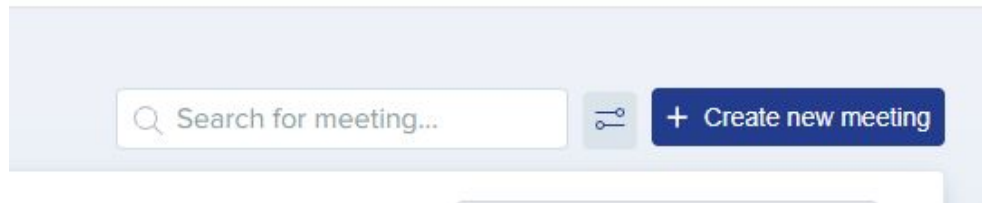# Meetings, Offers & Timetabling

CONTENTS

1. Setting up a meeting
2. Adding applicants to application groups
3. Inviting applicants to meetings
4. Tracking responses to invitations
5. Conducting your meetings
6. Adding courses to the offer list
7. Making offers to students
8. Tracking responses to offers
9. Using the Options module to build your timetable

Setting up a Meeting

Communications & Events > Meetings

Click to Create new meeting

Complete the Set Up step by adding the title and description of the meeting, as well as deciding how the meeting will be scheduled

Set Up

Title (keep it user-friendly, this will appear in your email invitation) *

Guidance Meetings

Description (keep it user-friendly, this will appear in your email invitation) *

These meetings will be to discuss your subject choices and suitability based on predicted grades

Configure the corresponding email templates:

How will the meeting be scheduled? *

⦿ Applicants will be invited to choose their own meeting slots

○ Staff will assign meeting slots before sending out invitations.

> Choose an option here, and check the configuration of the corresponding email templates underneath

Select type(s) of emails you want to send, and customise message using personalisation tokens

---

◯ Invitation Email * ⓘ

Email Subject Header

Invitation to interview at Greenford High School

Customise invitation message to your recipients, by using personalisation tokens

Mail Merge Field [⌄] **Insert Field**

| Paragraph ⌄ | B U I | ≡ ≡ ≡ ≡ | S ⌗ A ⌄ A⁼ ⌄ A ⌄ ≔ ≔ | ⌄ ❝ | ⋮ |

Hi {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}},

Thank you for applying to {{SCHOOL_NAME}} .
You are invited to attend the interview {{INTERVIEW_TITLE}} at {{SCHOOL_NAME}}

Please log on and select the date and times that suits you best.

{{DESCRIPTION}}

Please click on the link below to respond to this invitation

{{LINK}}

Best wishes,
{{SCHOOL_NAME}}

`Bulleted List`

📎 Attachments: ⬆ Click to upload (this will replace all the current files)

☐ Remove attachments?

◯ Confirmation Email * ⓘ

Email Subject Header

[Putney High School] Meeting Confirmation Details

Customise invitation message to your recipients, by using personalisation tokens

Mail Merge Field [⌄] **Insert Field**

| Paragraph ⌄ | B U I | ≡ ≡ ≡ ≡ | S ⌗ A ⌄ A⁼ ⌄ A ⌄ ≔ ≔ | ⌄ ❝ | ⋮ |

Dear {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}},

Thank you for accepting your meeting invitation.

For your reference, please see the details below.

Meeting: {{INTERVIEW_TITLE}}

Time: {{START_TIME}}

Date: {{START_DATE}}

Location: {{LOCATION}}

Description: {{DESCRIPTION}}

Kind regard,

{{TEACHER_NAME}}

You can also set reminders to go to those who have booked, and those who have not:

Reminder email to confirmed students ⓘ

Email Subject Header

Meeting Reminder

Customise invitation message to your recipients, by using personalisation tokens

Mail Merge Field   [⇕]   [Insert Field]

| Paragraph ⌄ | B | U | I | ☰ | ☰ | ☰ | ☰ | S | 🔗 | A ⌄ | A̅ ⌄ | A̅I ⌄ | ☰ | ☰ | 🖼 ⌄ | ⋮ |

This is a reminder of your upcoming meeting.

For your reference, please see the details below.

Meeting: {{INTERVIEW_TITLE}}

Time: {{START_TIME}}

Reminder email to unconfirmed students ⓘ

Email Subject Header

Meeting Reminder

Customise invitation message to your recipients, by using personalisation tokens

Mail Merge Field   [⇕]   [Insert Field]

| Paragraph ⌄ | B | U | I | ☰ | ☰ | ☰ | ☰ | S | 🔗 | A ⌄ | A̅ ⌄ | A̅I ⌄ | ☰ | ☰ | 🖼 ⌄ | ⋮ |

Dear {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}

Thank you for applying to {{SCHOOL_NAME}}.

This is a reminder email for a meeting to which you have been invited.

Decide whether or not to include a list of preset questions for staff to ask during the meetings.

Create Question Lists

Save as questions list template | + New questions

Would you like to specify particular questions to be asked or completed by the staff **during** the meeting?

◉ Yes, I would like to create a list of questions   ○ No, I want to skip this step

	Questions	Required & Visible	Action
✛	Interested Course 1 (interview_template_35_interested_course_)	☑ ⬤	✎ 🗑
✛	Interested Course 2 (interview_template_35_interested_course_22)	☑ ⬤	✎ 🗑
✛	Interested Course 3 (interview_template_35_interested_course_33)	☑ ⬤	✎ 🗑
✛	Do you think the student is eligible to take the selected courses? (interview_template_35_do_you_think_the_student_is_eligible_to_take_the_selected_courses) Yes No	☑ ⬤	✎ 🗑

Any questions you add can be saved as a template, for you to use again in subsequent meetings.

