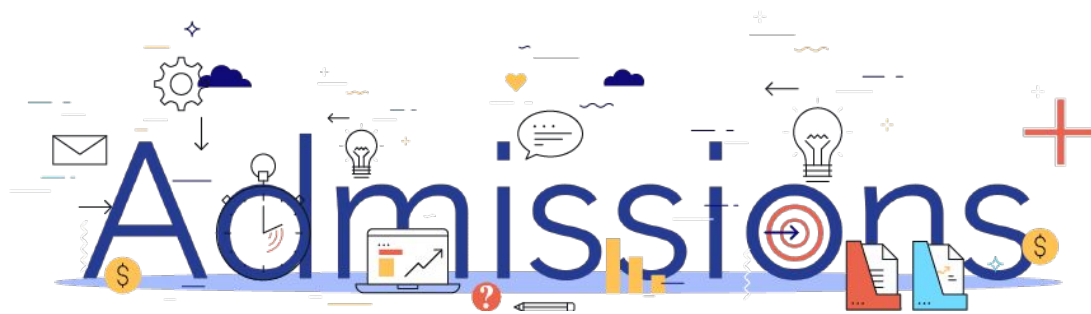




# Arbor MIS Admissions+ Guide Book



## Guide Book - Contents

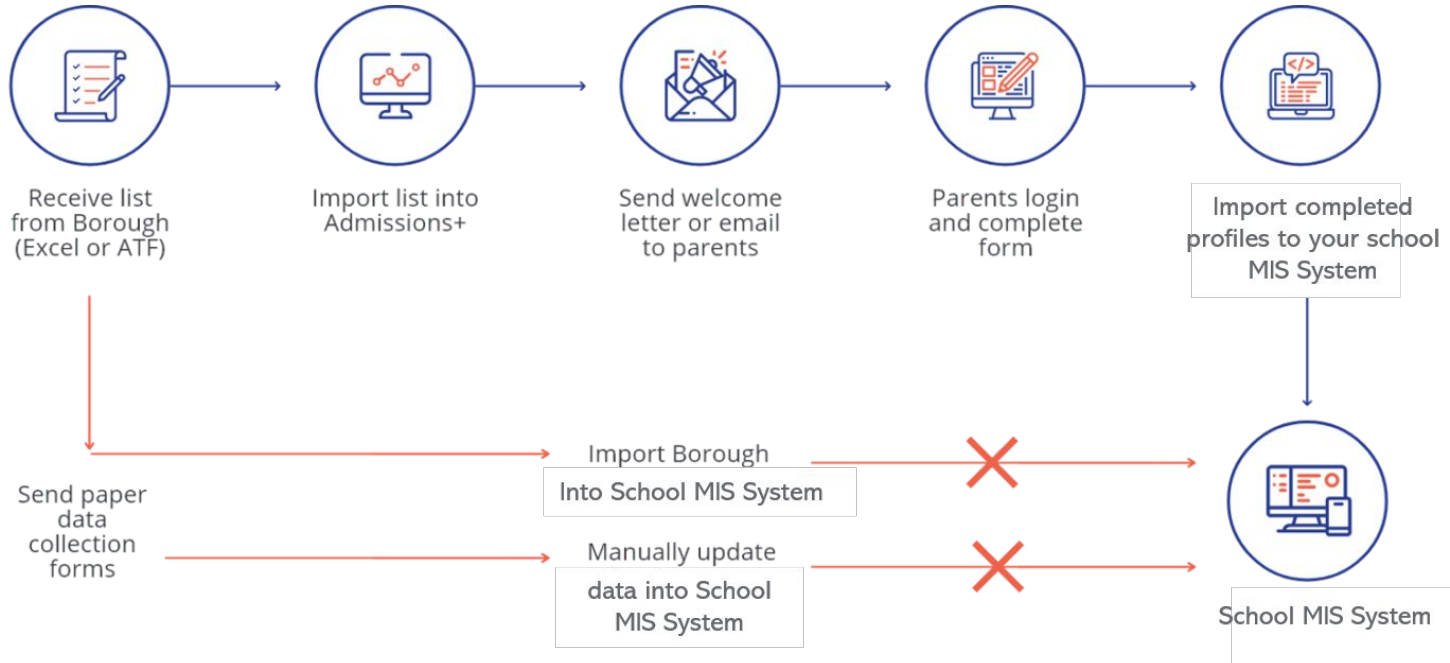
1. [Data Collection Process](#)
2. [Sixth Form Data Collection Process](#)
3. [How to set-up the API](#)
4. [Important rules for exporting student applications](#)
5. [Which fields are imported](#)
6. [How to perform the export of application data from Admissions+ to Arbor](#)
7. [How to perform the import of UDF's from Arbor to Admissions+](#)
8. [How to perform the Classes export from Admissions+ to Arbor](#)
9. [How to perform the import of Year 11 students from Arbor to Admissions+](#)
10. [How to perform the import of Courses from Arbor to Admissions+](#)

