

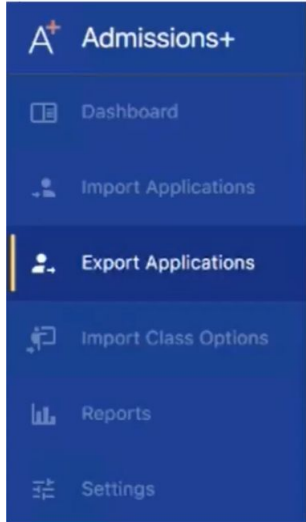
Admissions+ Journey

GCSE Options



IMPORT STUDENTS

Import your Year 9 students into your system.



Options Y9 Admissions Year 2023... Knowledge Base

DATA

- Import**
- Export

First Media Applications

Status	Report
completed	

Options Y9 Admissions Year 2023/2... Knowledge Base

Referrals! Earn £50 Amazon Voucher

Data

Imports **sims_daily_sync** Exports

Review Daily Sync at 2022-11-16 05:00:23 +0000 (Automatic)

[Send Welcome Email](#) [Preview Email](#) [Edit Email Template](#) [Delete All Students Imported](#)

[Export](#)

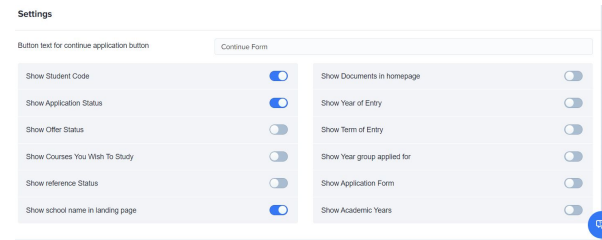
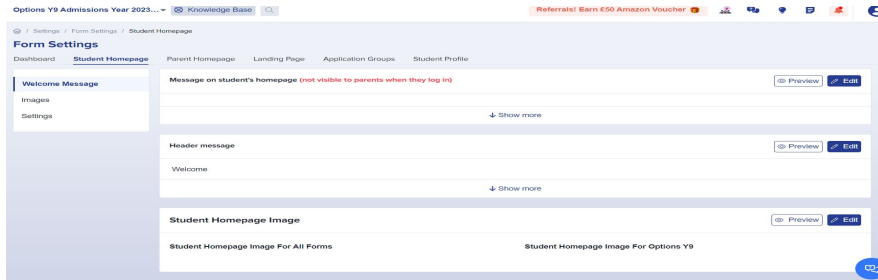
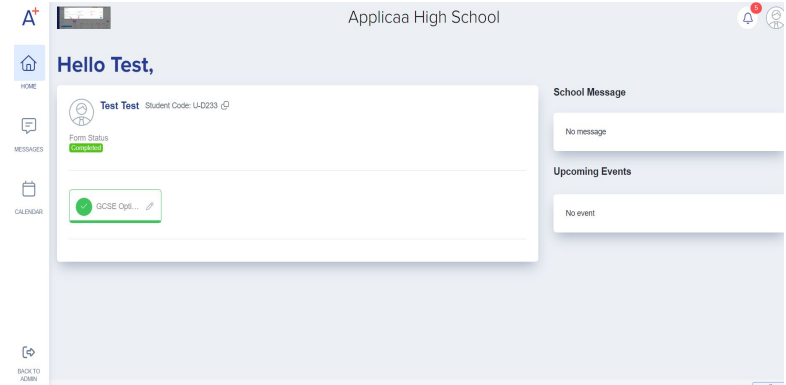
Show 10 entries Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

#	First Name	Last Name	Email	Username	Temporary Password	Active/Inactive?	Welcome Em
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Year 9 Import Guide

CUSTOMISE STUDENT HOMEPAGE

- Personalise Welcome Message
- Add Student Homepage Image
- Activate the settings to customise the information that you want to be displayed



DESIGN OPTIONS FORM

Band code
X
Y
Z

+ Add new row Confirm and continue

Blocks

To get us started, please tell us how many timetable blocks are used for your options subjects:

Block order	Block's name in timetable	Available to these bands
1	A	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z
2	B	<input checked="" type="checkbox"/> X <input type="checkbox"/> Y <input type="checkbox"/> Z
3	C	<input type="checkbox"/> X <input checked="" type="checkbox"/> Y <input type="checkbox"/> Z
4	D	<input type="checkbox"/> X <input type="checkbox"/> Y <input checked="" type="checkbox"/> Z