You can also view question templates you have previously made (from last year, for example) and assign those questions to any new meetings you are creating.

Question Templates

		Show 25 ⇕ per page. 1 to 25 of 41 entries		Prev 1 2 Next
Search in table				

Title	Description	Creator	Questions	Actions
STUDENT INTERVIEW	Student's Interview	Demo Applicaa	0	👁 View ✏ Edit 🗑

Move on to schedule the appointment slots and assign staff using the New meeting slots button.

Schedule Slots & Assign Staff   Add Students

>   + New meeting slots

| THU | FRI | SAT |

Add new meeting slots

Start date ⓘ	31/10/2023
Start time ⓘ	16 ▾ : 51 ▾
End time ⓘ	16 ▾ : 51 ▾
Set up as repeating slots?	Yes ▾
Repeat on	Tuesday ✕ Thursday ✕ ✕ ⇕
Repeat ends	22/12/2023
Length of each slot	minute(s)
Gap between slots	minute(s)
Number of attendees per slot ⓘ	1 student(s)

SAT

Add the date of the meeting, and set the session start and end times as well as how long each appointment is, and how many students can be seen simultaneously.

If your meetings will repeat in subsequent weeks, you can set them to repeat and set an end date.

You'll then be able to assign staff to each slot, and add locations. You can update this row by row, or in bulk by selecting using the checkboxes.

You can update the assigned staff, attendee number, and location for multiple slots at once by selecting the corresponding rows and making changes in bulk.

1 to 12 of 12 entries

☐	Meeting date	Start time	End time	Assigned staff	Location	Maximum Attendees
☐	Wednesday, 13/12/2023	15:30	15:45	⇕		1
☐	Wednesday, 13/12/2023	15:45	16:00	⇕		1

December 2023

WED
13
15:30 - 18:30
⏱ 12   1🗓
14

The meeting will then be displayed on the calendar, and you can repeat the process to add as many more meetings as needed (perhaps each member of staff has their own series of appointments, and/or you are holding your meetings over multiple days and times).

You'll then be prompted to add students to the meeting - either one by one, from a group, or by using the advanced filtering option.

All meeting slots   All 12   Added 0   Invited 0   Confirmed 0   Completed 0   Incomplete 0   Not Attended 0   Not Confirmed 0   Canceled 0

Make Offer   Change Offer Status   Communications   Reset meeting status   Add to group   Remove from group   Remove students   + Add students

Add new students to the meeting   ✕

Student

Type here to search for students ⬍

Group

Type here to search for groups ⬍
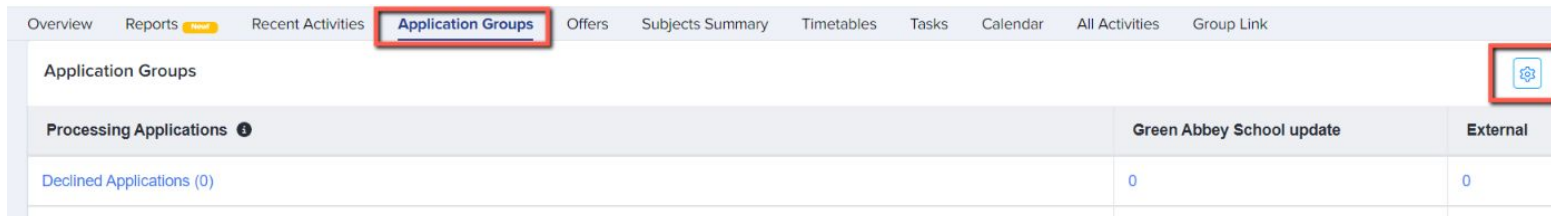
Filter

Select a filter ⬍

Add to meeting

Depending on your setup, you will either be prompted to **invite students** (if they are choosing their own slots) or **allocate students and then invite them** (if you are assigning appointments for them).

When you click to invite the students, you will be shown the email template again so you can check it before clicking send.
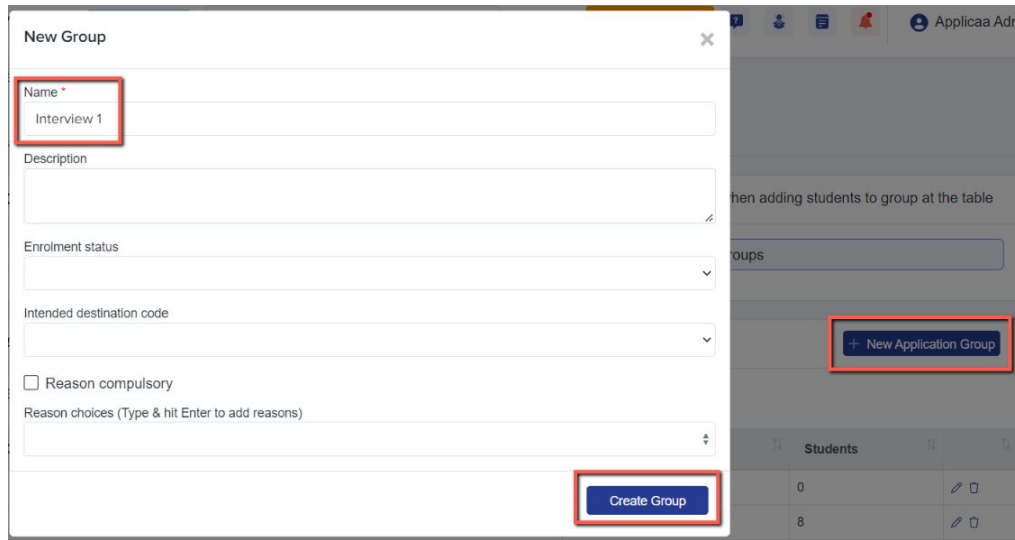
Adding students to application groups

You can either add students to a meeting one by one, or in groups. To add a group, you first need to assign students to that group on your main dashboard.

