

# GCSE Options





# OVERVIEW

The GCSE 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 students as possible (based on your **banding** if applicable to your process).

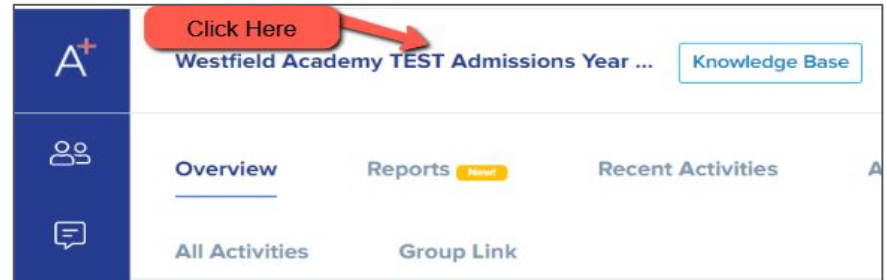
Use the Options module to collect students' options choices, generate option blocks, move blocks to see the impact, replicate your design for a range of factors and build the most cost-effective model.

Create your classes in your MIS using the model from your Options module.

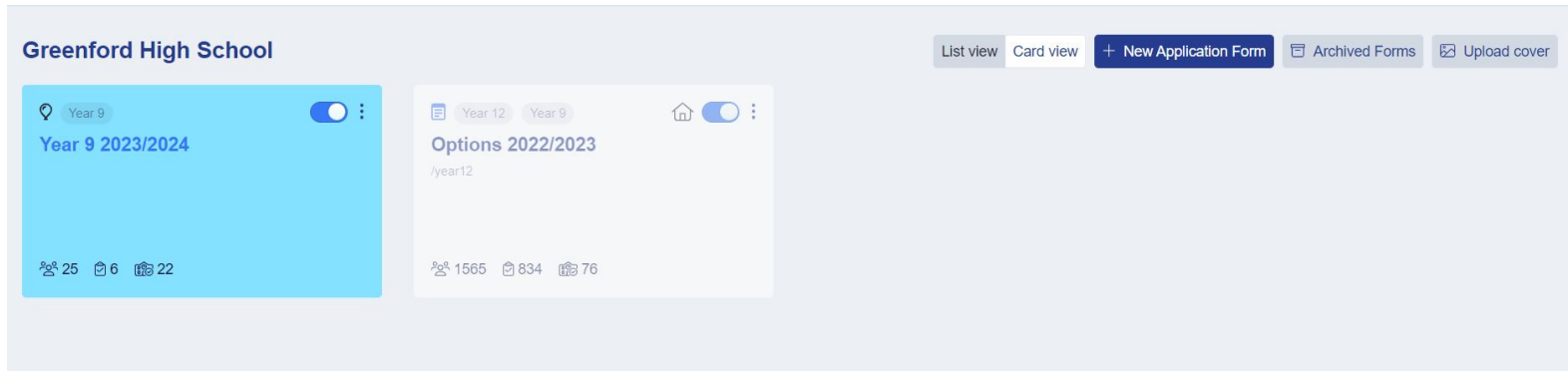
# How to create your new form

\*Please note: this process is for existing customers who already have a system set up and need to add a new form; new customers will not need to complete the steps on slides 4-6\*

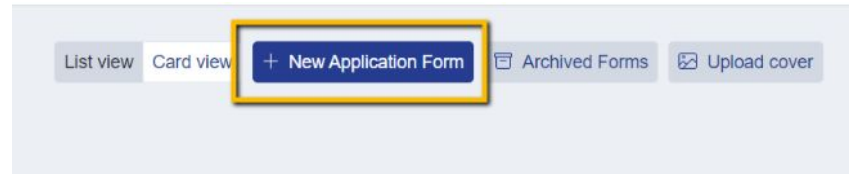
Click on the blue wording in the upper left of your dashboard and then click “forms area/multiple forms”



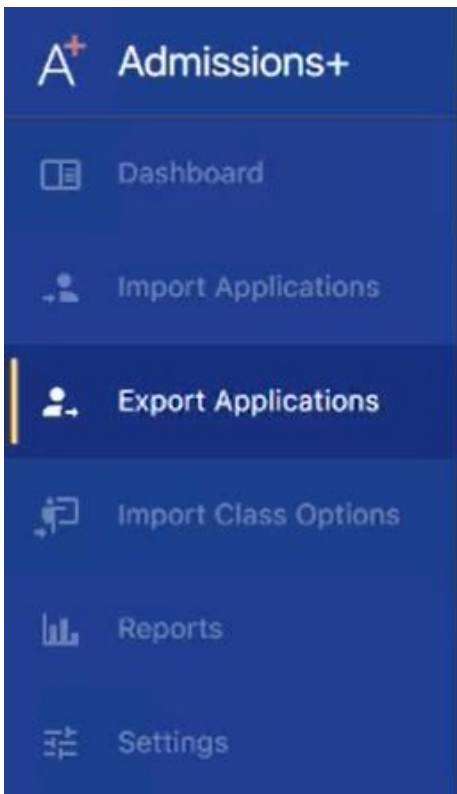
Your forms area will appear and will look something like this:



Click the “new application form” button







Click to open your new form and you can then begin configuring your options process!