# Data Collection Process

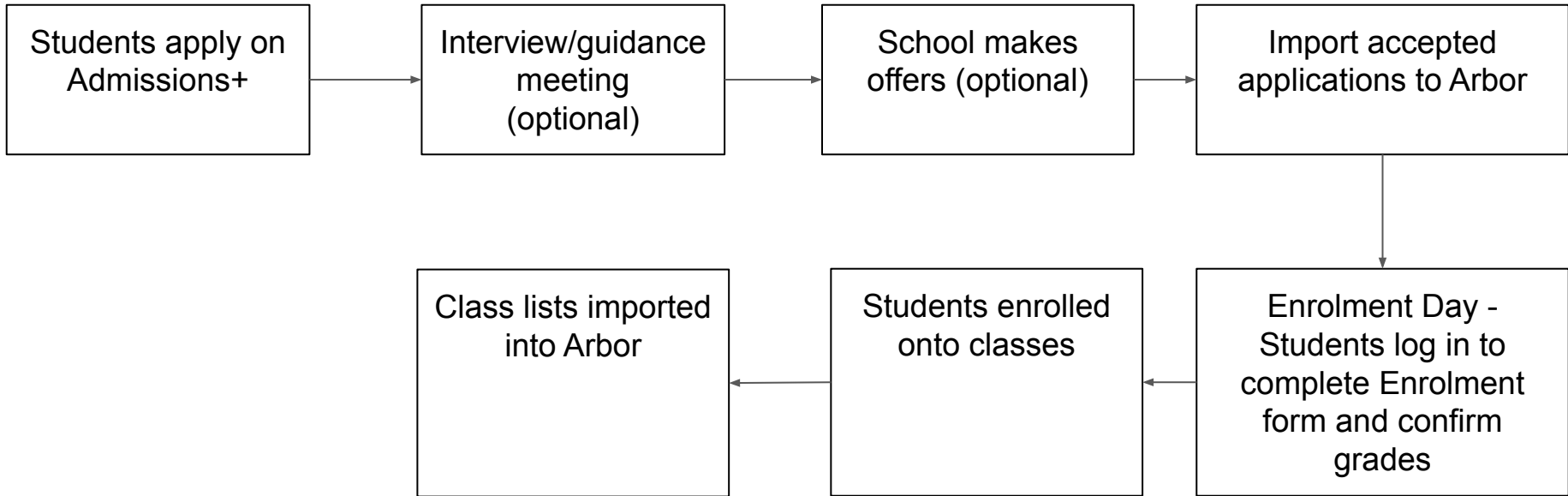
The process for collecting data using Admissions+ is illustrated below.

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 Arbor).

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



## Section 1: Arbor API Integration with Admissions+

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

1. A school admin will need to click this link to go to the Arbor Appicaa App approval page:

<https://developers-portal.arbor.sc/integration/authentication/2188>

**NOTE:** Before you can approve permissions Appicaa **must** first of all request permission to access your Arbor MIS. Please contact us for support.

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

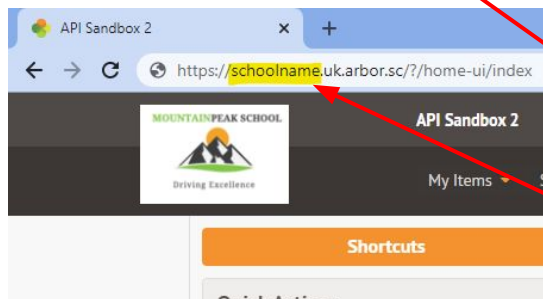
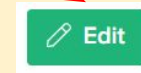
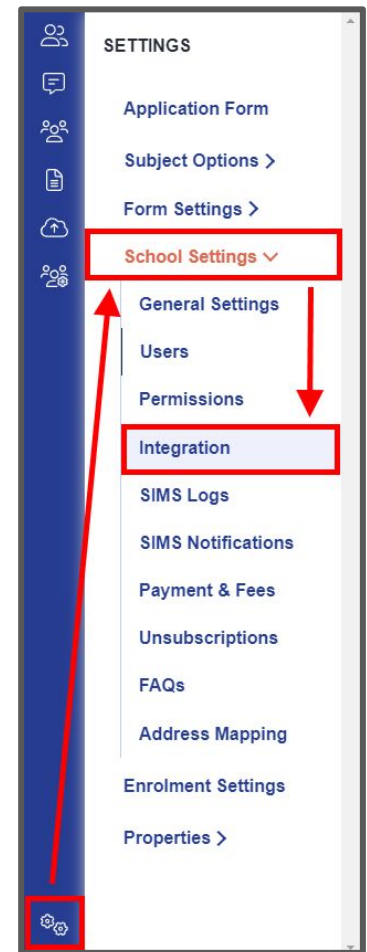
- Login to Admissions+ and click **Settings** → **School Settings** → **Integration**.

- Click on **Edit**.

- Select **Arbor** as the Integration platform then enter your **School ID**, this is your **school name** in your Arbor URL as highlighted in red:

<https://schoolname.uk.arbor.sc/?/home-ui/index>

- Click on **Save**.



Editing Integration Setting

Integration platform	Arbor
School ID	api-sandbox2

**Save**



## Section 1: Arbor API Integration with Admissions+

1. Select **Verify Arbor 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 Arbor Credentials/Permissions](#)

### MIS Credentials Validation

Arbor credentials are valid.

[Download Lookup Values](#)

[Import UDFs](#)

## Section 2: Important rules for exporting student applications

1. We don't change addresses for on-roll students and existing contacts.
2. We can add many personal email addresses to Arbor.
3. The home, mobile and work phone number is updated for existing contacts. A person can have have more than 1 home phone number.
4. We use the First Name and Last Name to find existing contacts so they can be matched during export. *If the returned contact has the same postcode they will be pre-selected in the list of contacts displayed.*



### Section 3: Which fields are imported for students - name, birthday, country of birth, gender and home address

Property Name	File Comment	How this processed	Arbor Import
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 Surname	60 characters max, Default to Surname if missing or null	Existing data replaced with new data from A+	Yes
Preferred Forename	60 characters max, Default to Forename if missing or null	Existing data replaced with new data from A+	Yes
Middle Names	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
Country of Birth			Yes
Gender	Either M or F		Yes
Address 1			Yes
Address 2			Yes
Address 3			Yes
Town			Yes
Postcode			Yes



**Section 3: Which fields are imported for students - *phone, email, ethnicity, nationality, language, religion, dietary, medical info, english proficiency, language ability and in care status***

Property Name	File Comment	How this processed	Arbor Import
Home (main) Telephone	20 characters max		Yes
Mobile Telephone	20 characters max		Yes
Home Email	60 characters max		Yes
Ethnicity	Lookup		Yes
Nationality	Lookup		Yes
Home Language	Lookup		Yes
First Language	Lookup		Yes
Religion	Lookup		Yes
Dietary Needs	Can be Multiple needs. Lookup	Add new data from A+, except one that already exists on Arbor	Yes
Medical Conditions	Can be Multiple conditions. Lookup	Add new data from A+, except one that already exists on Arbor	Yes
English Proficiency	Lookup		Yes
Language Ability	Lookup		Yes
In Care Status			Yes

### Section 3: Which fields are imported for students - *GP details, mode of travels, sen status, sen need, ULN, UPN and parental consents*