To create an application group, click the "application groups" tab and then click the settings cog on the top right of the table:

Then click "+ New Application Group", give it a name and press "create group".

Go back to your main dashboard and click to view a list of students. Select those who you wish to add to the group using the checkboxes on the left of the table (or select them all) and then use the "add to group" button to add them to the group you created:
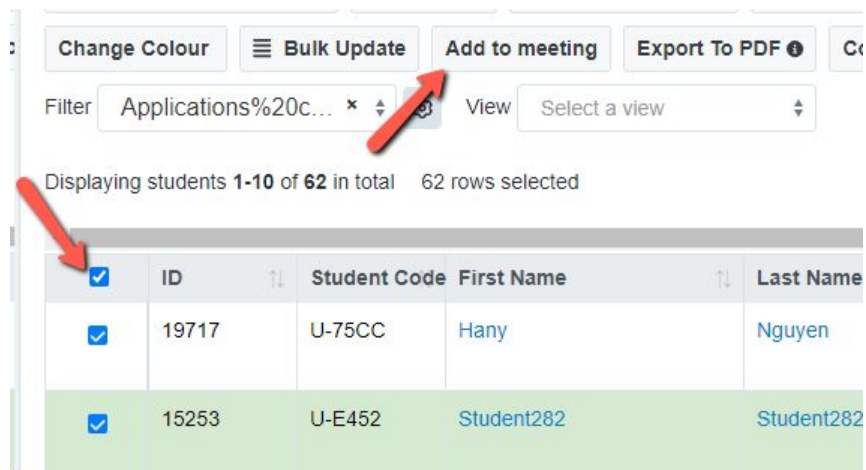

Return to the meetings area to add your group to the meeting - this does not send an invitation to them automatically, so you can add students in prior to being ready to invite them!

Adding students to a meeting from your main dashboard

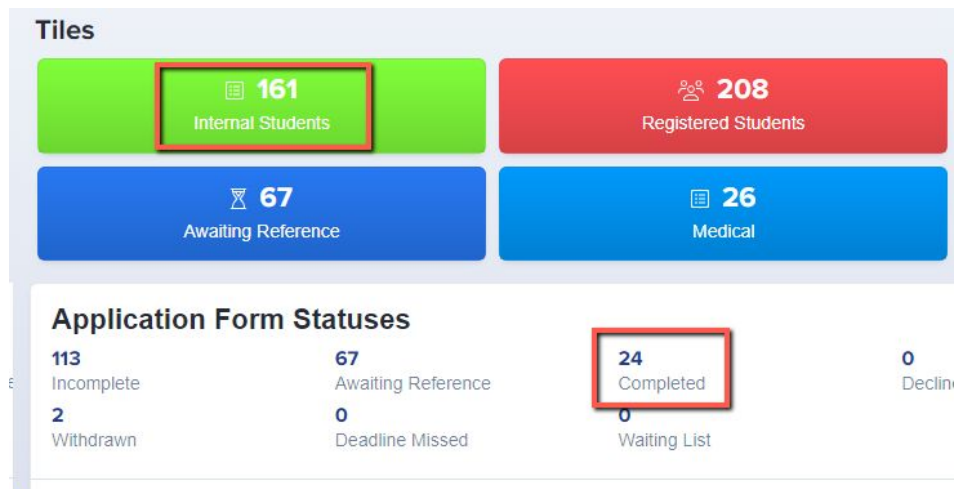Select a tile or a category, to load a list of students.

Select the students you want to add to a meeting and choose "add to meeting".

You can then return to the meetings area to invite the students.

Tiles

📋 **161** Internal Students	👥 **208** Registered Students
⏳ **67** Awaiting Reference	📋 **26** Medical

Application Form Statuses

113 Incomplete	67 Awaiting Reference	24 Completed	0 Declin
2 Withdrawn	0 Deadline Missed	0 Waiting List	

Change Colour   ☰ Bulk Update   Add to meeting   Export To PDF ⓘ   Co

Filter   Applications%20c... ✕ ⇕   ⚙   View   Select a view   ⇕

Displaying students **1-10** of **62** in total   62 rows selected

☑	ID ⇅	Student Code	First Name ⇅	Last Name
☑	19717	U-75CC	Hany	Nguyen
☑	15253	U-E452	Student282	Student282

Inviting applicants to interview

Once you have added students to a meeting, you then need to invite them. Visit your meetings area and click on the "all" button to see the list of meeting slots.

You will be notified if you have added any students who have not yet been allocated and/or invited.

You can check and amend the master copies of your invitation templates by navigating to
communications and events > communications > automated messages

Q invite				
Showing 1 to 2 of 2 entries (filtered from 37 total entries)			Show 50 ⬍ entries	

Type ⇅	Template Name ⇅	Subject ⇅	Send from ⇅	Send to ⇅
	Search Template I	Search Subject	⬍	⬍
✉	Invite To Interview	This template is for meetings where you will be assigning them a time slot		Student
✉	Invite To Select Interview Slot	This template is for students who are selecting their own time slot		Student

When you are ready to send your invitations, you will be presented with the option to **send invitations** or **send invitations (no email).**

The invitations are linked to the interview templates you checked and amended when setting up your meeting, so you can send the same invitation to all applicants if that is your process - **but what if you need to send different invitations or information to different groups or individuals?**

This is where the **"send invitations (no email)"** function comes in. It enables you to send the students an invitation (ie put the "accept" and "decline" buttons on the student's homepage), without sending them the invitation email template.