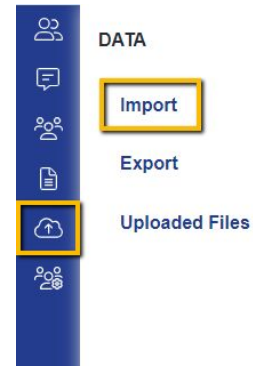
The first step will be to import your Year 9 (or Year 8) students into your system, from your MIS. **The process for this depends on your MIS** but here is an overview, and a link to the relevant guide.

For SIMS: log into the A+ SIMS App and select the option to “Export Applications”. You can then select the correct Year Group and choose which form in your Admissions+ system you would like to export them to.

### [Year 9 Import Guide](#)

Once your students have been added to your system, they will show in your **Imports** area.

Here, you can view their email addresses and passwords and when the time comes (later in this guide) you can send the welcome email to them all so they can log in and select their options choices.



**Data**

Imports **csv** Exports Uploaded Files

Review test

Select all

Send Welcome Email (containing usernames and passwords)

Send Welcome Email Preview Email Edit Email Template

\*sample data\*

Showing 1 to 10 of 10 entries

Show 10 entries

<input type="checkbox"/>	#	First Name	Last Name	Email	Username	Temporary Password	Welcome Email
<input type="checkbox"/>	1	Student 1	Student 1	N/A	student.student	VHs8s7in	not sent
<input type="checkbox"/>	2	Student 10	Student 10	N/A	student.student_10	Erh5Fefg	not sent
<input type="checkbox"/>	3	Student 2	Student 2	N/A	student.student_2	pUk6VAzP	not sent
<input type="checkbox"/>	4	Student 3	Student 3	N/A	student.student_3	9aGK-n34	not sent
<input type="checkbox"/>	5	Student 4	Student 4	N/A	student.student_4	7PBkk12o	not sent

You should also check your **subject list**, to ensure the correct subjects are available to use within your options model.

If this is your second cycle, your subjects will have copied over from last year.

If this is your first cycle, you will need to add your subjects into your form.

To see your subjects and make any changes, including adding and deleting, navigate to **settings > subject options > subjects**.

### Subject Options

Subjects

Enable sorting course manually

#### Qualifications

[Export](#) [+ Add new](#) [Go to courses step](#)

Showing 1 to 52 of 52 entries

ID	Qualification	Level	Learning Hours	Compulsory	Entry Test Required	Course Id	Provider Course ID	Entry Requirements	Assessment Method	Info last updated	
14776	GCSE Russian		0	No	No					13/12/2023	
14821	GCSE Further Maths		0	No	No					03/01/2024	
14376	GCSE Chemistry		0	No	No					06/12/2023	



You can also import a list of subjects in bulk via **Data > Import > Start an import** - there is a sample CSV file you can download and populate with your data, before returning to this area and importing the list in.

The image shows a software interface with a dark blue sidebar on the left containing icons for navigation. The main area is titled 'Year 9 Options Admissions Year 202...' and has a 'DATA' section with 'Import' and 'Export' buttons. A yellow box highlights the 'Import' button, and a yellow arrow points to the 'Import' icon in the sidebar. The 'Imports' section is also highlighted with a yellow box. It contains a list of import options: 'import parent sample.csv', 'import student sample.csv', 'Student grades or Subject Options' (with a red warning: 'The following can only be imported for users that already exist'), 'Predicted Grades or Achieved Grades' (with two versions), 'Student Subject Options' (with two versions), 'Time Table Subject Options' (with a yellow arrow pointing to it), and 'import-qualifications-sample.csv' (with a yellow box around it).

Year 9 Options Admissions Year 202...

Imports Exports

import parent sample.csv  
import student sample.csv

Student grades or Subject Options  
The following can only be imported for users that already exist

Predicted Grades or Achieved Grades  
Version 1 - multiple grades in a row sample file  
Version 2 - single grade in a row sample file

Student Subject Options  
Version 1 - single subject option in a row sample file  
Version 2 - multiple subject options in a row sample file

Time Table Subject Options  
import-qualifications-sample.csv

Other i

# DESIGN STAGE

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

The screenshot shows a dashboard with a navigation bar at the top containing: Overview, Reports (with a 'NEW' badge), Recent Activities, Application Groups, Offers, Subjects Summary, Timetables, **Options** (highlighted with a yellow box and a 'New' badge), Tasks, and Calendar. Below the navigation bar is a breadcrumb trail: All Activities > Start > Bands > Blocks > Subjects > Students > Place Students > Banding Rules. A 'Load' button is located at the end of the breadcrumb trail. The main content area is titled 'Options Block Modelling' and contains the following text: '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.' Below this, it says: 'You can either start a new model, or load a previously-created one below.' At the bottom right of the content area, there are two buttons: 'Load a saved model' and 'Create new'.

