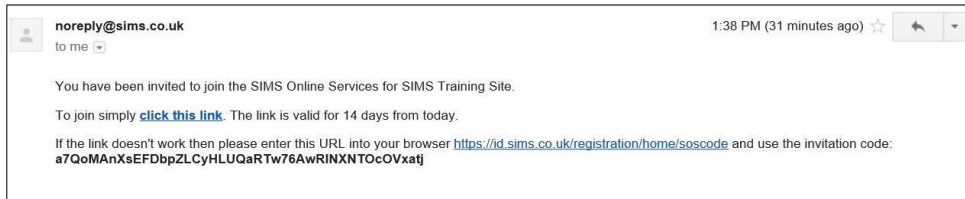
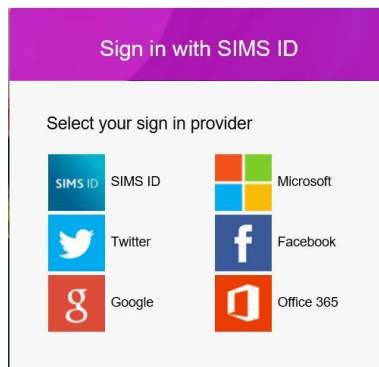




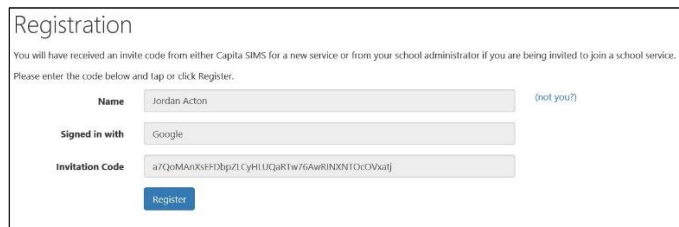
1. An email will have been delivered to Yr 9 Students by the school from [noreply@sims.co.uk](mailto:noreply@sims.co.uk). It will look similar to the one below.



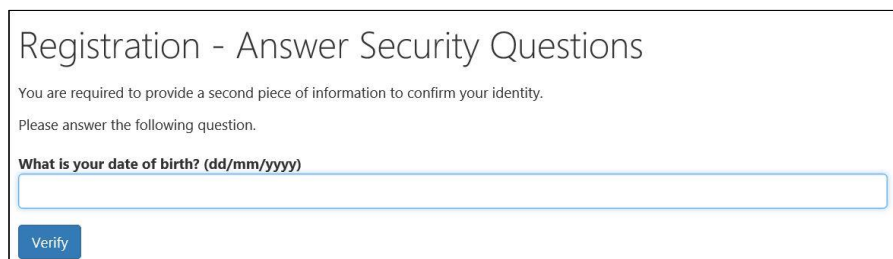
2. This should take students to the sign in below - Students should be instructed sign in using OFFICE 365 and sign in with their usual log in.



**(FIRST TIME USERS ONLY) Once students have logged in using OFFICE 365 they will need to enter the code provided in the registration email into the Invitation Code field.**



**(FIRST TIME USERS ONLY) Students will then need to verify the account by answering a security question.**





3. 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.

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>

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

The screenshot shows a web interface for selecting GCSE courses. It is divided into three main sections:
 

- Humanities:** Shows 'You have chosen 0 of 1 courses from this list'. Two options are visible: 'Geography GCSE 9-1 Full Course' and 'History GCSE 9-1 Full Course', both with 'Reserve' buttons and a note 'This course is also available in Open Choice'.
- Languages:** Shows 'You have chosen 0 of 1 courses from this list'. Two options are visible: 'French GCSE 9-1 Full Course' and 'German GCSE 9-1 Full Course', both with 'Reserve' buttons and a note 'This course is also available in Open Choice'.
- Open Choice:** Shows 'You have chosen 0 of 1 courses and 0 of 1 reserves from this list'. A grid of 12 options is shown, each with a 'Reserve' button. The options include: Art, Computer Studies, Drama, Food & Nutrition, French, German, Geography, History, Music, Physical Ed, Photography, and Sociology. Some options have additional notes like 'This course is also available in Languages' or 'This course is also available in Humanities'.

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 take the place of. Options will move the other courses down a level of preference by default.

This screenshot shows the same interface as the previous one, but with the right-hand side panels expanded to show the user's selections:
 

- My Choices in Order of Preference (Total Choices: 3):** A list of three selected courses:
  - 1 Geography GCSE 9-1 Full Course Humanities
  - 2 German GCSE 9-1 Full Course Languages
  - 3 Art GCSE 9-1 Full Course Open Choice
- My Reserves in Order of Preference (Total Reserves: 1):** A list of one reserved course:
  - 1 Photography GCSE 9-1 Full Course Open Choice

 The main selection area on the left remains the same, but the 'Reserve' buttons for the chosen courses are now disabled.



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

<b>Student Comments</b>
<i>Add any comments here</i>

6. 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.
-