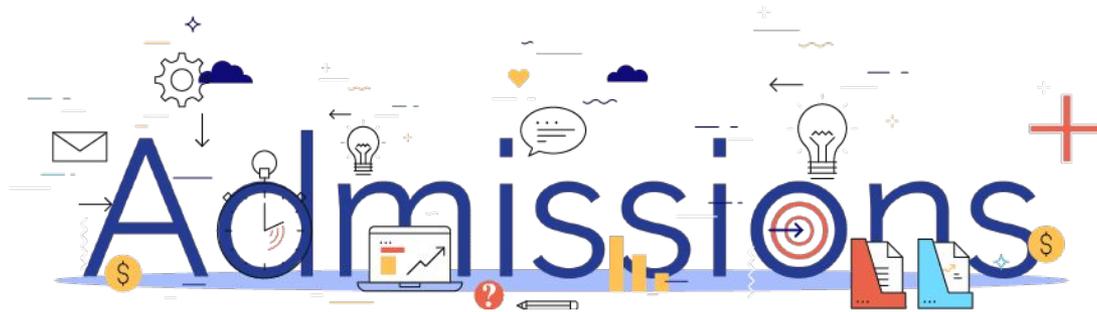


isams By IRIS

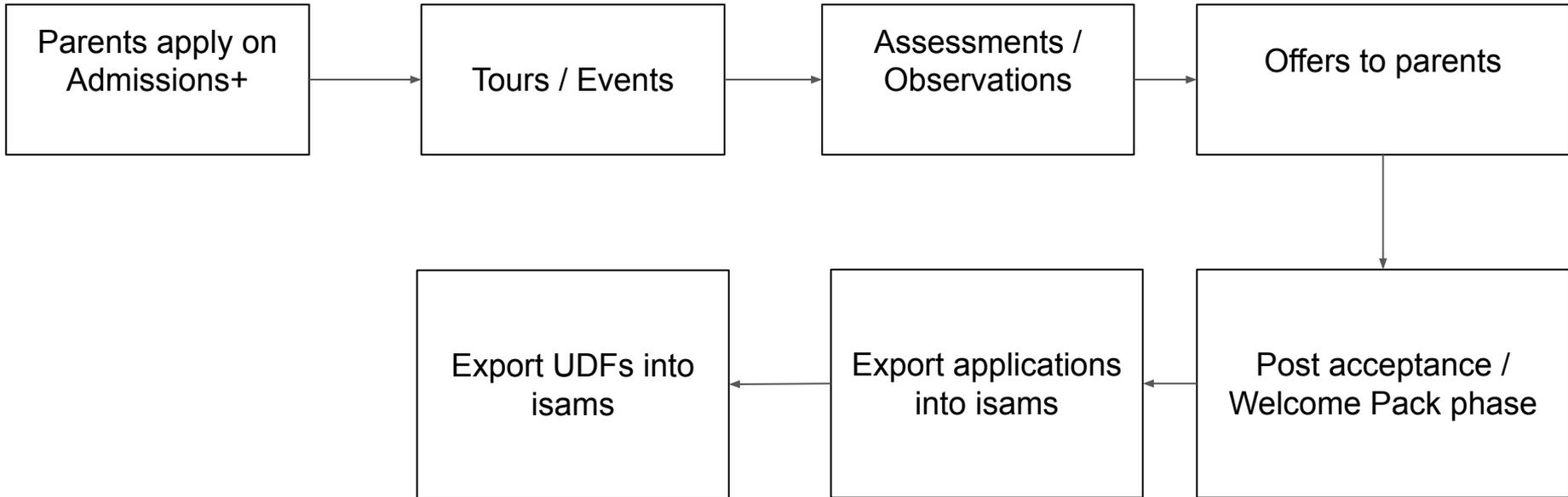
isams MIS Admissions+ Guide Book



Guide Book - Contents

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

Admissions Process on A+

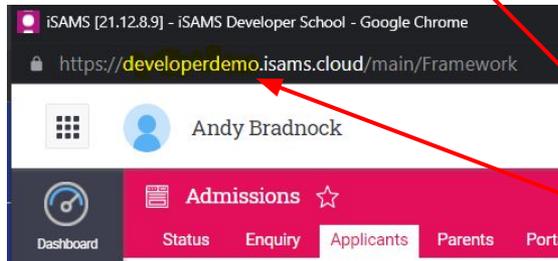


Section 1: isams API Integration with Admissions+

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**.



