

Taster Day Setup





OVERVIEW

Our Taster Day feature gives you the tools to schedule your Taster Day sessions, including setting mandatory periods and a minimum number of sessions for students to select.

Set the sessions based on your school day; schedule taster lessons with available staff and set maximum class sizes so no groups become too large to accommodate.

Students log in and select their sessions, and you can email them a copy of their timetable ahead of the day!

Accessing the Taster Day Wizard

SETTINGS

Application Form

Subject Options ▾

Subjects

Specific Requirements

Pathways

Taster Day

Form Settings >

School Settings >

Enrolment Settings

Properties >

Navigate to Settings > Subject Options > Taster Day

This will take you to the beginning of the wizard if it is your first time accessing the area, or you can also click on the section you want to revisit if you have already commenced setup

Subject Options

Subjects Specific Requirements Pathways **Taster Day**



Start



Sessions



Subjects



Timetable



Settings



Publish

Welcome the Taster Day Manager!

This wizard will help you to create your taster day timetable and make it available to applicants for them to select the subjects they would like to try. Later you will be able to share Taster Day timetables with the applicants and generate registers for each class.

Start Creating

These breadcrumb menu items are hyperlinked, so you can jump to the section you want to access



UPCOMING UPDATE

Schools would now be able to set up multiple days/sessions

The screenshot shows the 'Timetables' management interface. At the top, there are navigation tabs: Overview, Reports, Activities, Application groups, Offers, Subjects summary, **Timetables**, Tasks, Calendars, and Group link. Below these is a progress bar with steps: Start, Sessions, Subjects, Timetable, Settings, and Publish. The main content area displays two days of sessions. Each day has a 'Filter students' button. The session details are as follows:

Activity	Start time & End time	Sessions type	
Registration	8:30 AM to 9:00 AM	Applied for all applicants	
Period 1	9:00 AM to 10:00 AM	Applicants choose a subject	
Period 2	10:00 AM to 11:00 AM	Applicants choose a subject	

At the bottom of the interface, there is a button '+ Add a new day' which is highlighted with a red box and a red arrow. To its right, it says '2 out of 5 days maximum available'.

Option to filter students - so you can filter students who can access each day, otherwise, all students will be able to access all days available.

Sessions

Year 12 Admissions Year 2022/2023 Knowledge Base

Subject Options

Subjects Specific Requirements Pathways **Taster Day**

← Back

Set your session parameters:
Is it a session that is mandatory for all?
Is this a subject-based session where students make their own choice?
Which session is it and when will it take place?

Activity	Start time
Registration	08:30 to
Period 1	09:00 to
Period 2	10:00 to 11:00
Period 3	11:00 to 12:00
Lunch	12:00 to 13:00
Period 4	13:00 to 14:00
Period 5	14:00 to 15:00

Add new session

Type of activity

Applied for All Applicants (e.g. Registration or Break)

Applicants Choose A Subject

Session name (e.g. Registration, Period 1,...)

Period 1

Start time End time

09 00 10 00

Save















+ Add new session

Create your sessions here

When you have added all sessions and set them up as you wish, review them in the table (click to edit or remove anything as necessary) then click **Confirm and Continue**



Sessions

Activity	Start time & End time	Session Type	
Registration	08:30 to 09:00	Applied For All Applicants	 
Period 1	09:00 to 10:00	Applicants Choose A Subject	 
Period 2	10:00 to 11:00	Applicants Choose A Subject	 
Period 3	11:00 to 12:00	Applicants Choose A Subject	 
Lunch	12:00 to 13:00	Applied For All Applicants	 
Period 4	13:00 to 14:00	Applicants Choose A Subject	 
Period 5	14:00 to 15:00	Applicants Choose A Subject	 

Subjects

Subjects

We've loaded a list of your existing subjects on offer below.

text-muted Tell us whether the subject is available for taster days and any rules that need to be in place (e.g. subject that must be or must not be chosen together)

Are there any subjects you aren't able to run a taster session for? Disable them here

