Year 12 Options

OVERVIEW

The new Options module is designed to aid you in **building your timetable** and **configuring your option blocks** to make the best fit for as many of your applicants as possible.

Use the Options module to generate option blocks, move blocks to see the impact, replicate your design for a range of factors (courses applied for versus courses offered) and build the most cost-effective model.
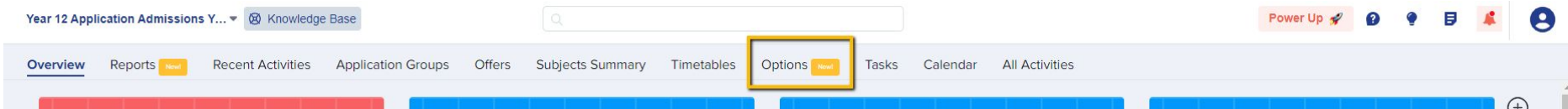
Create your classes in your MIS using the model from your Options module, ready to transfer enrolled students into those classes at Enrolment.

HOW IT WORKS

The Options module is built on a breadcrumb model, to take you step by step through the process of building your option blocks and weighing the impact of adding, removing and moving courses to different blocks.

To begin the wizard, navigate to the Options on the main dashboard.

Options Block Modelling

This wizard will help you create a "best-fit" model for your options blocks, which will allow the highest number of applicants as possible to study their chosen subjects.

You can either start a new model, or load a previously-created one below.

If you've already been working on a model, you can load this here, or click to start from the beginning

Load saved models   Create new

Step 1 will prompt you to begin creating your model. In future when you load this feature, you will be able to "load from file", to open a saved version of your option blocks and continue to work on them, but on your first visit, choose "create new".

Name your new option block file - maybe "Year 12 Options 2023 V1".

Create new model   ✕

Name *

Cancel   Create

Tell the wizard the names of your blocks, for example A, B, C, D, E - add a new row for each block.

Start   Blocks   Subjects   Students   Choices Options   Classes   Pin Classes   Place Classes

⬆ Loac

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
🗑 1	

Add the name of each block; for example: A

Click to add a new row for each block, then confirm and continue

← Back

+ 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
🗑 1	A
🗑 2	B
🗑 3	C
🗑 4	D
🗑 5	E

Next, the wizard will show the list of your courses - it will need to know the **shortcodes** for these courses (for example, Art may be Ar, Business might be Bu, etc.) and each course will need a unique code.

Apply the **thresholds** for your courses - the minimum and maximum numbers in order to safely and effectively run - you can set a different threshold for each course.

Subjects

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

We have already loaded in your existing subjects. You can add new subjects and also choose which should

Subject	Short code (2 letters)
Art and Design	Ar
Biology	Bi
BTEC Applied Science (Triple)	Ap
BTEC Business (Double)	B2
BTEC Business (Triple)	B3
BTEC H&SC (Triple)	H3
BTEC IT (Single)	It
BTEC Sport (Single)	Sp
Business Studies	Bu

The formatting is automatic: when you add a code, it will automatically make this Capital:Lower Case (eg Ar for Art)

Warn me when class size exceeds	Warn me when class size is below
20	5
30	8

Set the **width** of your courses. This means how much weight the course has; is it a single A Level? If so, add the number 1. If the courses is a double, add the number 2, or 3 for a triple.

Subject	Short code (2 letters)	Warn me when class size exceeds	Warn me when class size is below	Number of blocks per class
Art and Design	Ar	20	5	1
Biology	Bi	30	8	1
BTEC Applied Science (Triple)	Ap	25	6	3
BTEC Business (Double)	B2	28	10	2

Once your settings are in place, click "confirm and continue". It will check for any errors before allowing you to move on, for example if you have not used a unique code for each subject:

Spanish	Sp
	This code is not unique. Please choose another.

Move onto the students step, to decide which filters you would like to apply: do you only want to build the timetable based on **completed applications**? Or maybe only on those you have made **offers** to? Leave everything blank if you want to see what would happen if all of your applicants enrolled or click "filter" to apply any settings you have selected.