The screenshot shows the 'Integration' settings form. The fields are: 'Integration platform' (Isams), 'Username' (8484AEBE-D084-4F72-B4EA-5515AF4F8484), 'Password' (masked with dots), and 'School ID' (developerdemo). Red boxes highlight each field, and red arrows point from the text instructions to these fields.



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**

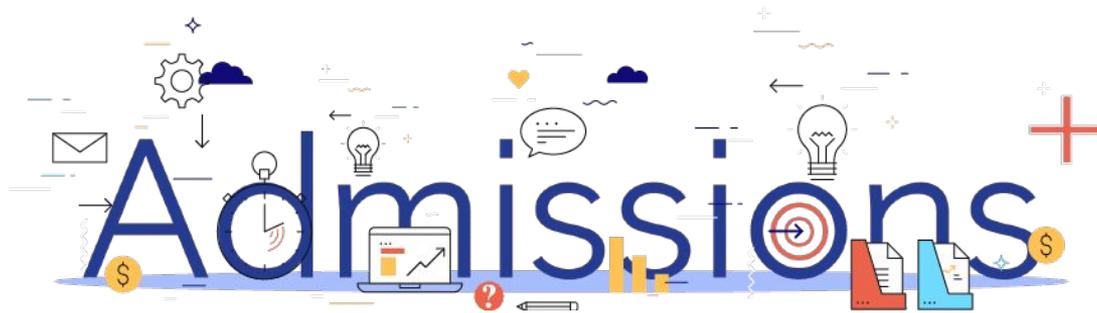
Property Name	File Comment	How this processed	isams Import
Relationship	Relation of parent to child (no lookups)		Yes
Initial	Title		Yes
Legal Surname	60 characters max, 1 character min		Yes
Legal Forename	60 characters max, 1 character min		Yes
Middle Name	60 characters max, 1 character min		Yes
Gender	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

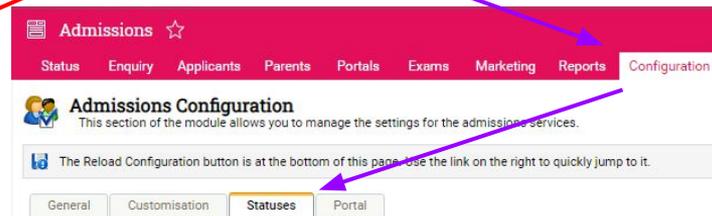
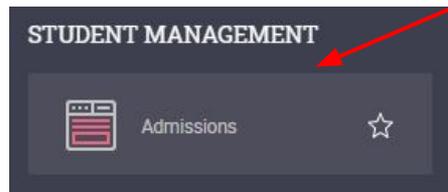
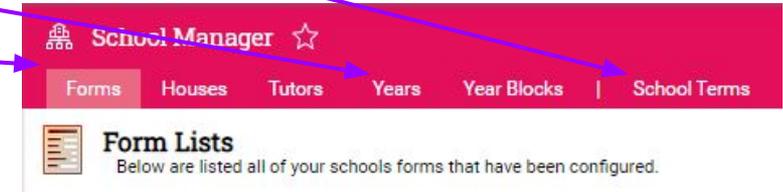
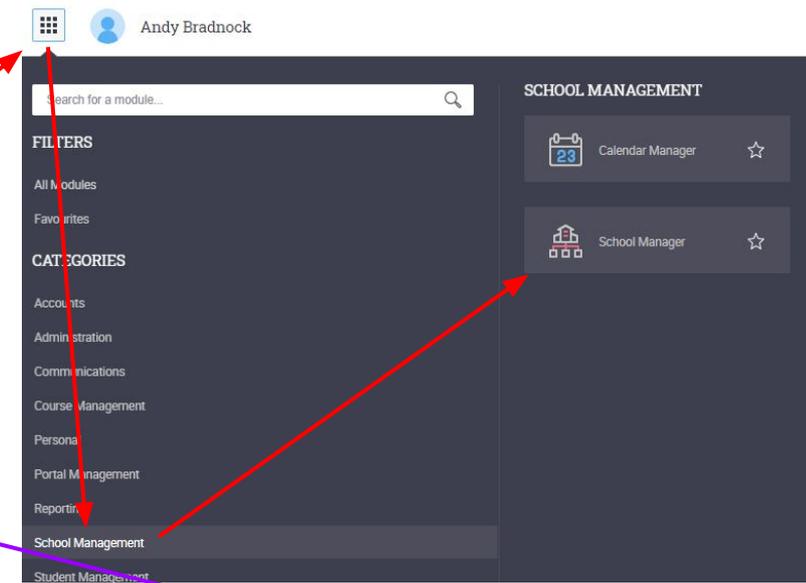
isams By IRIS

Section 4: isams MIS Admissions+ Export



Step 1: Using the School Manager in isams to create a School Term, Year and Form ready for the 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.