You are then free to send them a bespoke email from the manual messages area instead if you need to!

To check the status of your invitations and ensure they have been sent to the applicants, scroll right on the table to view the **Invitation Status** column.

Invitations have to be sent to an applicant in order for them to be able to respond (accept or decline) so you can track responses.

Tracking responses to invitations

Hello Test Carolyne,

Test Carolyne Test Schowalter Student

Form Status
`Completed`

Offer status
Offer Made

Reference Status
bounce

Enrolled Subjects
A Level English, A Level Art and
Design, A Level Business Studies

Reserve Subjects

GUIDANCE MEETINGS

These meetings will be to discuss your subject choices
and suitability based on predicted grades

📅 **13/12/2023 15:30 - 15:45**

📍 Not available

Decline   Accept

Once you have sent
your invitations,
applicants will log into
their accounts and will
see something like
this.

You can track their
responses by clicking
on the coloured boxes
in your meetings area.

Hello Test Brigitte,

Test Brigitte Test Stoltenberg Student Co

Form Status
`Completed`

Offer status
Pending

Reference Status
Not Sent

GUIDANCE MEETINGS

These meetings will be to discuss your
subject choices and suitability based on
predicted grades

Decline

Choose a time & accept invite

Guidance Meetings 🔗

All 12	Added 6	Invited 6	Confirmed 0	Completed 0	Incomplete 0	Not Attended 0	Not Confirmed 6	Canceled 0

How to proceed if a student declines the invitation

Did the student decline because they cannot make it on the day/time you invited them to?

You can remove them from the original meeting and add them to a new one instead.

Are they declining because they no longer wish to continue their application to your school?

Here's how to update a student's status to withdrawn, or delete their account from your system.

MR JONES — Declined
Appointments for Maths
📅 31/01/2024 14:31 - 14:33
📍 Not available

Mr Jones ↗

| All 19 ⓘ | Allocated 5 ⓘ | Invited 4 ⓘ | Not Confirmed 4 ⓘ | Confirmed 0 ⓘ | Completed 0 ⓘ | Incomplete 0 ⓘ | Did not attend 0 ⓘ | Cancelled 0 ⓘ | Declined 1 ⓘ |

| 📅 Friday 24th, November 2023 | 🕐 13:00 - 15:00 | 👤 Maru Alliroz | 👤 4 / 6 |
| 📅 Wednesday 31st, January 2024 | 🕐 14:31 - 14:56 | 👤 | 👤 1 / 13 |

Conducting your meetings/interviews

You can search for the applicant in the search bar and load their profile

Year 12 Admissions Admissions Y...▼ ⊗ Knowledge Base

🔍 ariel

Find them in the search bar

Applicants in this form:

Ariel Bhosale
ha+test220703@applicaa.com

Click to load their profile

Click on their "interview" tab to access their interview note

Phone
School Greenford High School
Email

✉ 🖨 📥 💬 👓 more ▼

⋮ Overview   Application Form   Activities   **Interview**   Courses Select

You can also access their appointment directly from your meetings area, by clicking the pencil icon

The meeting note contains the questions you added in your meeting template (if applicable).

Staff can type or select the answers for each question and then click to mark the interview as complete.

You can also complete other actions, such as marking them as a no-show and making them an offer.

Application Form

Resend invitation | Meeting cancelled | Mark as No-show | Offer Made

📌 Manage pins | 🖼 View full application

Grades

Subject	Status	Grade	Grade by referee

Course Selection

Basic Details

First Name	**Sally**
Middle Name	Empty
Last Name	**Dickinson**
Year group applied for	Empty
Expected Term Of Entry	Empty
Expected Year Of Entry	Empty
Phone Home	**01632788026**
Phone Mobile	Empty
Email	**dickinson@example.com**

Parent/Carer/Guardian Details

First Name	**Ben**
Middle Name	Empty
Last Name	**Dickinson**
Gender	**Male**
Relationship	**Father**
Phone Work	Empty
Phone Home	Empty
Phone Mobile	Empty
Email	Empty

Education

Current School	Greenford High School

Reference

Referee Name:

Meeting Questions

How would you rank their suitability to join our sixth form? *

Have they carefully considered their A Level subject choices? *

Do their predicted grades match up with our entry requirements? *

Save for now | Save & mark as completed

Test Consuelo Test Schulist ▼

📌 Manage pins   👤 View full application

Application Form

Courses
Course Options

Subjects you wish to study

1. A Level Product Design
2. A Level Drama
3. A Level Chemistry
4. A Level Biology

Offer List

1. A Level English Literature 🗑
2. A Level French 🗑
3. A Level Chemistry 🗑

| Add to offer list ⬍ | + |

Control what is visible on the interview area using the **manage pins** button.

You can display the subjects they applied for, and also confirm which subjects you are willing to offer to them, and then make them their offer, as part of your meeting process.

Mark as No-show   🤝 Pending

Offer Status: Pending

Make Offer

Adding courses to the offer list

As part of your process, you can make offers to your applicants.

If you enable the offer courses listing, this will allow you to make a subject-specific offer to applicants - you could either confirm the courses they applied for, or offer them something else if their choices are not appropriate.

