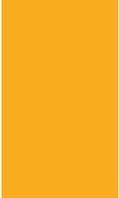


GCSE Options





OVERVIEW

The GCSE Options module is designed to aid you in **building your timetable** and **configuring your option blocks** to make the best fit for as many of your students as possible (based on your **banding** if applicable to your process).

Use the Options module to collect students' options choices, generate option blocks, move blocks to see the impact, replicate your design for a range of factors and build the most cost-effective model.

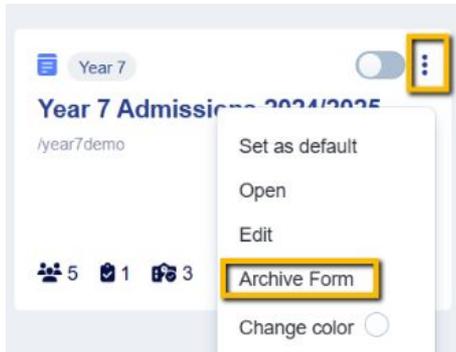
Create your classes in your MIS using the model from your Options module.

Housekeeping

To ensure your data is current, we recommend beginning afresh each cycle. For example:

If the students who will be completing their GCSE Options choices this year already exist on your A+ system from another season (perhaps Year 7 Admissions from 2 years ago)...

Please archive any old forms in your A+ system. This frees up their unique identifiers to eliminate any issues with adding the same student to your Options form, having already had a profile elsewhere in your system.



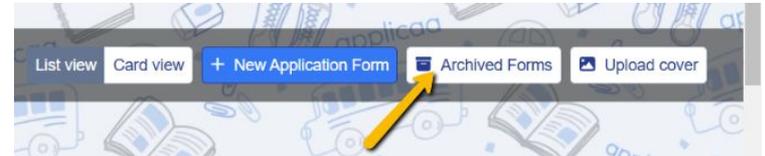
When you archive a form, the system will automatically "free up the emails" associated with student accounts in this form and at the same time remove any associated MIS ids.

Freeing up emails helps prevent potential issues in the future, such as when an email address needed for a new import or admissions cycle is already in use by an old application. Please note that parent accounts are unaffected by this process.

This action is irreversible, so only archive forms that you are certain existing applicants will no longer need to access.

To proceed, please type CONFIRM

[Continue](#) [Cancel](#)



Once you have completed the archiving process, you will then be able to proceed with importing the students into A+ from your MIS, so they will be able to log in and complete your Options form.

How to see your new form

Click on the blue wording in the upper left of your dashboard and then click “forms area/multiple forms”.

The screenshot shows a dashboard interface. On the left is a dark blue sidebar with three icons: a white 'A+' logo, a white person icon, and a white speech bubble icon. The main content area has a white background. At the top, there is a header with the text 'Westfield Academy TEST Admissions Year ...' and a 'Knowledge Base' button. Below the header, there are three main navigation tabs: 'Overview' (underlined), 'Reports' (with a yellow 'New!' badge), and 'Recent Activities'. Under 'Overview', there are two sub-items: 'All Activities' and 'Group Link'. A red callout box with the text 'Click Here' and an arrow points to the 'Westfield Academy TEST Admissions Year ...' text. Below the navigation tabs, there is a list of forms: 'In year Application 2023/2024 TIN Admissions Year 2022/2023', 'Year 7 Data Collection Admissions Form 2021/2022 Admissions Year 2021/2022, 2023/2024', and 'Year 12 Admissions Admissions Year 2021/2022, 2022/2023'. At the bottom of the list, there is a 'Forms Area' link with a gear icon. A red callout box with the text 'Click Forms Area' and an arrow points to the 'Forms Area' link.