Subject name	Short name	Subject based rule	Available for taster day
BTEC Applied Science (Triple)		Dependent courses None	<input type="checkbox"/>
German		Dependent courses None	<input checked="" type="checkbox"/>
GCSE - Mathematics Retake		Dependent courses None	<input type="checkbox"/>
BTEC IT (Single)		Dependent courses None	<input type="checkbox"/>
Design Technology		Dependent courses None	<input checked="" type="checkbox"/>
English Literature		Dependent courses None	<input checked="" type="checkbox"/>
Spanish		Dependent courses None	<input type="checkbox"/>
Further Mathematics		Dependent courses <ul style="list-style-type: none">Mathematics	<input checked="" type="checkbox"/>
GCSE - English Retake		Dependent courses None	<input type="checkbox"/>
Business Studies		Dependent courses None	<input checked="" type="checkbox"/>

Set any rules needed - for example do they need to choose Maths as a taster session if they are also wanting to choose Further Maths?

Toggle which subjects will be available per day (in the upcoming update)

Overview Reports Activities Application groups Offers Subjects summary **Timetables** Tasks Calendars Group link

← Back

Start Sessions **Subjects** Timetable Settings Publish

Subjects

We've loaded a list of your existing subjects on offer below.

Tell us whether the subject is available for taster days and any rules that need to be in place (e.g. subjects that must be or must not be chosen together)

Subject name	Short name	Subject based rule	Available for Taster day	
			Day 1	Day 2
Edexcel GCSE in Art & Design	Art & Design	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pearson BTEC First in Art	Art (BTEC)	Minimum APS = 6.0; Cannot be taken with Maths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OCR GCSE in Biology	Biology	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WJEC GCSE in Chemistry	Chemistry	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AQA GCSE in Geography	Geography	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AQA GCSE in French	French	None	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

✓ Confirm and continue

Timetable

This is the step which enables you to construct the timetable for the day.

Click the + icon for the relevant cell to add a class; each class that you add will have a suggested name pre-filled for you.

Timetable

Use the interactive timetable to create a session where a session is available. If a class goes over two periods, you can tick multiple periods when creating the class.

Subject Name	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Period 3 11:00 to 12:00	Lunch 12:00 to 13:00	Period 4 13:00 to 14:00	Period 5 14:00 to 15:00
Geography		+	+	+		+	+
Further Mathematics		+	Further Mathematics	+		Further Mathematics 2	+
Mathematics		Mathematics 4	+	Mathematics 1		Mathematics 2	Mathematics 3
Chemistry		Chemistry A	Chemistry B	+		Chemistry 3	+
Economics		+	+	+		+	Economics A
Physics		+	Physics 1	+		+	+
Business Studies		Business Studies A	+	+		+	+
English Literature		+	English Literature 3	English Literature 3		+	+
Design Technology		+	+	+		Design Technology	+
German		German A	+	+		+	German 5

This is an "apply for all" session - students are auto-allocated to this

Build your classes for the day by clicking the + in the relevant cell(s)

Timetable

In the upcoming update - you will be able to switch days in your timetables area

The screenshot shows the 'Timetable' section of a software interface. At the top, there's a navigation bar with 'Overview', 'Reports', 'Activities', 'Application groups', 'Offers', 'Subjects summary', 'Timetables', 'Tasks', 'Calendars', and 'Group link'. Below this is a progress bar with steps: Start, Sessions, Subjects, Timetable (current), Settings, and Publish. The main content area is titled 'Timetable' and includes instructions: 'Use the interactive timetable below to create classes for the subjects where a sessions is available. If a class goes over two periods you can drag the class across to occupy the next period.' Below the instructions are two tabs, 'Day 1' and 'Day 2', with 'Day 1' selected and highlighted by a red box. The timetable grid has columns for 'Subject name', 'Period 1 (8:30 AM - 9:00 AM)', 'Period 2 (9:00 AM - 10:00 AM)', 'Break (11:00 AM - 11:30 AM)', 'Period 3 (11:30 AM - 12:30 PM)', 'Lunch (12:30 AM - 1:00 PM)', 'Period 4 (1:00 PM - 2:00 PM)', and 'Period 5 (2:30 PM - 3:00 PM)'. The rows list subjects: Art & Design, Art (BTEC), Biology, Chemistry, Geography, and French. Class sessions are represented by boxes with labels like AD1, AR1, BI1, CH1, GE1, GE2, FR1, and AD2. A 'Confirm and continue' button is at the bottom left.