Property Name	File Comment	How this processed	Arbor Import
Agency Name	Name of Medical Practice		Yes
Agency House Number	Full address of Medical practice		Yes
Agency Street Description	Full address of Medical practice		Yes
Agency Town	Full address of Medical practice		Yes
Agency Postcode	Full address of Medical practice		Yes
Arbor Mode of Travels	Can be Multiple transport. Lookup	Add new data from A+, except one that already exists on Arbor	Yes
Sen Status	Can be Multiple status. Lookup	Same as above	Yes
Sen Need	Can be Multiple needs. Lookup	Same as above	Yes
ULN		Same as above	Yes
UPN		Same as above	Yes
Parental Consents	Can be Multiple consents. Lookup	Same as above	Yes

### *UDFS and Teaching Groups are also imported*

Property Name	File Comment	How this processed	Arbor Import
<b>User Defined Fields (UDFs)</b>			Yes
<b>Teaching Groups (timetable classes)</b>			Yes

**Section 3: Which fields are imported for contacts -  
*name, gender, parental responsibility, priority,  
 primary contact, authorised to collect, receive  
 parent communication and court order***

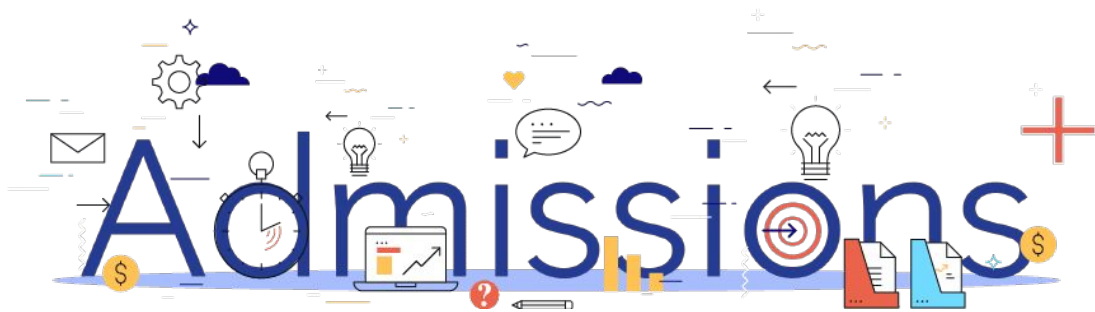
Property Name	File Comment	How this processed	Arbor Import
Title	Match on Description within 'Title' lookup		Yes
Relationship	Lookup Relation of parent to child		Yes
Legal Surname	60 characters max, 1 character min		Yes
Legal Forename	60 characters max, 1 character min		Yes
Gender	Either M or F		Yes
Responsibility	'T' for True or 'F' for False Legal parental responsibility		Yes
Contact Priority	1 – 10 This is the order of priority of a parent in terms of the school contacting home of the student		Yes
Primary Contact	Primary Guardian		Yes
Authorised to collect			Yes
Receive Parental Communication	Unsubscribed from comms.		Yes
Court Order			Yes

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

Property Name	File Comment	How this processed	Arbor Import
Contact ID (for existing contacts)	Imported back from MIS System after integration		Yes
Home (main) Telephone	20 characters max		Yes
Mobile Telephone	20 characters max		Yes
Work Telephone	20 characters max		Yes
Home Email	60 characters max		Yes
Address 1			Yes
Address 2			Yes
Address 3			Yes
Town			Yes
Postcode			Yes
Country			Yes

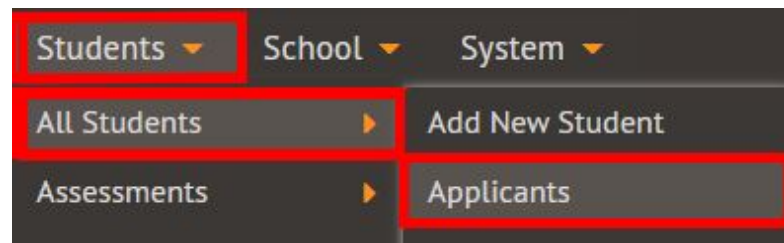


## Section 4: Arbor MIS Admissions+ Export

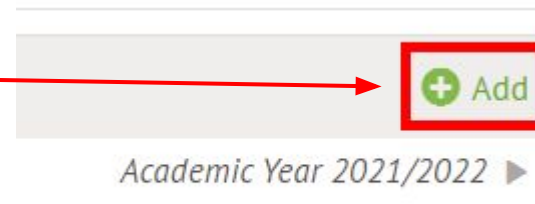


## Step 1: Creating an Intake Season in Arbor

1. Click **Students** → **All Students** → **Applicants**  
*If you do not see Admission options in your MIS you should contact your MIS Support Provider for assistance.*



2. Click **Add**



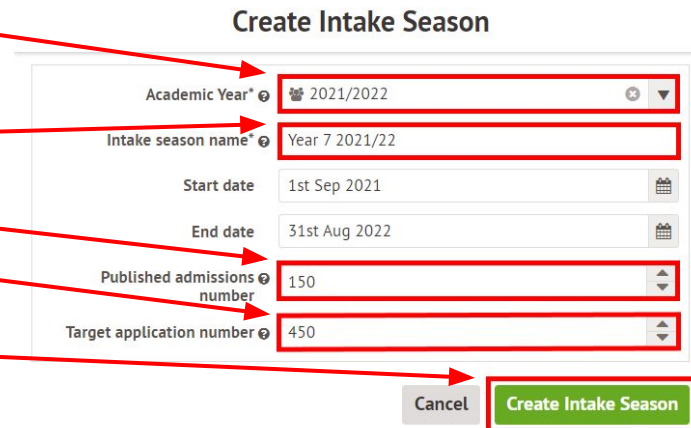
3. Add to your Intake Season the following:  
**Academic Year** (the fields **Start date** and **End date** will auto complete) *If you are unable to select the required Academic Year you will need to add it first in your MIS by navigating to School → School Structures → Academic Years.*

**Intake season name**

**Published admissions number** (optional)

**Target application number** (optional)

4. Click **Create Intake Season**



The screenshot shows the 'Create Intake Season' form. The fields are: 'Academic Year\*' (2021/2022), 'Intake season name\*' (Year 7 2021/22), 'Start date' (1st Sep 2021), 'End date' (31st Aug 2022), 'Published admissions number' (150), and 'Target application number' (450). The 'Create Intake Season' button is highlighted.