Click Here

Westfield Academy TEST Admissions Year ... Knowledge Base

Overview Reports **New!** Recent Activities

All Activities Group Link

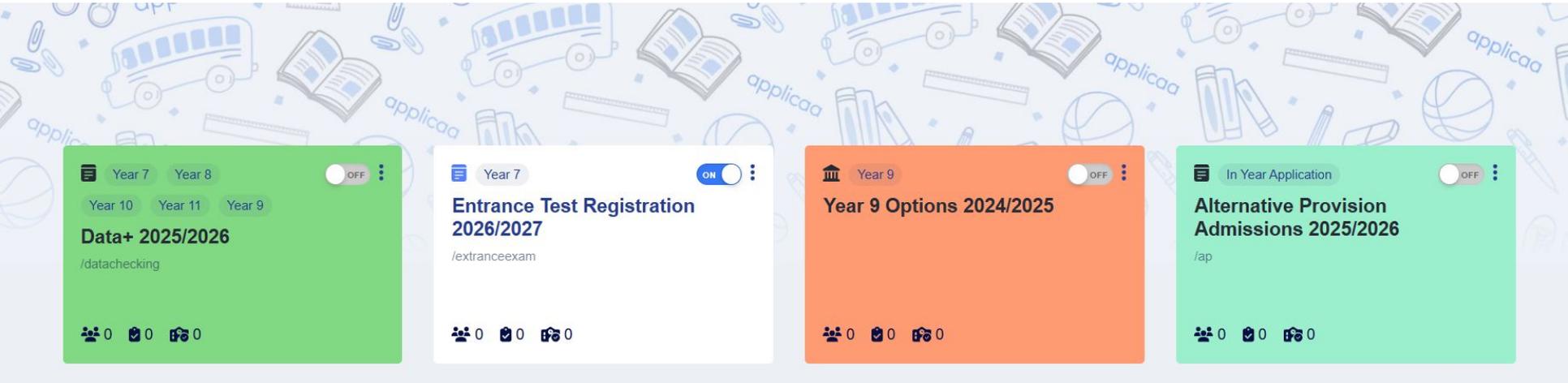
In year Application 2023/2024 TIN Admissions Year 2022/2023

Year 7 Data Collection Admissions Form 2021/2022 Admissions Year 2021/2022, 2023/2024

Year 12 Admissions Admissions Year 2021/2022, 2022/2023

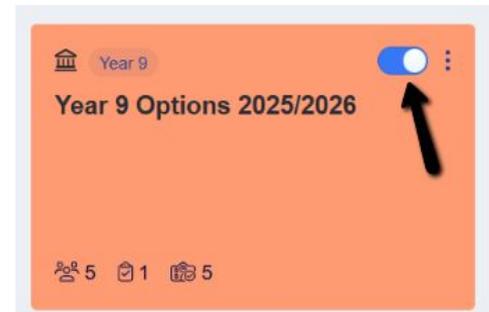
Forms Area Click Forms Area

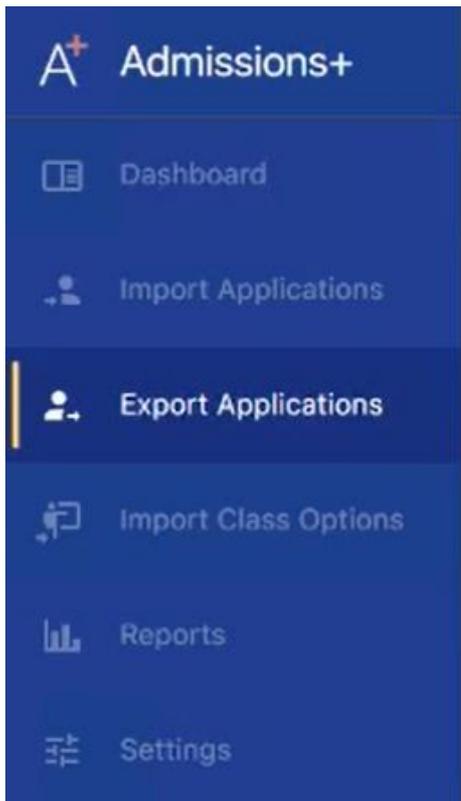
Your forms area will appear and will look something like this:



Your new form will already have been created for you (cloned from your previous cycle) and you will see it in this area.

Turn the toggle switch on to make it active - it needs to be active to enable importing/exporting with your MIS.





Click to open your new form and you can then begin configuring your options process!