Subject name	Period 1 8:30 AM - 9:00 AM	Period 2 9:00 AM - 10:00 AM	Break 11:00 AM - 11:30 AM	Period 3 11:30 AM - 12:30 PM	Lunch 12:30 AM - 1:00 PM	Period 4 1:00 PM - 2:00 PM	Period 5 2:30 PM - 3:00 PM
Art & Design	AD1	+		+		+	AD2
Art (BTEC)	AR1			+		+	+
Biology	+	+		BI1		BI2	BI3
Chemistry	+	CH1		+		+	+
Geography	GE1	GE2		+		+	+
French	+	+		+		FR1	+

Confirm and continue

Geography: Add new class ✕

Name This will auto-populate to save you time Maximum number of students

Geography 1 ←

Room

Teacher

↑ Leave blank if you don't want students to see the name of the teacher leading the session

Sessions

- 09:00 to 10:00
- 10:00 to 11:00
- 11:00 to 12:00
- 13:00 to 14:00
- 14:00 to 15:00

Add the information for each lesson taking place - consider **how many students** you can fit into the classroom, **which room** will be used and **who will be leading** the session.

Note: if you tick more than one time slot on this screen, it will create the class as a double/triple session.

Settings

Review the following settings before publishing your taster day timetable!

Would you like to enable entry requirements on taster day subject selection?

Enable for Internal Enable for External

Activate the caps on the number of students that can select subjects

Show how many students have selected a subjects on the taster day selection page

Limit number of subjects students can select

Limit number of sessions students can select

Reserve Subjects

Get students to submit a reserve subject

You can choose to specify a minimum and maximum number of subjects, or a minimum and maximum number of sessions.

If all of your subjects are singles, use **subjects**.

If you offer some doubles and triples, use **sessions** - it ensures they fill their timetable, but don't have to choose a different subject per session.

Instructions to students when selecting their Taster Day Options.

This will appear just about the timetable options.

Please choose some options here

↓ Show more

Click "edit" to add any instructions for students as needed

 Edit

Publish

Subjects Specific Requirements Pathways **Taster Day**

← Back



Start



Sessions



Subjects



Timetable



Settings



Publish

You are now ready to publish your Taster Day Timetable!

You can publish the timetable by making it visible to applicants below. You can change the order it comes on your application journey by clicking on 'Sort Phases'. For advanced settings, you can click on the Customise Application button to go to the form settings area.

