

## Using Options Online

Students will be choosing their options using Options Online. This means that they can make their choices using any device that has internet access.

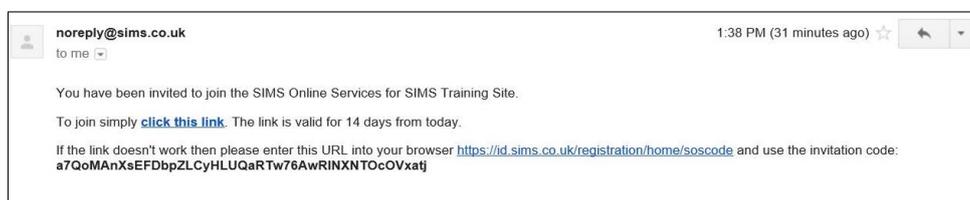
Students will receive an invitation and link to access the system on their school email account. Parents will receive their invitation and link on the email address registered with the school.

Only the students will be able to make and amend their choices. However, parents will be able to see the choices that their child has made through the link emailed to them.

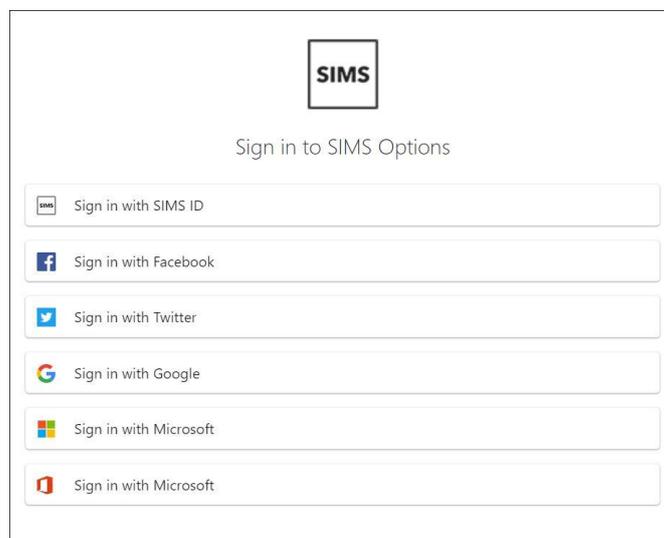
Further details are below.

### Student Actions

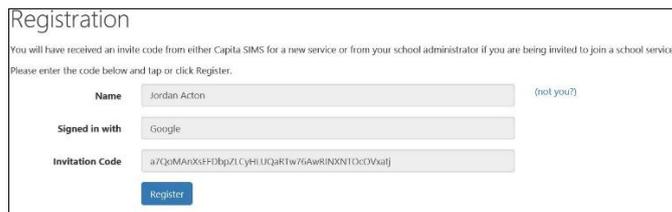
An email will be delivered to the students invited by the school from [noreply@sims.co.uk](mailto:noreply@sims.co.uk). It will look similar to the one below.



Students should be instructed to click on the link provided, or copy the URL provided into a web browser.



They will then be asked to sign in with the relevant provider. Once logged in they will need to enter the code provided in the registration email into the Invitation Code field.



The screenshot shows the 'Registration' form. It includes the following fields: 'Name' (filled with 'Jordan Acton'), 'Signed in with' (filled with 'Google'), and 'Invitation Code' (filled with 'a7QoMAnXsEFDbpZLCyHLUQaRTw76AwRINXNTOcOVxatj'). There is a 'Register' button at the bottom. A small '(not you?)' link is visible next to the Name field.

They then need to verify the account by answering a security question.

## Registration - Answer Security Questions

You are required to provide a second piece of information to confirm your identity.

Please answer the following question.

What is your date of birth? (dd/mm/yyyy)

Verify

Students are then required to log into the account to gain access to the active plan.

Students are only shown their own course choices screen and no personal details are displayed.

Any notes added in the plan definition screen will be displayed and can be hidden as in the administrator view.

This page lets you make your GCSE choices. Some subjects are compulsory at GCSE level. These are: English, Maths and Sciences.

More information can be found on the school website <http://www.GAbbeyschool.co.uk>

Students make their choices by clicking on the course item from the screens displayed.

Any requirements or restrictions defined in the relevant plan will be enforced here.

Selections are displayed to the right of the screen and the order of preference can be changed by clicking on the course name and then clicking on which course they wish it to replace. Options will move the other courses down a level of preference by default.

The screenshot shows a web interface for selecting GCSE courses. It is organized into sections: Humanities, Languages, and Open Choice. Each section lists available courses with a 'Reserve' button. On the right side, there are two panels: 'My Choices in Order of Preference' and 'My Reserves in Order of Preference'. At the bottom of the page, there are fields for 'School Approval', 'School Comments', and 'Student Comments'.

Comments can be added by the student in the Student Comments field at the bottom of the page.

