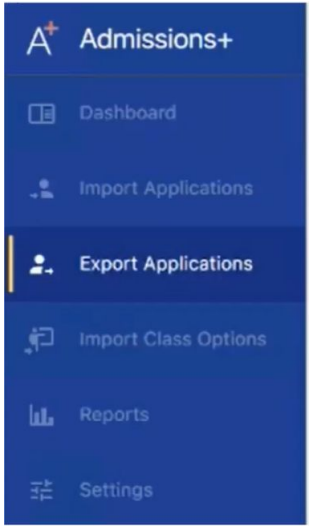
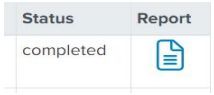
Admissions+ Journey

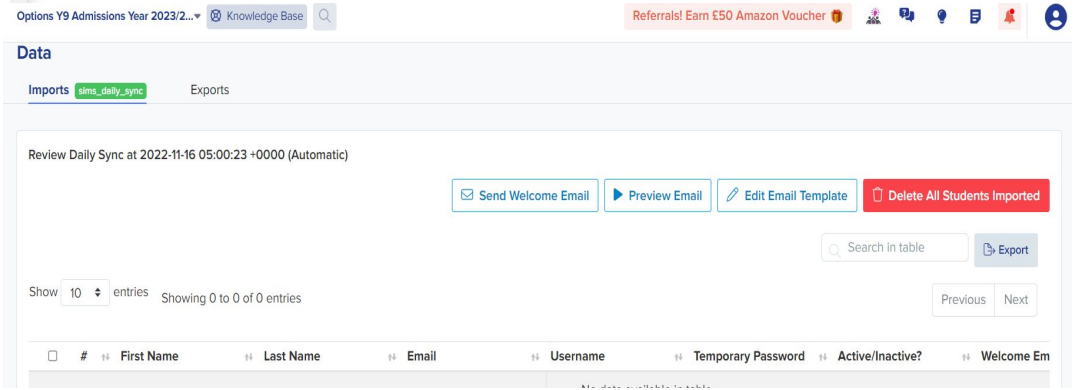
GCSE Options

IMPORT STUDENTS



Import your Year 9 students into your system.





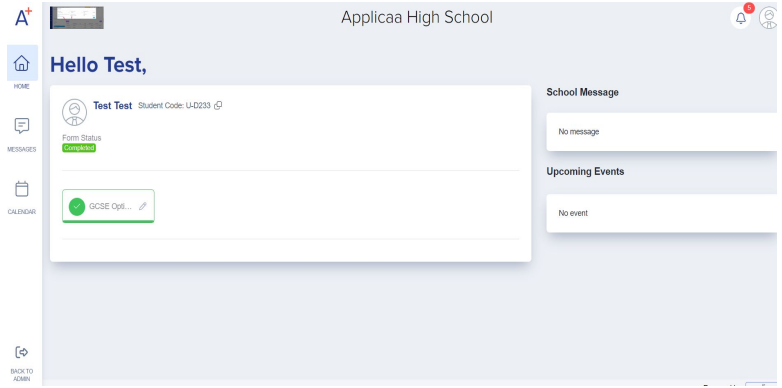
[Year 9 Import Guide]