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 options to different blocks.



Start



Blocks



Subjects



Students



Place Students



Banding Rules



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 it here (or click "create new" 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 saved models”, to open a saved version of your options and continue to work on them, but on your first visit, choose “create new”.

Name your new option block file - maybe “Year 9 V1” and click “create”.

Create new model

Name \*

Cancel Create

All Activities



Start



Bands



Blocks



Subjects



Students



Place Students



Banding Rules



Load

## Bands

For those new to timetabling and options: Bands are the fundamental unit that a timetable is built on, and can best be thought of as a set of classes that can be taken by a particular group of students.

For example, the students in your school who are of higher-ability might be placed in "Band X", and because of this, might study a curriculum that involves 6 lessons per week of English and Maths and separate sciences, whilst students in "Band Y", might instead study 'Combined Science', and have only 3 lessons per week of Maths.

In a timetable, bands are normally designated with a letter, which might appear in class codes. For example an English class called 9X/En might be one taken by students in Band X.

If you don't know what your bands are, ask the person who does your timetable or data manager - they will almost certainly know what they are.

Order	Band code	
1	<input type="text"/>	

← Back

+ Add new row

✓ Confirm and continue

Add your **bands** information - you can use the "add new row" button to add as many bands as needed (and if you're not sure what these are, your timetabler will know).

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      Place Students      Banding Rules      Load

### Blocks

To get us started, please tell us how many timetable blocks are used for your options subjects:

**Add your blocks and tick which blocks are available to which bands**

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 checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z	
3	C	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z	
4	D	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input type="checkbox"/> Z	
5	E	<input checked="" type="checkbox"/> X <input type="checkbox"/> Y <input type="checkbox"/> Z	

**Add as many blocks as needed, then press "confirm and continue"**

[← Back](#)      [+ Add new row](#)      [✓ Confirm and continue](#)

Next, the wizard will show the list of your subjects - 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. Check these with your timetabler if you are uncertain - it is ideal to use the same codes here as are used in your MIS.

Start Blocks **Subjects** Students Place Students Banding Rules

### Subjects

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

Tick at least one band here to make the other fields editable; add your shortcode and class parameters

Subject	Available to bands	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 checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z	<input type="text" value="Ar"/>	<input type="text" value="25"/>	<input type="text" value="10"/>	<input type="text" value="1"/>
Biology	<input type="checkbox"/> X <input type="checkbox"/> Y <input type="checkbox"/> Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
BTEC Applied Science (Triple)	<input type="checkbox"/> X <input type="checkbox"/> Y <input type="checkbox"/> Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>

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

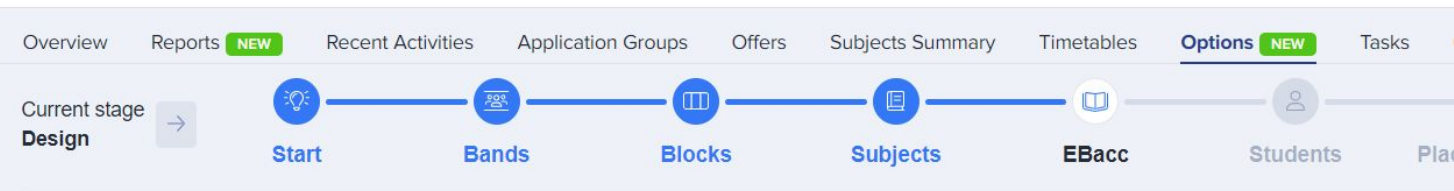
Number of blocks per class refers to the **width** of your courses. The number of blocks per class (sometimes known as the "width" of your class) refers to how many blocks the lessons for that class take up. While most subjects are taught inside a single block, some subjects require more lessons than can fit in a single block. Often, this might be courses which are doubles or triples.

	Number of blocks per class
	1
	1
	3
	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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**EBacc Calculations** can also be activated and you can tell your system which subjects to include in your calculation



## EBacc Calculations

Calculate the cohort's EBacc eligibility percentage?

The EBacc is a set of subjects at GCSE that keeps young people's options open for further study and future careers.

[← Back](#)

To be eligible for the English Baccalaureate (EBacc), a student needs to study certain 'core' subjects. So we can calculate this accurately, please answer the following questions:

### English Language

All of our students study this, and this subject is not included in the options process.

This is one of the options subjects we have listed in the previous step. It is the one we have called:

Select subject





Move onto the **students step**, to decide which students you would like to apply the model to.

Do you know of any students who are leaving? You could deselect them here to discount them from your calculations.

“Select All” if you want to include every student from that year group in your model.

Students of many students, with select that group below.

