

# Introduction

## Aplus+ and Take2

### Enrolment

Each of the students in any of our programmes will have been through an enrolment process. They will have provided us with their personal information and which programme they wish to study.

The information is usually collected on an enrolment form and fed into our student database 'Take2' via CRM.

### Take2

Take2 is where all records relating to a student's completion or non-completion exist. It's information from this database we provide to TEC to demonstrate our performance.

### Take2 to Aplus+

The data in Take2 including the qualification, intake and individual course each student is enrolled in, is synchronised with Aplus+. The synchronisation takes place overnight.

Tutors mark attendance and enter course completion data into Aplus+. Administrative staff return completion data to Take2 in order to print transcripts and Diplomas/Certificates.

If you discover that student information is incorrect or you have additional or missing students in your courses in Aplus+; it usually means the information is wrong or missing in Take2.

## Accessing Aplus

We access Aplus+ using any web browser. The link for Yoobee Colleges is [applus-yoobee.myacg.org](https://applus-yoobee.myacg.org)



Hello, welcome to aPlus+



p50019



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Remember me

Login >

You will be presented with a login screen (use your 6 digit user code and password).

The home screen is divided into 4 main areas:

- The tabbed drop down menu bar at the top
- A list of courses you have been added to in the middle
- Stats and other information on the right

Welcome Sam

Your Courses (1 Jan 18 - 31 Dec 18) ⚠️ ?

- 12115901** **Comercial Studio (1802-YB-WN-DSP-A)**  
 12 Feb 2018 - 14 Dec 2018  
[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)
- 12115902** **Narrative Studio (1802-YB-WN-DSP-A)**  
 12 Feb 2018 - 14 Dec 2018  
[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)
- 12115903** **VFX Studio (1802-YB-WN-DSP-A)**  
 12 Feb 2018 - 14 Dec 2018  
[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)
- 12115904** **Production Studio (1802-YB-WN-DSP-A)**  
 12 Feb 2018 - 14 Dec 2018  
[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)
- AF01** **Design Foundation (1802-YB-WN-ANF-B)**  
 12 Feb 2018 - 14 Dec 2018  
[Overview](#) | [Students](#) | [Assessment](#) | [Grades](#) | [Attendance](#)

Quick Find ?

Star pins ?

All pins...

- AF03 Animation Principles (1807-YB-WN-ANF-B) 23 Jul 2018 ★
- 12115904 Production Studio (1802-YB-WN-DSP-A) 12 Feb 2018 ★
- AF03 Animation Principles (1807-YB-WN-ANF-B) 23 Jul 2018 ★

Recent Courses

- AF03 Animation Principles (1807-YB-WN-ANF-B) (30 Apr 2018)
- AF01 Design Foundation (1807-YB-WN-ANF-B) (30 Apr 2018)
- 12115904 Production Studio (1802-YB-WN-DSP-A) (12 Feb 2018)
- AF01 Design Foundation (1804-YB-WN-ANF-A) (30 Apr 2018)
- 12115903 VFX Studio (1802-YB-WN-DSP-A) (12 Feb 2018)
- 12115902 Narrative Studio (1802-YB-WN-DSP-A) (12 Feb 2018)
- 12115901 Comercial Studio (1802-YB-WN-DSP-A) (12 Feb 2018)

2018, Whole Year 📅

Your Attendance

- 📅 AF03 Animation Principles (1807-YB-WN-ANF-B) Timetable  
17 Apr 2019, 3:30PM Attendance...
- 📅 AF01 Design Foundation (1804-YB-WN-ANF-A) Timetable  
17 Apr 2019, 3:40PM Attendance...  
12 Sessions from 27 Mar 2019, 3:40PM 🚫

The top right corner also displays the date range for courses that will be displayed, This should normally be set to the 'current year, Whole Year' clicking on it will allow you to change it to a different year of a specific date range.

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