## 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 Sixth Form students when they are put on their Courses their enrolment status will change to Enrolled.
3. The **Student Profile** and **Bulk Student Selection** methods can also be used to enrol Sixth Form students.

Nicolette Walker #JZ04

Application Status: Completed

Enrolment Status: Details to be checked

Change Enrolment Status

Student Info (External)

Student Code: JZ04

Application Reference Number: 823-2019-08-E-001911

First Name: Nicolette

Last Name: Walker

Joined Groups

Registration payment: Not Skipped

Registered Students

Advanced Filters >

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

Change Colour Bulk Update Add to meeting Export to PDF Confirm Account

Displaying 8 students 2 rows selected

<input type="checkbox"/>	ID	Student Code	First Name	Last Name	
<input checked="" type="checkbox"/>	3283	JP86	Child 2 First Name	Child 2 Last Name	3
<input checked="" type="checkbox"/>	7373	U-9E21	Nedra	Herzog	2

Change Enrollment Status

Pending

Pending

Details to be checked

Ready to enrol

**Enrolled**

Enrolment waiting list

Enrolment declined

Close Update

Change Enrollment Status

Enrolled

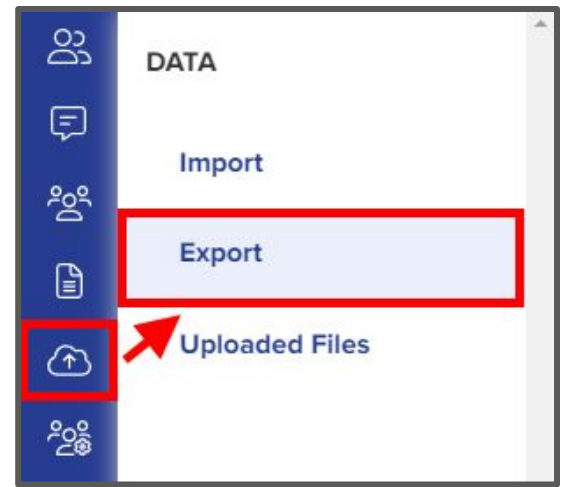
To confirm enrollment status change, please type number that appears in the box below and click update.

2

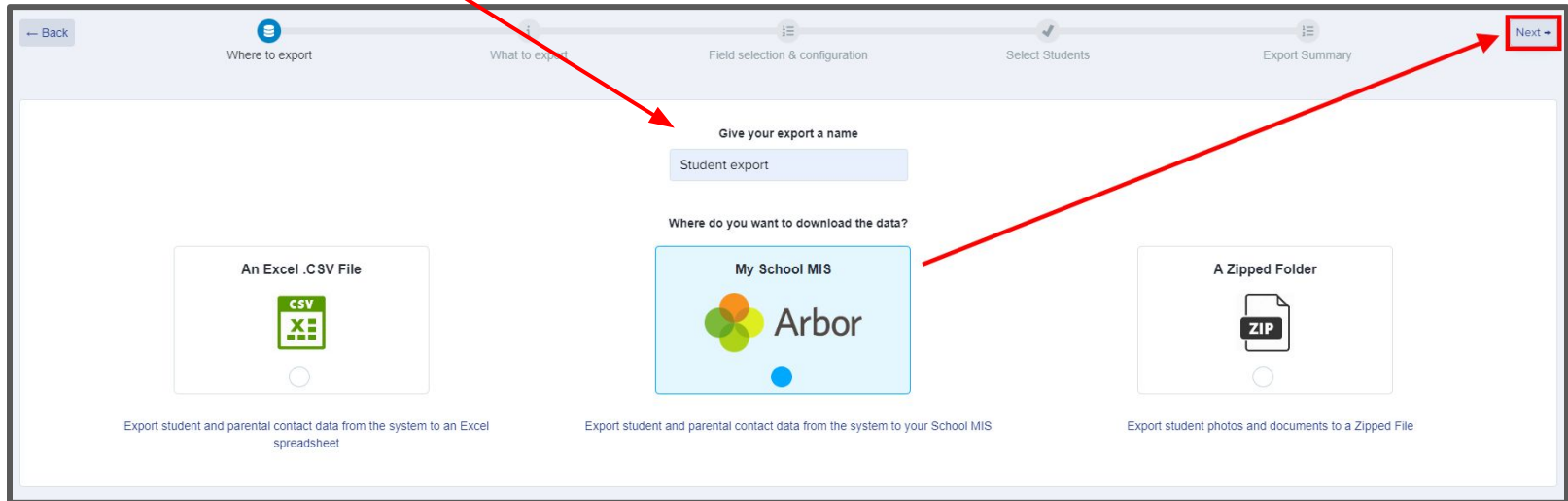
Close Update

## Step 3: Exporting students to Arbor MIS

1. Navigate to **Data** → **Export**.
2. Click on **Start an Export** at the top-right.
3. **Give your export a name** then select **Arbor**.
4. Click on **Next**.



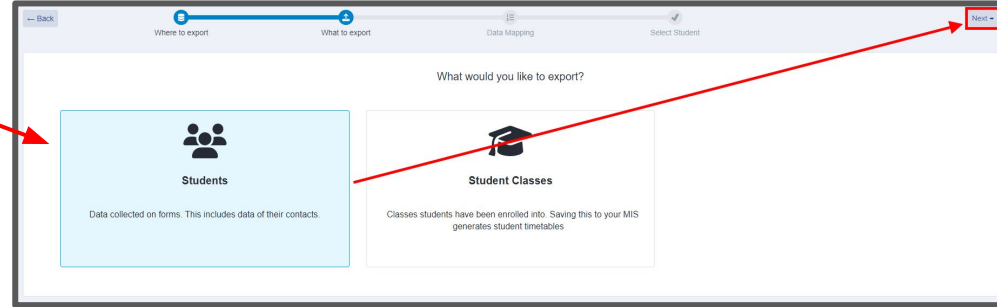
Start an Export



Next >

## Step 3: Exporting students to Arbor MIS

1. Select **Students** then click **Next**.
2. On the next step you need to:  
Select **Intake Season** e.g. *Reception 2021/22*  
Select **Intake Group** e.g. *Intake Group 1*  
Select **Applicant Bucket** e.g. *Applicant Bucket 1*  
Select **Academic Level** e.g. *Reception 2021/2022*  
*There are additional Export Options available to select*
3. The Data Mapping options will be pre-selected and now include **User Defined Fields**.
4. Click on **Next**.