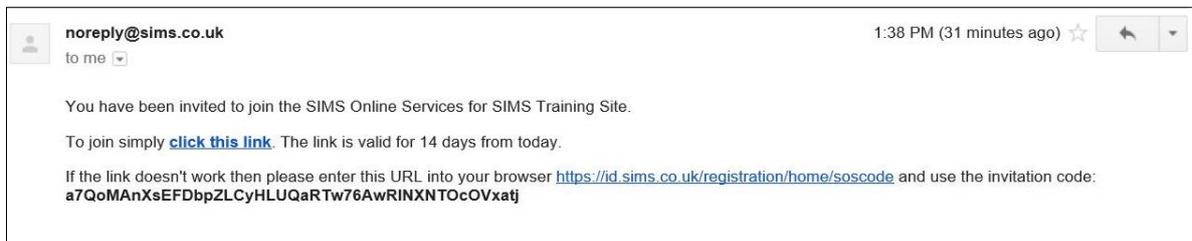
**Student Comments**

Add any comments here

When all selections have been made the choices should be saved by clicking the save icon to the top left and the student should then sign out of Options Online.

## Parent Actions

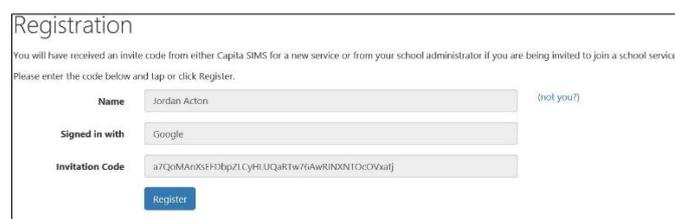
An email will be delivered to the parent invited by the school from [noreply@sims.co.uk](mailto:noreply@sims.co.uk). It will look like the example screen shot below.



Parents should be instructed to click on the link provided, or copy the URL provided into a web browser.



They will then be asked to sign in with the relevant provider. Once logged in they will need to enter the code provided in the registration email into the Invitation Code field.



The screenshot shows the SIMS registration form. The title is 'Registration'. Below the title is a message: 'You will have received an invite code from either Capita SIMS for a new service or from your school administrator if you are being invited to join a school service. Please enter the code below and tap or click Register.' The form has the following fields:

- Name:** Jordan Acton (not you?)
- Signed in with:** Google
- Invitation Code:** a7QoMANXsEFDbpZLCyHLUQaRTw76AwRINXNTOcOVxatj

There is a blue 'Register' button at the bottom of the form.

They then need to verify the account by answering a security question.

Parents are then required to log into the account to gain access to the active plan.

Parents are only shown their own child's course choices screen and no personal details are displayed.

Any notes added in the plan definition screen will be displayed and can be hidden in the administrator view.

This page lets you make your GCSE choices. Some subjects are compulsory at GCSE level. These are: English, Maths and Sciences.

More information can be found on the school website <http://www.GAbbeyschool.co.uk>

Parents can view the child's choices but cannot amend them.

**Student Choices - Jordan Acton (004664)**

**Humanities**  
Students MUST choose 1 of the subjects below.  
You have chosen 1 of 1 courses from this list.  
Geography GCSE 9-1 Full Course (This course is also available in Open Choice) | History GCSE 9-1 Full Course (This course is also available in Open Choice)

**Languages**  
Students MUST choose 1 of the subjects below.  
You have chosen 0 of 1 courses from this list.  
French GCSE 9-1 Full Course (This course is also available in Open Choice) | German GCSE 9-1 Full Course (This course is also available in Open Choice)

**Open Choice**  
Students should choose one course and one reserve from the list below.  
You have chosen 2 of 2 courses and 1 of 1 reserves from this list.  
Art GCSE 9-1 Full Course (Reserve) | Computer Studies GCSE Full Course (Reserve) | Drama GCSE 9-1 Full Course (Reserve)  
French GCSE 9-1 Full Course (Reserve) | German GCSE 9-1 Full Course (Reserve) | Geography GCSE 9-1 Full Course (Reserve)  
History GCSE 9-1 Full Course (Reserve) | Music GCSE 9-1 Full Course (Reserve) | Physical Ed GCSE 9-1 Full Course (Reserve)  
Resistant Materials GCSE Full Course (Reserve) | Sociology GCSE Full Course (Reserve)

**My Choices in Order of Preference** (Total Choices: 3)  
To change your order of preference select a choice and click the position in the list you would like to move it to.  
1 Geography GCSE 9-1 Full Course Humanities  
2 Art GCSE 9-1 Full Course Open Choice  
3 Physical Ed GCSE 9-1 Full Course Open Choice

**My Reserves in Order of Preference** (Total Reserves: 1)  
To change your order of preference select a reserve and click the position in the list you would like to move it to.  
1 Music GCSE 9-1 Full Course Open Choice

Parent/Career Approval  
 Parent/Career Approval  
Add any comments here

There is a section for parents to tick that they approve their child's option choices and a comment box. Once parents have entered the detail they wish, this should be saved by clicking the save icon to the top left. The parent should then sign out of Options Online.