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.

Nicolette Walker #JZ04

Application Status: Completed

Enrolment Status: Details to be checked

Change Enrolment Status

Enrolment Status: Details to be checked

Checked & Ready to Enrol

Pending

Details to be checked

Ready to enrol

Enrolled

Enrolment waiting list

Enrolment declined

Student Info (External)

Student Code: JZ04

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

First Name: Nicolette

Last Name: Walker

Registration payment: Not Skipped - Skip Registration Pay

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 Enrolment Status

Pending

Pending

Details to be checked

Ready to enrol

Enrolled

Enrolment waiting list

Enrolment declined

Close Update

Change Enrolment Status

Enrolled

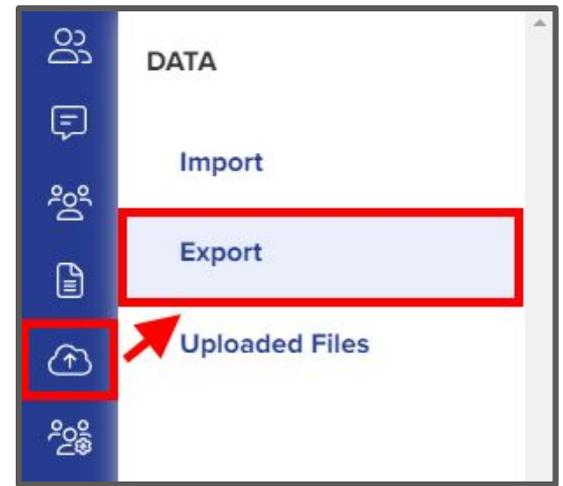
To confirm enrolment status change, please type number that appears in the box below and click update.

2

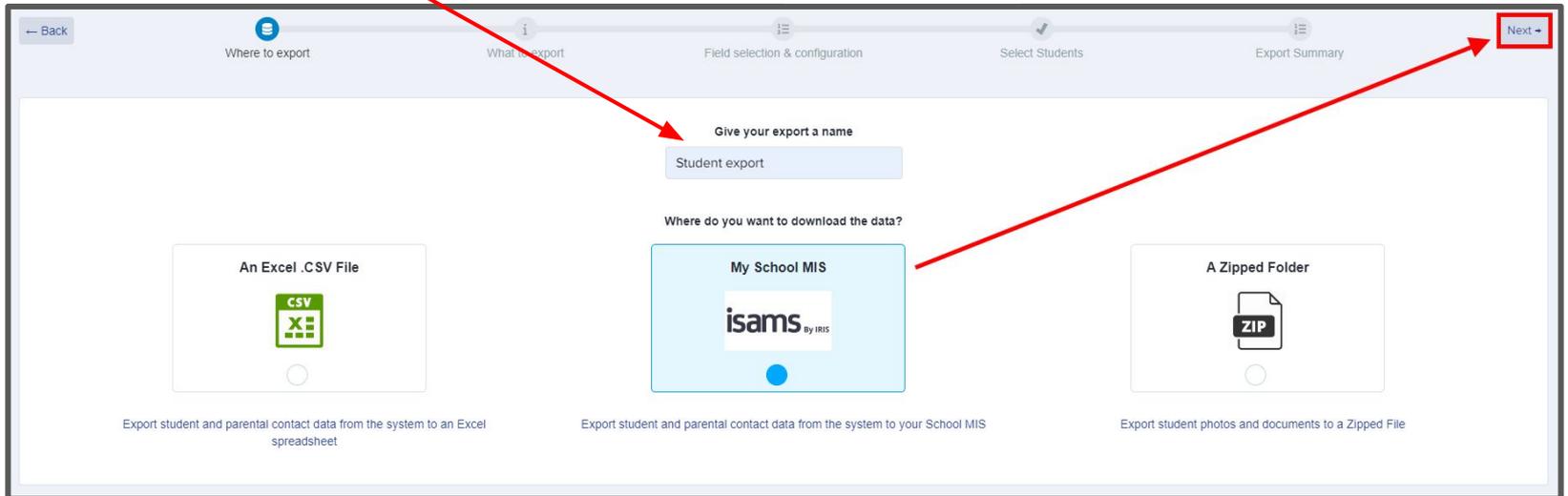
Close Update

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**.

