



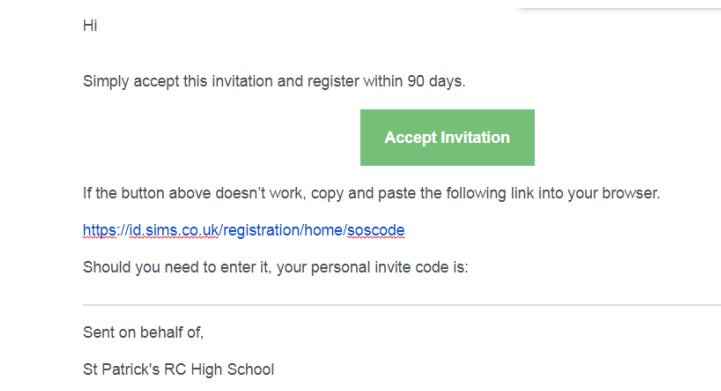
SIMS Options Online Guide

For our Options process this year we are using an Online System. Both pupils and parents will first need to register to be able to use this system.

Step 1 – Receiving your invitation

A registration email has been sent to all Year 8 pupils via their school email account. Parents emails have been sent to the primary contact email address we have for your child.

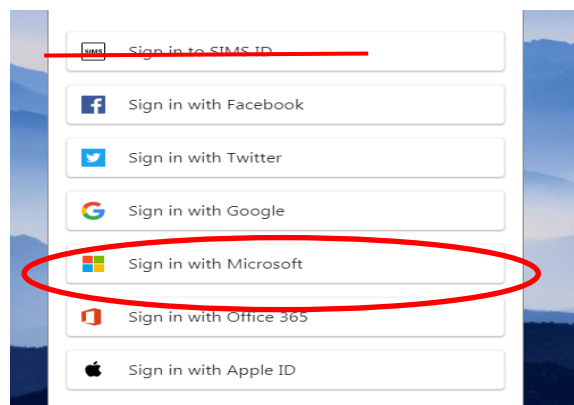
The email will come from noreply@sims.co.uk and will look similar to the example below.



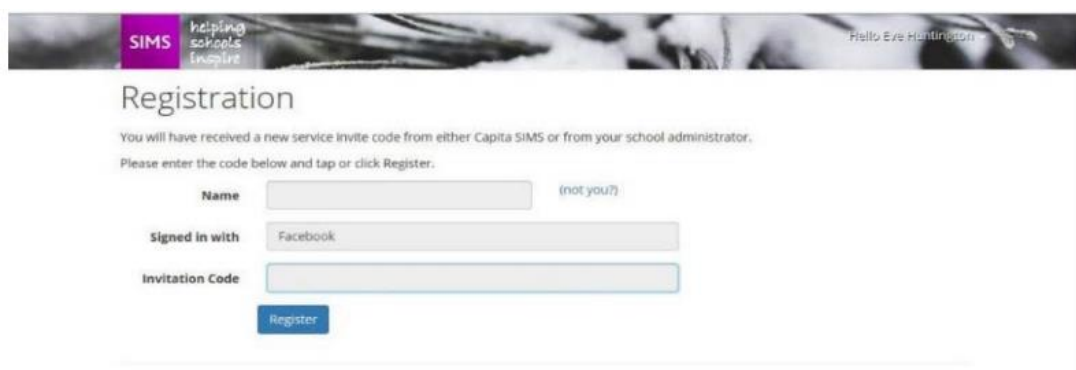
Step 2 – Setting up your account

Click on the “Accept Invitation” green button.

On the Sign in Screen choose a sign in method you wish to use. Parents can choose any method as long as you have an account for it. The only one that will **not** work is the SIMS ID option. Pupils should sign in with Microsoft, as shown below, and enter your school email address in the format of a.example@stpatricksrchigh.co.uk and your school password.



The first screen will be where your details are confirmed (your name and invite code will show here automatically).