All Application Phases

Sort Phases Customise Application

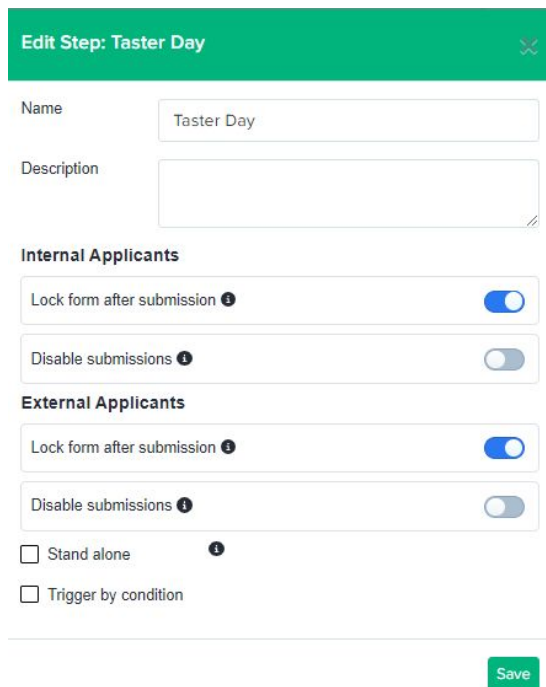
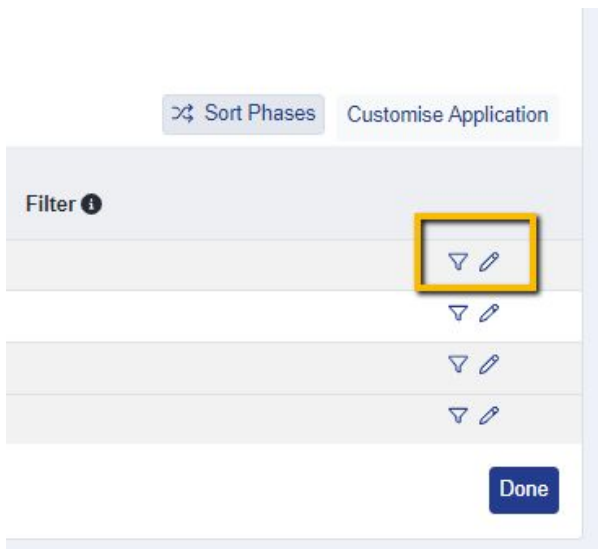
Phases	Category	Visible to Applicants	Visible to staff on Applicant Profile	Filter
2. Year 9 Options	Form Questions	<input type="checkbox"/>	<input type="checkbox"/>	▽ ✎
3. Taster Day	Taster	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▽ ✎
4. Offer	Offer	<input type="checkbox"/>	<input type="checkbox"/>	▽ ✎
5. Enrolment Form	Enrolment	<input type="checkbox"/>	<input type="checkbox"/>	▽ ✎

Done

In this final step, you can choose where in your process to set your Taster Day phase by clicking **“Sort Phases”**. You can also choose which settings to have in place...

Use filtering to determine which applicants can access the Taster Day phase: should it only be those who have accepted an offer, for example?

Click the pencil icon to decide whether the Taster Day form should be locked to students once submitted, or whether they are allowed to go back in and make changes.



A screenshot of the 'Edit Step: Taster Day' configuration form. The form has a green header with a close icon. It contains the following fields and options:

- Name: Taster Day
- Description: (empty text area)
- Internal Applicants:
 - Lock form after submission:
 - Disable submissions:
- External Applicants:
 - Lock form after submission:
 - Disable submissions:
- Stand alone
- Trigger by condition

At the bottom right is a green 'Save' button.

You can add extra steps into your Taster Day phase if you need to collect extra data from your applicants, for example:

Sort Phases Customise Application

Filter Click to access Step View

Done

! Step 1
Taster Days

! Step 2
Taster Day Options

Taster Day Questions

First Name*
Test External FN

Last Name*
Test External LN

Date of Birth*
12/12/2004

Lunch options*
 I will bring my own lunch I will need to purchase lunch onsite

Phase: Taster Day Sort Steps + New Step

Step Name	Internal	External	Visible on Student Profile	Actions
Step 1: Taster Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️ 🗑️
Step 2: Taster Day Options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✎ ⚙️

Customise the phase by adding additional steps as needed

Taster Day Options is the default step for this phase - it allows students to choose their sessions

The Taster Day Options step is modelled on the Courses step, as below:

✓ Step 1
Taster Days

✓ Step 2
Taster Day Options

German ✕

Design Technology ✕

Business Studies ✕

Physics ✕

Mathematics ✕

Next

Maximum subjects to be selected 5
Minimum subjects to be selected 5


point score 0

he course you are interested in:

Please choose some options here

SEARCH COURSES HERE

	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Period 3 11:00 to 12:00	Lunch 12:00 to 13:00	Period 4 13:00 to 14:00	Period 5 14:00 to 15:00
		German <small>🔄 ⓘ</small>					✓ German Deselect
ology						✓ Design Technology Deselect	
ature			English Literature <small>🔄 ⓘ</small>	English Literature <small>🔄 ⓘ</small>			