Navigate to **settings > application form > courses** and activate this option:
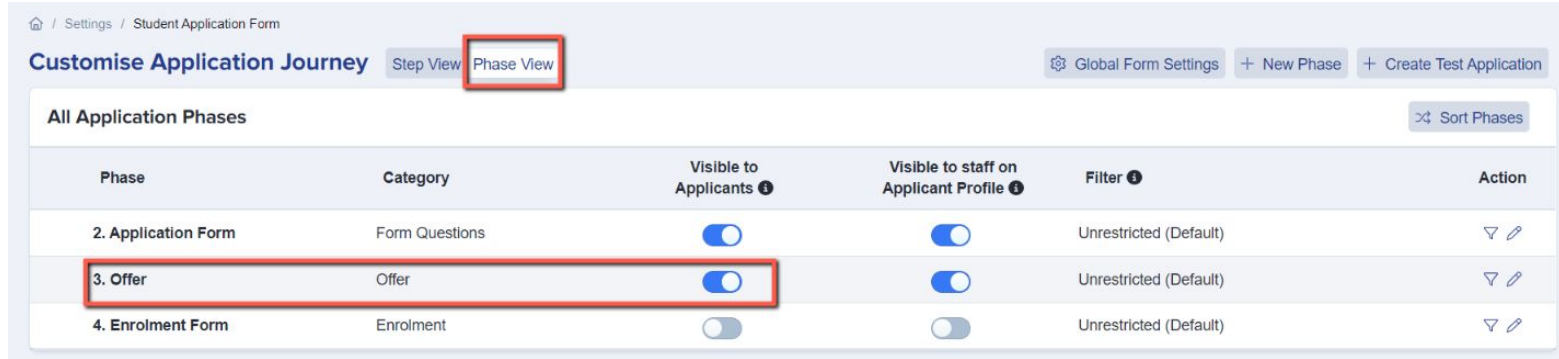
Activate Option Block view on courses step	⬤
Use class title for class name display	⬤
Enable Offer Courses Listing	⬤

On a student's profile, click on their "courses selection" tab and you will see the subjects they applied for. You can then add the courses you wish to offer the applicant in the offer list
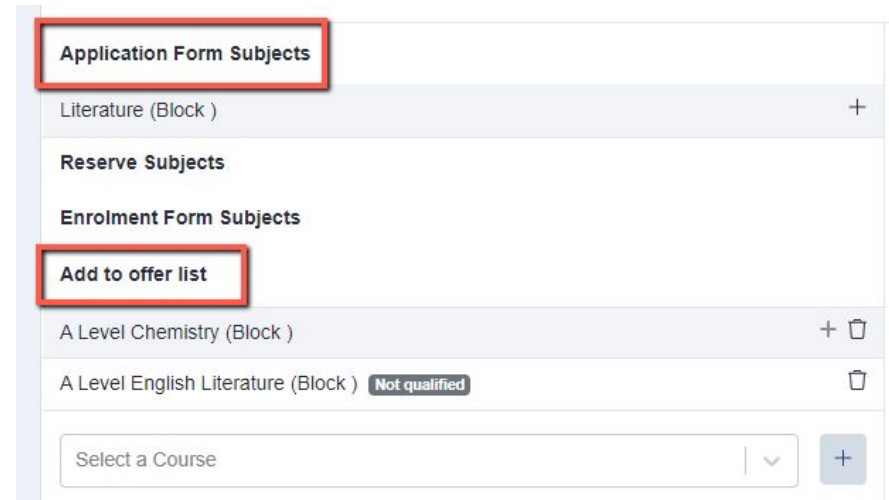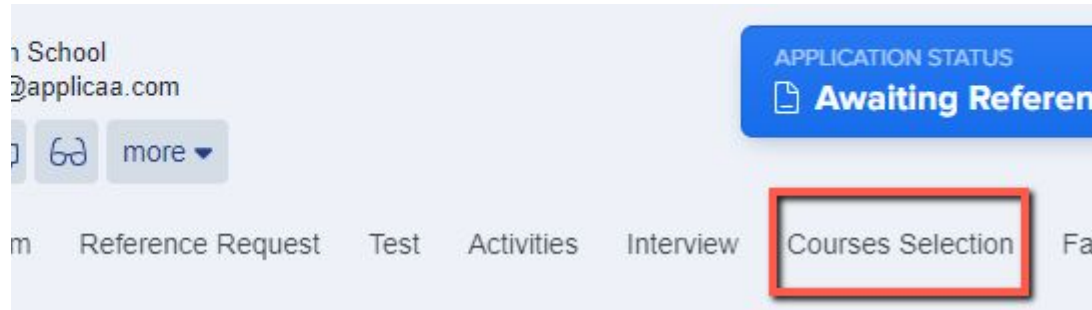
Making offers to students

Navigate to **settings > application form > phase view** and make your offer phase visible to applicants

The offer phase acts as a gate at enrolment; only students who have been made (and have accepted) an offer will be able to access and complete your enrolment form on results day.

Aside from the phase view settings, you can also check the offer status is visible to students on their homepage by navigating to **settings > form settings > student homepage** and activating this switch:

Settings

Button text for continue application button

Show Student Code	⬤
Show Application Status	⬤
Show Offer Status	⬤

Test Brigitte Test Stoltenberg Student Code: U-E55F

Form Status
Completed

Offer status
Pending

Reference Status
Not Sent

GUIDANCE MEETINGS
These meetings will be to discuss your subject choices and suitability based on predicted grades

Decline

Choose a time & accept invite

This is how it will appear to an applicant prior to making them an offer.

This is how it will appear to an applicant once an offer is made to them.