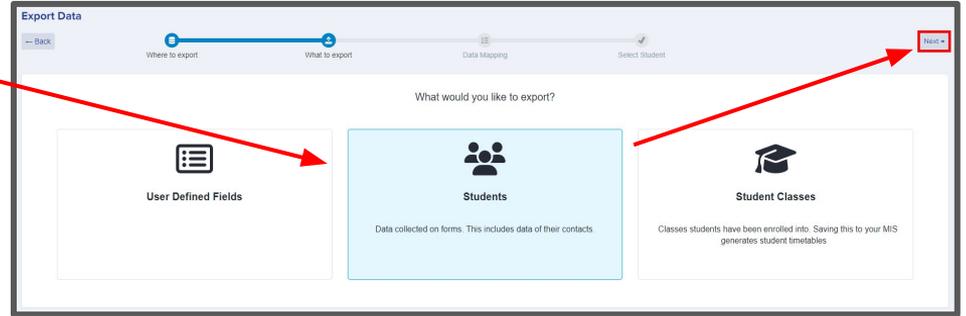


Start an Export



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**.



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

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	<input checked="" type="checkbox"/>
57	242	U-3334	135716479101	Juan	Camacho	juan.camacho@admp.uk	01/08/1994	<input checked="" type="checkbox"/>
89	276	U-44C3	215984392207	Sebastian	Campbell	tyler.campbell@mailinator.com	01/02/2010	<input checked="" type="checkbox"/>

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@aplicaa.com	testcb1234@aplicaa.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-Sampsonanddeillah ↗	Zztimmy Zztestington-Fryer-Sampsonanddeillah	<div style="width: 100%; height: 10px; background-color: green;"></div>	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

Fields	Admissions Student	Isams Student
Name	Zztimmy Zztestington-Fryer-Sampsonanddeillah ↗	Zztimmy Zztestington-Fryer-Sampsonanddeillah ↗
Student ID	2117	966
Gender	MALE	FEMALE
DOB	31/01/2006	31-01-2006
Telephone 1	+447727840999	
Telephone 2	+447727840999	
Email	jeff.clark1@applicaa.com	jeff.clark6@applicaa.com
UPN		jeff.clark1@applicaa.com
ARN	823-2019-08-E-002117	
Address	17 Westwood House, 45 Old Devonshire Road London SW16 9RF	26 Westwood House, 47 Old Devonshire Road, SW12 9RF
Contact	Terry Updated Clark Updated ↗	Terry Updated Clark Updated ↗

Select Resolution

Merge to Isams student #1 [↗](#)

Export as new student

Skip this student

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.

Confirm & Next

11 / 12 Resolved

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

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](#)

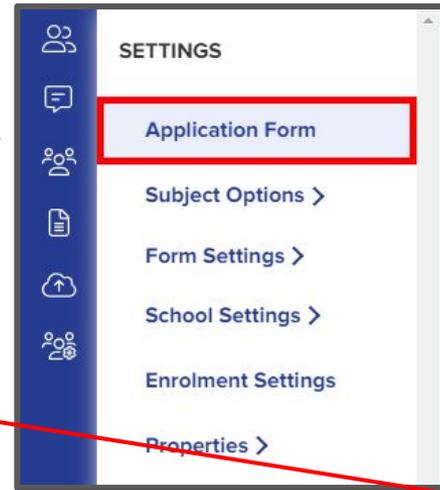
SETTINGS

- 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 >

The screenshot shows the 'Settings' menu in the Admissions+ application. A red box highlights the 'School Settings' dropdown menu, which is expanded to show 'Integration' as the selected option. A red arrow points from the 'Integration' option in the menu to the 'Import UDFs' button in the screenshot below. Another red arrow points from the 'Import UDFs' button in the screenshot to the 'Integration' option in the menu. A third red arrow points from the 'Import UDFs' button in the screenshot to the 'Integration' option in the menu. A fourth red arrow points from the 'Import UDFs' button in the screenshot to the 'Integration' option in the menu.