Select all

Deselect all

Showing 1 to 4 of 4 entries 4 rows selected

Show 10 entries

Search:

#	Id	Student Code	First Name	Last Name	Gender	Reg group	
1	14930	K80N	Matthew	Jones	Male		<input checked="" type="checkbox"/>
2	17144	U-4F85	Zohra	Zohra17144	Female	A1	<input checked="" type="checkbox"/>
3	17562	U-DB94	Zorha	Zorha17562	Female	7c	<input checked="" type="checkbox"/>
4	15798	EB4D	Zuhal	Zuhal15798	Female		<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries 4 rows selected

← Back

Previous 1 Next

✓ Confirm and continue

On the “Place Students” step, you need to specify which band each student will be allocated to, to ensure they see the correct options for their band or pathway.

### Place students into bands

Now, we need to place your students into bands (also known as “pathways”) for next year. These bands (also known in some schools as “pathways”), 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 4 of 4 entries

Show 10 entries

Search:

#	Id	Student Code	First Name	Last Name	Gender	Reg group	Band
1	14930	K80N	Matthew	Jones	Male		<input checked="" type="radio"/> X <input type="radio"/> Y <input type="radio"/> Z
2	17144	U-4F85	Zohra	Zohra17144	Female	A1	<input type="radio"/> X <input checked="" type="radio"/> Y <input type="radio"/> Z
3	17562	U-DB94	Zorha	Zorha17562	Female	7c	<input checked="" type="radio"/> X <input type="radio"/> Y <input type="radio"/> Z
4	15798	EB4D	Zuhal	Zuhal15798	Female		<input type="radio"/> X <input type="radio"/> Y <input checked="" type="radio"/> Z

Showing 1 to 4 of 4 entries

Previous 1 Next

← Back

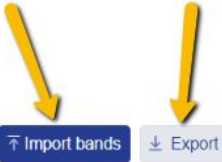
✓ Confirm and continue

You can now complete this action more quickly, by exporting a list of the students. You can then assign their bands in the CSV which is generated, and then click to import the data into the model.

### 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 16 entries

Show 10 entries

Search:

#	Id	Student Code	First Name	Last Name	Gender	Reg group	Band
1	20451	U-C570	Test	Anne			<input checked="" type="radio"/> A
2	20529	U-2FB9	Hugo	Last			<input checked="" type="radio"/> A
3	20530	U-0557	Harv	Shame			<input checked="" type="radio"/> A

On the “**Banding Rules**” step, you can set rules and parameters for the students in each band to ensure they see subjects they are eligible for.

### Banding rules

Here is where you can set up the rules that your students must follow when making their options choices, and design the screen that they will see when they log in. We will do this one band at a time...

Rules for students in band  X  Y  Z

Select one band at a time to work through - the band you are working on is shown in white

Students in this band will be allocated to this many classes:

4

Students in this band should be required to select this many choices:

So they have some reserve choices we can use if we need to.

Students will not be able to submit their options form until 6 choices have been selected (in this example)

6

Subjects in this group must be chosen together: **Biology, Physics, Chemistry**

Only one from this group of subjects can be chosen: **BTEC Applied Science (Triple), Biology**

Students must choose at least 1 from this list: **German, Spanish, French**

You can set as many conditions/rules as needed by clicking the "Add New Rule" button

+ Add new rule

You can also display subjects as groups from this step so it will show subjects to students as blocks. To do this, click on '+Add new group' button.

Current stage → Design

Start Bands Blocks Subjects EBacc Students Place Students **Banding Rules** Configure Load

### Banding rules

Here is where you can set up the rules that your students must follow when making their options choices, and design the screen that they will see when they log in. We will do this one band at a time...

**Rules for students in band** X Y

Students in this band will be allocated to this many classes: 3

Students in this band should be required to select this many choices:  
So they have some reserve choices we can use if we need to. 3

Students must choose at least 1 from this list: **Computer Science - GCSE, Digital Technology - GCSE**

+ Add new rule

**Display subjects as groups**  
(this will show the subject list to students as blocks)

+ Add new group

← Back ✓ Confirm and continue

Create a 'Group name' for your subject group and add subjects by putting a tick on the subjects under the 'Available Subjects' column and then click Arrow Right. The subjects will now have moved to the right column and you can now indicate the number of subjects that the students are allowed to choose from this group then click 'Save'.

**Add new subject group** [X]

Group name \*  
Block A

**Available subjects**

- Art & Design - GCSE
- Art Photography - GCSE
- Art Textiles - GCSE
- Business Studies - GCSE
- Computer Science - GCSE
- Digital Technology - GCSE
- Drama - GCSE
- Electronics - GCSE
- Engineering Design\* - GCSE
- French - GCSE
- Geography - GCSE
- Geology - GCSE

Maximum number of subjects they can choose from this group: 1

Cancel Save

**Add new subject group** [X]

Group name \*  
Block A

**Available subjects**

- Digital Technology - GCSE
- Drama - GCSE
- Electronics - GCSE
- Engineering Design\* - GCSE
- French - GCSE
- Geography - GCSE
- Geology - GCSE
- German - GCSE
- Health and Social Care, and Childcare - GCSE
- History - GCSE
- Hospitality & Catering - Level 1&2
- Media Studies - GCSE

Maximum number of subjects they can choose from this group: 1

Cancel Save

On the “**Configure**” step, you can select whether or not you require parents to confirm the choices made by the students.