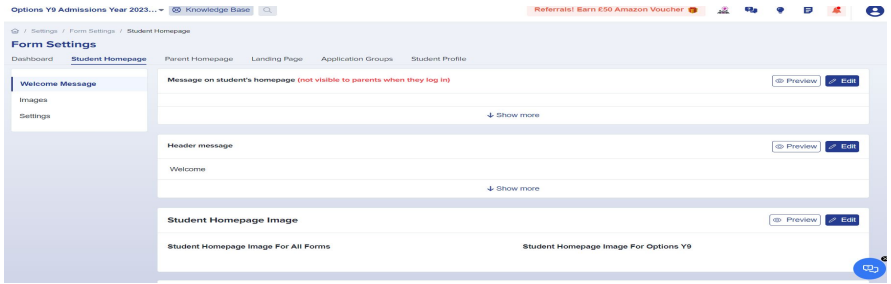
CUSTOMISE STUDENT HOMEPAGE

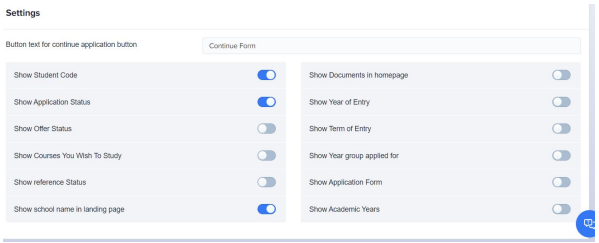
Personalise Welcome Message

Add Student Homepage Image

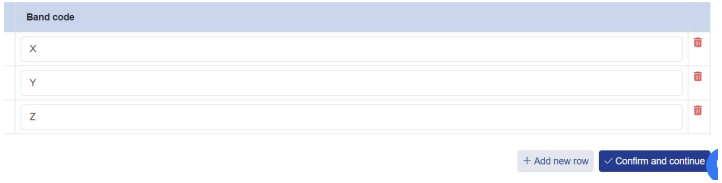
Activate the settings to customise the information that you want to be displayed