The first step will be to import your Year 9 (or Year 8) students into your system, from your MIS. **The process for this depends on your MIS** but here is an overview, and a link to the relevant guide.

For SIMS: log into the A+ SIMS App and select the option to “Export Applications”. You can then select the correct Year Group and choose which form in your Admissions+ system you would like to export them to.

For cloud-based MIS (Bromcom, Arbor, iSAMS) navigate to data > import.

[Year 9 Import Guide](#)

Data

[Imports](#)

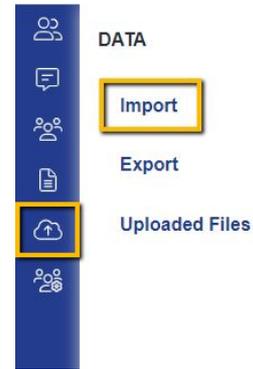
[Exports](#)

[Uploaded Files](#)

Start an Import

Once your students have been added to your system, they will show in your **Imports** area.

Here, you can view their email addresses and passwords and when the time comes (later in this guide) you can send the welcome email to them all so they can log in and select their options choices.



Data

Imports **csv** Exports Uploaded Files

Review test

Select all

Send Welcome Email (containing usernames and passwords)

Send Welcome Email Preview Email Edit Email Template

sample data

Showing 1 to 10 of 10 entries

Show 10 entries

<input type="checkbox"/>	#	First Name	Last Name	Email	Username	Temporary Password	Welcome Email
<input type="checkbox"/>	1	Student 1	Student 1	N/A	student.student	VHs8s7in	not sent
<input type="checkbox"/>	2	Student 10	Student 10	N/A	student.student_10	Erh5Fefg	not sent
<input type="checkbox"/>	3	Student 2	Student 2	N/A	student.student_2	pUk6VAzP	not sent
<input type="checkbox"/>	4	Student 3	Student 3	N/A	student.student_3	9aGK-n34	not sent
<input type="checkbox"/>	5	Student 4	Student 4	N/A	student.student_4	7PBkk12o	not sent

You should also check your **subject list**, to ensure the correct subjects are available to use within your options model.

If this is your second cycle, your subjects will have copied over from last year.

If this is your first cycle, you will need to add your subjects into your form and will have been prompted to do so as part of your onboarding tasks. Access the [subject import guide](#) here.

To see your subjects and make any changes, including adding and deleting, navigate to **settings > subject options > subjects**.

Subject Options

Subjects

Enable sorting course manually

Qualifications

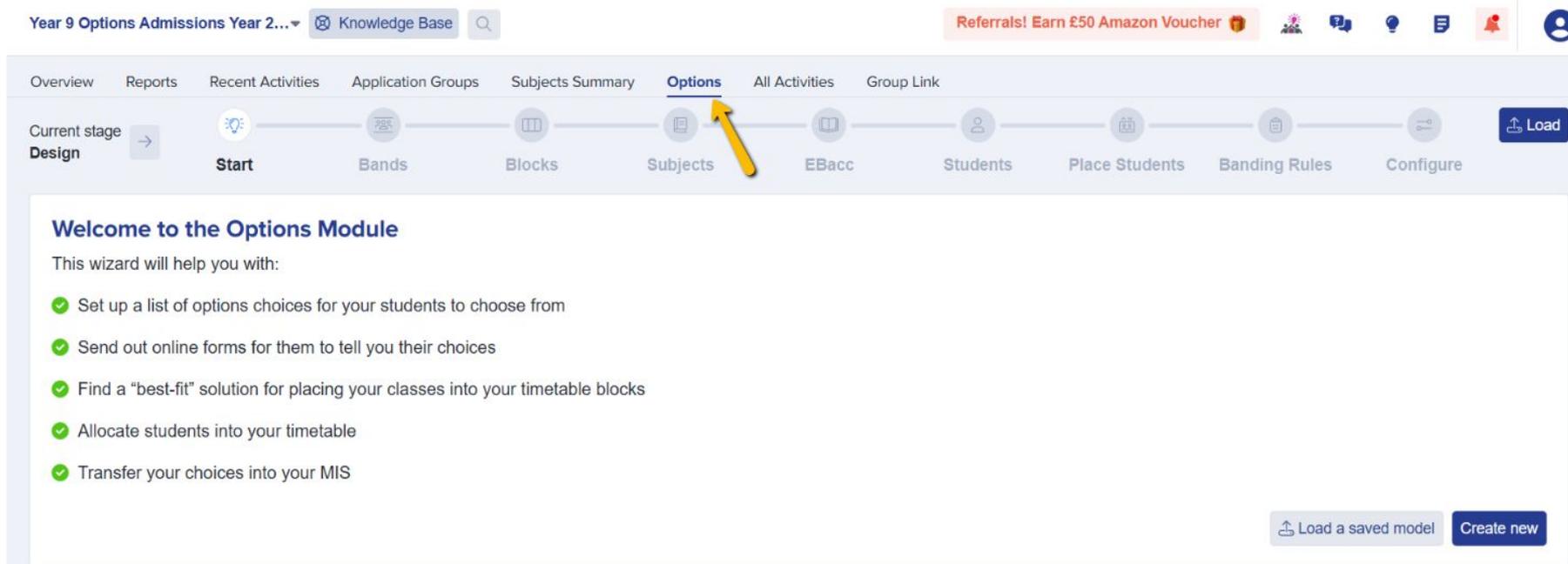
[Export](#) [+ Add new](#) [Go to courses step](#)