Next →

SELECT ARBOR INTAKE SEASON, INTAKE GROUP, APPLICANT BUCKET, ACADEMIC LEVEL

Intake Season*	Intake Season Group	Applicant Bucket	Academic Level
Reception Intake 2021 -	Intake Group 1 - 2022-06-01	Application Bucket 1 - Reception Intake 2021	Reception - 2021/2022

EXPORT OPTIONS

- Enable Address Update
- Export Declined Parental Consents
- Automatically assign a title to students (Ms/Mr depending on gender)?
- Remove student title on Arbor?

## Step 3: Exporting students to Arbor MIS

1. On the next step you can use filter criteria.
  - Click on the **Filter Summary** pen icon.
  - Select your criteria and click on **Add filter(s)**.
  - Click on **Apply filter(s)**.
2. **Select all** students for your export if required.
3. Click **Next**.

Filter Summary 

### Edit Filter

Student properties

Search for properties...

**Status**

**Application Status** (application\_status)  
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)

Add filter(s)

Apply filter(s)

Next →

### Select Students

Column visibility

Export

Select all

Deselect all

Showing 1 to 10 of 19 entries (filtered from 22 total entries) 22 rows selected

Show 10 entries

Search: Test

#	Id	Student Code	arbor ID	First Name	Last Name	Email	Birthday	
4	2384	U-6E80	1213	Test Anthony	Test Efertz	student70694786ff112b07@admp.uk	25/06/2010	<input checked="" type="checkbox"/>
5	2420	U-79AB	1252	Test Aric	Test Little	altest1234@applicaa.com	11/08/2013	<input checked="" type="checkbox"/>
6	2048	C028	1157	Test Aurelio Oanh 28	Test Koelpin	studentf419623e6a775b4b@admp.uk	23/03/2008	<input checked="" type="checkbox"/>
7	2348	U-D833	1145	Test Camron	Test Nikolaus	teststudent1234@applicaa.com	08/04/2011	<input checked="" type="checkbox"/>
8	2423	U-7CC1	1254	Test Chance	Test Dooley	student1b9b4768f8013cc4@admp.uk	31/07/2010	<input checked="" type="checkbox"/>
9	2389	U-3F31	1214	Test Cleveland	Test Sipes	testcs1234@applicaa.com	12/10/2013	<input checked="" type="checkbox"/>
10	79	FT8C	855	Test Deiphia Ha	Test Mohr	student9a68d8db3eba537@admp.uk	20/01/2011	<input checked="" type="checkbox"/>
11	2136	U-BFFB	996	Test Felicita	Test Mueller	student048abc517eb368a7@admp.uk	08/12/2014	<input checked="" type="checkbox"/>
12	5	WYQD	848	Test Fred	Test Gaylord	cuongmm@gmail.com	06/05/2011	<input checked="" type="checkbox"/>
13	100	DIA2	862	Test Gaetano Oanh	Test Oberbrunner	student3ac1bea85650b752@admp.uk	23/04/2009	<input checked="" type="checkbox"/>

## Step 3: Exporting students to Arbor MIS

1. On the Arbor 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.

**Arbor 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	Arbor Students	Resolution	Actions
<a href="#">Aaron Murphy</a>	<a href="#">Aaron Murphy</a>	Not resolved	<a href="#">Resolve</a>

**Resolve Potential Mismatch**

Fields	Admissions Student	Arbor student
Name	<a href="#">Aaron Murphy</a>	<a href="#">Aaron Murphy</a>
Student ID	869	339
Gender	NOT_SPECIFIED	MALE
DOB	07/04/2004	07-04-2004
Telephone 1	+447700900529	
Telephone 2	+442084364751	
Email	<a href="#">aaron.murphy@arbor-mail.com</a>	<a href="#">aaron.murphy@arbor-mail.com</a>
Address	17 Test Lane SOUTHAMPTON Hampshire,SO16 9JW	136 Emlyn Road, W12 9TA
Contact 1	<a href="#">Mandy Murphy</a>	<a href="#">Mandy Murphy</a>
Contact 2		<a href="#">Mandy Murphy</a>

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 Arbor 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.*

Arbor 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	Arbor Students	Resolution	Resolved on	Resolved by	Change resolution
Aaron Murphy	Aaron Murphy	Ignore difference and continue exporting	08 Feb 2023, 12:38	Andy Applicaa Support	<a href="#">Change</a>

[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.

### Arbor 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 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](#)

## Step 3: Exporting students to Arbor MIS

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

**Arbor 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 Arbor. 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	Arbor Students	Matching Score	Resolution	Actions
Zztimmy Zztestington-Fryer-Sampsonanddelliah	Zztimmy Zztestington-Fryer-Sampsonanddelliah	<div style="width: 100%; height: 10px; background-color: green;"></div>	Not resolved	<a href="#">Resolve</a>

2. Select the **Merge to Arbor 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

Resolution Option
<input type="radio"/> Merge to Arbor student #1
<input type="radio"/> Export as new student
<input type="radio"/> Skip this student

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

Skip this student for now and decide later.

**Confirm & Next**

**Next** →

## Step 3: Exporting students to Arbor MIS

1. On the Arbor Contact Mapping step existing Arbor contacts will be displayed if they match contacts in Admissions+. **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:**
  1. The system looks through existing Arbor contacts, and finds any one who matches the name, title, email and postcode of the person on Admissions+
  2. Matching people are listed as 'Potential Matches'
2. Click **Next**.