On the second screen you will be asked to confirm your **child's date of birth** for authentication purposes.



Once this registration process has been completed successfully, your account will have been created and you will then be able to access the Options Online system.

Step 3 – Signing In

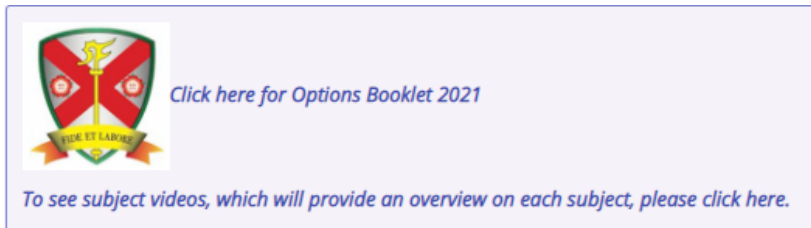
Go to the SIMS Options log in page www.sims-options.co.uk or via the link on the school website.

Sign in with the chosen account you used during the registration process.

Pupils will then need to select their choices by following the instructions on-screen and within the following pages – Steps 4 to 6.

Once subject choices have been made, parents will be able to see this under their own login and will need to approve choices. Parents can only view choices, they cannot amend them. Please refer to the section “Confirming your child’s option choices” within this document – Step 7.

Step 4 – Read the Options Booklet and watch the Subject videos



Click on the link next to the school logo to open the Options Booklet.

You can also access the subject videos to obtain further information about the courses we offer at Key Stage 4.

Step 5 – Making Option Choices

Please read the instructions provided on screen to guide you.

Pupils following this pathway will study the following compulsory subjects, in preparation for GCSE and equivalent examinations:

- R.E.
- Maths
- English Language
- English Literature
- Science

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.

Humanities

All pupils will study a humanities, either Geography or History.

Please ensure that you select your preference and a tick is present before moving on to the next section.

You have chosen 0 of 1 courses from this list

Geography GCSE 9 - 1 Full Course History GCSE 9 - 1 Full Course

Subject Choice A

You must select one subject from the options below by clicking on your preferred subject to add it to your choices. A reserve subject must also be selected. Please remember to choose your reserve subject carefully. **We cannot guarantee that you will get your first choice so it is possible that you will be studying your reserve choice.**

Please ensure that you select

- your chosen subject you wish to study
- a reserve subject

You have chosen 0 of 1 courses and 0 of 1 reserves from this list

Priority Choices (Total Choices: 0)

Course priorities do not need to be sorted by order of preference.

No priority courses selected.

My Choices (Total Choices: 0)

To change your order of preference select a choice and click the position in the list you would like to move it to.

No courses selected.

My Reserves (Total Reserves: 0)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

No reserves selected.

The second section is Subject Choice A – the screen currently shows that 0 choices have been made but that 1 choice must be made and 1 reserve must also 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 to blue as below.

The screenshot shows the 'Humanities' section with a purple header. Below the header, it states 'All pupils will study a humanities, either Geography or History.' and 'Please ensure that you select your preference and a tick is present before moving on to the next section.' A progress indicator shows 'You have chosen 1 of 1' with a green tick. Two buttons are visible: 'Geography GCSE 9 - 1 Full Course' (highlighted in blue) and 'History GCSE 9 - 1 Full Course' (grey). Below this is the 'Subject Choice A' section with a purple header, instructions to select one subject, and a list of bullet points: 'your chosen subject you wish to study' and 'a reserve subject'. A progress indicator shows 'You have chosen 0 of 1' courses and '0 of 1' reserves. On the right side, there are three panels: 'Priority Choices' (Total Choices: 1) with '1 Geography GCSE 9 - 1 Full Course Humanities'; 'My Choices' (Total Choices: 0) with 'No courses selected.'; and 'My Reserves' (Total Reserves: 0) with 'No reserves selected.'