Test Brigitte Test Stoltenberg Student Code: U-E55F

Form Status
Completed

Offer status
Offer Made

Reference Status
Not Sent

APPLICATION OFFER
You received an offer on 14/11/2023.
Please respond below:

Decline Offer   Accept Offer

Check your offer email template by navigating to **communications and events > communications > automated messages** and locating this template:

	Triggered by	Phase	Triggered when	Repeat	Enable	Actions
	Staff	Email Subscription	Withdraw offer	N/A	ⓘ	✏ ⊞ 👁 🗑
	Staff	Email Subscription	Make offer to student	N/A	ⓘ	✏ ⊞ 👁 🗑

Showing 1 to 2 of 2 entries (filtered from 36 total entries) Show 50 entries

🔍 offer

Hide system messages

click to edit or preview

Mail Merge Field Subject Applied for 5   **Insert Field** ⓘ

Paragraph | **B** U *I* | ≡ ≡ ≡ ≡ | S ⊘ A▾ A▾ AI▾ ∶≡ ≔ | 🖼▾ 66 ⊞

Thank you for your application to [[SCHOOL_NAME]].

I am pleased to confirm that we can make you a conditional offer on the following courses you applied for:

[[GET_OFFER_COURSE_1]]   [[GET_INTERESTED_COURSES_1]]
[[GET_OFFER_COURSE_2]]   [[GET_INTERESTED_COURSES_2]]
[[GET_OFFER_COURSE_3]]   [[GET_INTERESTED_COURSES_3]]
[[GET_OFFER_COURSE_4]]   [[GET_INTERESTED_COURSES_4]]
[[GET_OFFER_COURSE_5]]   [[GET_INTERESTED_COURSES_5]]

use whichever fields are most appropriate for your process

Please use the following link to log onto your application to review and respond to your offer.

[[LINK]]

Amend your template to reflect your process.

If you are using the offer list, use the "offered courses" merge fields.

If you don't use the offer list, use the "applied for" merge fields. These fields are linked to the courses the student chose on their application form.

Alternatively you could opt not to use any courses mail merge fields and just make them a general offer of a place (without adding specified courses in).

You can make offers **individually** or in **bulk**.

To send them **individually**, navigate to the student's profile and click the green "offer status" tile to bring up the "make offer" button.

To send them in bulk, click on an application group from your main dashboard to load a list of students. Select them using the checkbox on the top left of the table and then click the "make offer" button.

Making offers **with** or **without** sending email:

The "make offer" button is linked to the offer template in your automated emails area, so you can send the same offer letter to all applicants if that is your process - **but what if you need to send different offers to different groups or individuals?**

This is where the **"make offer: without sending email"** function comes in. It enables you to make the students an offer (ie put the "accept" and "decline" buttons on the student's homepage), without sending them the master template.

You are then free to send them a bespoke email from the manual messages area instead!
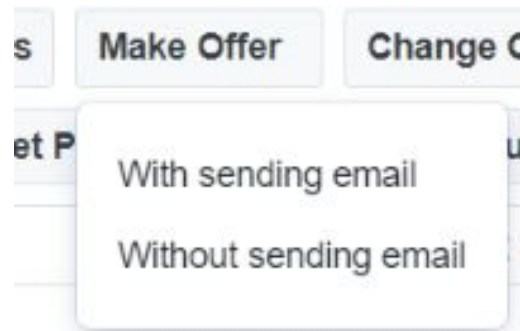
Tracking responses to offers

From your main dashboard, you can track the status of your offers by navigating to the **Phase Status Details** table and clicking the "offers" tab.

Phase status details

	Application	Offers	Enrolments

Status		Internal	External
Pending (1571)	pending = students you have not yet made an offer to	227	1344
Offer Made (92)	offer made = students have been made an offer	4	88
Accepted (7)	accepted = students have logged in and accepted their offer	1	6
Declined (3)	declined = students have logged in and declined their offer	1	2
Offer Withdrawn (14)	offer withdrawn = you made this student an offer but have now made the decision to withdraw it from them	2	12
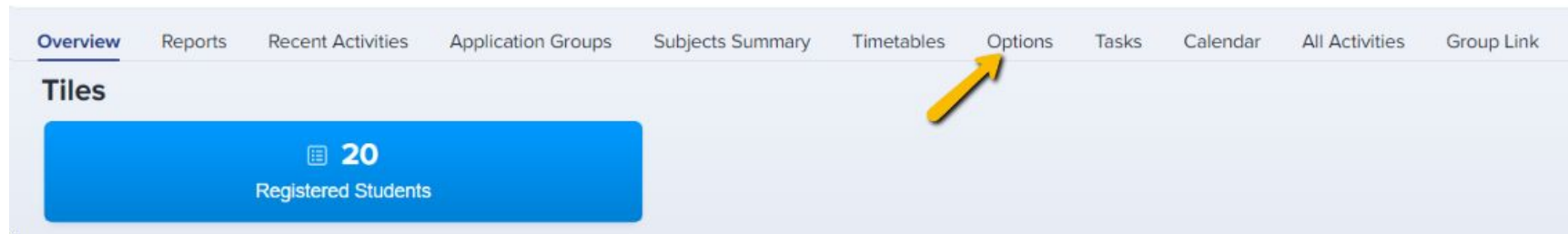
Creating Your Timetable

Our Options module enables you to build a best-fit model for your timetable, based on the combination of subjects chosen by your applicants.