← Back + Add new row Confirm and continue

- Create your options model
- Name your new block file
- Add your band information
- Add and name your timetable blocks
- Set which blocks are available to which bands
- Choose the subjects for your model

Create new model

Name *

Cancel Create

Options Y9 Admissions Year 2023... Knowledge Base

Referrals! Earn £50 Amazon Voucher

Overview Reports Recent Activities Application Groups Subjects Summary Timetables **Options** All Activities Group Link

Current stage: Design

Start Bands Blocks Subjects EBacc Students Place Students Banding Rules Configure Load

Welcome to the Options Module

This wizard will help you with:

- Set up a list of options choices for your students to choose from
- Send out online forms for them to tell you their choices
- Find a "best-fit" solution for placing your classes into your timetable blocks
- Allocate students into your timetable
- Transfer your choices into your MIS

Load a saved model Create new

DESIGN OPTIONS FORM

- Label each subject with short codes
- Apply the thresholds for your courses
- Set the number of blocks per class
- Select the students you want to be included in your model
- Place students into bands
- Set rules for each band
- Save the model

Warn me when class size exceeds	Warn me when class size is below
<input type="text" value="50"/>	<input type="text" value="15"/>

Configure

- Require parental confirmation of students' options choices?

[← Back](#)

[Save](#)

Subjects

Tell us about the subjects you will be including in this model.

Subject	Available to bands	Short code (upto 3 letters)
A Level Business Studies	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z	<input type="text" value="Aa"/>
A Level Chemistry	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z	<input type="text" value="Ab"/>
A Level Computer Science	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z	<input type="text" value="Ac"/>

Place students into bands

Now, we need to place your students into bands (also known as "pathways") for next year. These bands are used by your timetabler to arrange options blocks, and can be used by the software to give some students different choices than others.

For example, students who are more academically-oriented might be placed in 'Band A', and would have the option of making three choices from a list of more academic subjects, whereas students who need more support might be placed in 'Band B', and choose fewer options from a more appropriate list of subjects.

Showing 1 to 10 of 14 entries Show 10 entries Search:

#	Id	Student Code	First Name	Last Name	Gender	Reg group	Band
1	15209	U-0233	Test	Test			<input type="radio"/> X <input checked="" type="radio"/> Y <input type="radio"/> Z
2	15239	U-1230	Testset123123	123123123123123123123			<input type="radio"/> X <input type="radio"/> Y <input checked="" type="radio"/> Z
3	15295	U-6F4A	A1	U1	Female		<input checked="" type="radio"/> X <input type="radio"/> Y <input type="radio"/> Z

SEND WELCOME EMAIL TO STUDENTS

Dear {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}

Below are your login details for {{SCHOOL_NAME}}

Email: {{STUDENT_EMAIL}}

Password: {{PASSWORD}}

{{LINK}}

Send the welcome email and invite students to log in and select their GCSE choices

The screenshot shows a web application interface with a top navigation bar containing a search icon, a notification banner for 'Referrals! Earn £50 Amazon Voucher', and several user profile icons. Below the navigation is a 'Data' section with tabs for 'Imports' (selected) and 'Exports'. The 'Imports' tab shows a sub-tab 'sims_daily_sync'. A message reads 'Review Daily Sync at 2022-11-16 05:00:23 +0000 (Automatic)'. Below this message are four buttons: 'Send Welcome Email', 'Preview Email', 'Edit Email Template', and 'Delete All Students Imported'. A search bar with the text 'Search in table' and an 'Export' button are also present. Below the search bar, it says 'Show 10 entries Showing 0 to 0 of 0 entries'. At the bottom, a table header is visible with columns: '#', 'First Name', 'Last Name', 'Email', 'Username', 'Temporary Password', 'Active/Inactive?', and 'Welcome Em'.

ise 🔍

Referrals! Earn £50 Amazon Voucher 🏆

Data

Imports **sims_daily_sync** Exports

Review Daily Sync at 2022-11-16 05:00:23 +0000 (Automatic)

✉️ Send Welcome Email ▶️ Preview Email ✎ Edit Email Template 🗑️ Delete All Students Imported

🔍 Search in table 📄 Export

Show 10 entries Showing 0 to 0 of 0 entries

Previous Next

#	First Name	Last Name	Email	Username	Temporary Password	Active/Inactive?	Welcome Em
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STUDENTS MAKE CHOICES

- Students log in
- Students select available subjects
- Students rank their preferences
- Students submit their choices

Submitting your choices.