Student Code: NQWY 



Test Cyril Test Larkin (13/11/2009)

Admissions Year 2023/2024

Year of Entry

2024/2022

Term of Entry

Spring

Year group applied for

Year 11

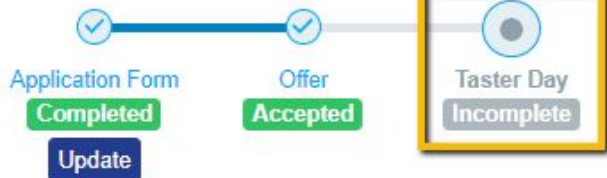
Reserve Subjects

Offer status

Accepted

Reference Status

Not Sent



[Continue Application](#)

You accepted the offer on 10/01/2022.

When students log in to complete their Taster Day phase, they will see it displayed like this in their homepage.

Confirming with Applicants

There is a Mail Merge Token you can use to send an email out to your Taster Day attendees prior to the event, to confirm their timetable with them.

Year 12 Admissions Year 2022/2023 Knowledge Base

COMMUNICATIONS & EVENTS

- Communications
- Manual Messages**
- Automated Messages
- Scheduled Messages
- Message Summary
- Meetings
- Events

Automated Messages Scheduled Messages Messages Summary

+ Add new message + Add new folder

Search in table

Showing 1 to 25 of 25 entries Show 50 entries

Type	Template Name	Subject	Last Updated	Times Used	Actions
✉	Taster Day Options	Taster Day Options	10/01/2023	3	✎ 📧 🗑️
✉	CONGRATULATIONS - GHS POST 16 FAST-TRACK ENROLMENT	CONGRATULATIONS - GHS POST 16 FAST-TRACK ENROLMENT	23/06/2022	0	✎ 📧 🗑️

Create your template in the Manual Messages area, as above.

Mail Merge Field

Insert Field 

Paragraph



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Hi **[[STUDENT_FIRST_NAME]]** **[[STUDENT_LAST_NAME]]**

We are looking forward to seeing you at our Taster Day! Here is a copy of your taster day timetable:

[[TASTERDAY_TIMETABLE]]

Here is a copy of your taster day timetable:

Reserve Courses: None

Course	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Period 3 11:00 to 12:00	Lunch 12:00 to 13:00	Period 4 13:00 to 14:00	Period 5 14:00 to 15:00	
Design Technology	All Applicants				All Applicants	2/30 Design Technology		
German							1/30 German 5	
Business Studies		1/30 Business Studies A						
Physics			1/30 Physics 1 B12 James Browning					
Mathematics				1/30 Mathematics 1				

The Mail Merge will produce a copy of their Taster Day timetable and this will be displayed in their email.

Tracking and Lists

Subjects Summary (Ranking)

The Greenford High School/External number include students that have either selected this course when applying and those that have been enrolled

[Export](#)

Showing 1 to 30 of 30 entries

Show entries

#	Course	Application Form Interested Subjects				Enrolment Form Interested Subjects		Taster Day	Passed Entry Test	Waiting List	Enrolled
		Internal Interested	External Interested	Internal Reserve	External Reserve	Internal Interested	External Interested				
1	oanh	0	0	0	0	0	0		0	0	
2	Art and Design	5	46	0	0	1	0	0		1	
3	Biology	32	290	0	3	1	0	0		31	
4	BTEC Applied Science (Triple)	0	29	0	1	0	0	0		0	
5	BTEC Business (Double)	5	28	0	2	0	0	0		0	
6	BTEC Business (Triple)	2	16	0	0	0	0	0		0	
7	BTEC H&SC (Triple)	4	34	0	0	0	0	0		4	

Click on a number to view the list of students who have registered for the subject

From your main dashboard, click Subject Summary to view the number of students booked to attend each subject on your Taster Day.

