29	csv	Lucy Applicaa Customer Success	9 months ago	Completed					
<a href="#">Export All Students - 21 Aug, 2024</a> All Students	29	csv	Lucy Applicaa Customer Success	9 months ago	Completed					

**Download** - download a new copy of the export.

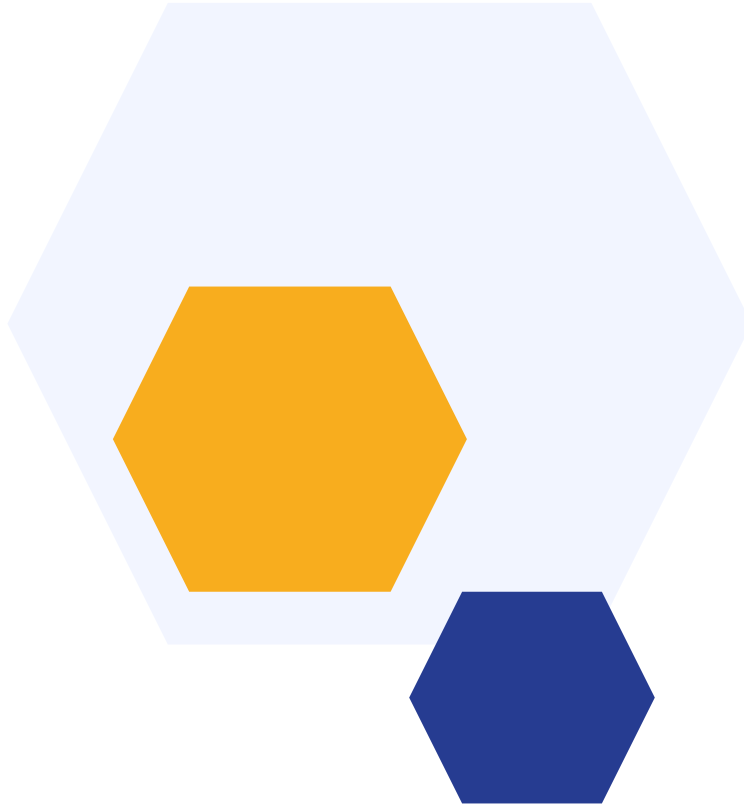
**Refresh Export** - runs the export again, for the same list of students, at this moment in time.

**Clone Export** - copies the export, but allows you to change the settings and/or run for a different group of students.

**Bin Icon** - delete your export.

The background features a central light blue hexagon. To its top-left is a grey hexagon, and to its top-right is an orange parallelogram. Below the central hexagon are three smaller hexagons: a dark blue one on the left, a light blue one on the right, and a very small light blue one at the bottom center.

**Do you have any questions?**



**THANK YOU**

Support Line: 020 3667 0764