Showing 1 to 52 of 52 entries

ID	Qualification	Level	Learning Hours	Compulsory	Entry Test Required	Course Id	Provider Course ID	Entry Requirements	Assessment Method	Info last updated	
14776	GCSE Russian		0	No	No					13/12/2023	 
14821	GCSE Further Maths		0	No	No					03/01/2024	 
14376	GCSE Chemistry		0	No	No					06/12/2023	 

DESIGN STAGE

To begin the wizard, navigate to the **Options** tab on the main dashboard.



The screenshot shows a web interface for the 'Options' module. At the top, there's a navigation bar with tabs: Overview, Reports, Recent Activities, Application Groups, Subjects Summary, **Options** (highlighted), All Activities, and Group Link. Below this is a breadcrumb trail: Current stage Design → Start → Bands → Blocks → **Subjects** → EBacc → Students → Place Students → Banding Rules → Configure. A yellow arrow points to the 'Subjects' icon in the breadcrumb. The main content area is titled 'Welcome to the Options Module' and lists five steps: 1. Set up a list of options choices for your students to choose from. 2. Send out online forms for them to tell you their choices. 3. Find a "best-fit" solution for placing your classes into your timetable blocks. 4. Allocate students into your timetable. 5. Transfer your choices into your MIS. At the bottom right, there are buttons for 'Load a saved model' and 'Create new'.

Year 9 Options Admissions Year 2... Knowledge Base Referrals! Earn £50 Amazon Voucher

Overview Reports Recent Activities Application Groups Subjects Summary **Options** All Activities Group Link

Current stage Design → Start Bands Blocks **Subjects** EBacc Students Place Students Banding Rules Configure Load

Welcome to the Options Module

This wizard will help you with:

- ✓ Set up a list of options choices for your students to choose from
- ✓ Send out online forms for them to tell you their choices
- ✓ Find a "best-fit" solution for placing your classes into your timetable blocks
- ✓ Allocate students into your timetable
- ✓ Transfer your choices into your MIS

Load a saved model Create new

The Options module is built on a breadcrumb model, to take you step by step through the process of building your option blocks and weighing the impact of adding, removing and moving options to different blocks.



Start



Blocks



Subjects



Students



Place Students



Banding Rules



Load

Options Block Modelling

This wizard will help you create a “best-fit” model for your options blocks, which will allow the highest number of applicants as possible to study their chosen subjects.

You can either start a new model, or load a previously-created one below.

If you've already been working on a model, you can load it here (or click "create new" to start from the beginning)

Load saved models

Create new

Step 1 will prompt you to begin creating your model. In future when you load this feature, you will be able to “load saved models”, to open a saved version of your options and continue to work on them, but on your first visit, choose “create new”.