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.



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 / ...

[Statistics] Applicants Census / St...

[Interview] Former Assessment / ...

[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**.

Start an Export

Next →

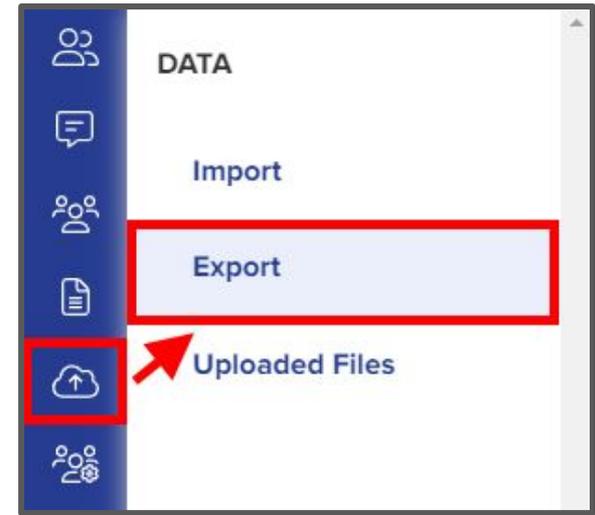
Give your export a name

UDF export

Where do you want to download the data?

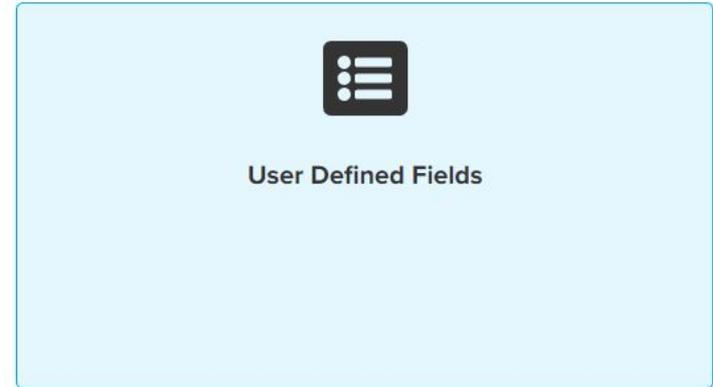
My School MIS

isams
By IRIS

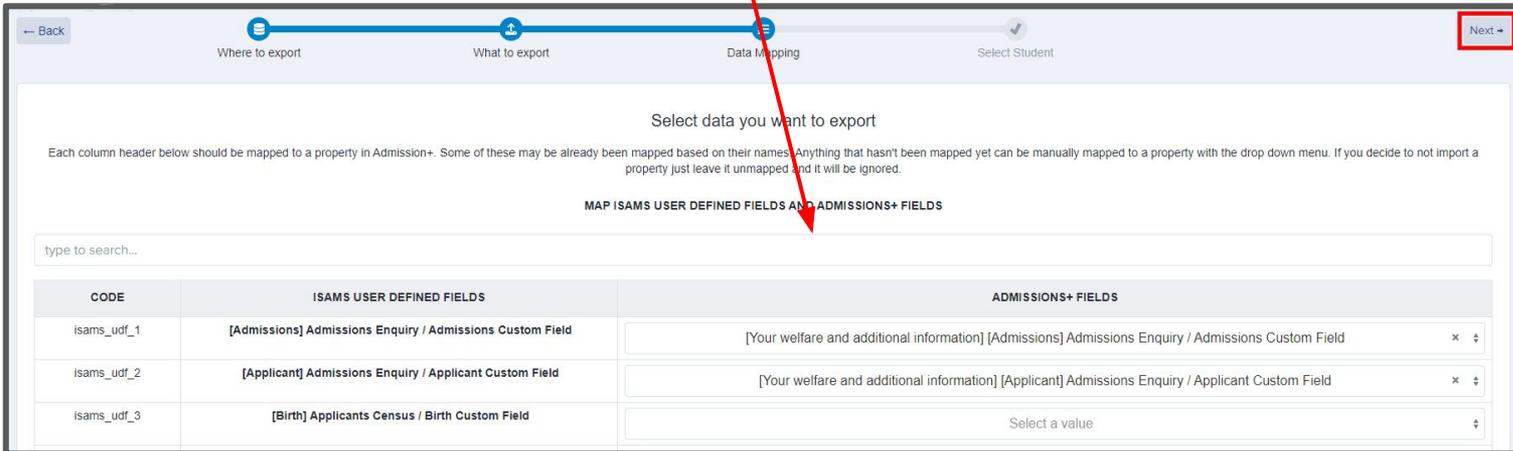


Step 3: Exporting UDFs

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 →



The screenshot shows a multi-step process with a progress bar at the top. The steps are: "Where to export", "What to export", "Data Mapping" (current step), and "Select Student". A "Next →" button is highlighted in a red box in the top right corner. Below the progress bar, the heading "Select data you want to export" is followed by a paragraph of instructions. Below that is the heading "MAP ISAMS USER DEFINED FIELDS AND ADMISSIONS+ FIELDS" and a search bar. A table with three columns is shown: "CODE", "ISAMS USER DEFINED FIELDS", and "ADMISSIONS+ FIELDS".

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 ↓

3. Click **Next**.