The screenshot displays the 'ARBOR CONTACT MAPPING' interface. At the top, it says 'Potential Matches'. Below this, a message states: 'Admissions+ has identified several individuals in Arbor 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.' The interface is divided into two columns: 'A+ Contact' and 'Arbor Contact'. On the left, a progress bar shows '4 / 4' and '100%'. The 'A+ Contact' column shows details for '(#1) Mrs Lily Plaine' with phone number '088888888' and address 'HYDE Cheshire, SK14 9DT', with the title 'Carer of Happy Test Br1'. The 'Arbor Contact' column shows two potential matches for 'Mrs Lily Plaine'. The first match has phone number '088888888', address 'HYDE SK14 9DT', and title 'Carer of Happy Test Br1', with a green progress bar. The second match has phone number '033333333', email 'pl@applicaa.com', and title 'Doctor of Happy Br2', with an orange progress bar. At the bottom, there are two radio buttons: 'New Contact' and 'Skip Contact'. A 'Next →' button is visible on the left side of the interface.

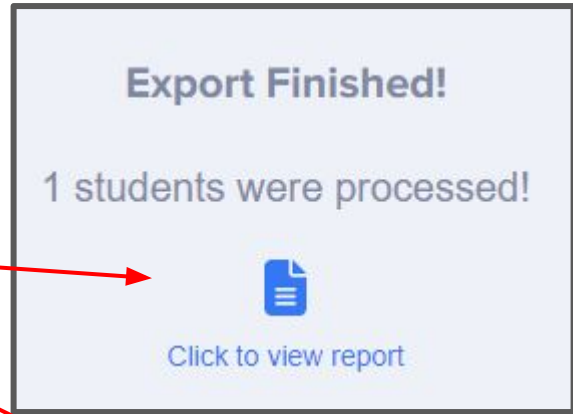
**Match To** - links the Admissions+ contact to an existing Arbor contact, saves the Arbor Contact Id to Admissions+ and updates the available data from Admissions+ to the Arbor contact (see the data table for import rules)

**New Contact** - creates a new person in Arbor

**Skip Contact** - does nothing, the contact is not imported

## 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 **Arbor Notice** column for each student.  
*In the example below the student exported successfully with no error.*



#	View on A+	first_name	last_name	Arbor Notice	View on Arbor	Type
1	2420	Test Aric	Test Little		1252	Success

3. Click on the Arbor Student ID to view the application in Arbor



## Step 1: Importing UDFs

1. Log into Admissions+.
2. Navigate to **Settings** → **School Settings** → **Integration**
3. Click **Import UDFs**.

MIS Setting

---

Integration Platform

Arbor

---

MIS Credentials Validation

Arbor credentials are valid.

[Download Lookup Values](#) [Import UDFs](#)

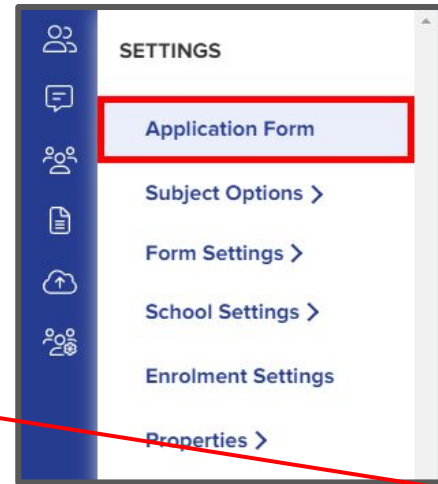
SETTINGS

- 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 >

Settings icon in sidebar

## Step 2: Adding Arbor 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.



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 **Arbor 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 

Arbor User Defined Fields ▾

Student 1 +

UDF1 +

Favourite Colour +

Student Field Long Text +

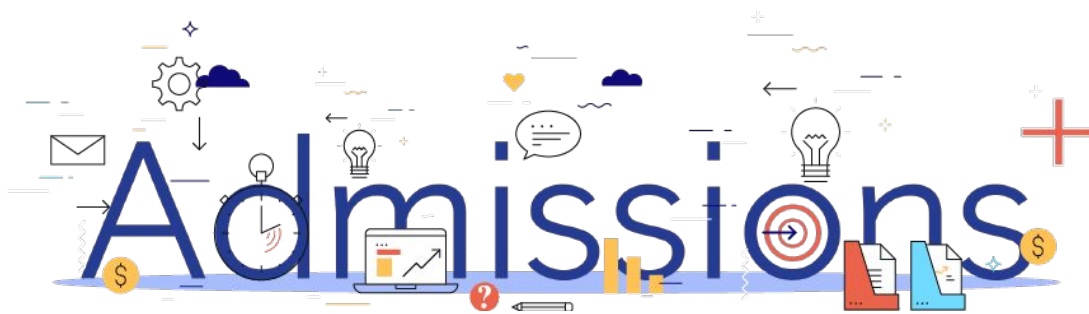
Add New Field

Existing Properties

udf

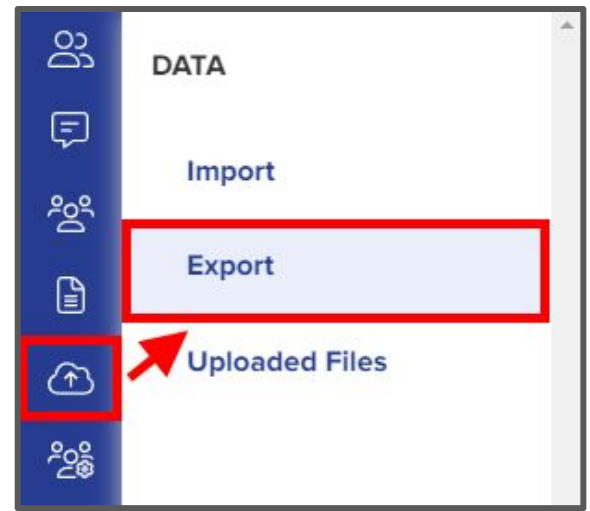


## Section 6: Arbor MIS Admissions+ Export of Classes



## Step 1: Exporting classes

1. Before exporting classes to Arbor 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 then select **Arbor**.
5. Click **Next**.



Give your export a name

Classes Export

Start an Export

Next →

Where do you want to download the data?

