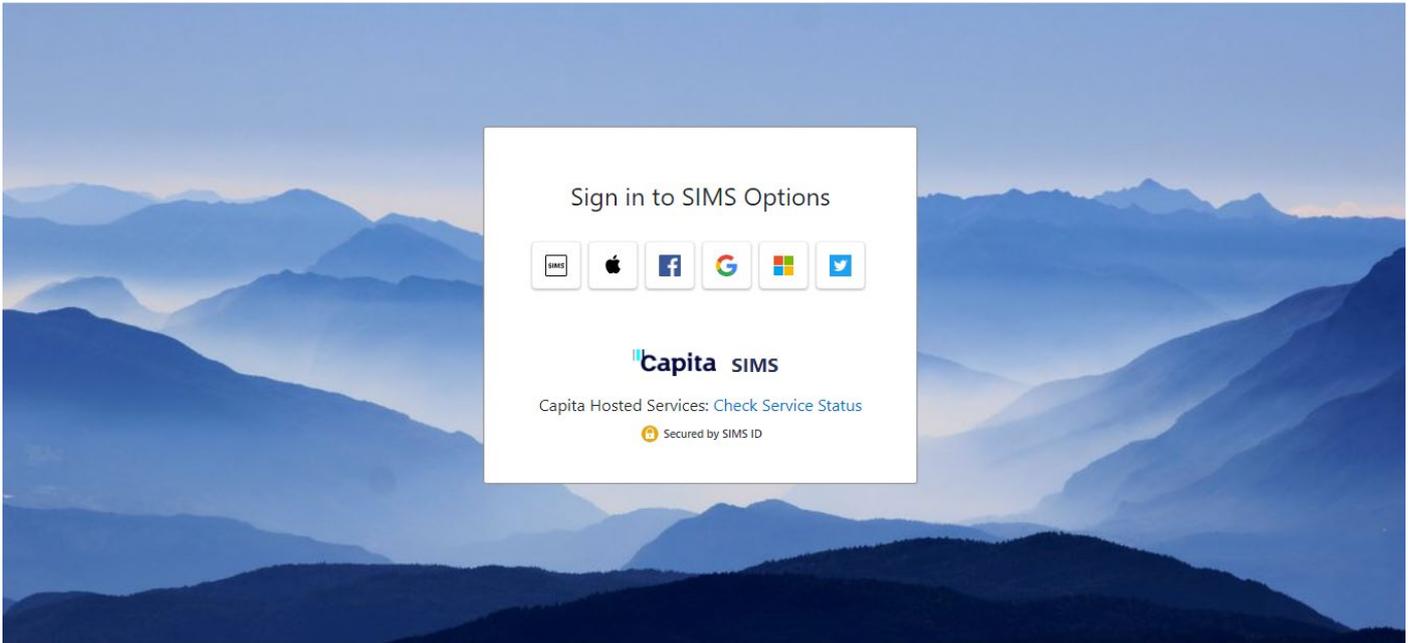


Using SIMS Options Online

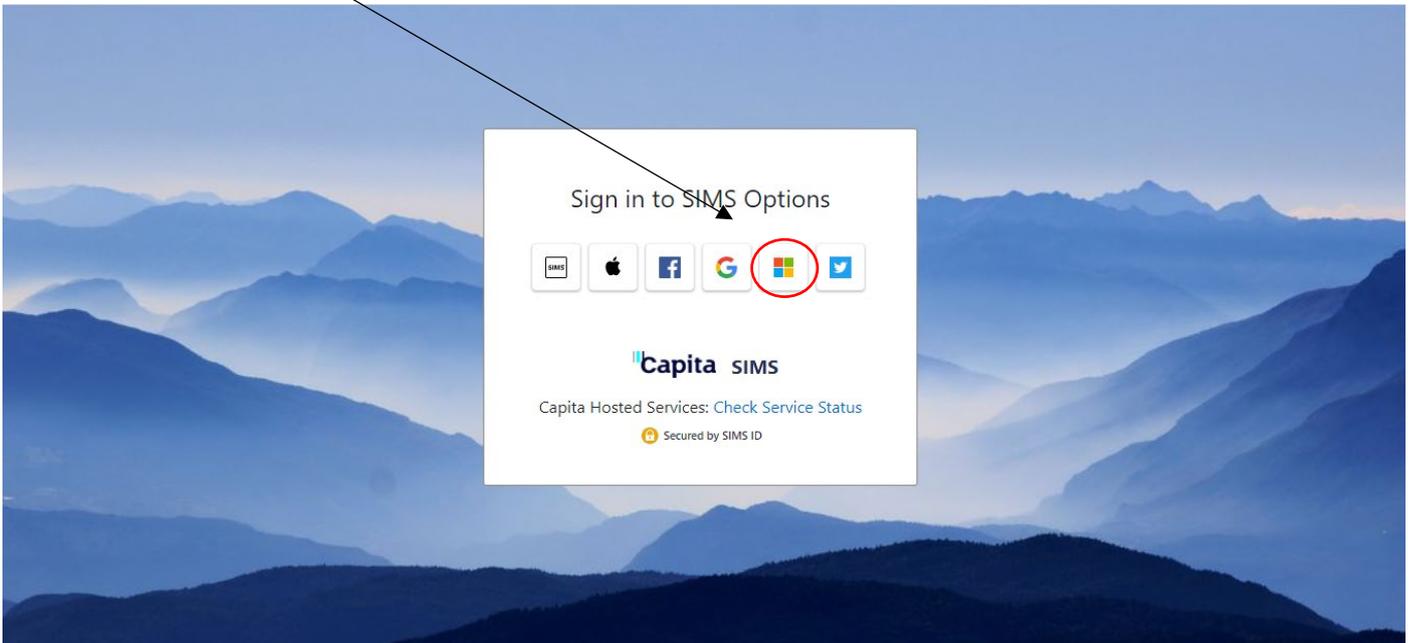
You will receive an e-mail to your school e-mail address which will provide a link to SIMS Options Online

Click on the link within the email and you will arrive at a screen that looks like this