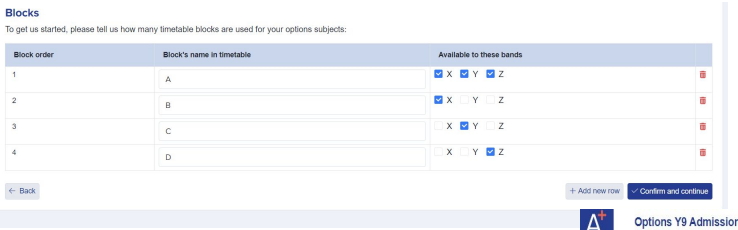


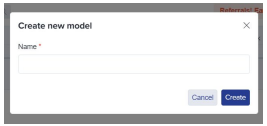




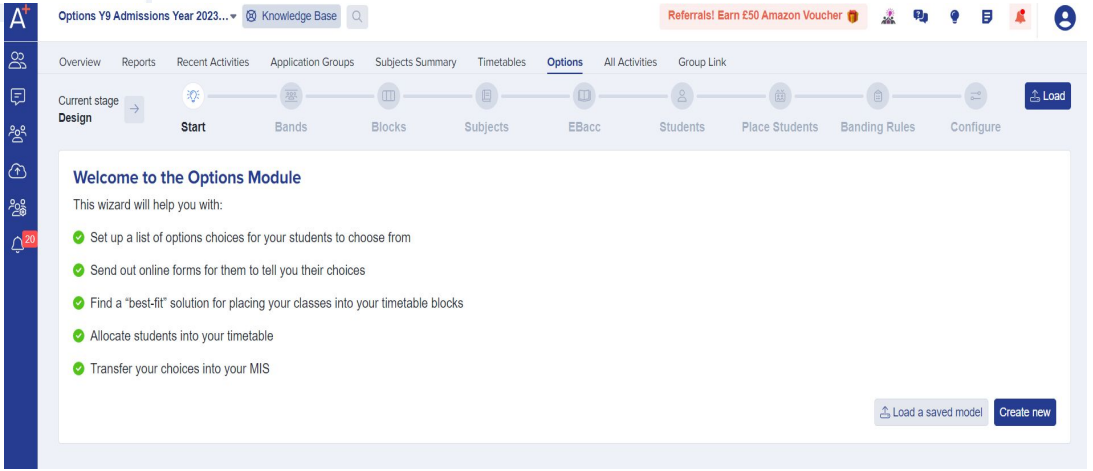
DESIGN OPTIONS FORM





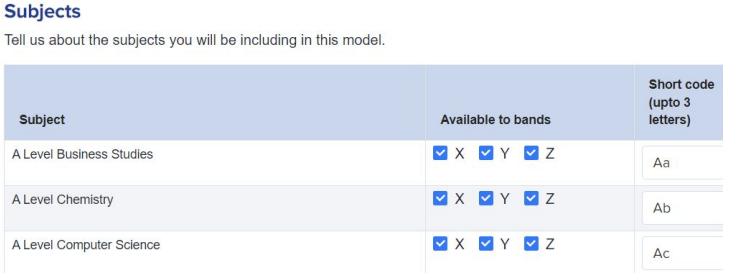


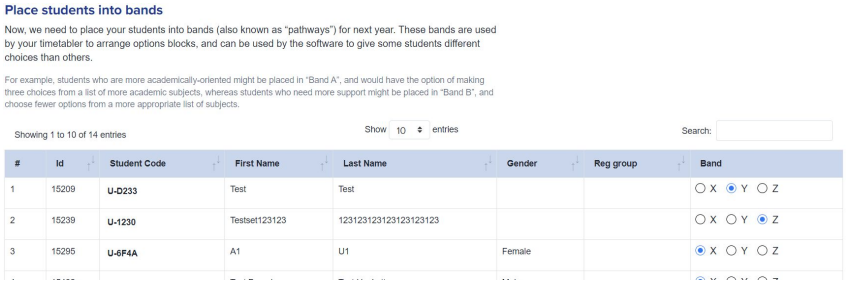
Create your options model
Name your new block file
Add your bands information
Add and name your timetable blocks
Set which blocks are available to which bands
Choose the subjects for your model



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





SEND WELCOME EMAIL TO STUDENTS

Dear {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}

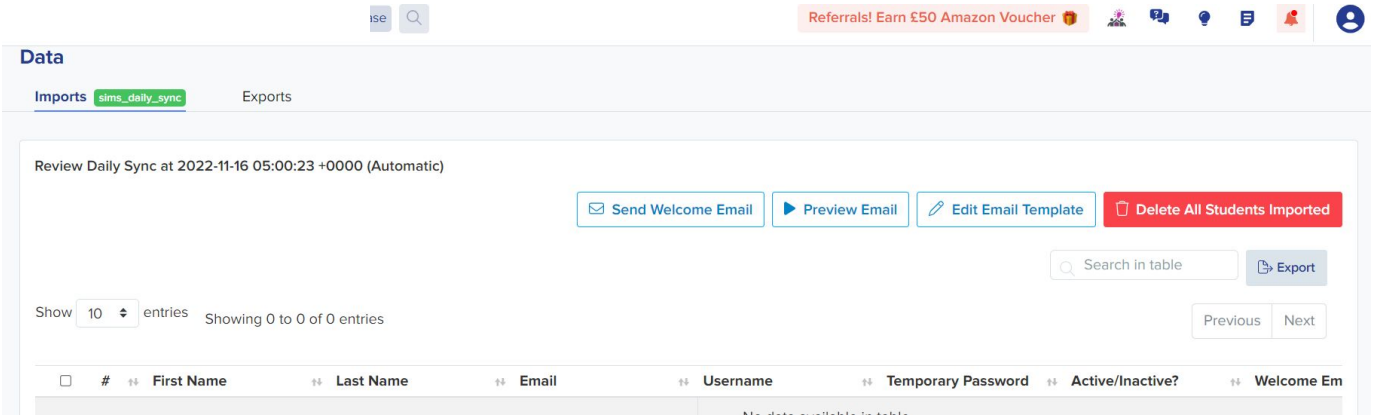
Below are your login details for {{SCHOOL_NAME}}