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.

Advanced Filters ▾

Status ▾ 1

Properties >

Application Form Response >

Reference Form >

Exam Result >

Total Point Score >

Average Point Score >

Number Of Qualifications >

Additional Columns >

Preview Students details

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
 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

Filter Save Filter

Saved Filters

Filter Summary 1

Application Status: Completed ✕
Reset Params

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

Step 4: Export Report

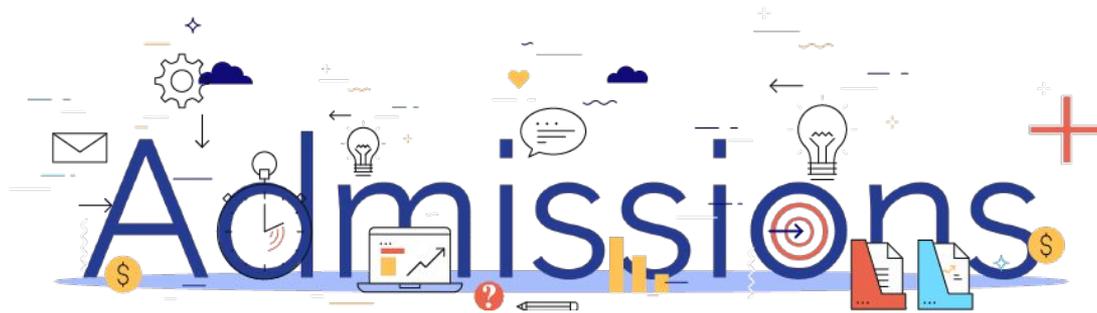
1. Once the export process has finished click on the report to check UDFs have exported.

Export Finished!

[View report >](#)

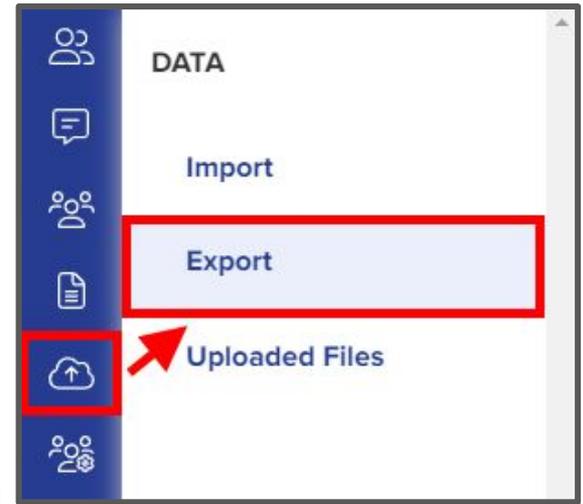
isams By IRIS

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**.



Start an Export

Next →

Give your export a name

Classes Export

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 →

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 →

5. Click **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

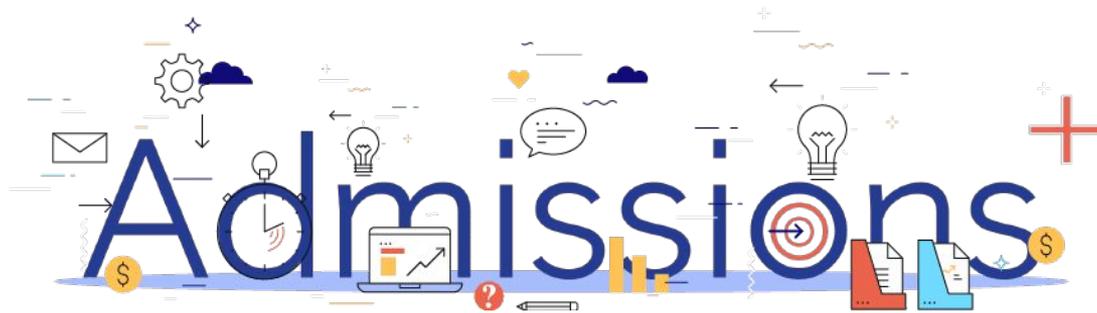
1. Once the export process has finished click on the report to check Classes have exported.