Name your new option block file - maybe “Year 9 V1” and click “create”.

Create new model

Name *

Cancel Create

Start **Bands** Blocks Subjects Students Place Students Banding Rules **Load**

Bands

For those new to timetabling and options: Bands are the fundamental unit that a timetable is built on, and can best be thought of as a set of classes that can be taken by a particular group of students.

For example, the students in your school who are of higher-ability might be placed in "Band X", and because of this, might study a curriculum that involves 6 lessons per week of English and Maths and separate sciences, whilst students in 'Band Y', might instead study 'Combined Science', and have only 3 lessons per week of Maths.

In a timetable, bands are normally designated with a letter, which might appear in class codes. For example an English class called 9X/En might be one taken by students in Band X.

If you don't know what your bands are, ask the person who does your timetable or data manager - they will almost certainly know what they are.

Order	Band code
1	<input type="text"/>

← Back **+ Add new row** ✓ Confirm and continue

Add your **bands** information - you can use the “add new row” button to add as many bands as needed (and if you’re not sure what these are, your timetabler will know).

If you don’t have multiple bands, just add one - you can then assign all students to the same band.

Tell the wizard the names of your blocks, for example A, B, C, D, E - add a new row for each block.

Specify which blocks are available to each of your bands.

Start — Blocks — Subjects — Students — Place Students — Banding Rules Load

Blocks

To get us started, please tell us how many timetable blocks are used for your options subjects:

Add your blocks and tick which blocks are available to which bands

Block order	Block's name in timetable	Available to these bands	
1	A	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z	
2	B	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z	
3	C	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z	
4	D	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input type="checkbox"/> Z	
5	E	<input checked="" type="checkbox"/> X <input type="checkbox"/> Y <input type="checkbox"/> Z	

Add as many blocks as needed, then press "confirm and continue"

← Back + Add new row ✓ Confirm and continue

Next, the wizard will show the list of your subjects - it will need to know the **shortcodes** for these courses (for example, Art may be Ar, Business might be Bu, etc.) and each course will need a unique code. Check these with your timetabler if you are uncertain - it is ideal to use the same codes here as are used in your MIS.

Start Blocks **Subjects** Students Place Students Banding Rules [Load](#)

Subjects

Tell us about the subjects you will be including in this model.

Tick at least one band here to make the other fields editable, add your shortcode and class parameters

Subject	Available to bands	Short code (2 letters)	Warn me when class size exceeds	Warn me when class size is below	Number of blocks per class
Art and Design	<input checked="" type="checkbox"/> X <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Z	<input type="text" value="Ar"/>	<input type="text" value="25"/>	<input type="text" value="10"/>	<input type="text" value="1"/>
Biology	<input type="checkbox"/> X <input type="checkbox"/> Y <input type="checkbox"/> Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
BTEC Applied Science (Triple)	<input type="checkbox"/> X <input type="checkbox"/> Y <input type="checkbox"/> Z	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>

Specify which subjects are available to which bands.

Apply the **thresholds** for your courses - the minimum and maximum numbers in order to safely and effectively run, and the number of blocks per class - you can set a different threshold for each course and you can apply these values in bulk by selecting multiple subjects, and choosing the **Edit class size** option.

Subjects

Tell us about the subjects you will be including in this model.

 Edit class size (21 selected)



<input checked="" type="checkbox"/>	Subject	Available to bands	Short code (upto 4 letters) ⓘ	Warn me when class size exceeds	Warn me when class size is below	Number of blocks per class ⓘ
<input checked="" type="checkbox"/>	2. GCSE Chemistry	<input checked="" type="checkbox"/> X <input type="checkbox"/> Y				
<input checked="" type="checkbox"/>	3. BTEC Sport	<input type="checkbox"/> X <input checked="" type="checkbox"/> Y	3.B			1
<input checked="" type="checkbox"/>	BTEC	<input type="checkbox"/> X <input checked="" type="checkbox"/> Y				

Bulk Class Size Update ✕

List of selected subjects:

- 2. GCSE Chemistry ✕
- BTEC Dance ✕
- BTEC Health and Social Care ✕
- GCSE Art ✕

Warn me when class size exceeds	Warn me when class size is below
<input type="text" value="15"/>	<input type="text" value="5"/>

Cancel **Apply to all selected**

Number of blocks per class refers to the **width** of your courses. This means how much weight the course has; is it a single GCSE or equivalent? If so, add the number 1. If the course is a double, add the number 2, or 3 for a triple.