Current stage → Design

Start Bands Blocks Subjects EBacc Students Place Students Banding Rules Configure

### Configure

Require parental confirmation of students' options choices?

← Back Save

If you enable this, parents will be sent an email asking them to confirm the choices submitted by their child and the email can be configured via **communications and events > communications > automated messages**.

### Communications

Manual Messages **Automated Messages** Scheduled Messages Messages Summary

Search in table

Showing 1 to 50 of 59 entries Show 50 entries

Type	Template Name	Subject	Send from	Send to	Triggered when	Repeat	Enable	Actions
<input checked="" type="checkbox"/>	Parental Consent Request	Review your child's options at Greenford High School	test@example.com	Parent	Parental consent request	N/A	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	OTF Student File	OTF Student File	test@example.com	Staff	OTF student file	N/A	<input checked="" type="checkbox"/>	

Click to edit or preview the template

From here, you can also disable the ranking step. Simply, put a tick on 'Disable ranking step' box then hit 'Save'.

By default, students are prompted to rank their choices in order of preference but this feature can be disabled if not needed as part of your process.

The screenshot displays the 'GCSE Options Admissions Year 2...' interface. At the top, there is a search bar with the text 'Enter 3 or more letters to search...' and a notification banner for 'Referrals! Earn £50 Amazon Voucher'. Below the search bar is a navigation menu with tabs for 'Overview', 'Reports', 'Recent Activities', 'Application Groups', 'Subjects Summary', 'Timetables', 'Options', and 'All Activities'. The 'Options' tab is selected. A process flow is shown with steps: Start, Bands, Blocks, Subjects, EBacc, Students, Place Students, Banding Rules, and Configure. The 'Configure' step is highlighted with a red box. Below the process flow, the 'Configure' section is visible, containing two checked options: 'Require parental confirmation of students' options choices' and 'Disable ranking step'. The 'Disable ranking step' option is also highlighted with a red box. At the bottom right of the 'Configure' section, there is a green 'Save' button, also highlighted with a red box. A 'Back' button is located at the bottom left of the 'Configure' section. A 'Load' button is located at the top right of the 'Configure' section.

GCSE Options Admissions Year 2... Knowledge Base

Enter 3 or more letters to search...

Referrals! Earn £50 Amazon Voucher

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

Current stage → Design

Start Bands Blocks Subjects EBacc Students Place Students Banding Rules **Configure** Load

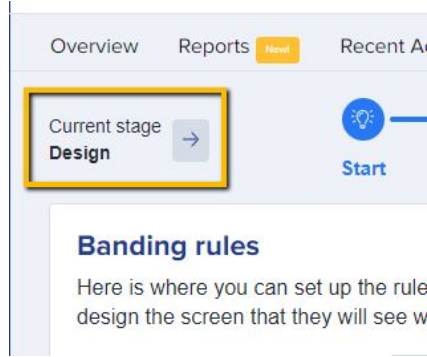
### Configure

- Require parental confirmation of students' options choices
- Disable ranking step**

← Back **Save**



Once you have completed your **design** steps, you can click the arrow in the top left of your screen to put these settings into effect and move to the **Choices Stage**.



You are then ready to move onto the next stage: sending the login details out to your students so they can access the system and submit their options choices.

Data

Imports **CSV** Exports Uploaded Files

Review test

Select all

Send Welcome Email (containing usernames and passwords)

Send Welcome Email Preview Email Edit Email Template

\*sample data\*

Showing 1 to 10 of 10 entries

Show 10 entries

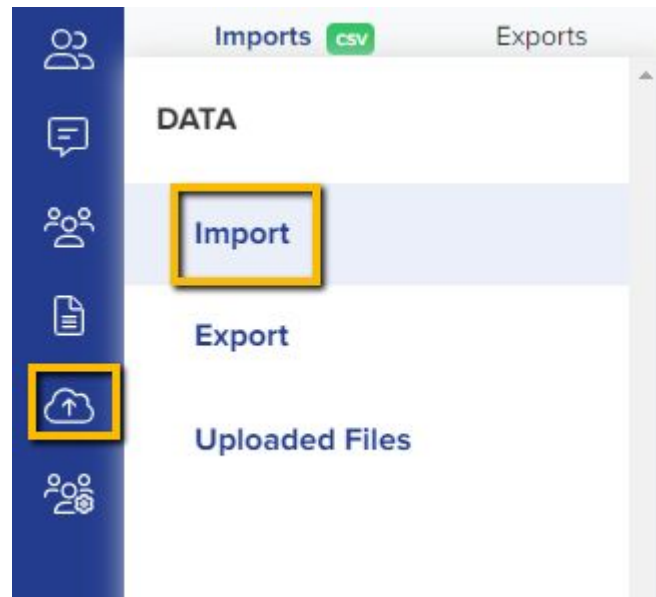
	#	First Name	Last Name	Email	Username	Temporary Password	Welcome Email
<input type="checkbox"/>	1	Student 1	Student 1	N/A	student.student	VHs8s7in	not sent
<input type="checkbox"/>	2	Student 10	Student 10	N/A	student.student_10	Erh5Fefg	not sent
<input type="checkbox"/>	3	Student 2	Student 2	N/A	student.student_2	pUK6VAzP	not sent
<input type="checkbox"/>	4	Student 3	Student 3	N/A	student.student_3	9aGK-n34	not sent
<input type="checkbox"/>	5	Student 4	Student 4	N/A	student.student_4	7PBkk12o	not sent