Tell the wizard the names of your blocks, for example A, B, C, D, E - add a new row for each block.
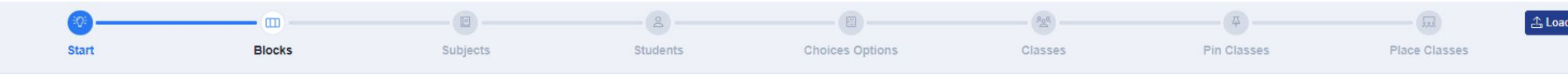
Start | Blocks | Subjects | Students | Choices Options | Classes | Pin Classes | Place Classes

Blocks

To get us started, please tell us how many timetable blocks are used for your options subjects

Block order	Block's name in timetable
🗑 1	

Add the name of each block; for example: A

Click to add a new row for each block, then confirm and continue

← Back   + Add new row   ✓ Confirm and continue

Blocks

To get us started, please tell us how many timetable blocks are used for your options subjects

Block order	Block's name in timetable
🗑 1	A
🗑 2	B
🗑 3	C
🗑 4	D
🗑 5	E

Next, the wizard will show the list of your courses - it will need to know the **shortcodes** for these courses (for example, Art may be Ar, Business might be Bu, etc.) and each course will need a unique code.

Apply the **thresholds** for your courses - the minimum and maximum numbers in order to safely and effectively run - you can set a different threshold for each course.

Warn me when class size exceeds	Warn me when class size is below
20	5
30	8

Subjects

Tell us about the subjects you will be including in this model.

We have already loaded in your existing subjects. You can add new subjects and also choose which should

Subject	Short code (2 letters)
Art and Design	Ar
Biology	Bi
BTEC Applied Science (Triple)	Ap
BTEC Business (Double)	B2
BTEC Business (Triple)	B3
BTEC H&SC (Triple)	H3
BTEC IT (Single)	It
BTEC Sport (Single)	Sp
Business Studies	Bu

The formatting is automatic: when you add a code, it will automatically make this Capital:Lower Case (eg Ar for Art)

Set the **width** of your courses. This means how much weight the course has; is it a single A Level? If so, add the number 1. If the courses is a double, add the number 2, or 3 for a triple.

Subject	Short code (2 letters)	Warn me when class size exceeds	Warn me when class size is below	Number of blocks per class
Art and Design	Ar	20	5	1
Biology	Bi	30	8	1
BTEC Applied Science (Triple)	Ap	25	6	3
BTEC Business (Double)	B2	28	10	2

Once your settings are in place, click "confirm and continue". It will check for any errors before allowing you to move on, for example if you have not used a unique code for each subject:

Spanish	Sp
	This code is not unique. Please choose another.

Move onto the students step, to decide which filters you would like to apply: do you only want to build the timetable based on **completed applications**? Or maybe only on those you have made **offers** to? Leave everything blank if you want to see what would happen if all of your applicants enrolled or click "filter" to apply any settings you have selected.

Once your filters are in place, "select all" students and click to "confirm and continue".

On the "Choices Options" step, you can set which subject choices to build the model on:

Choices Options

Select students' options to build the model:

○ Interested and Reserve subjects

◉ Interested subjects

Please select the number of ranked subjects to be included in the modelling

○ Utilise all of the subjects selected by the applicant

◉ Only use their top [3] choices. The rest will be treated as reserve choices.

Ignore ranked options

[⏶⏷]

☐ Include reserve choices in the modelling

○ Offered subjects ◀━━━━━━ Only works if you have used the
Offer Courses Listing function

← Back

On the "classes" screen, you will see the number of students per course based on the filters you applied, and can specify how many **teaching groups** you would be able to offer (based on your current staffing).

This will then show you how many students would be in each class for that particular course/subject.

You can also add a "projected number" calculation, which will apply a conversion rate to your numbers.

If you want, we can reduce the 'projected number' of students for each class by a certain percentage which you can enter here.

For example, if you know that only 80% of your applicants end up attending in September, you can enter '80' in this box, and we will adjust the projected class sizes below accordingly.

When calculating class sizes, assume that [100] percent of internal applicants and [100] percent of external applicants will attend in September.

The average class size column will be colour-coded to highlight any classes which would be too big or too small, based on the settings you have added earlier on in the wizard.

Subject	Students wanted	Teaching groups	Average class size
Art and Design	52	1	52
Biology	323	3	108
BTEC Applied Science (Triple)	29	2	15
BTEC Business (Double)	33	2	17
BTEC Business (Triple)	18	1	18
German	1	1	1
Government and Politics	84		

Here, 1 class is not enough for Art, based on your maximum class sizes (so you might need to consider hiring another Art teacher)

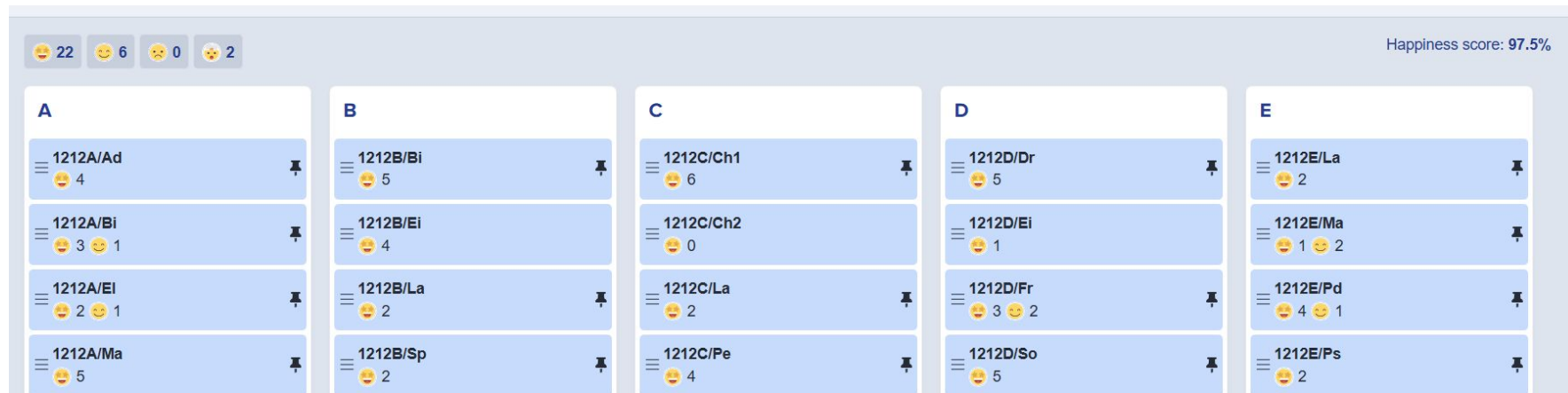This helps you to see which classes would not be cost-effective to run

