

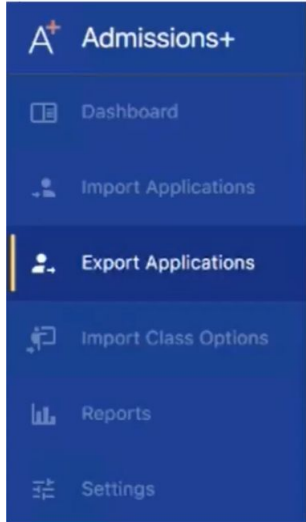
Admissions+ Journey

GCSE Options



IMPORT STUDENTS

Import your Year 9 students into your system.



Options Y9 Admissions Year 2023... Knowledge Base

Status	Report
completed	

DATA

Import

Export

First Media Applications

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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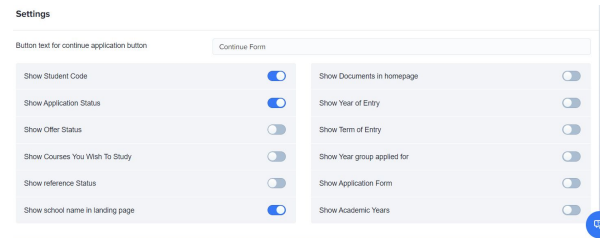
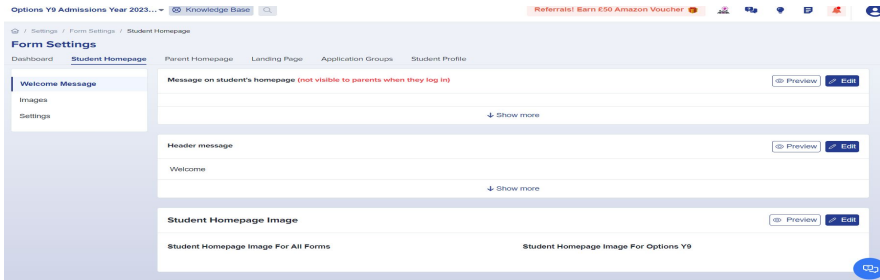
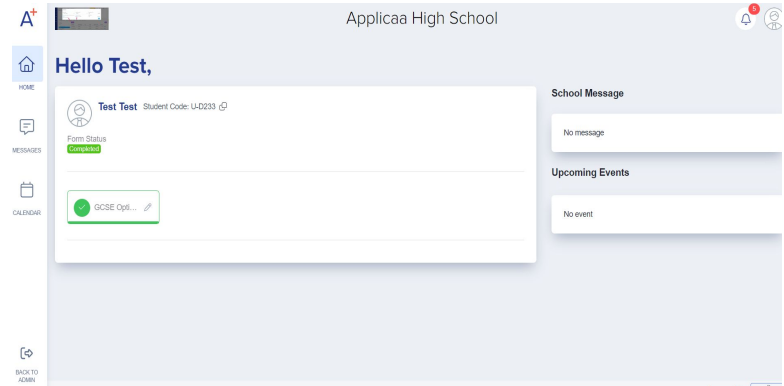
Year 9 Import Guide

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

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

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 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-D233	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 icons. Below the navigation bar 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, there is a table with columns: '#', 'First Name', 'Last Name', 'Email', 'Username', 'Temporary Password', 'Active/Inactive?', and 'Welcome Em'. The table is currently empty.

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	Instructions
1. Drama	← The subject you want to do the MOST
2. French	← The subject you want to do the SECOND-MOST
3. A Level Chemistry	

[← 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

Showing 1 to 10 of 14 entries Show 10 entries

<input type="checkbox"/>	Student Id	First Name	Last Name	Reg group	Status	1	2	3	
<input type="checkbox"/>	15209	Test	Test		Pending parents	Av	Av	Bb	
<input type="checkbox"/>	15239	Testset123123	123123123123123123		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 Aileen	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 7858197653
School Greenford High School
Email Incomplete 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
Unipus Learner Number	

REVIEW STUDENT'S 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 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	

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 SpanishA Level PhysicsA Level MathematicsA Level Economics	Select classes
2	A1 U1	X	Main choices <ul style="list-style-type: none">A Level SpanishFood and NutritionScience CombinedDramaGeography	Select classes
3	Test Beverly Test Hackett	X	Main choices <ul style="list-style-type: none">A Level SpanishBTEC Health and Social CareA Level Mathematics	Select classes
4	Test Aileen Test Terry	X	Main choices <ul style="list-style-type: none">Science CombinedGeographyLatin	Select classes
5	Test Angelo Test Grimes	X	Main choices <ul style="list-style-type: none">History	Select classes

Referrals! Earn £50 Amazon Voucher

Options Y9 Admissions Year 2023... Knowledge Base

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

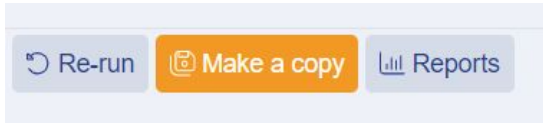
Current stage: Modelling

Classes Pin Classes Place Classes

Processing... please wait.

Load

BUILD YOUR “BEST FIT” MODEL TIMETABLE



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



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

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/Ms 😊 0
91/Fr 😊 0	9B/La 😊 0	9C/Xx 😊 0
_91/Sp	+ Add new class	+ Add new class

PUBLISH MODEL TO TIMETABLE

Classes are created in a timetable on your system and the class codes are added to each class

As part of publishing the model, that also enrolls the students into their classes

Current stage
Finalise

Re-run Make a copy Publish

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

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

Export to MIS Allocations notification Reports

Year 9 Export Guide