Once your filters are in place, "select all" students and click to "confirm and continue".

On the "Choices Options" step, you can
set which options to build the model on:

Choices Options

Select students' options to build the model

- ◉ Interested and Reserve subjects
- ○ Interested subjects
- ○ Offered subjects

← Back

On the "classes" screen, you will see the number of students per course, and can specify how many **teaching groups** you would be able to offer (based on your current staffing).

This will then show you how many students would be in each class for that particular course/subject.

You can also add a "projected number" calculation, which will apply a conversion rate to your numbers.

If you want, we can reduce the 'projected number' of students for each class by a certain percentage which you can enter here.

For example, if you know that only 80% of your applicants end up attending in September, you can enter '80' in this box, and we will adjust the projected class sizes below accordingly.

When calculating class sizes, assume that | 100 | percent of applicants will attend in September.

The average class size column will be colour-coded to highlight any classes which would be too big or too small, based on the settings you have added earlier on in the wizard.

Subject	Students wanted	Teaching groups	Average class size
Art and Design	52	1	52
Biology	323	3	108
BTEC Applied Science (Triple)	29	2	15
BTEC Business (Double)	33	2	17
BTEC Business (Triple)	18	1	18

Here, 1 class is not enough for Art, based on your maximum class sizes (so you might need to consider hiring another Art teacher)

Subject	Students wanted	Teaching groups	Average class size
German	1	1	1
Government and Politics	84		

This helps you to see which classes would not be cost-effective to run

The next screen will enable you to **pin** any classes which have to be in a particular block.

For example, if you know that Art can only run in block A, you can pin it here so it is locked in that block and can't be moved whilst the remaining blocks are being calculated.

Start | Blocks | Subjects | Students | Choices Options | Classes | Pin Classes | Place Classes

Pin Classes

This step allows you to pre-set where some of the classes must go.

If you are completely flexible just continue to the next step and we will place your classes in the best place to accommodate your students' choices.

A	B	C	D	E
12A/Ph		12C/Ch		

← Back   + Add new pinned class   ✓ Confirm and continue

Add new pinned class
Which subject do you want to add a pinned class?

Art and Design | Biology | BTEC Applied Science (Triple) | BTEC Business (Double) | BTEC Business (Triple)
BTEC H&SC (Triple) | BTEC IT (Single) | BTEC Sport (Single) | Business Studies | Chemistry
Computer Science | Design Technology | Economics | English Literature | French | Further Mathematics
GCSE - English Retake | GCSE - Mathematics Retake | Geography | German | Government and Politics
History | Mathematics | Media Studies | Philosophy, Ethics & Religion | Physics | Psychology | Sociology
Spanish

Cancel

Click "add new pinned class" and then select the subject you want to pin

+ Add new pinned class   ✓ Confirm and continue

Add new pinned class
Choose 1 block that you want to add for Art and Design?

A ✕

You can only select 1 item

Cancel   Back   Save

The more applicants you have, the longer the wizard will take to generate your Option
Blocks - it has to read all of the choices data and work out the best fit.

V1 ✎

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+.