My School MIS



## Step 1: Exporting classes

1. Select **Classes**.
2. Click **Next** to go to the **Map** step as shown in the example below.
3. Select a year using the **Filter By Academic Level** drop down. *You can also filter your Arbor Classes by Academic Year.*
4. Map your **Admissions+ Classes** to your **Arbor Classes**. *If you can't see your classes click on See all Arbor classes.*



### Student Classes

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

Next →

6. Click **Next**.

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

Select data you want to export

See all Arbor classes

FILTER BY ACADEMIC YEAR & LEVEL

Filter by academic year  
2022-2023

Filter by academic level  
Year 12

MAP ARBOR CLASS AND ADMISSIONS+ CLASS

Showing 352 Arbor classes.

YEAR	ARBOR CLASSES	ADMISSIONS+ CLASSES
2022-2023	Chemistry Test Course	Select a value
2022-2023	Art and Design / Art KS3 Art SUBJECT_ART	KS3 Art: Year 9 - ACADEMIC_LEVEL_YEAR_9 <span>enrolled</span>

## Step 1: Exporting classes

1. On the **Details** step a preview of the export will be displayed.
2. Click on **Next**.

## Step 2: Export Report

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

Export Finished!



[Click to view report](#)

**Export Data**

← Back

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

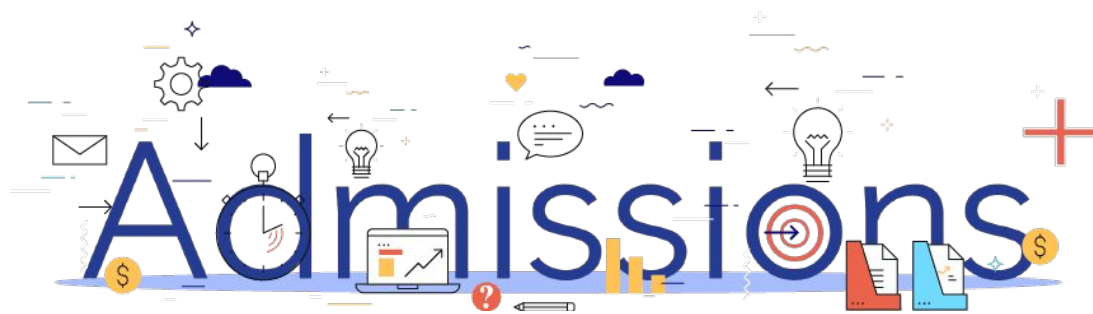
PREVIEW MAPPING DATA

YEAR	ARBOR CLASSES	ADMISSIONS+ CLASSES
2022/2023	Art and Design / Art KSS Art SUBJECT_ART	Art and Design / Art KSS Art: Year 9 - ACADEMIC_LEVEL_YEAR_9 <b>1 checked</b> Test Tanner Test Daugherty

Status	Class code	Student ID	Student name	Arbor Student ID
Success	KS5 Art: KSS Art and Design - 2022/2023	2423	Test Chance Test Dooley	1254

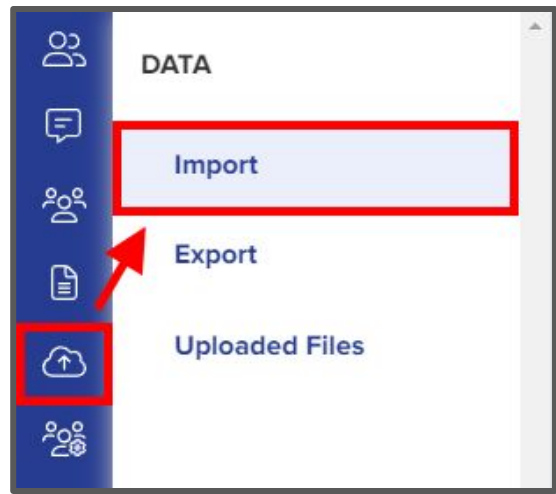


## Section 7: Arbor MIS Admissions+ Import



## 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**.



Start an Import

Next →

Give your import a name \*

Student import|

What would you like to update or import?

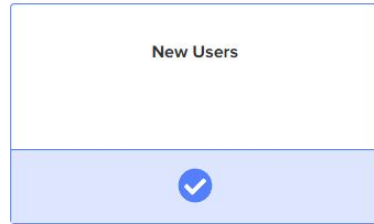
Users

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**.



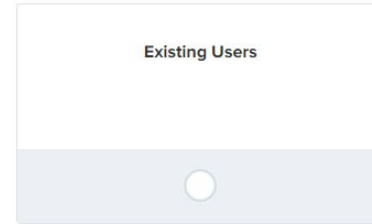
*\*Use this selection for importing LA Offers for Year 7  
Data Collection or Reception Admissions.*

Back

Give your import a name \*

Student import

What would you like to update or import?