We will now send an email to your parents to notify them of the choices you have made. Below is an example of what it will look like:

Dear parent,

Your child, Test Test has sent us their options subject choices for Greenford High School, and we are writing to get your confirmation that you are happy with these choices.

In ranked order (starting with their top priority choice), they have chosen:

Drama
French
A Level Chemistry

If you are happy with these choices, please click on the button below to confirm!

Otherwise, please discuss the choices with your child and ask them to resubmit a different set of choices. You will then receive a new email from us listing the new choices, which you can then approve.

[I agree with these choices](#)

Best regards,

Greenford High School

Subject Selection

Ranking your preferences

Now it's time to rank your preferences

Please re-arrange the subjects so the one you MOST want to do is at the top, followed by your second choice, etc.

Your choices

1. Drama
2. French
3. A Level Chemistry

Instructions

- ← The subject you want to do the MOST
- ← The subject you want to do the SECOND-MOST

[← Back](#)

[Submit your choices](#)

Feedback

CHECK FORM COMPLETION

- View status of form completion
- View students' choices
- Enter students' choices on their behalf

Test **LIVE** 6/14 students have chosen...

← Current stage Choices Proceed to next stage

Show all students

Reports Send reminders Remove students Add students

Show 10 entries Search:

<input type="checkbox"/>	Student Id	First Name	Last Name	Reg group	Status	1	2	3	
<input type="checkbox"/>	15209	Test	Test		Pending parents	Av	Ay	Bb	
<input type="checkbox"/>	15239	Testset123123	123123123123123123123		Completed	An	Ak	Ah	
<input type="checkbox"/>	15295	A1	U1		Completed	An	Ax	Bh	
<input type="checkbox"/>	15408	Test Beverly	Test Hackett		Completed	An	At	Ah	
<input type="checkbox"/>	15410	Test Clara	Test Schiller		Pending parents	An	Av	Ba	
<input type="checkbox"/>	15412	Test Alleen	Test Terry		Completed	Bh	Ba	Be	
<input type="checkbox"/>	15414	Test Lenny	Test Ryan		Incomplete				
<input type="checkbox"/>	15416	Test Angelo	Test Grimes		Completed	Bc	Ba	Ao	

Options Y9 Admissions Year 2023... Knowledge Base

Registered students / Student profile

Test Clara Test Schiller #U-BA63

Phone 78581977653
School Greenford High School
Email **Impersonate**

APPLICATION STATUS **Completed**

Overview GCSE Options Activities Interview Family

Student Info (Internal)

Student Code	U-BA63
Application Reference Number	823-cxgWgXJv-015410
Sims Admission Number	
First Name	Test Clara
Last Name	Test Schiller
Gender	Male
Date of Birth	22/08/2013 - 10 years 3 months
School	Greenford High School - NW6 5EY
Email	
Year group applied for	
Creation Date	16/03/2023
Unique Learner Number	

REVIEW STUDENTS' CHOICES

- Lock the form to students
- Review the choices selected by students
- Make changes to ensure appropriateness of choices

Overview Reports Recent Activities Application Groups Subjects Summary Timetables **Options** All Activities Group Link

Test **REVIEWING** Students can no longer change their choices ← Current stage Review Proceed to next stage

Cohort's EBACC Eligibility: 42.9%

Show all students Reports Send reminders Remove students + Add students

Showing 1 to 10 of 14 entries Show entries Search:

<input type="checkbox"/>	Student Id	First Name	Last Name	Reg group	Status	1	2	3	
<input type="checkbox"/>	15209	Test	Test		Pending parents	Av	Ay	Bb	
<input type="checkbox"/>	15239	Testset123123	123123123123123123123		Completed	An	Ak	Ah	
<input type="checkbox"/>	15295	A1	U1		Completed	An	Ax	Bh	
<input type="checkbox"/>	15408	Test Beverly	Test Hackett		Completed	An	At	Ah	

BUILD YOUR “BEST FIT” MODEL TIMETABLE

- Set number of classes to run for each subject
- Pre-set classes
- Generate option blocks
- View students per status using emoticons

Happiness report ✕

🤔 **6 students**
have not been completely allocated

#	Name	Band	Choices	
1	Testset123123 123123123123123123123	X	Main choices <ul style="list-style-type: none">• A Level Spanish• A Level Physics• A Level Mathematics• A Level Economics	Select classes
2	A1 U1	X	Main choices <ul style="list-style-type: none">• A Level Spanish• Food and Nutrition• Science Combined• Drama• Geography	Select classes
3	Test Beverly Test Hackett	X	Main choices <ul style="list-style-type: none">• A Level Spanish• BTEC Health and Social Care• A Level Mathematics	Select classes
4	Test Aileen Test Terry	X	Main choices <ul style="list-style-type: none">• Science Combined• Geography• Latin	Select classes
5	Test Angelo Test Grimes	X	Main choices <ul style="list-style-type: none">• History• Geography	Select classes