Email: {{STUDENT_EMAIL}}

Password: {{PASSWORD}}

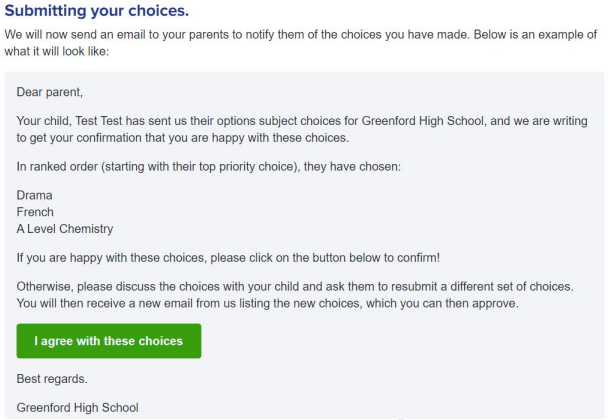
{{LINK}}

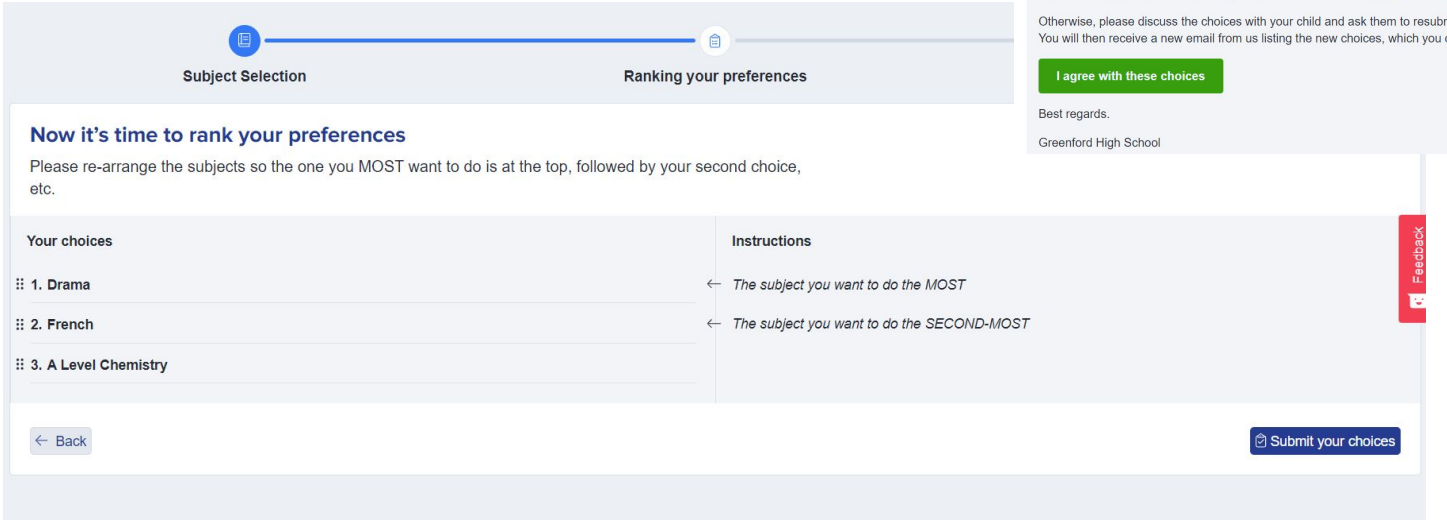
Send the welcome email and invite students to log in and select their GCSE choices



STUDENTS MAKE CHOICES

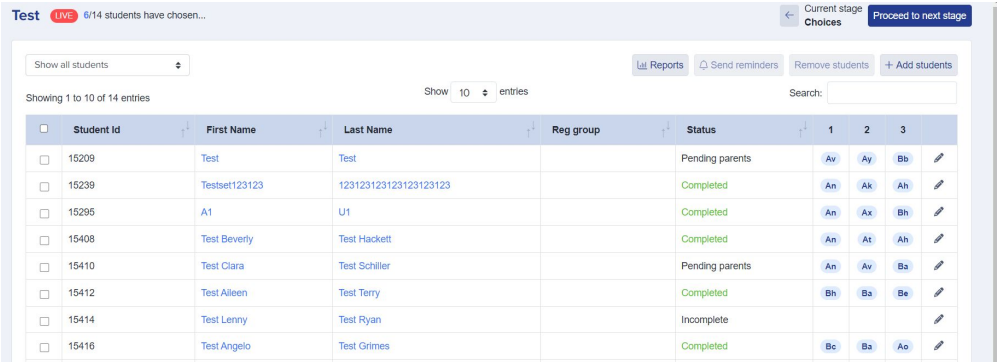
Students log in
Students select available subjects
Students rank their preferences
Students submit their choices