To send the welcome emails to your students, navigate to Data > Import.

Click on the report icon for the imported students, and then select them all using the checkbox.

Click “send welcome email” and this will send their login details to them so they can access your form.

Status	Report
completed	



The image shows a navigation menu on the left with several icons. The 'Import' icon (a cloud with an upward arrow) is highlighted with a yellow box. To the right, a sidebar menu is open, showing 'Imports' (with a 'csv' tag) and 'Exports' tabs. Under the 'Imports' tab, the 'Import' button is highlighted with a yellow box. Below it are 'Export' and 'Uploaded Files' options.



A row of three buttons: 'Send Welcome Email' (with an envelope icon), 'Preview Email' (with a play icon), and 'Edit Email Template' (with a pencil icon). The 'Send Welcome Email' button is highlighted with a yellow box.

Showing 1 to 2 of 2 entries 2 rows selected

Show 10 entries

Search in table

Export

<input checked="" type="checkbox"/>	#	First Name	Last Name	Email	Username	Temporary Password	Welcome Email	Last Signed In
-------------------------------------	---	------------	-----------	-------	----------	--------------------	---------------	----------------

# CHOICES STAGE

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Students will log in and you will see their choices beginning to populate on an **overview** screen, as well as the **status** of those students:

“**Never logged in**” means that the student has not yet logged in to choose their options. This might be because they are having trouble with their login ID and Password, or simply that they have not tried to log in yet.

“**Complete**” means that the student has logged in, and chosen their options subjects. You can see their choices to the right of the status column.

“**Pending Parents**” - if you have switched on the requirement for parents to agree with your students’ options choices, this status will appear. The student has chosen their options, but the parents have yet to click the ‘agree’ button that was emailed to them listing the students’ choices.

“**Bounced**” means that the email invitation that was sent to the student was returned to the school as ‘undeliverable’. You should confirm the correct email with the student and then you can correct it by clicking in the ‘bounced’ field, where you can enter a corrected email address. An invitation will then be automatically re-sent to the student.

Navigate between stages

year 9 test **LIVE** 45/60 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 60 entries

Show 10 entries

If you configured your system to require parental approval, this status will show


Search:

<input type="checkbox"/>	Student Id	First Name	Last Name	Reg group	Status	1	2	3	4	5	
<input type="checkbox"/>	16805	Aadam	Aadam16805		Completed	Ge	Fr	Ar	Bs		
<input type="checkbox"/>	15676	Aaliyah	Aaliyah15676		Incomplete						
<input type="checkbox"/>	16971	Aaron	Aaron16971	form group 2	Completed	Bs	Gr	Cs	Per	Ps	
<input type="checkbox"/>	17926	Aavash	Aavash17926	form group 1	Completed	Vi	Cs	Gr	Ps	Bs	
<input type="checkbox"/>	16355	Abdallah	Abdallah16355		Pending parents						
<input type="checkbox"/>	14847	Abdihamid	Abdihamid14847		Pending parents						
<input type="checkbox"/>	20860	Abdillahi	Abdillahi20860	form group 1	Completed	Vi	Ma	So	Gr	Ge	
<input type="checkbox"/>	20664	Abdinasir	Abdinasir20664		Completed	Vi	Ma	Per	Cs	Bs	
<input type="checkbox"/>	20189	Abdiqani	Abdiqani20189		Completed	Vi	Sp	Gr	Ge	Fr	
<input type="checkbox"/>	16778	Abdirahman	Abdirahman16778		Completed	Hi	Per	Ps	So	Sp	

Showing 1 to 10 of 60 entries

# The Student View

Year 9 Admissions Year 2023/2024

 Year 9 Options

## Year 9 Options progress

Step 1: Year 9 Options

Continue

Students will log in and will click to update their options step.

They will then see a list of available subjects and once they have begun to select them, any rules they need to follow will appear.

When they fulfil a criterion, this will appear with a green tick - they can't submit until all criteria have been ticked.