The **emoticons** will show you how happy the students are going to be, based on their choices versus what is available to them.

Students who have been allocated to their main choices will show as **excited**.

The next face shows students who are **happy** - they got most of their choices, but one is a reserve subject (if you used reserves at application stage).

The **sad** face shows students who are allocated to none of their main subjects, only reserves.

The **devastated** face indicates students have not been able to be completely accommodated, based on the current model being projected.

😄 22 😊 6 😟 0 😵 2				Happiness score: **97.5%**
A	**B**	**C**	**D**	**E**
1212A/Ad 😄 4	1212B/Bi 😄 5	1212C/Ch1 😄 6	1212D/Dr 😄 5	1212E/La 😄 2
1212A/Bi 😄 3 😊 1	1212B/Ei 😄 4	1212C/Ch2 😄 0	1212D/Ei 😄 1	1212E/Ma 😄 1 😊 2
1212A/El 😄 2 😊 1	1212B/La 😄 2	1212C/La 😄 2	1212D/Fr 😄 3 😊 2	1212E/Pd 😄 4 😊 1
1212A/Ma 😄 5	1212B/Sp 😄 2	1212C/Pe 😄 4	1212D/So 😄 5	1212E/Ps 😄 2

Click to the **devastated** face to view the students who haven't been able to be accommodated at all, to see what is available to them and you can allocate them using the "select classes" button.

You can **Freeze** and **Unfreeze** your model; this allows you to lock/unlock classes and students in place

Click **Allocate** to recalculate class allocations for the students - you can do this individually, just for those who are unfrozen, or for all.

You can **make copies** of the model, so you can play around but keep the master copy undisturbed.

| 🔒 Freeze | 🔓 Unfreeze | ↺ Allocate | 📷 Make a copy |
| 📝 Update offers | ⬇ Allocations report | ⚡ Publish |

Happiness score: **97.5%**

Use the **Update Offers** function to update the Offer Courses Listing for every student who has been allocated within the model - saves you having to do this individually.
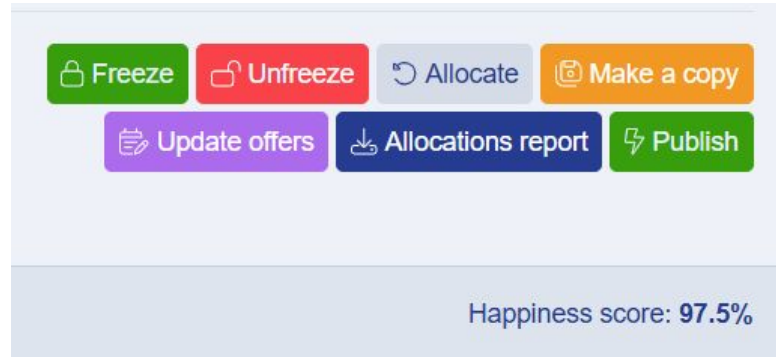
When you are satisfied with your model, click to **publish**. This will add the classes from your model to your **Timetable**, ready for Enrolment.

You will see the **total % of successfully allocated students**, based on their first choices.

Run an **allocations report** to download a CSV and see which classes each student would be allocated to, based on your model.

On each block, you have the function to manually add extra classes.

You can also click on each class to view who is allocated to it, and which other subjects they are also allocated to.

You can **pin any classes you are happy with**, so their position is retained when making other changes. Hover over a class to **pin**, **duplicate** or **remove** a class.

If you duplicate a class, it will create a copy of it underneath, and will automatically divide the number of students between the two groups.

Use the **Smart Allocation** feature to test a subject out in different blocks, and see what that does to the percentage of students allocated - this lets you test things out before you move them!

Happy with your model?

Create the classes in your MIS!

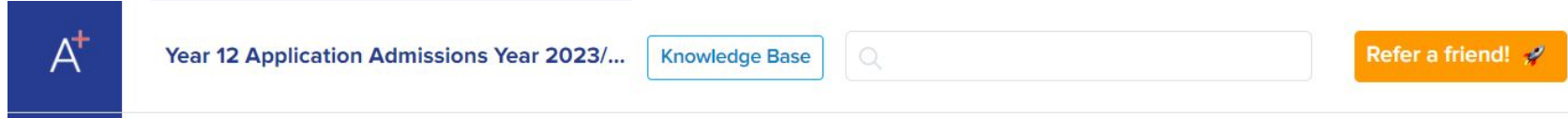# Useful Information

Support Telephone Number: 020 3667 0764

Access all [Meetings and Offers guides](#)

Access [Timetabling and Options guides](#)

Do you have any questions?

Don't forget to recommend Admissions+ to other schools! It earns you a **discount every time** a school signs up based on your referral

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THANK YOU