Next →

Students



Next →

## Step 1: Importing students

1. Select **Arbor**.
2. Click **Next**.


**Import Data**

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

CSV

*Bromcom*

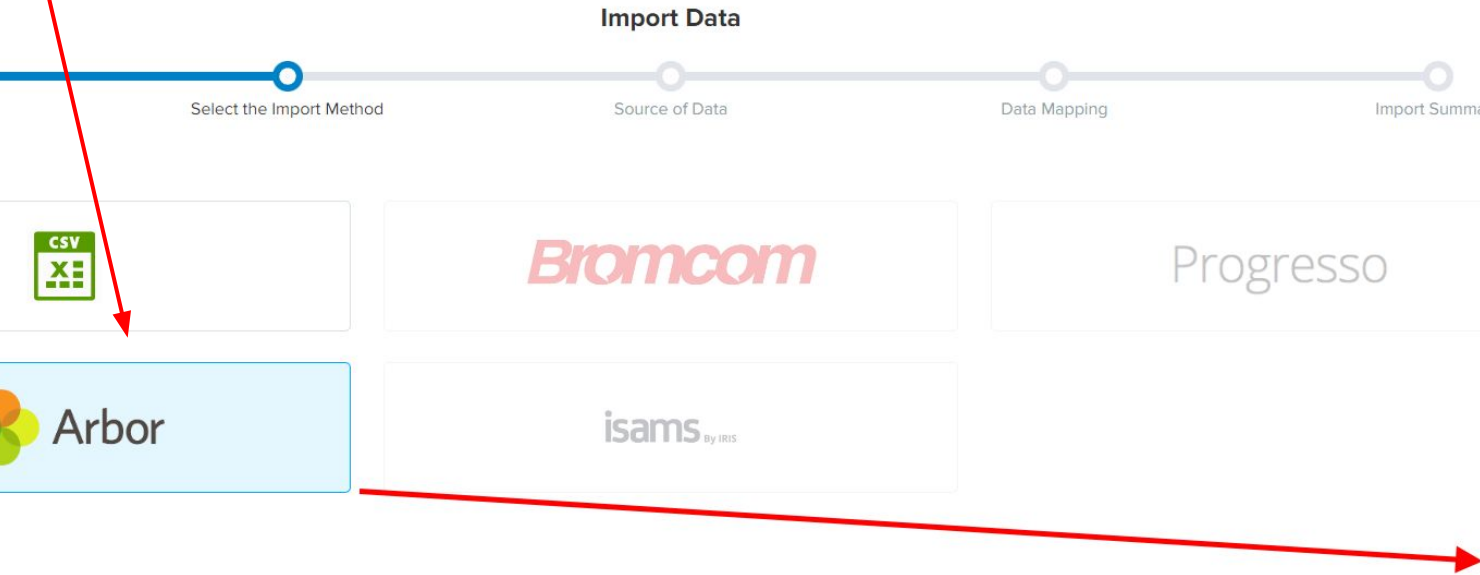
Progresso

 **Arbor**

isams By IRIS

Back

Next →



## Step 1: Importing students

1. On the **Data Mapping** step click **Next**.  
*The Arbor 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 drop down menus and also **Filter Students By Admission Group**.

Next →

**FILTER STUDENTS**

Student Name	Academic Level	Teaching Group	House
Scott	Year 11	7A -DT	Colville

**FILTER STUDENTS BY ADMISSION GROUP**

Intake Season	Intake Season Group	Expected Academic Level	Applicant Bucket
Autumn 2022	2022 Group	Year 11	Application Bucket 1

3. Click on **Select all** to import all students into Admissions+.
4. Click **Next** to **Import** your students.

Next

Select all

## Step 2: Import Report

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.

## Import Successful!

Congratulations,  
1 record(s) were imported!  
0 record(s) were updated!

[View successful imports »](#)

 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

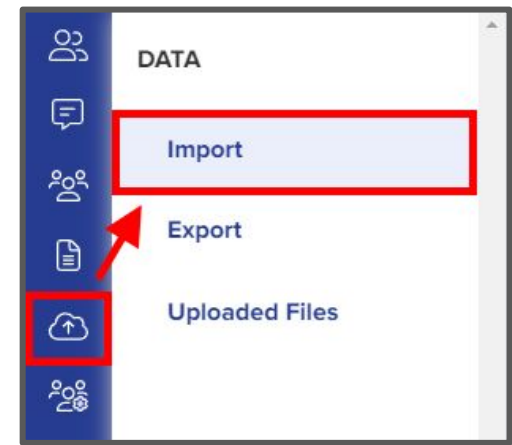
 Preview Email

 Edit Email Template



## 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 import a name** then select **Time Table Subject Options**.
5. Click **Next**.



Start an Import

Next →

Give your import a name \*

What would you like to update or import?

**Users**

Students, parents and enquiries

import\_parent sample.csv  
import\_student sample.csv

Other imports

Time Table Subject Options

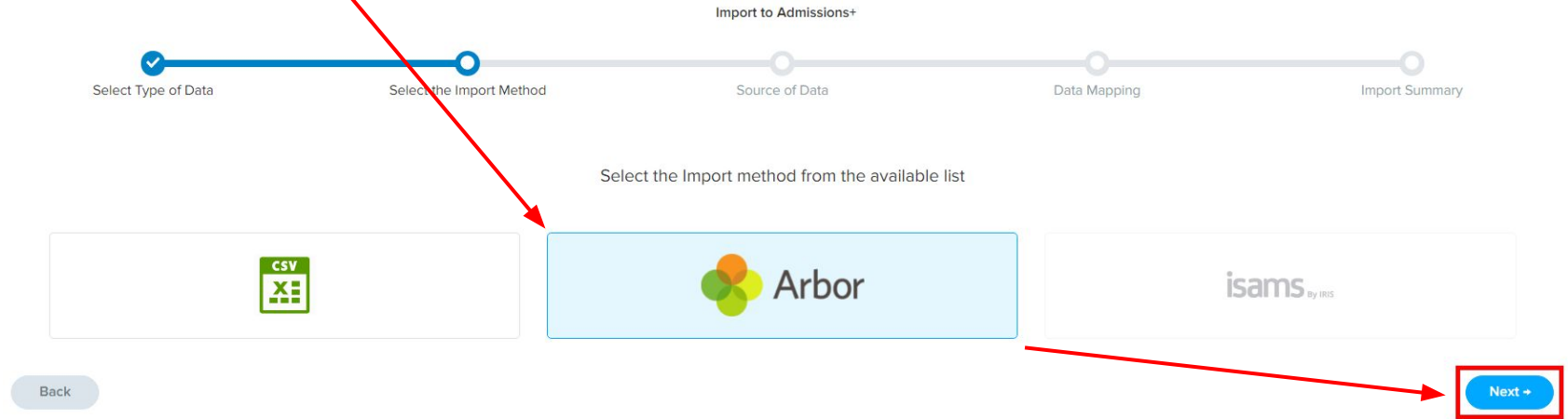
Student grades or Subject Options  
The following can only be imported for users that already exist

Predicted Grades  
or  
Achieved Grades

Student Subject Options

## Step 1: Importing courses

1. Select **Arbor**.
2. Click on **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 Level**, **Academic Year**, **Subject** drop down menus and also search for a course in **Class Name**.

Next →

FILTER COURSES

Class Name	Academic Level	Academic Year	Subject
Maths	Year 12 × ↓	2022/2023 × ↓	Mathematics × ↓

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 Successful!

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	