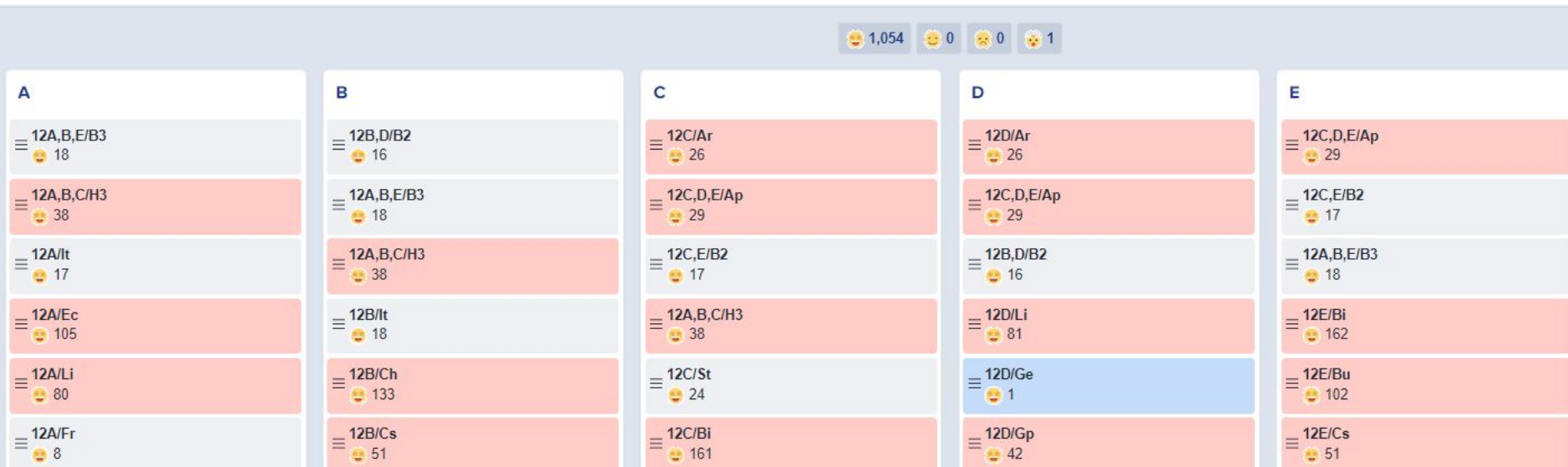Processing... please wait.

← Back

The **emoticons** will show you how happy the students are going to be, based on their choices versus what is available to them.

Students who have been allocated to their main choices will show as **excited**.
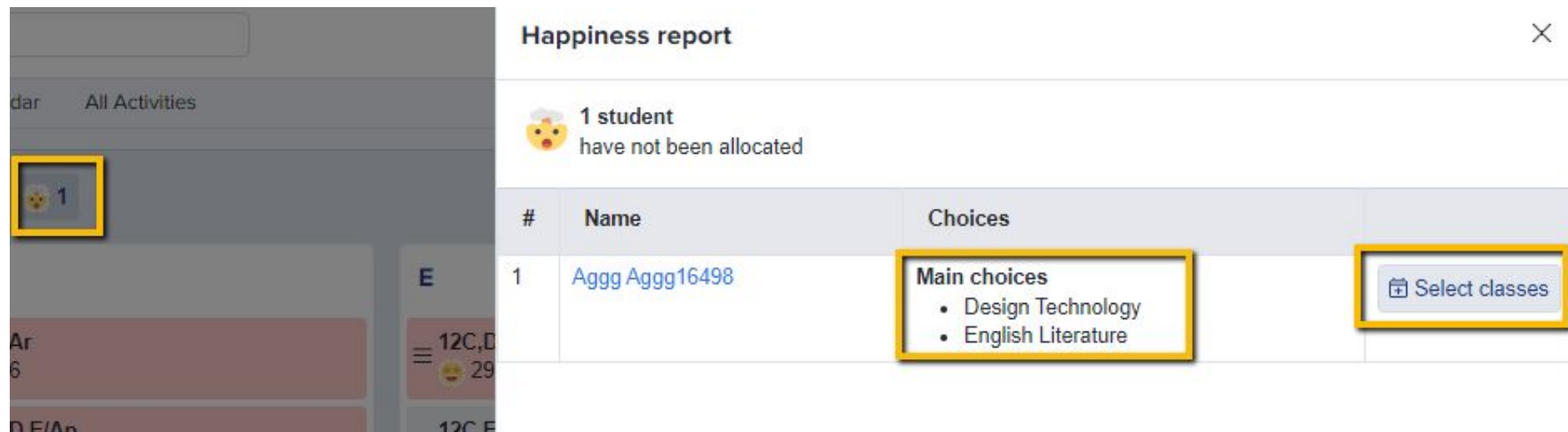
The next face shows students who are **happy** - they got most of their choices, but one is a reserve subject (if you used reserves at application stage).