It refers to how many blocks the lessons for that class take up. While most subjects are taught inside a single block, some subjects require more lessons than can fit in a single block.

	Number of blocks per class
	1
	1
	3
	2

Once your settings are in place, click “confirm and continue”. It will check for any errors before allowing you to move on, for example if you have not used a unique code for each subject.

Spanish	<input type="text" value="Sp"/> <small>This code is not unique. Please choose another.</small>
---------	---

EBacc Calculations can also be activated and you can tell your system which subjects to include in your calculation.

The screenshot shows a software interface with a top navigation bar containing: Overview, Reports **NEW**, Recent Activities, Application Groups, Offers, Subjects Summary, Timetables, **Options** **NEW**, and Tasks. Below the navigation bar is a progress indicator with the text 'Current stage Design' and a right-pointing arrow. The progress bar consists of several steps: Start (with a lightbulb icon), Bands (with a gear icon), Blocks (with a book icon), Subjects (with a document icon), EBacc (with an open book icon), Students (with a person icon), and Place (with a location pin icon). The 'EBacc' step is currently active. Below the progress bar, the main content area is titled 'EBacc Calculations'. It contains a checkbox labeled 'Calculate the cohort's EBacc eligibility percentage?' which is currently unchecked. Below the checkbox is a descriptive sentence: 'The EBacc is a set of subjects at GCSE that keeps young people's options open for further study and future careers.' At the bottom left of the main content area is a 'Back' button with a left-pointing arrow.

To be eligible for the English Baccalaureate (EBacc), a student needs to study certain 'core' subjects. So we can calculate this accurately, please answer the following questions:

English Language

- All of our students study this, and this subject is not included in the options process.
- This is one of the options subjects we have listed in the previous step. It is the one we have called:

Select subject



Move onto the **students step**, to decide which students you would like to apply the model to.

Do you know of any students who are leaving? You could deselect them here to discount them from your calculations.

“Select All” if you want to include every student from that year group in your model.

Showing 1 to 5 of 5 entries 5 rows selected

Show 10 entries

Search:

<input checked="" type="checkbox"/>	#	First Name	Last Name	Gender	Reg group
<input checked="" type="checkbox"/>	1	Test Karlee	Test Larson	Male	
<input checked="" type="checkbox"/>	2	Test Hilario	Test Flatley		
<input checked="" type="checkbox"/>	3	Test Jared	Test Turcotte	M	
<input checked="" type="checkbox"/>	4	Nora	Oberbrunner	Male	
<input checked="" type="checkbox"/>	5	Test Casimir	Test Gutmann	M	

Note - you are able to import students' registration/form groups to your Options area if helpful for your process. This can be achieved by preparing a CSV file which contains their form group names, and a unique identifier (such as their email address). The correct field to map to in order for the groups to show in this table is **Form Group Name**.

See [here](#) for a guide to importing additional data for existing students.

First Name	Last Name	Gender	Reg group
Test Karlee	Test Larson	Male	
Test Hilario	Test Flatley		
Test Jared	Test Turcotte	M	

Do you want to create Parent profile from Guardian/Contact?

No

You are importing Internal/External

Unchanged -> If the student is new (being created) and therefore has no status, then set the status to External

Select a column to match student information at Admissions+

From uploaded file From Admissions+

Email Address

Email

MATCHED	COLUMN HEADER FROM FILE	PREVIEW INFORMATION	ADMISSIONS+ PROPERTY
✓	Forename	Sophie	Select a value
✓	Surname	Smith	Select a value
✓	Form Group	9G1	Form Group Name

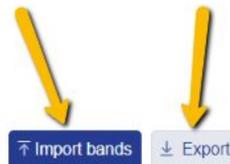
On the “**Place Students**” step, you need to specify which band each student will be allocated to, to ensure they see the correct options for their band or pathway.

