

# 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.

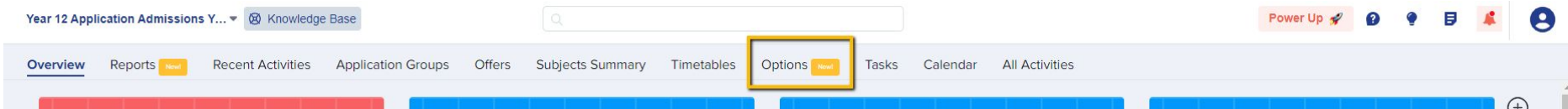
Create your classes in your MIS using the model from your Options module, ready to transfer enrolled students into those classes at Enrolment.

# 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.





Start



Blocks



Subjects



Students



Choices Options



Classes



Pin Classes



Place Classes



Load

## 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.



### 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	<input type="text"/>

**Annotations:**

- A yellow callout box with an arrow pointing to the input field: "Add the name of each block; for example: A"
- A yellow callout box with two arrows pointing to the bottom buttons: "Click to add a new row for each block, then confirm and continue"
- Buttons at the bottom: "+ Add new row" and "✓ Confirm and continue"

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### 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.

Warn me when class size exceeds	Warn me when class size is below
<input type="text" value="20"/>	<input type="text" value="5"/>
<input type="text" value="30"/>	<input type="text" value="8"/>

Start Blocks Subjects

### 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	<input type="text" value="Ar"/>
Biology	<input type="text" value="Bi"/>
BTEC Applied Science (Triple)	<input type="text" value="Ap"/>
BTEC Business (Double)	<input type="text" value="B2"/>
BTEC Business (Triple)	<input type="text" value="B3"/>
BTEC H&SC (Triple)	<input type="text" value="H3"/>
BTEC IT (Single)	<input type="text" value="It"/>
BTEC Sport (Single)	<input type="text" value="Sp"/>
Business Studies	<input type="text" value="Bu"/>

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

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	<input type="text" value="Ar"/>	<input type="text" value="20"/>	<input type="text" value="5"/>	<input type="text" value="1"/>
Biology	<input type="text" value="Bi"/>	<input type="text" value="30"/>	<input type="text" value="8"/>	<input type="text" value="1"/>
BTEC Applied Science (Triple)	<input type="text" value="Ap"/>	<input type="text" value="25"/>	<input type="text" value="6"/>	<input type="text" value="3"/>
BTEC Business (Double)	<input type="text" value="B2"/>	<input type="text" value="28"/>	<input type="text" value="10"/>	<input type="text" value="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	<input type="text" value="Sp"/> <small>This code is not unique. Please choose another.</small>
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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.

## Students

Please use the tick-boxes below to select the students you wish to be included when generating this model. For example, if you wish the model to take account of only students you have placed in a 'short-list' group you have created of likely attendees, then select that group below.

### Advanced Filters

[Status](#) ?

**Properties** >

**Application Form Response** >

**Reference Form** >

**Exam Result** >

**Total Point Score** >

**Average Point Score** >

**Number Of Qualifications** >

**Additional Columns** >

Student Type

Internal

External

Application Status

Incomplete

Awaiting Reference

Completed

Declined

Withdrawn

Deadline Missed

Waiting List

Interview Status

Pending

Complete

Accepted

Denied

Tag

Enrolment Status

Pending

Details To Be Checked

Ready To Enrol

Enrolled

Enrolment Waiting List

Enrolment Declined

Offer Status

Pending

Offer Made

Accepted

Declined

Offer Withdrawn

Application Forms

All Application Forms

[Filter](#) [Save Filter](#)

Click to apply filters

### Saved Filters

#### Filter Summary

Application Status: Completed X

Offer Status: Offer Made, Accepted X

[Reset Params](#)

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:



Start



Blocks



Subjects



Students



Choices Options

## Choices Options

Select students' options to build the model

- Interested and Reserve subjects
- Interested subjects
- Offered subjects

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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  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	<input type="text" value="1"/>	52
Biology	323	<input type="text" value="3"/>	108
BTEC Applied Science (Triple)	29	<input type="text" value="2"/>	15
BTEC Business (Double)	33	<input type="text" value="2"/>	17
BTEC Business (Triple)	18	<input type="text" value="1"/>	18
German	1	<input type="text" value="1"/>	1
Government and Politics	84	<input type="text" value=""/>	

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

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.