Year 12 Admissions Year 2022/2023 Knowledge Base

Upgrades

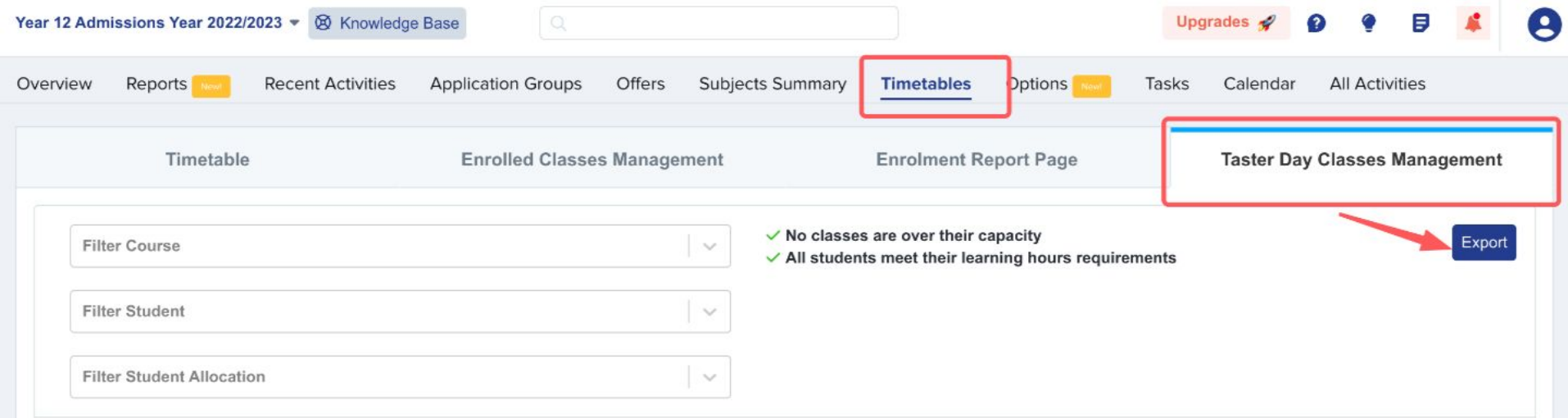
Overview Reports Recent Activities Application Groups Offers Subjects Summary **Timetables** Options Tasks Calendar All Activities

Timetable Enrolled Classes Management Enrolment Report Page **Taster Day Classes Management**

Filter Course Filter Student Filter Student Allocation

- ✓ No classes are over their capacity
- ✓ All students meet their learning hours requirements

Export



From your main dashboard, navigate to **Timetables > Taster Day Classes Management** and click “Export” to generate class lists for each session so you can ask staff to complete registers on the day.

You can update or amend a student's choices for Taster Day directly on their profile - the edit function lets you make changes, without the need to impersonate.

Phone
School Greenford High School
Email antonywambua@hotmail.co.uk

APPLICATION STATUS **Completed** 0/2

ENROLMENT STATUS **Pending**

OFFER STATUS **Pending**

Overview Year 9 Options **Taster Day** Activities Interview Courses Selection Family Visas Concessions

Taster Days

Taster Day Options

Reserve Courses: None

Course	Registration 08:30 to 09:00	Period 1 09:00 to 10:00	Period 2 10:00 to 11:00	Period 3 11:00 to 12:00	Lunch 12:00 to 13:00	Period 4 13:00 to 14:00	Period 5 14:00 to 15:00	
Mathematics	All Applicants			Mathematics 1 1/30	All Applicants			
Business Studies		Business Studies A 1/30						
Design Technology							Design Technology 2/30	
German								German 5 1/30
Physics				Physics 1 1/30				

Edit

When a student logs into their profile, they will see a list of their Taster Day subjects on their homepage, alongside the subjects they have applied for.

Danish15141 Student Code: QZDG 
High School



Year of Entry 2023/2024

Term of Entry N/A

Year Group Year 12

Subjects you wish to study Design Technology, German, Business Studies, Physics, Mathematics

Reserve Subjects

Taster Day Subjects Design Technology, German, Business Studies, Physics, Mathematics

Admissions Year 2022/2023



Contact our Support Team 020 8762 0882