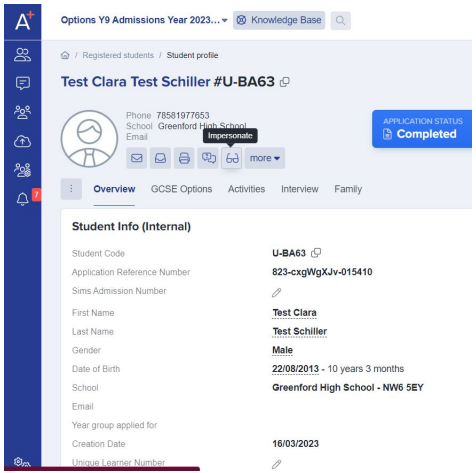




CHECK FORM COMPLETION

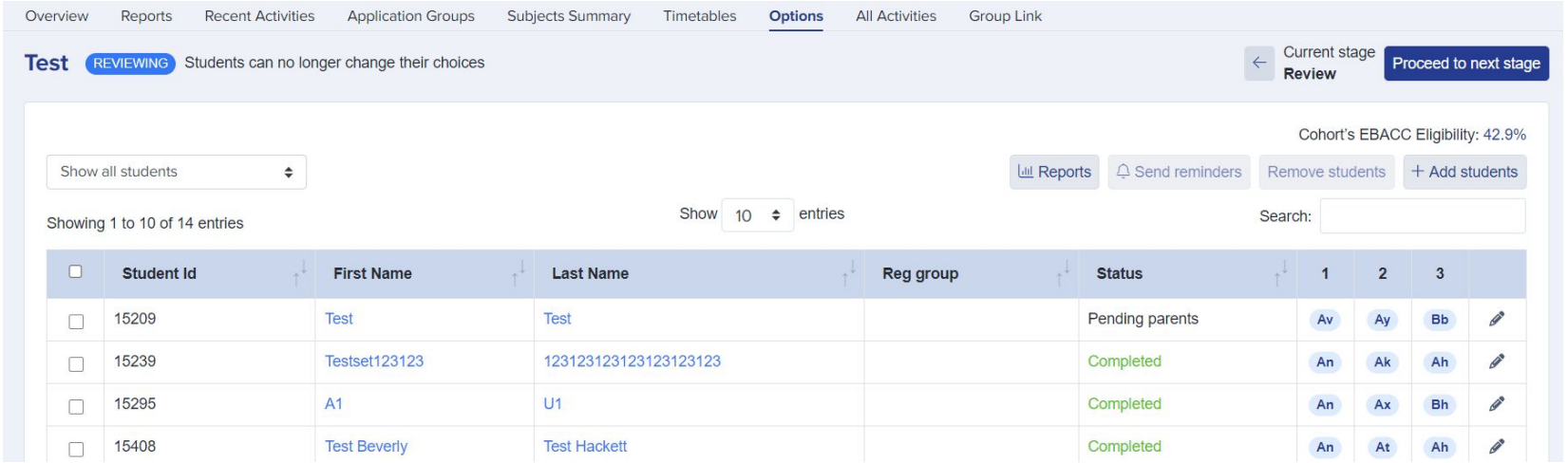
View status of form completion
View students'choices
Enter students' choices on their behalf