Options Y9 Admissions Year 2023... Knowledge Base 🔍

Referrals! Earn £50 Amazon Voucher 🎁

Overview Reports Recent Activities Application Groups Subjects Summary Timetables **Options** All Activities Group Link

← Current stage **Modelling** →

Classes Pin Classes Place Classes Load

Processing... please wait.



- Re-run or make a copy of the model
- Pin, duplicate or remove a class
- Run a report
- Use Smart Allocation feature

9C/Pp
😊 0

📌 📄 ✏️ ✕

Options Y9 Admissions Year 2023... Knowledge Base

Referrals! Earn £50 Amazon Voucher

Overview Reports Recent Activities Application Groups Subjects Summary Timetables **Options** All Activities Group Link

← Current stage Modelling →

Classes Pin Classes Place Classes

Re-run Make a copy Reports

TestM

We believe this is the most suitable model for your students' choices. Feel free to amend it now if you need to. When you are ready, click on the 'Publish' button to transfer this model to your Enrolment Day timetable in Admissions+.

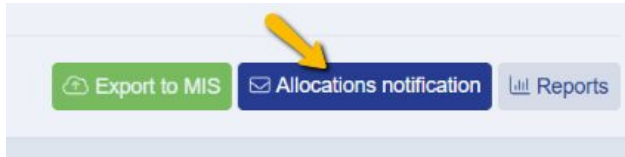
😊 0 😊 0 😊 0 😊 6 Happiness score: 0.0%

1	B	C
91/Yy 😊 0	9B/Yy 😊 0	9C/Pp 😊 0
91/Fp 😊 0	9B/Fn 😊 0	9C/Hi 😊 0
91/Dm 😊 0	9B/Gg 😊 0	9C/Is 😊 0
91/Fr 😊 0	9B/La 😊 0	9C/Xx 😊 0
_91/Sp	+ Add new class	+ Add new class

FINALISE YOUR MODEL

Students will be enrolled into their classes in your A+ system, and you can then prepare to transfer those allocations to your MIS.

You can opt to send an Allocations Notification to students and/or their parents to confirm their finalised choices.



From *

test@aplicaa.com

Reply to email (to add a new email, start typing and hit 'Enter' to save)
Default to test@aplicaa.com

test@aplicaa.com ✕

To

Student(s) Parent(s) Student(s) & Parent(s)

Please note, you have selected multiple users to receive this email.
Ensure not to include sensitive personal data that is not represented by email tokens.

Sending to 18 users. [Download list](#) [Hide all](#)

NAMES	EMAILS
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Content *

Paragraph **B** U *I* [List Icons] [Link Icon] [More Icon]

Dear Student,

We are pleased to let you know that after considering all of the subject choices of our students, we are able to confirm that you have been allocated to the following GCSE Options classes for next year:

{{ENROLLED_SUBJECTS_LIST}}

Please contact <insert email here> if you have any questions or concerns.

EXPORT CLASS CHOICES TO MIS

← Current stage
Finalise Load

Katie Export to MIS Allocations notification Reports

We believe this is the most suitable model for your students' choices. Feel free to amend it now if you need to. When you are ready, click on the 'Publish' button to transfer this model to your Enrolment Day timetable in Admissions+.

😊 3 😐 0 😞 0 🤔 3 EBacc eligible: 35.7% · Happiness score: 65.0%

A	B	C	D
9A/Ec 😊 1	9B/Da 😊 0	9C/Ch 😊 1	9D/Bs 😊 0
9A/Ph 😊 1	9B/It 😊 0	9C/Cs 😊 0	9D/Hi 😊 0
9A/So 😊 0	9B/Ma 😊 3	9C/Ma 😊 0	9D/Ms 😊 0
9A/Hsc 😊 1	9B/Mt 😊 0	9C/Ps 😊 0	9D/So 😊 0
9A/Dr 😊 0	9B/So 😊 0	9C/Sp 😊 2	9D/Ar 😊 0

You will need to have **created the classes within your MIS** prior to being able to export class allocations for your students.

[Year 9 Export Guide](#)