The **sad** face shows students who are allocated to none of their main subjects, only reserves.

The **devastated** face indicates students have not been allocated at all, based on the current model being projected.

😆 1,054 😃 0 😣 0 😧 1

A	B	C	D	E
≡ 12A,B,E/B3 😆 18	≡ 12B,D/B2 😆 16	≡ 12C/Ar 😆 26	≡ 12D/Ar 😆 26	≡ 12C,D,E/Ap 😆 29
≡ 12A,B,C/H3 😆 38	≡ 12A,B,E/B3 😆 18	≡ 12C,D,E/Ap 😆 29	≡ 12C,D,E/Ap 😆 29	≡ 12C,E/B2 😆 17
≡ 12A/It 😆 17	≡ 12A,B,C/H3 😆 38	≡ 12C,E/B2 😆 17	≡ 12B,D/B2 😆 16	≡ 12A,B,E/B3 😆 18
≡ 12A/Ec 😆 105	≡ 12B/It 😆 18	≡ 12A,B,C/H3 😆 38	≡ 12D/Li 😆 81	≡ 12E/Bi 😆 162
≡ 12A/Li 😆 80	≡ 12B/Ch 😆 133	≡ 12C/St 😆 24	≡ 12D/Ge 😆 1	≡ 12E/Bu 😆 102
≡ 12A/Fr 😆 8	≡ 12B/Cs 😆 51	≡ 12C/Bi 😆 161	≡ 12D/Gp 😆 42	≡ 12E/Cs 😆 51

Click to the **devastated** face to view the students who haven't been able to be accommodated at all, to see what else is available to them and you can allocate them to an alternative course using the "select classes" button.
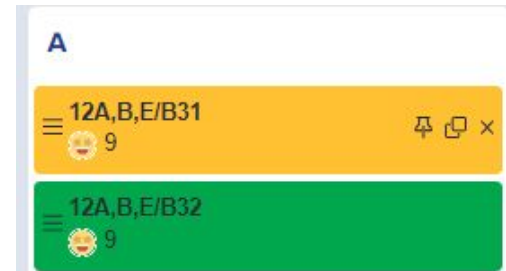
You will see the **total % of successfully allocated students**, based on their first choices.

You can also **make copies** of the model, so you can play around but keep the master copy undisturbed.

You can **pin any classes you are happy with**, so their position is retained when making other changes. Hover over a class to **pin**, **duplicate** or **remove** a class.

If you duplicate a class, it will create a copy of it underneath, and will automatically divide the number of students between the two groups.

On each block, you have the function to manually add extra classes.

You can also click on each class to view who is allocated to it, and which other subjects they are also allocated to.

Use the **Smart Allocation** feature to test a subject out in different blocks, and see what that does to the percentage of students allocated - this lets you test things out before you move them!

Once you are happy with the best fit, click to "**publish**" and this will then apply these settings to your subjects ahead of enrolment/results day.

Philosophy, Ethics & Religion - 12D/Re   ×

Smart class allocation

Click 'Test in other blocks' to see how moving the class to another blocks will affect student allocation

Block	Score	
A		Move it here
B		Move it here
C		Move it here
D	100.0 %	Current block
E		Move it here

Close   Test in other blocks

↺ Re-run   🗒 Make a copy   ⚡ Publish

Happy you've produced the best fit? Then it's time to Publish!

Score: 100.0 %

WHAT HAPPENS NEXT?

Once you have confirmed your best fit, you will need to **create those classes in your MIS**. This will ensure you have the correct **class codes** in place to use in Admissions+ for Enrolment.

Navigate to your **timetables** area in Admissions+ to ensure blocks are allocated based on your best fit model, and click to edit each course to **ensure the correct MIS class codes have been assigned**.

These class codes will then be used on results day: students will enrol onto their courses, teachers will confirm these choices and complete the enrolment process. You will then transfer the classes to your MIS and the class codes will be used to ensure the correct students are mapped to the correct classes in your MIS.

THANK YOU

Contact our Support Team 020 8762 0882