The screenshot shows a progress bar at the top with steps: Start, Blocks, Subjects, Students, Choices Options, Classes, **Pin Classes**, and Place Classes. A 'Load' button is on the far right. Below the progress bar, the 'Pin Classes' section has a title and explanatory text: '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.' Below this is a row of five class placement boxes labeled A, B, C, D, and E. Box A contains '12A/Ph' and box C contains '12C/Ch'. At the bottom left is a 'Back' button, and at the bottom right are '+ Add new pinned class' and 'Confirm and continue' buttons.

This dialog box is titled 'Add new pinned class' and asks 'Which subject do you want to add a pinned class?'. It features a grid of subject buttons: 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, and Spanish. A yellow callout box says 'Click "add new pinned class" and then select the subject you want to pin'. The 'Art and Design' button is highlighted with a yellow box. A 'Cancel' button is at the bottom right. The background shows the 'Pin Classes' step from the previous screenshot.

This dialog box is titled 'Add new pinned class' and asks 'Choose 1 block that you want to add for Art and Design?'. It features a dropdown menu with 'A' selected. Below the dropdown, it says 'You can only select 1 item'. At the bottom right are 'Cancel', 'Back', and 'Save' buttons.

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.



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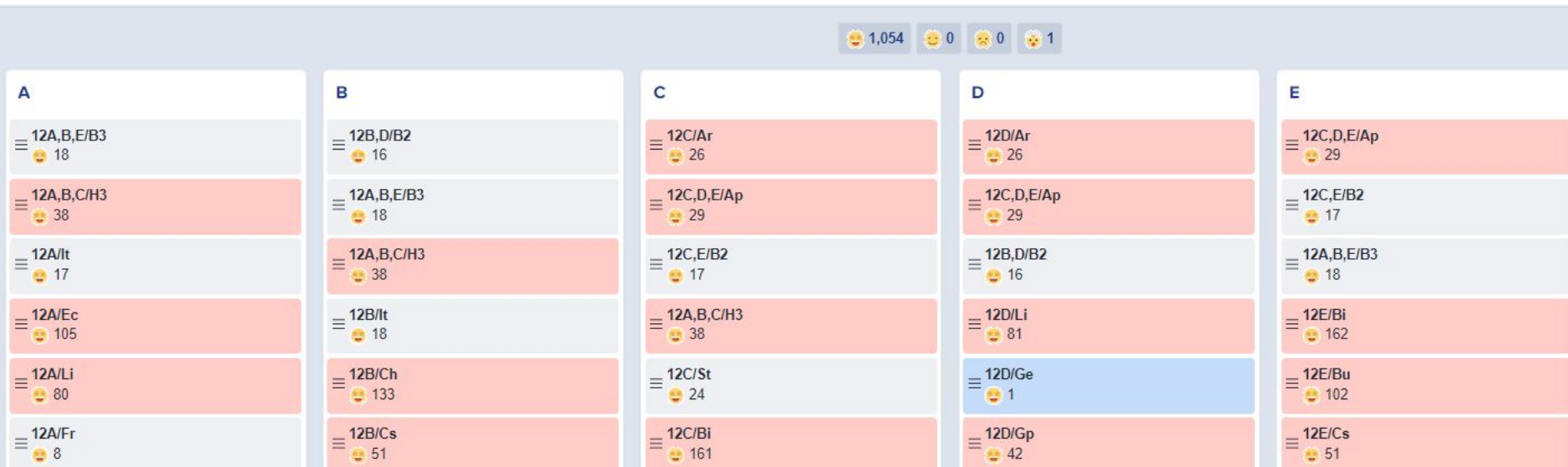
The **emoticons** will show you how happy the students are going to be, based on their choices versus what is available to them.

Students who have been allocated to their main choices will show as **excited**.

