

Once the Options process has started, your student email address will receive an email from noreply@sims.co.uk. You will need to **follow the link in the email** to register your Options Online account, **sign in with Microsoft/Office 365 using your school email address**. You will then receive a second email with a link to go to the website if you login at a later date. Or, you can go to www.sims-options.co.uk.

Once logged in, you will see this at the top of your screen:

The screenshot shows the 'Student Choices' page. At the top, there is a header with 'Student Choices -' followed by a dropdown menu. Below this is a navigation bar with 'Save', 'Show Notes', and 'Hide Notes' buttons. The main section is titled 'Personal Details' and contains several input fields: 'Preferred Forename', 'Preferred Surname', 'Gender' (set to 'Male'), 'Date of Birth', 'Year Taught In' (set to '8'), 'Registration Group' (set to '8GBR'), 'House', 'Admission Number', 'Enrolment/Admission Status' (set to 'On Roll'), and 'SEN Status'. There is also a 'Photograph' placeholder. Below these fields is a section for 'EBacc' which states: 'You will continue to study English Language, English Literature, Mathematics, Science, Core PE, PSHCE, Ethics and Philosophy, and a Visual Arts subject.' Annotations with arrows point to the 'Student Name & Admission Number' dropdown and the 'EBacc' section, with a note stating 'This will show which Pathway the school has chosen for the student'.

To pick your Visual Arts subject. Click on your first choice subject and it will change to blue and appear on the list on the right hand side. Click on the “reserve” button of your second choice and it will change to red/orange and appear on the reserve list on the right hand side.

The screenshot shows the 'Visual Arts' selection page. It instructs the user to make a 'first' and 'reserve' choice. The 'You have chosen' section shows 'Art & Des. GCSE 9 - 1 Full Course' selected (highlighted in blue) and 'Graphics & Digital Media GCSE 9 - 1 Full Course' reserved (highlighted in orange). Other options include 'Photography GCSE 9 - 1 Full Course' and 'Textiles GCSE 9 - 1 Full Course'. On the right, there are two lists: 'My Choices in Order of Preference' (Total Choices: 1) showing 'Art & Des. GCSE 9 - 1 Full Course Visual Arts' and 'My Reserves in Order of Preference' (Total Reserves: 1) showing 'Graphics & Digital Media GCSE 9 - 1 Full Course Visual Arts'. Annotations with arrows point to the 'First choice & Options list' and the 'Reserve choice & Reserve list'.

All students are required to pick either History or Geography

The screenshot shows the 'Humanities' selection page. It instructs the user to select one subject from the options below. The 'You have chosen' section shows '0 of 1' courses selected. The options are 'Geog GCSE 9 - 1 Full Course' and 'History GCSE 9 - 1 Full Course'. Both options have a note indicating 'This course is also available in Open Choices'.

All students will have a box that either has your Y8 Language, Additional English, Additional Maths, or Curriculum Support. You will see a box just for this Option, which needs to be selected.

You will then have one choice to select from the Open Choices box. This includes the Humanities and Languages courses that were in the previous boxes. You will not be able to select the same subject twice.

Once you have completed selecting your Options, the list on the right hand side should have 4 subjects, with your reserve Visual Art choice underneath. You can drag these into a different order if you are concerned about preference, but the school will always try to give students all of their first choice subjects.

Once complete, click the save button at the top left of the screen. This will now be visible to the school, who will send a letter home confirming the Options selected and requesting Parental confirmation.