Export Finished!

View report »

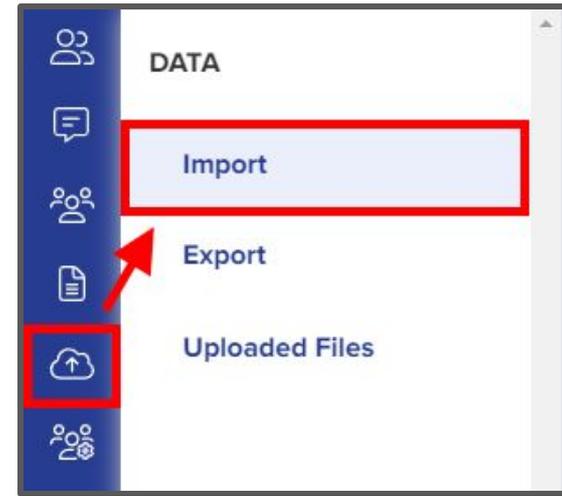
isams By IRIS

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**.



Next →

Give your import a name *

What would you like to update or import?

Users

Students, parents and enquiries

✓

Start an Import

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



Existing Users



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

Back

Next →

Step 1: Importing students

1. Select **isams**.
2. Click **Next**.

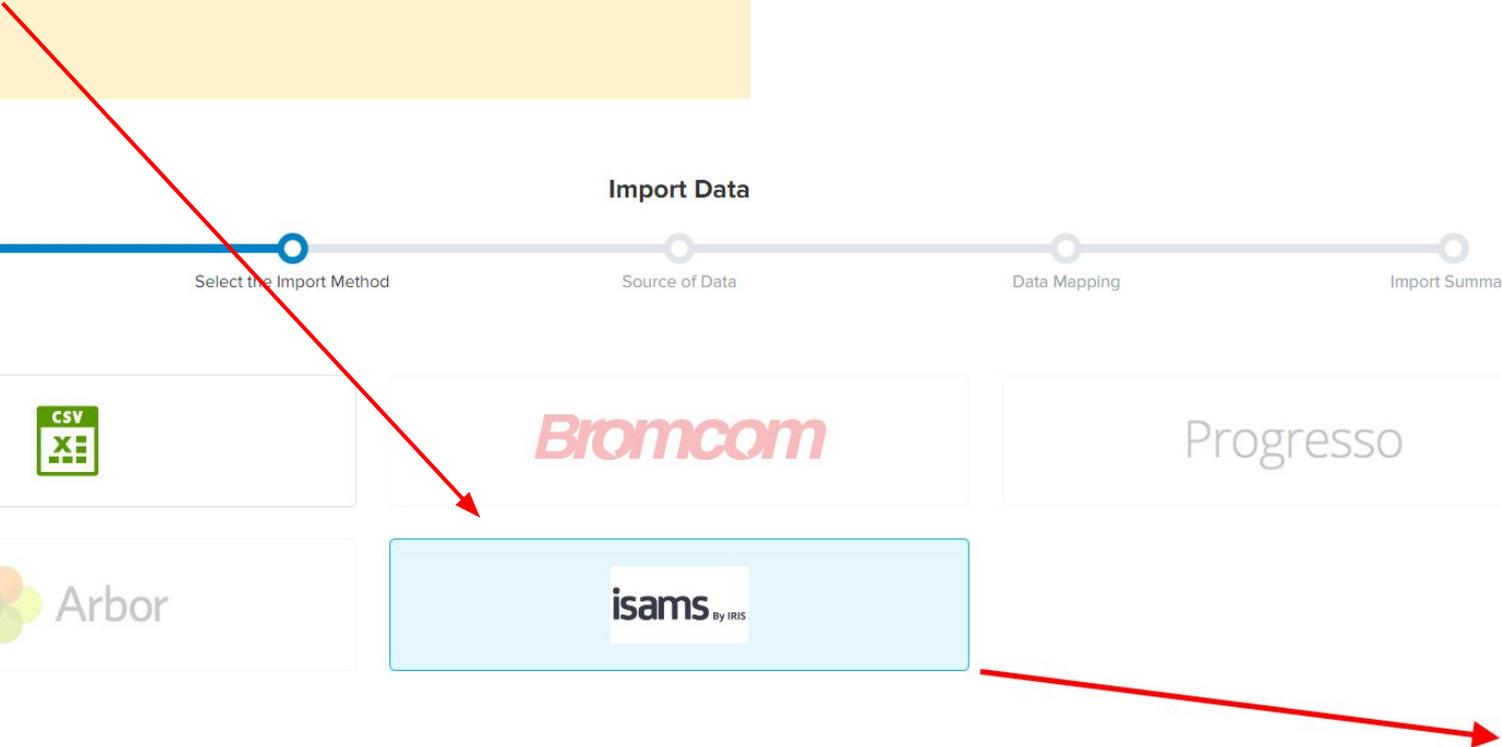
Import Data

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

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
<input type="text" value="Peter"/>	<input type="text" value="2022"/> x ↓	<input type="text" value="11"/> x ↓	<input type="text" value="Y11-JB"/> x ↓	<input type="text" value="Gryffindor B"/> x ↓