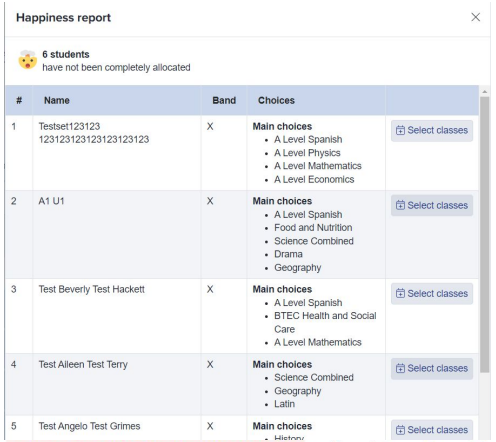
REVIEW STUDENT'S CHOICES

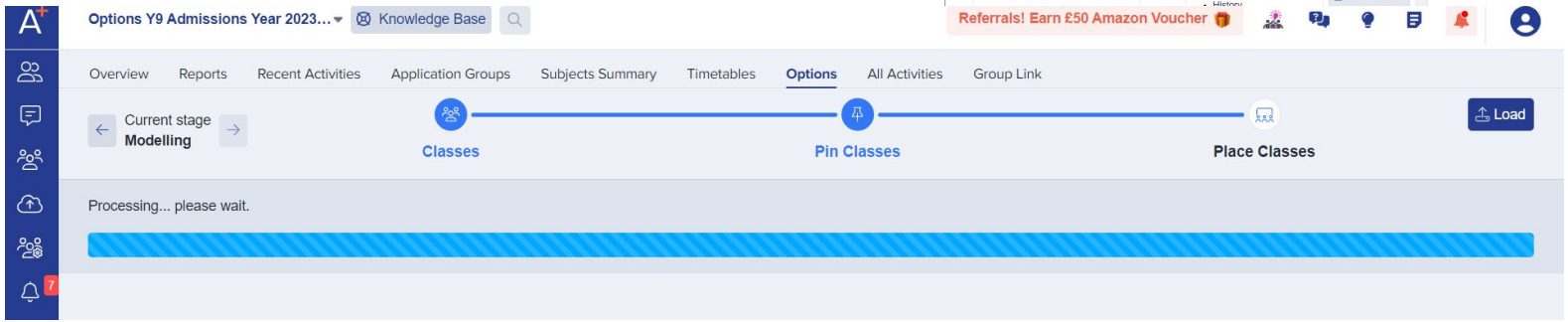
Lock the form to students
Review the choices selected by students
Make changes to ensure appropriateness of choices