You can complete this action more quickly by exporting a list of the students. You can then assign their bands in the CSV which is generated, and then click to import the data into the model.

Place students into bands

Now, we need to place your students into bands (also known as “pathways”) for next year. These bands are used by your timetabler to arrange options blocks, and can be used by the software to give some students different choices than others.

For example, students who are more academically-oriented might be placed in “Band A”, and would have the option of making three choices from a list of more academic subjects, whereas students who need more support might be placed in “Band B”, and choose fewer options from a more appropriate list of subjects.



Showing 1 to 10 of 16 entries

Show 10 entries

Search:

#	Id	Student Code	First Name	Last Name	Gender	Reg group	Band
1	20451	U-C570	Test	Anne			<input checked="" type="radio"/> A
2	20529	U-2FB9	Hugo	Last			<input checked="" type="radio"/> A
3	20530	U-0557	Harry	Shame			<input checked="" type="radio"/> A

On the “**Banding Rules**” step, you can set rules and parameters for the students in each band to ensure they see subjects they are eligible for, and choose subjects in the right combinations.

Banding rules

Here is where you can set up the rules that your students must follow when making their options choices, and design the screen that they will see when they log in. We will do this one band at a time...

Rules for students in band X Y Z

Select one band at a time to work through - the band you are working on is shown in white

Students in this band will be allocated to this many classes:

4

Students in this band should be required to select this many choices:
So they have some reserve choices we can use if we need to.

Students will not be able to submit their options form until 6 choices have been selected (in this example)

6

Subjects in this group must be chosen together: **Biology, Physics, Chemistry**

Only one from this group of subjects can be chosen: **BTEC Applied Science (Triple), Biology**

You can set as many conditions/rules as needed by clicking the “Add New Rule” button

Students must choose at least 1 from this list: **German, Spanish, French**

+ Add new rule

Display subjects as groups

(this will show the subject list to students as blocks)

+ Add new group

You can group subjects together, so they appear as blocks to the students, which can help them to clearly identify their choices.

Create a 'Group name' for your subject group and add subjects by putting a tick on the subjects under the 'Available Subjects' column and then click Arrow Right. The subjects will now have moved to the right column and you can now indicate the number of subjects that the students are allowed to choose from this group then click 'Save'.

Add new subject group ✕

Group name *
Block A

Available subjects

- Art & Design - GCSE
- Art Photography - GCSE
- Art Textiles - GCSE
- Business Studies - GCSE
- Computer Science - GCSE
- Digital Technology - GCSE
- Drama - GCSE
- Electronics - GCSE
- Engineering Design* - GCSE
- French - GCSE
- Geography - GCSE
- Geology - GCSE

→

←

Maximum number of subjects they can choose from this group: 1

Cancel Save

Add new subject group ✕

Group name *
Block A

Available subjects

- Digital Technology - GCSE
- Drama - GCSE
- Electronics - GCSE
- Engineering Design* - GCSE
- French - GCSE
- Geography - GCSE
- Geology - GCSE
- German - GCSE
- Health and Social Care, and Childcare - GCSE
- History - GCSE
- Hospitality & Catering - Level 1&2
- Media Studies - GCSE

→

←

- Art & Design - GCSE
- Art Photography - GCSE
- Art Textiles - GCSE
- Business Studies - GCSE
- Computer Science - GCSE

Maximum number of subjects they can choose from this group: 1

Cancel Save

On the “**Configure**” step, you can select whether or not you require parents to confirm the choices made by the students.

Current stage → **Design**

Start — Bands — Blocks — Subjects — EBacc — Students — Place Students — Banding Rules — **Configure** Load

Configure

Require parental confirmation of students' options choices?

← Back Save

If you enable this, parents will be sent an email asking them to confirm the choices submitted by their child and the email can be configured via **communications and events > communications > automated messages**.

