

Students can make their option choices at home by logging in to SIMS Options Online or by attending sessions in ICT1 at lunchtime on:

Wednesday 5<sup>th</sup> February 2020

Thursday 6<sup>th</sup> February 2020

Friday 7<sup>th</sup> February 2020







### Step 1

To log in at home please sign in at the following URL:

<https://www.sims-options.co.uk>



Sign in to SIMS Options

	Sign in with SIMS ID
	Sign in with Facebook
	Sign in with Twitter
	Sign in with Google
	Sign in with Microsoft
	Sign in with Office 365

Select “Sign in with Microsoft” from the list. On the next screen enter your email address in the format [17joebloggs@roundhill.leics.sch.uk](mailto:17joebloggs@roundhill.leics.sch.uk) and your school password.

## Step 2 Read the Options Booklet



Click on the link next to the school logo to open the Options Booklet. This document provides further information about the courses we offer at Key Stage Four. The Options Booklet can also be found on the school website.

Please read the instructions provided on screen to guide you

**General Options**

Please read the options booklet carefully. You should choose two subjects as your preferred courses and one as your reserve choice. We strongly advise all students to study both a Humanities subject (Geography or History) and a Modern Foreign Language. If you are focused on a more academic route, many of the competitive universities want to see these subjects in your results. Please note that it is not possible to study both Fine Art and Textiles, or both BTEC Sport and GCSE PE. You may choose only one of each of these groups of subjects.

You have chosen  courses and  reserves from this list

### Step 3 Making option choices

Click on the name of the subject(s) you wish to choose, do not click on the reserve button yet. A selected choice will be highlighted in blue and appear in the list of choices on the right hand side of the screen:

The screenshot shows a course selection interface. At the top, a purple header reads "General Options". Below it, instructions state: "Choose two courses from this list and one reserve. Please read the options booklet carefully before making your choices. Please note that it is not possible to study both Fine Art and Textiles, or both BTEC Sport and GCSE PE. You may choose only one of each of these groups of subjects." Below the instructions, a progress bar shows "You have chosen 1 of 2 courses and 0 of 1 reserves from this list". The main area contains a grid of course options, each with a "Reserve" button. The first option, "Art & Design: Fine Art", is highlighted in blue. To the right, a sidebar titled "My Choices in Order of Preference" (Total Choices: 1) shows the selected course at position 1. Below that, a section titled "My Reserves in Order of Preference" (Total Reserves: 0) shows "No reserves selected." Two black arrows point from the text above to the "1 of 2" indicator and the "Art & Design: Fine Art" choice.

General Options		
Choose two courses from this list and one reserve. Please read the options booklet carefully before making your choices. Please note that it is not possible to study both Fine Art and Textiles, or both BTEC Sport and GCSE PE. You may choose only one of each of these groups of subjects.		
You have chosen 1 of 2 courses and 0 of 1 reserves from this list		
<b>Art &amp; Design: Fine Art</b> GCSE 9 - 1 Full Course	Reserve	<b>Drama</b> GCSE 9 - 1 Full Course Reserve
<b>Geography</b> GCSE 9 - 1 Full Course Reserve		<b>Food Preparation &amp; Nutrition</b> GCSE 9 - 1 Full Course Reserve
<b>History</b> GCSE 9 - 1 Full Course Reserve		<b>BTEC Health and Social Care</b> BTEC Tech Award Level 1/2 Reserve
<b>BTEC I/T: Creative Media</b> BTEC Tech Award Level 1/2 Reserve		<b>Music</b> GCSE 9 - 1 Full Course Reserve
<b>PE</b> GCSE 9 - 1 Full Course Reserve		<b>Religious Studies</b> GCSE 9 - 1 Full Course Reserve
<b>Sociology</b> GCSE 9 - 1 Full Course Reserve		<b>Spanish</b> GCSE 9 - 1 Full Course Reserve

**My Choices in Order of Preference** (Total Choices: 1)  
To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 **Art & Design: Fine Art**  
GCSE 9 - 1 Full Course General Options

**My Reserves in Order of Preference** (Total Reserves: 0)  
To change your order of preference select a reserve and click the position in the list you would like to move it to.

No reserves selected.

This section shows how many courses you need to select and how many reserves you need to select.