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.

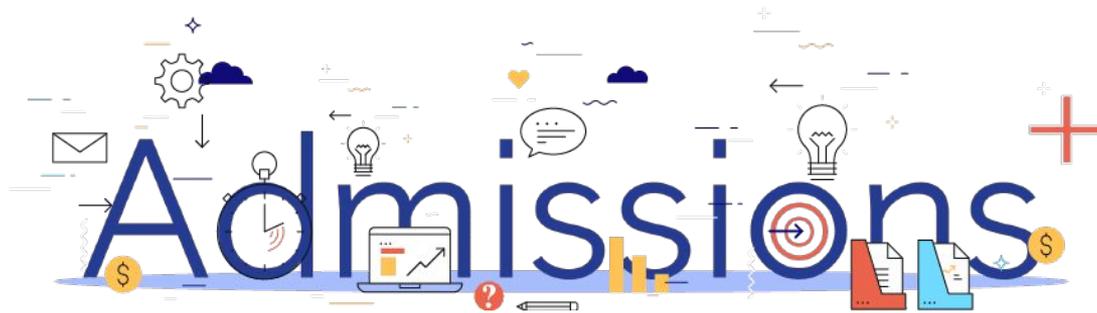
 Send Welcome Email

 Preview Email

 Edit Email Template

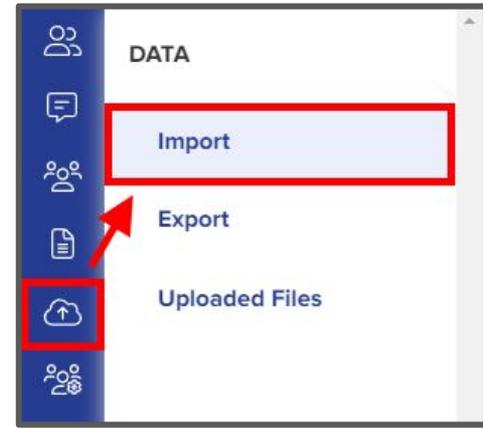
isams By IRIS

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**.



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



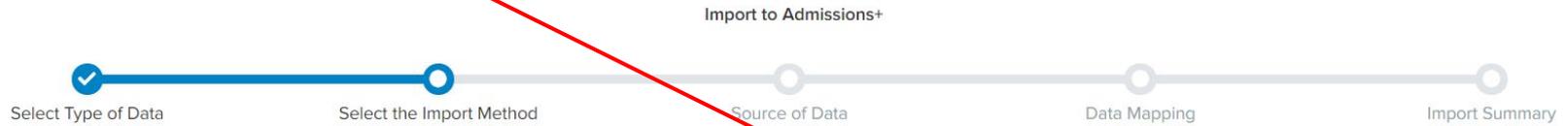
Other imports

Time Table Subject Options



Step 1: Importing courses

1. Select **isams**.
2. Click on **Next**.



Select the Import method from the available list



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

Maths

Academic Level

11

Subject

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	 