## Select your preferred subjects

Click on the subjects you would like to choose from the list below, you will rank them in order in the next step.  
Any rules you need to follow when choosing are shown on the right.

### Available subjects

- Art and Design
- Biology
- Business Studies
- Chemistry
- Computer Science
- Design Technology
- Economics
- English Literature
- French
- Further Mathematics

### Your choices

1. **Art and Design**

### All criteria

You have made 1 choice.  
You'll need to select **5** more subjects.

Subjects in this group must be chosen together:  
**Art and Design** / Spanish

Only one from this group of subjects can be chosen:  
**Art and Design** / Biology

## All criteria

- ✔ You have made enough **6** choices.
- ✔ Subjects in this group must be chosen together:  
**Art and Design / Spanish**
- ✔ Only one from this group of subjects can be chosen:  
**Art and Design / Biology**

Once all criteria are met, they can then rank their preferences.

 Rank your preferences

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, and the one you could live without is at the bottom.

#### Your choices

1. Art and Design
2. English Literature
3. Spanish
4. German
5. Further Mathematics
6. Design Technology

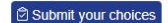
#### Instructions

- ← The subject you want to do the **MOST**
- ← The subject you want to do the **SECOND-MOST**

They drag and drop their choices into preference order, following the instructions at the top and side of the page

Once happy, they click to submit their choices

← Back

 Submit your choices

If enabled in the design stage, the student will then see the preview of the email which will be sent to their parent/guardian for approval of 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, Student 1 A1 has sent us their options subject choices for The Wells Free 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:

If needed, you can **enter a student's choices on their behalf**. Perhaps if they have no internet access, or are struggling to complete the form and need your support, you may need to use this feature.

Search for the student on your system and click on their name to load their profile.

Year 9 Admissions Year 2023/2024

Knowledge Base

Applicants in this form:

**Test Emmet Test Fritsch**

Test Ayla Test Purdy

Applicants in other forms:

**Test Evie Test Evie20657**  
student+20657@example.com  
Options

On their profile, you can **impersonate** them, enabling you to complete the form for them.

**Test Emmet Test Fritsch #U-2359**



Phone 49526906449  
School Beths Grammar School  
Email

**Impersonate**

✉ 📄 🖨️ 🗨️ 👓 more



# REVIEW STAGE

At the Review Stage, students are prevented from making any further changes to their own options. This enables you to ensure no amendments are made, so you and your team can review the choices selected to ensure they are appropriate.

**Proceed to Review phase** ×

You are about to proceed to the “modelling” phase.  
Doing so will prevent students from making additional choices so you can review their choices for appropriateness.

[Back](#) [Proceed](#)

Staff can make changes to the students’ options choices by clicking on their name and changing the choices as appropriate.

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

**Year 9 V1** **REVIEWING** Students can no longer change their choices

Showing 1 to 10 of 25 entries Show 10 entries Search:

First Name	Last Name	Reg group	Status	1	2	3	4	5
Lucy	Curtis		Completed	Ar	Li	Sp	Ge	Fm
Matthew	Jones		Completed	Bi	Fr	Ch	Gg	Ph

# MODELLING STAGE

---

The Modelling Stage is where you will build your “best fit” model timetable, based on students’ choices and any changes made at the Review Stage.

Students’ options are locked at this stage, to avoid any changes being made and impacting the progress of the model.

## Proceed to modelling



You are about to proceed to the “modelling” phase.  
Doing so will lock all changes by students.

Back

Proceed

On the Classes screen you can see how many students have chosen each subject, set the number of classes you can run for each subject and see the average class sizes.

Start    Blocks    **Subjects**    Students    Banding rules    Choice options    **Classes**    Pin classes    Place classes

### Classes

The table below shows how many students have chosen each subject as one of their 'main' choices. You now need to tell us how many actual classes you want to run in each subject.

The more teaching groups you schedule, the smaller the average class size is likely to be after we allocate students to classes (But this obviously incurs a greater staffing cost). Please indicate below how many teaching groups ("classes") you would like us to try to schedule.

Assume projected class size that will attend is

Code	Subject	Students wanted		Average class size
Ad	Art & Design	100	<input type="text" value="3"/>	33
Dr	Drama	4	<input type="text" value="1"/>	4
Dt	Design Technology	12	<input type="text" value="12"/>	12
Fr	French	56	<input type="text" value="2"/>	28
Gg	Geography	62	<input type="text" value="2"/>	31
Hi	History	34	<input type="text" value="1"/>	34

Set the number of teaching groups you could currently run based on your staffing levels



## 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.

← Back

+ Add new pinned class


✓ Confirm and continue

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 more students 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.

Processing... please wait.



