

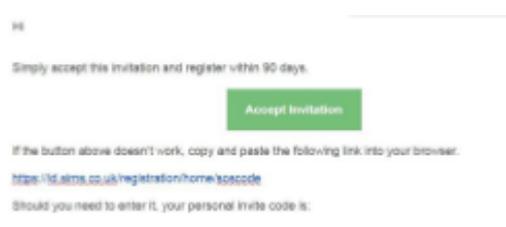
SIMS Options Online Guide

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 will be sent to all Year 9 pupils via their school email account. Parent's emails are 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.

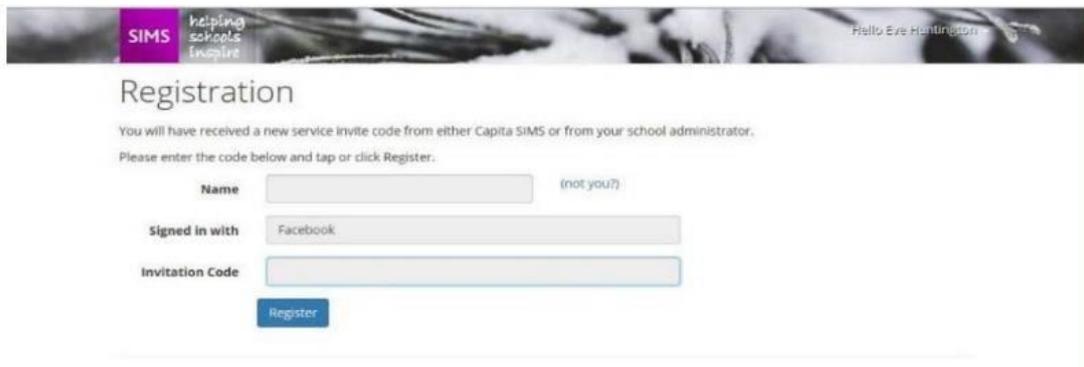


Step 2 – Setting up your account

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 ibloggs-19@beaulieuparkschool.com and your school password.

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



The image shows a registration screen for SIMS. At the top left, there is a logo for SIMS with the tagline 'helping schools inspire'. At the top right, it says 'Hello Eve Huntington'. The main heading is 'Registration'. Below this, there is a message: 'You will have received a new service invite code from either Capita SIMS or from your school administrator. Please enter the code below and tap or click Register.' There are three input fields: 'Name' with a '(not you?)' link, 'Signed in with' with 'Facebook' selected, and 'Invitation Code'. A blue 'Register' button is at the bottom.

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



The image shows a screen titled 'Registration - Answer Security Questions'. It has the same SIMS logo and 'Hello Eve Huntington' text at the top. The main heading is 'Registration - Answer Security Questions'. Below this, there is a message: 'You are required to provide a second piece of information to confirm your identity.' There is a single input field with the prompt 'What is your date of birth? (dd/mm/yyyy)'. A blue 'Verify' button is at the bottom.

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

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.

Step 4 – 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.

The screenshot shows a web-based course selection interface. It is divided into several sections:

- Humanities:** A purple header section. Below it, text states: "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." Below this text is a progress indicator: "You have chosen 0 of 1 courses from this list". There are two buttons: "Geography GCSE 9 - 1 Full Course" and "History GCSE 9 - 1 Full Course". A red arrow points to the dropdown arrow next to "0 of 1".
- Subject Choice A:** A purple header section. Below it, text states: "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" followed by a bulleted list:
 - your chosen subject you wish to study
 - a reserve subjectBelow this is another progress indicator: "You have chosen 0 of 1 courses and 0 of 1 reserves from this list". A red arrow points to the dropdown arrow next to "0 of 1 reserves".
- Priority Choices:** A purple header section with "(Total Choices: 0)". Text below: "Course priorities do not need to be sorted by order of preference. No priority courses selected."
- My Choices:** A purple header section with "(Total Choices: 0)". Text below: "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:** A purple header section with "(Total Reserves: 0)". Text below: "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. Please ensure that you select your preference and a tick is present before moving on to the next section.' A progress indicator shows '1 of 1' courses selected 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). To the right, the 'Priority Choices' panel (Total Choices: 1) lists '1 Geography GCSE 9 - 1 Full Course Humanities'. Below it, the 'My Choices' panel (Total Choices: 0) and 'My Reserves' panel (Total Reserves: 0) are empty.

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.

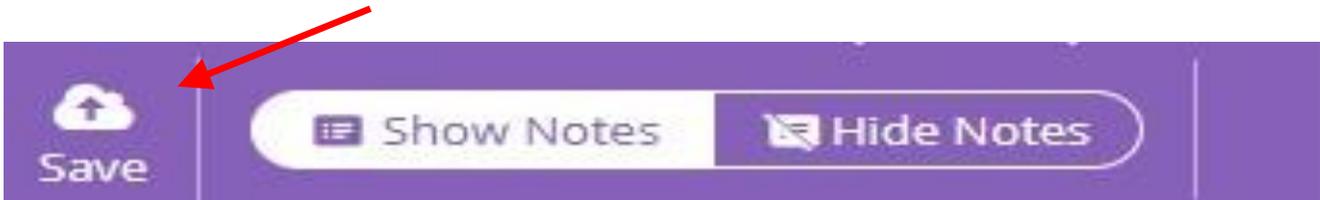
Once you have made all of your choices, your screen will look something like the one below. We can see that the correct number of choices have been made from each section and this is confirmed by the green ticks. On the right-hand side of the screen, the chosen courses and reserve subject are listed.

The screenshot shows the 'Humanities' section with 'Geography' selected (blue bar) and 'History' as a reserve (orange bar). The 'Subject Choice A' section shows a grid of subjects with 'Business/Enterprise&Marketing' selected (blue bar) and 'Computer Science' reserved (orange bar). Other subjects like '3D Design', 'Health & Social Care', 'Photography', 'Digital IT', 'Music', and 'PE/Sport Studies' are listed with 'Reserve' buttons. The progress indicator shows '1 of 1' courses and '1 of 1' reserves selected, both with green ticks. On the right, the 'Priority Choices' panel (Total Choices: 2) lists '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 (Total Reserves: 1) lists '1 Computer Science GCSE 9 - 1 Full Course Subject Choice A'.



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.



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 your child does not receive a registration email please email:

secondary@beaulieuparkschool.com

... 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

1st December 2021