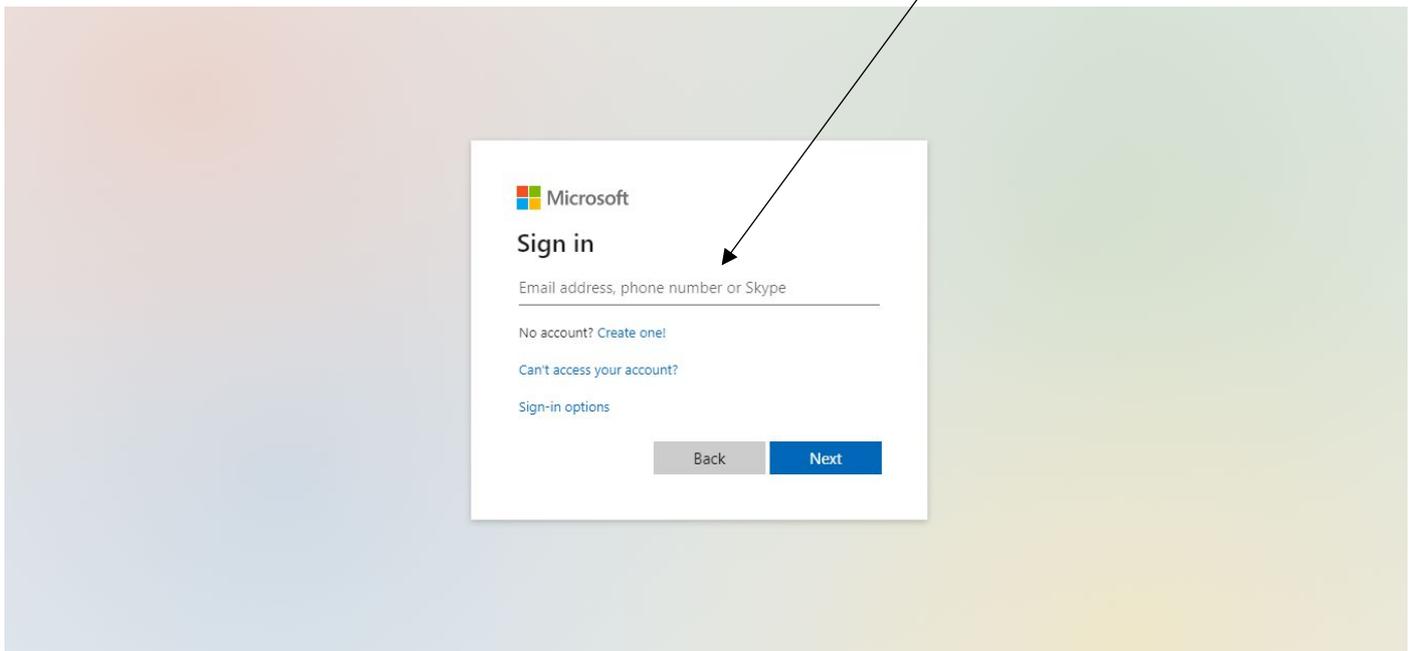


This is the sign in portal for SIMS Options

Click on the Windows tile (the one circled on the picture below)