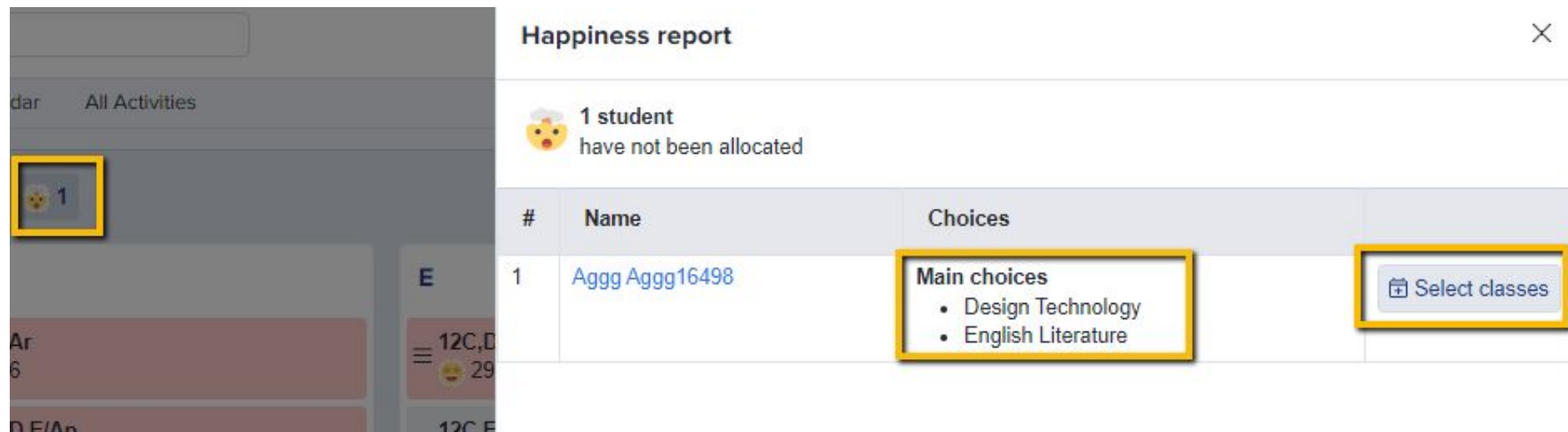
The next face shows students who are **happy** - they got most of their choices, but one is a reserve subject (if you used reserves at application stage).

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.



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.



The screenshot shows a 'Happiness report' window. At the top, it says '1 student have not been allocated' next to a devastated face emoji. Below this is a table with columns for '#', 'Name', and 'Choices'. The first row shows student #1, 'Aggg Aggg16498', with 'Main choices' listed as 'Design Technology' and 'English Literature'. A 'Select classes' button is located to the right of the choices. In the background, a sidebar shows a 'devastated' face icon with the number '1' highlighted by a yellow box.

#	Name	Choices	
1	Aggg Aggg16498	<b>Main choices</b> <ul style="list-style-type: none"><li>• Design Technology</li><li>• English Literature</li></ul>	<input type="button" value="Select classes"/>



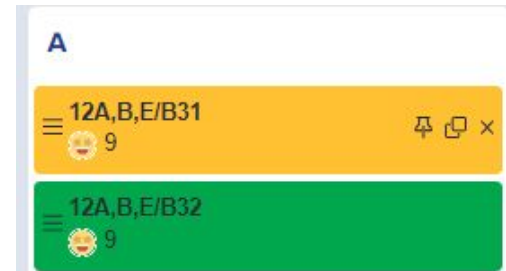
You will see the **total % of successfully allocated students**, based on their first choices.

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.

A

- 12A,B,E/B31  
9
- 12A,B,E/B32  
9
- 12A,B,C/H3  
38
- 12A/It  
17
- 12A/Ec  
105
- 12A/Li  
80
- 12A/Fr  
8
- 12A/Ma  
188
- 12A/Re  
20
- 12A/Ph  
72
- 12A/Ps  
105
- 12A/So  
87

+ Add new class

12D/Ar - Art and Design  
26 students

Click on the name of a class to view the students and see which other classes they are allocated to

#	Name	A	B	C	D	E
1	Aiza Aiza16500		Geography		Art and Design	Design Technology
2	Anastasiia Anastasiia17833	Mathematics		Psychology	Art and Design	
3	Ashivene Ashivene16164		Sociology		Art and Design	Business Studies
4	AYESHA AYESHA16848	Economics		Biology	Art and Design	





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!

### 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

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.



# 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**.



The screenshot shows a course editing interface. On the left, a course titled 'Art and Design' is listed with an edit icon. On the right, a table displays class code details for two entries. The 'Class code' column is highlighted with a yellow box in both the header and the second row.

Title	Class code	Color code	Max number student can apply	Max number student teacher can enroll	Min number of students required to support class	Option Block
124	124	<input type="checkbox"/>	30	30	10	B x x ↓
12D/Ar	12D/Ar	<input type="checkbox"/>	30		10	D x x ↓

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.



Contact our Support Team 020 8762 0882