The screen also updates to show that you have chosen one subject from this 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 one subject and one reserve. To select a subject as a reserve you simply click on the word 'Reserve' at the end of the bar and the bar changes colour to orange.

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

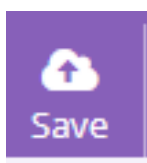
The screenshot shows the 'Humanities' section with 'Geography GCSE 9 - 1 Full Course' selected (blue bar) and 'History GCSE 9 - 1 Full Course' (grey bar). The 'Subject Choice A' section shows 'You have chosen 1 of 1' courses and '1 of 1' reserves. A grid of subject options is visible, including 'Business/Enterprise&Marketing GCSE 9 - 1 Full Course' (blue bar with 'Reserve' button), 'Computer Science GCSE 9 - 1 Full Course' (orange bar with 'Reserve' button), 'Catering BTEC Certificate Level 2' (grey bar with 'Reserve' button), '3D Design GCSE 9 - 1 Full Course' (grey bar with 'Reserve' button), 'Digital IT BTEC Certificate Level 2' (grey bar with 'Reserve' button and 'This course is also available in Subject Choice B'), 'Drama GCSE 9 - 1 Full Course' (grey bar with 'Reserve' button and 'This course is also available in Subject Choice B'), 'Health & Social Care BTEC Certificate Level 2' (grey bar with 'Reserve' button and 'This course is also available in Subject Choice B'), 'Music GCSE 9 - 1 Full Course' (grey bar with 'Reserve' button), and 'PE/Sport Studies GCSE 9 - 1 Full Course' (grey bar with 'Reserve' button'). On the right side, the 'Priority Choices' panel now shows '1 Geography GCSE 9 - 1 Full Course Humanities' and '2 Business/Enterprise&Marketing GCSE 9 - 1 Full Course Subject Choice A'. The 'My Reserves' panel now shows '1 Computer Science GCSE 9 - 1 Full Course Subject Choice A'.

Step 6 – Comments and Saving your Option Choices

There is a student comments box at the bottom of the page if you wish to add any comments with regard to your option choices.

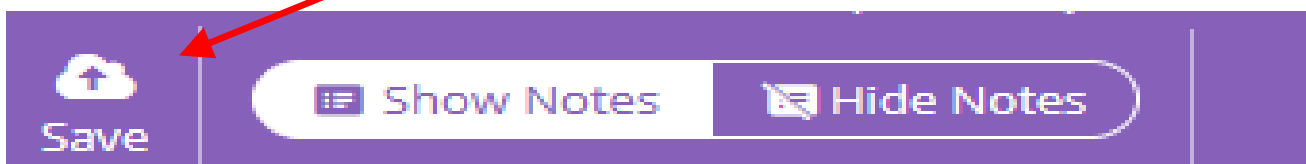
▼ Student Comments

Add any comments here



Save your option choices.

It is vital you press the save button at the top of the screen otherwise your choices will be lost when you close the browser.



Step 7 – Parent/Carer Approval

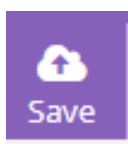
Once your child has selected their courses you will be able to log in to SIMS Options Online as a parent to view their choices and approve them.

Go to the SIMS Options log in page www.sims-options.co.uk or via the link on the school website and sign in with the chosen account you used during the registration process.

Click on the “Parent/Carer Approval” tick box to approve your child’s option choices. There is also a comment box if you wish to add a comment.

▼ Parent/Carer Approval

Parent/Carer Approval



Click on save at the top of the screen before closing your browser.

Your choices have now been made and the Options process is now complete. Ensuring that you have clicked save, you can close your browser. Thank you.

If you have not received a registration email from us, and you have checked your junk mail, this will be because we do not hold a valid email address on our system for contact number one.

Please send an email to howarth.a@stpatricksrhigh.co.uk and include the name and date of birth of your child, for your details to be updated.

Closing date for selecting options & completing parent approval

Friday 26th February 2021