## Step 4 Making your reserve choice

Once you have made your choices, you need to select a reserve choice. To do this click on the “Reserve” button beside the subject you wish to pick. Reserve choices appear in orange and appear in the “My Reserves” box on the right hand side of the screen:

The screenshot displays a course selection interface. On the left, under 'General Options', there is a list of courses with 'Reserve' buttons. The 'Food Preparation & Nutrition' course is highlighted in orange, and its 'Reserve' button is also highlighted. Two arrows point from the text above to this button and the 'My Reserves' box on the right. The 'My Choices in Order of Preference' box on the right shows 'Art & Design: Fine Art' as the first choice. The 'My Reserves in Order of Preference' box on the right shows 'Food Preparation & Nutrition' as the first reserve.

**General Options**

Choose two courses from this list and one reserve. Please read the options booklet carefully before making your choices. Please note that it is not possible to study both Fine Art and Textiles, or both BTEC Sport and GCSE PE. You may choose only one of each of these groups of subjects.

You have chosen 1 of 2  courses and 1 of 1  reserves from this list

<b>Art &amp; Design: Fine Art</b> GCSE 9 - 1 Full Course	Reserve	<b>Drama</b> GCSE 9 - 1 Full Course	Reserve
<b>Geography</b> GCSE 9 - 1 Full Course	Reserve	<b>Food Preparation &amp; Nutrition</b> GCSE 9 - 1 Full Course	Reserve
<b>History</b> GCSE 9 - 1 Full Course	Reserve	<b>BTEC Health and Social Care</b> BTEC Tech Award Level 1/2	Reserve
<b>BTEC ICT: Creative Media</b> BTEC Tech Award Level 1/2	Reserve	<b>Music</b> GCSE 9 - 1 Full Course	Reserve
<b>PE</b> GCSE 9 - 1 Full Course	Reserve	<b>Religious Studies</b> GCSE 9 - 1 Full Course	Reserve
<b>Sociology</b> GCSE 9 - 1 Full Course	Reserve	<b>Spanish</b> GCSE 9 - 1 Full Course	Reserve

**My Choices in Order of Preference** (Total Choices: 1)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 **Art & Design: Fine Art**  
GCSE 9 - 1 Full Course General Options

**My Reserves in Order of Preference** (Total Reserves: 1)

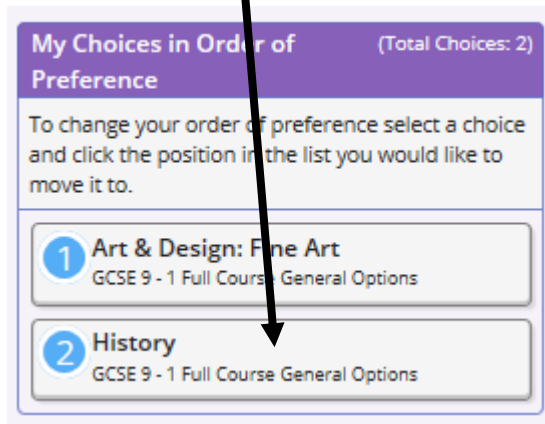
To change your order of preference select a reserve and click the position in the list you would like to move it to.

- 1 **Food Preparation & Nutrition**  
GCSE 9 - 1 Full Course General Options

## Step 5 Adjusting order of preference

Option choices appear in the order they have been selected by default. If you wish to emphasise that one option is preferred you can alter the order of preference in the “My choices” box on the right hand side of the screen:

1. Click on History

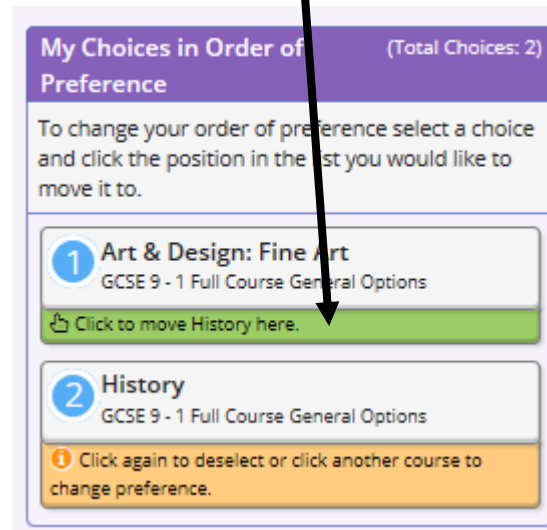


**My Choices in Order of Preference** (Total Choices: 2)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 Art & Design: Fine Art  
GCSE 9 - 1 Full Course General Options
- 2 History  
GCSE 9 - 1 Full Course General Options

