

Submitting Your Course Preferences

Students will complete their choices online. Below and overleaf is an instruction sheet guiding them through how to do this.

Students will choose 4 subjects in rank order of preference. Along with a reserve choice the software will then generate a best fit solution to ensure the highest proportion of student options are met.

Where courses are oversubscribed and we can't fit all of the students in we will use the criteria below to shortlist:

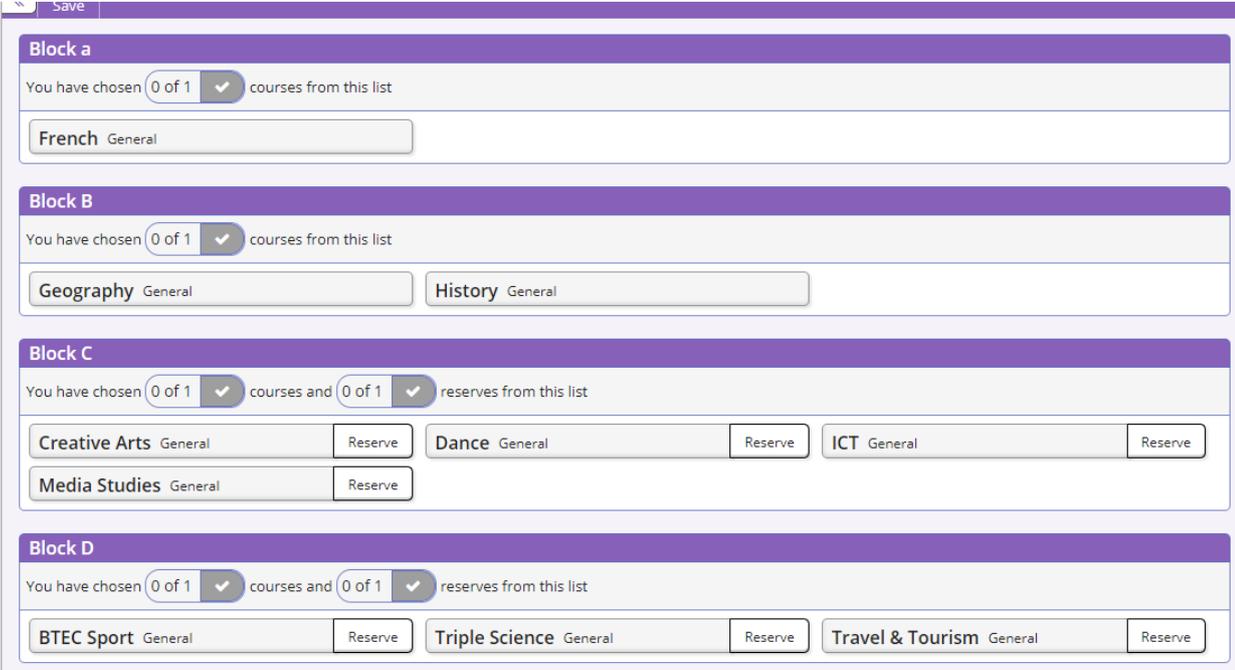
- Progress being made in the subject.
- Attendance.
- Behaviour.
- Attitude to learning.

Options Online

Options Online works through the SIMS App which you all registered with in March 2020.

How Do I Sign In to Options Online?

1. Students should sign in by going to <https://www.sims-options.co.uk>. Click on the link for  Microsoft to be directed to the Sign in page.
2. Once signed in, the Student Choices page will be displayed. The personal details at the top of the page are read only and cannot be edited. You must select four preferences (one from each Block) and one reserve preference from Block C and D. Once a subject has been selected it will turn blue and show up on the right hand side, if you click it again the preference will disappear. To select a reserve, click the white reserve box to the right of the subject title.



The screenshot shows the Options Online interface with four blocks (A, B, C, D) for course selection. Each block has a header and a status bar indicating the number of courses or reserves chosen. Below the status bar are buttons for each course, with a 'Reserve' button next to it. The selected courses are highlighted in blue.

Block	Selected Courses	Reserve Courses
Block a	French (General)	
Block B	Geography (General), History (General)	
Block C	Creative Arts (General), Dance (General), ICT (General)	Media Studies (General)
Block D	BTEC Sport (General), Triple Science (General), Travel & Tourism (General)	

3. At this point it is important to click on the save button which is at the top of the screen. As soon as you click save, the school will also be able to see your selections when we log in. You will not receive a

confirmation that your selections have been received but if you can see them when you log back in, then so can we.

4. You can now sign out.