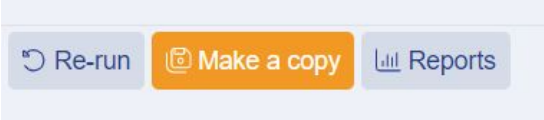
BUILD YOUR “BEST FIT” MODEL TIMETABLE

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

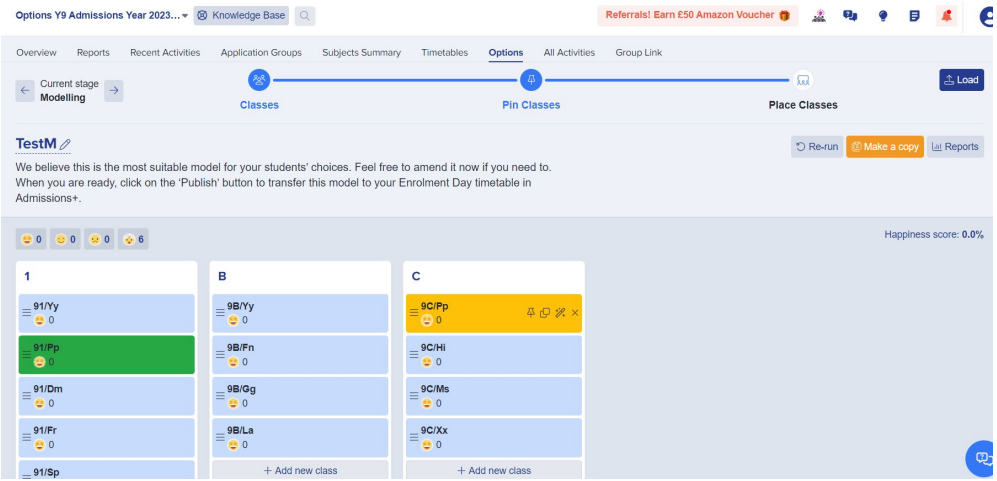




BUILD YOUR “BEST FIT” MODEL TIMETABLE

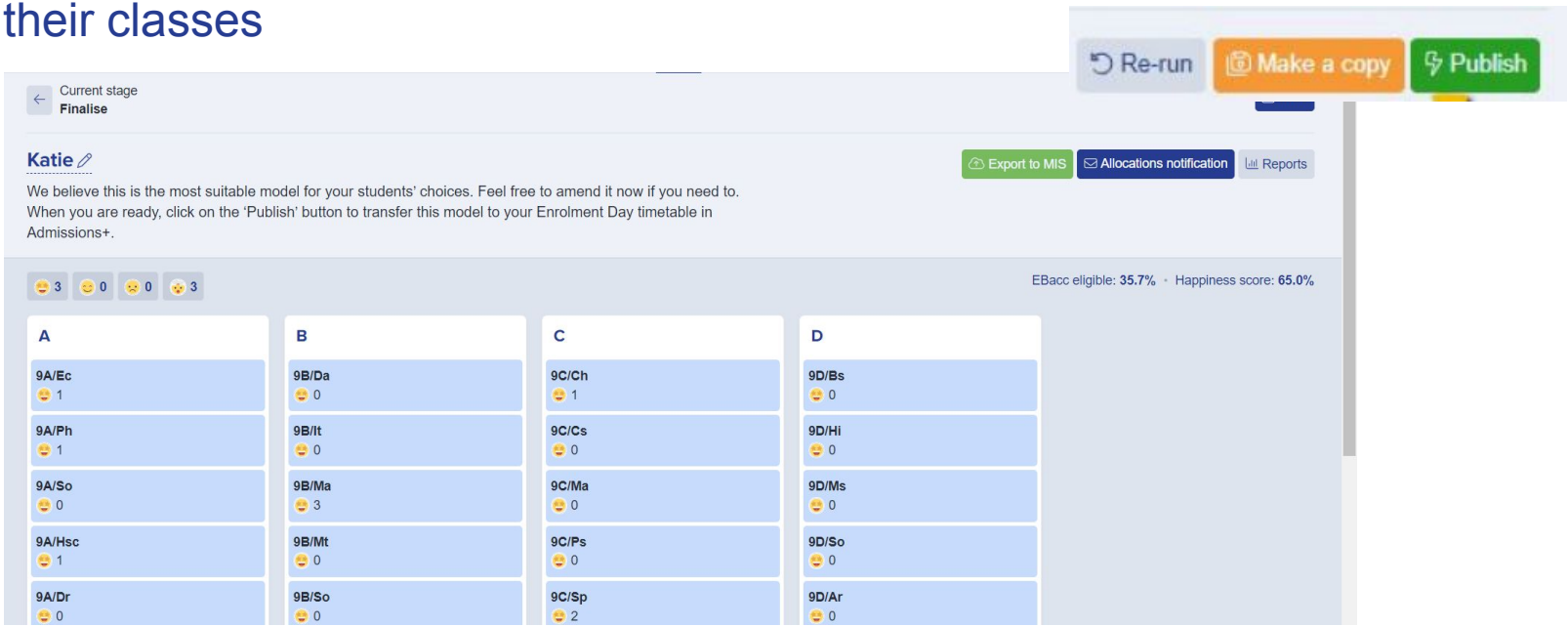


Re-run or make a copy of the model
Pin, duplicate or remove a class
Run a report
Use Smart Allocation feature

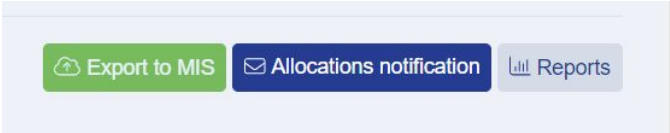


PUBLISH MODEL TO TIMETABLE

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 enrols the students into their classes



EXPORT CLASS CHOICES TO MIS



[Year 9 Export Guide]