2. Click on the green box to move History into its new position



**My Choices in Order of Preference** (Total Choices: 2)

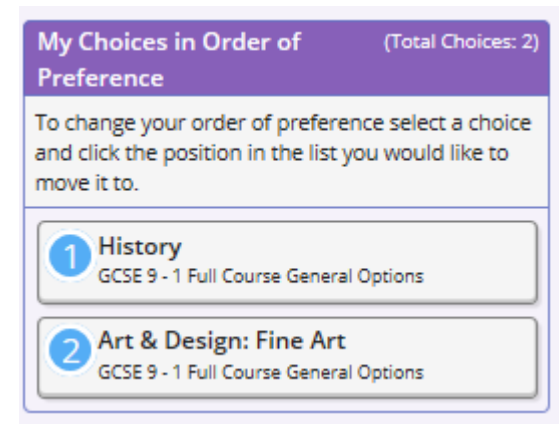
To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 Art & Design: Fine Art  
GCSE 9 - 1 Full Course General Options
- 2 History  
GCSE 9 - 1 Full Course General Options

Click to move History here.

Click again to deselect or click another course to change preference.

3. The order of preference has now been changed



**My Choices in Order of Preference** (Total Choices: 2)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 History  
GCSE 9 - 1 Full Course General Options
- 2 Art & Design: Fine Art  
GCSE 9 - 1 Full Course General Options

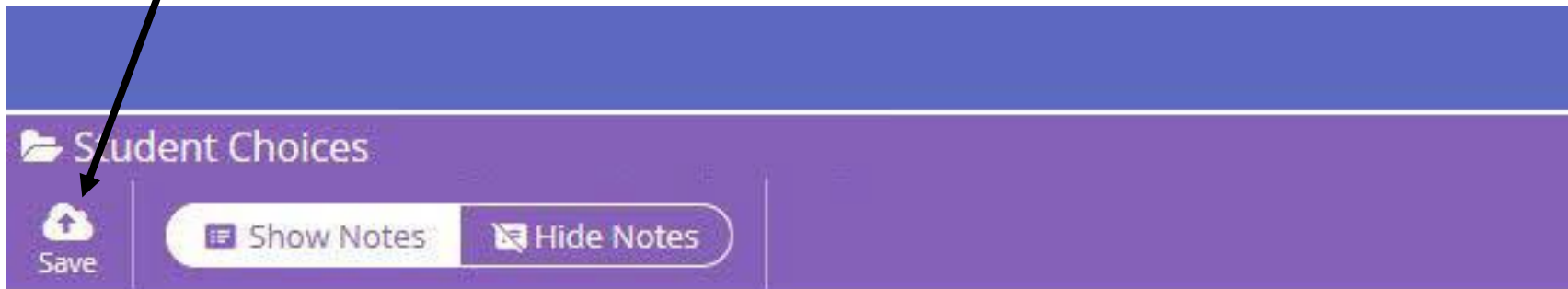
## Step 6 Comments and saving your option choices

There is a student comments box at the bottom of the page if you wish to add any comments with regard to your option choices.



A screenshot of a web interface showing a section titled "Student Comments" with a small downward arrow to its left. Below the title is a large, empty rectangular text input box. The text "Add any comments here" is faintly visible at the top left of the input box.

It is vital you press the save button at the top of the screen otherwise your choices will be lost when you close the browser.



## Step 7 Parent/Carer Approval

Parents/Carers, once your child has selected their courses you will be able to log in to SIMS Options Online as a parent to view their choices and approve them. Please sign in via the following URL:

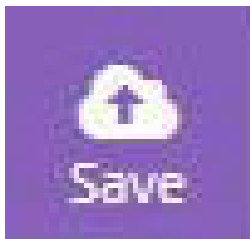
<https://www.sims-options.co.uk>

Click the icon for the relevant third party account that you registered with, Microsoft, Office 365, Google, Facebook, or Twitter. You will be directed to sign in using your existing details.

Click on the “Parent/Carer Approval” tick box to approve your child’s option choices. There is also a comment box if you wish to add a comment.



The screenshot shows a form titled "Parent/Carer Approval" with a dropdown arrow. Below the title is a checkbox labeled "Parent/Carer Approval" which is currently unchecked. Underneath the checkbox is a large, empty rectangular text area for comments.



Please click on save at the top of the screen before closing your browser.

If you have not received an invitation email to register for SIMS Options Online please contact Jenny Ellis or Tania Taylor in the Data Office.

A copy of these slides will appear on the school website from Friday 31<sup>st</sup> January 2020.