You should then be taken to this screen – enter your school e-mail address here

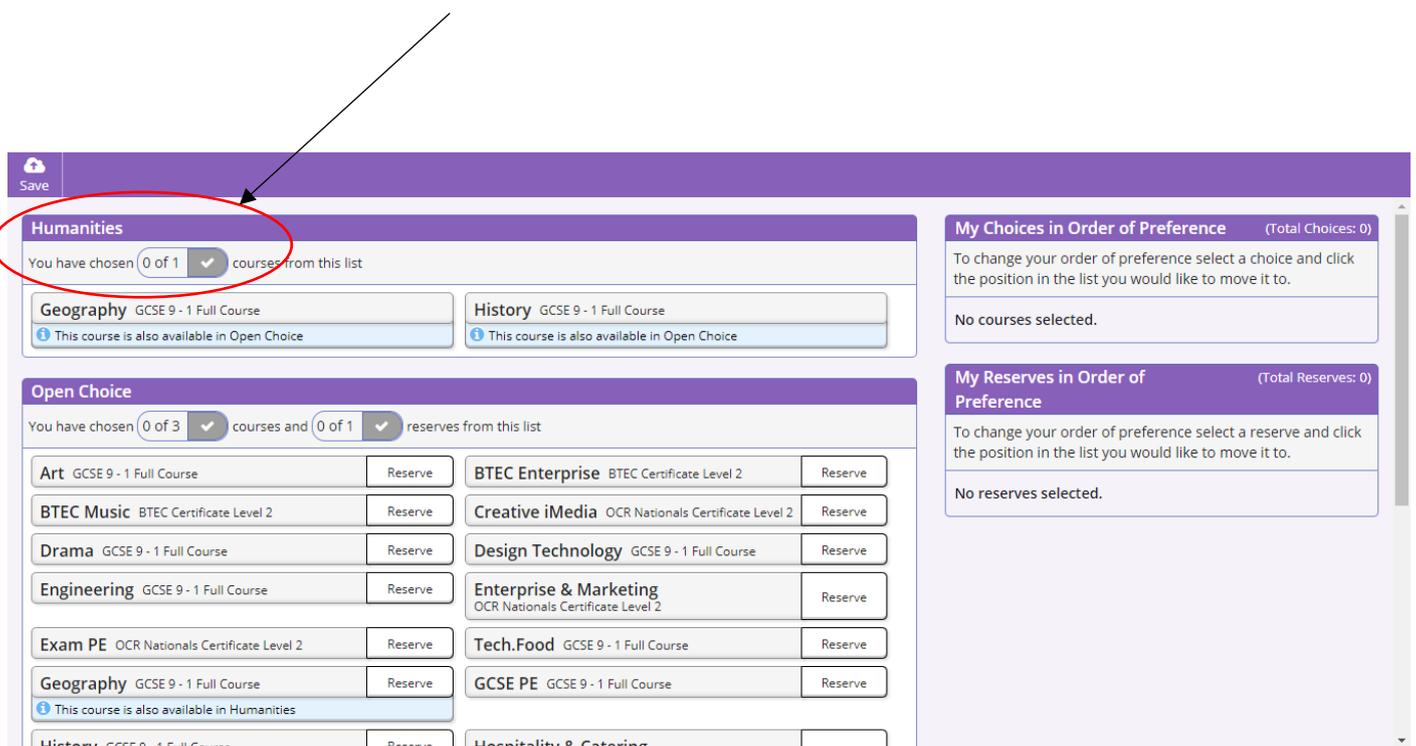


And then enter your password when prompted.