← Back

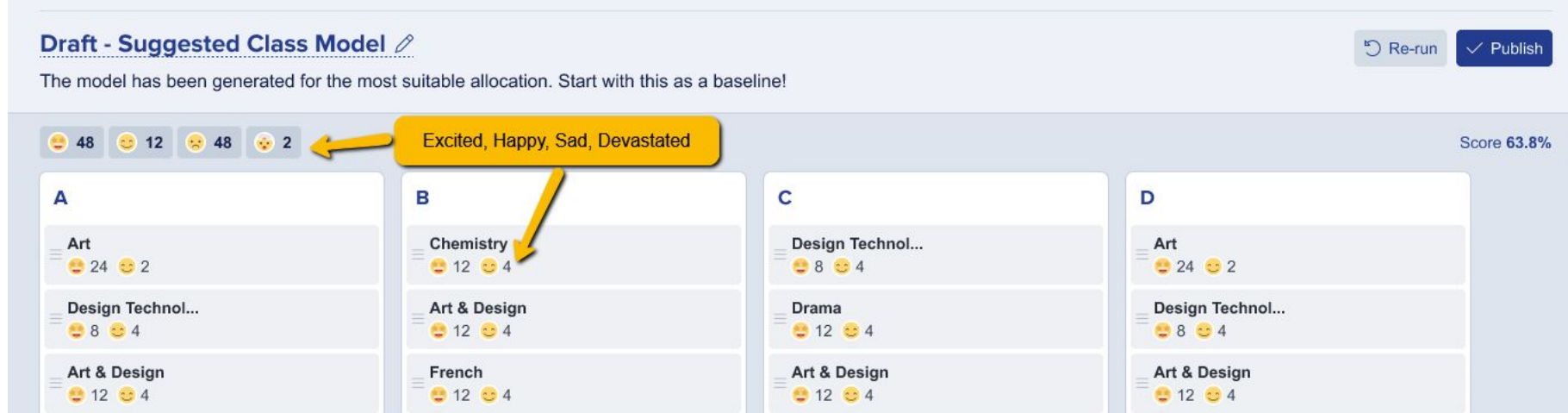
The **emoticons** will show you how happy the students are going to be, based on their choices versus what is available to them.

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 top choices.

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 on a face to view the students who are within each status.



### 48 students

Have had to use more than one reserve

Name	Form	Wanted to do	Instead is doing
<a href="#">Kadin Lubin</a>	9RJD	Spanish	Art
<a href="#">Ruben Bator</a>	9RJK	French	Art & Design
<a href="#">Carter Geidt</a>	9RJD	Art	Design Technology
<a href="#">Leo Rosser</a>	9RJK	Design Technology	Art
<a href="#">Marcus Lubin</a>	9RJD	Spanish	French
<a href="#">Omar Mango</a>	9RJK	Design Technology	Art
<a href="#">Kaiya Bator</a>	9RJD	Art	French
<a href="#">Talan Bergson</a>	9RJK	Geography	Design Technology

#### 9RJK Marcus Lubin

##### Student's choices

- Spanish
- Art
- History
- Geography
- Design Technology
- French

##### Allocated to

Monday - Morning  
Art

Tuesday - Afternoon  
History

Wednesday - Morning  
French

Thursday - Afternoon  
Not selected

Friday - Morning  
Not selected

Cancel Confirm changes

You could view the “devastated” group 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.

The screenshot shows a vertical list of subject blocks under the letter 'A'. Each block contains a subject name, a sad face emoji with a count, and a happy face emoji with a count. The subjects are: Art (24 sad, 2 happy), Design Technol... (8 sad, 4 happy), Art & Design (12 sad, 4 happy), History (10 sad, 1 happy), French (16 sad, 3 happy), and Geography (14 sad, 6 happy). The Geography block has additional icons for a list, location, copy, edit, and close. At the bottom, a button with a plus sign and the text '+ Add new class' is highlighted with a yellow box.

Subject	Sad Face Count	Happy Face Count
Art	24	2
Design Technol...	8	4
Art & Design	12	4
History	10	1
French	16	3
Geography	14	6

+ Add new class

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!

## Smart class allocation

### Design Technology

Monday - Morning	24/30 fit	Current block
Tuesday - Afternoon	21/30 fit	Move it here
Wednesday - Morning	20/30 fit	Move it here
Thursday - Afternoon	19/30 fit	Move it here
Friday - Morning	16/30 fit	Move it here

Cancel

Once you are happy with the best fit, click to “**publish**” and this will then apply these settings to your timetable.



# IMPORTING CLASSES TO YOUR MIS

When you have finished creating your model and you press “**publish**”, two things happen:

1. Those classes are created in a timetable on your system (not visible to students) and the class codes are added to each class
2. The students become “enrolled” within your system, thus enabling their classes to be imported into your MIS

You will need to **create those classes in your MIS** and then you can import them straight from your Options Form to the MIS for each student.

If you are a SIMS user, log into the Admissions+ SIMS App and select the “**Import Classes**” option.

If you are a cloud-based MIS user, go to Data > Export > Start an export and select the “**student classes**” option.

This [Guide](#) covers the steps in detail for each MIS.



Contact our Support Team 020 8762 0882