You should now have successfully signed in to SIMS Options.

You will be presented with a screen similar to this – the actual layout will depend upon your pathway, but the process for selecting options is the same

In this example, the first section is a 'Humanities' choice – the screen currently shows that 0 choices have been made but that 1 choice must be made in this section



To select a course, you simply click on the name.

For example, if you want to choose Geography, you click on 'Geography' and the bar changes colour as below.

The screen also updates to show that you have chosen one subject from this section

The screenshot shows a web interface for selecting courses. At the top left, there is a 'Save' button. The main area is divided into sections. The 'Humanities' section is highlighted with a purple header and contains a progress indicator 'You have chosen 1 of 1 courses from this list'. Below this, 'Geography' is selected, indicated by a blue bar and a green checkmark. A red circle highlights the 'Geography' bar and the progress indicator. To the right of the 'Humanities' section is the 'Open Choice' section, which has a purple header and a progress indicator 'You have chosen 3 of 3 courses and 1 of 1 reserves from this list'. Below this, various courses are listed with 'Reserve' buttons. On the right side of the interface, there are two panels: 'My Choices in Order of Preference' (Total Choices: 4) and 'My Reserves in Order of Preference' (Total Reserves: 1). The 'My Choices' panel lists 'Geography' as the first choice, 'Art' as the second, 'Exam PE' as the third, and 'Drama' as the fourth. The 'My Reserves' panel lists 'Design Technology' as the first reserve.

If you wished to choose both Geography and History, that is possible – you would simply choose one of the subjects in the 'Humanities' section and the other in the 'Open' section.

In a similar manner, you choose subjects from the other sections that are available to you. For example, below you would need to choose three subjects from the 'Open' section.

This screenshot shows the same interface as the previous one, but with the 'Open Choice' section highlighted by a red circle. The 'Humanities' section now shows '0 of 1 courses from this list' and 'Geography' and 'History' are no longer selected. The 'Open Choice' section shows '0 of 3 courses and 0 of 1 reserves from this list'. The 'My Choices in Order of Preference' panel now shows 'No courses selected.' and the 'My Reserves in Order of Preference' panel shows 'No reserves selected.'

Note:- In this section you are asked to select a reserve. To select a subject as a reserve you simply click on the word 'Reserve' at the end of the bar.

Once you have made all of your choices, your screen will look something like the one below. We can see that the correct number of choices have been made from each section and this is confirmed by the green ticks.

The screenshot displays a course selection interface. At the top left, there is a 'Save' button. The main area is divided into two sections: 'Humanities' and 'Open Choice'. The 'Humanities' section shows 'You have chosen 1 of 1 courses from this list' with a green checkmark. Below it are two course options: 'Geography GCSE 9 - 1 Full Course' and 'History GCSE 9 - 1 Full Course'. The 'Open Choice' section shows 'You have chosen 3 of 3 courses and 1 of 1 reserves from this list' with green checkmarks. It contains a grid of course options with 'Reserve' buttons. The 'Design Technology GCSE 9 - 1 Full Course' is highlighted in orange. On the right side, there are two panels: 'My Choices in Order of Preference (Total Choices: 4)' listing Geography, Art, Exam PE, and Drama; and 'My Reserves in Order of Preference (Total Reserves: 1)' listing Design Technology. A red circle highlights the 'Save' button and the green checkmarks in the 'Humanities' and 'Open Choice' sections.

On the right-hand side of the screen, the chosen courses are listed.

The order of the choices can be rearranged by 'dragging and dropping' the subject names. You can use this procedure to identify which subjects you are most keen to study.

At the very bottom of the screen there is a 'Student Comments' box. In the above example, the pupil has chosen Design Technology as a reserve. As outlined in the Options Booklet, Design Technology can be studied with a focus on Graphics or on Resistant Materials. In this situation you would identify your preferred focus in the 'Student Comments' box e.g. 'I would prefer to follow the Graphics focus for Design Technology' or 'I would prefer to follow the Resistant Materials focus for Design Technology'.

Once you have finalised your choices, you simply click on 'Save'

This screenshot is identical to the one above, showing the course selection interface. A red circle highlights the 'Save' button at the top left, with an arrow pointing to it from the text above. The rest of the interface, including the course lists and preference/reserve panels, remains the same.