Communications

Manual Messages

Automated Messages

Scheduled Messages

Messages Summary

All Automated Messages

Application Form

Email Subscription

Enrolment

Meetings

Reference

Registration

Search in table

Showing 1 to 50 of 59 entries

Show 50 entries

+ Add new message

+ Add new folder

Hide system messages

Click to edit or preview the template

Type	Template Name	Subject	Send from	Send to	Triggered when	Repeat	Enable	Actions
	<input type="text" value="Search Template"/>	<input type="text" value="Search Subject"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	Parental Consent Request	Review your child's options at Greenford High School	test@example.com	Parent	Parental consent request	N/A		
	CP/Student File	CP/Student File	test@example.com	Staff	CP/ student file	N/A		

From here, you can also disable the ranking step.

By default, students are prompted to rank their choices in order of preference but this feature can be disabled if not needed as part of your process.

The screenshot displays the 'GCSE Options Admissions Year 2...' interface. At the top, there is a navigation bar with 'Knowledge Base' and a search bar. Below this is a horizontal menu with 'Overview', 'Reports', 'Recent Activities', 'Application Groups', 'Subjects Summary', 'Timetables', 'Options', and 'All Activities'. The 'Options' menu item is active, and a progress bar below it shows the following steps: Start, Bands, Blocks, Subjects, EBacc, Students, Place Students, Banding Rules, and Configure. The 'Configure' step is highlighted with a red box. Below the progress bar, the 'Configure' section is visible, containing two checked checkboxes: 'Require parental confirmation of students' options choices' and 'Disable ranking step'. The 'Disable ranking step' checkbox is also highlighted with a red box. At the bottom left of the 'Configure' section is a 'Back' button, and at the bottom right is a 'Save' button, which is highlighted with a green box.

GCSE Options Admissions Year 2... Knowledge Base

Enter 3 or more letters to search...

Referrals! Earn £50 Amazon Voucher

Overview Reports Recent Activities Application Groups Subjects Summary Timetables **Options** All Activities

Current stage → Design

Start Bands Blocks Subjects EBacc Students Place Students Banding Rules **Configure** Load

Configure

- Require parental confirmation of students' options choices
- Disable ranking step**

← Back Save

Once you have completed your **design** steps and saved them, you can click the arrow in the top left of your screen to put these settings into effect and move to the **Choices Stage**.



Proceed to Choices stage



You are about to proceed to the "Choices" stage. Doing so will allow students to select their choices.



You are then ready to send the login details out to your students so they can access the system and submit their options choices.

Data

Imports **csv** Exports Uploaded Files

Review test

Select all

Send Welcome Email (containing usernames and passwords)

Send Welcome Email Preview Email Edit Email Template

Showing 1 to 10 of 10 entries

sample data

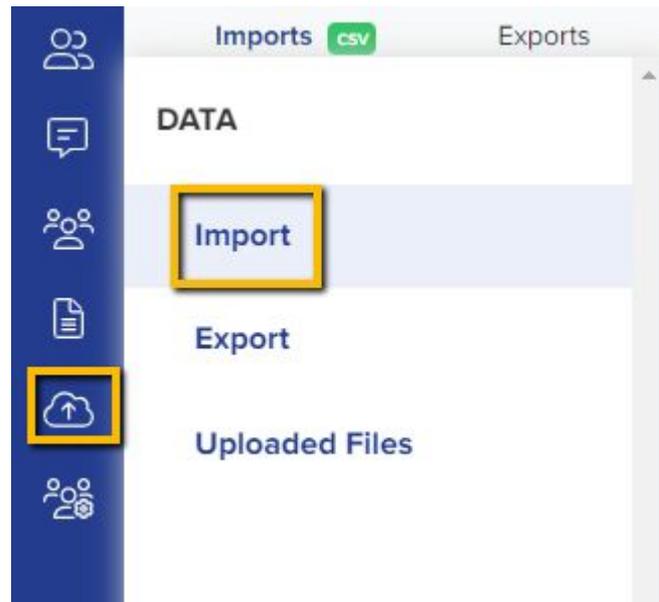
Show 10 entries

	#	First Name	Last Name	Email	Username	Temporary Password	Welcome Email
<input type="checkbox"/>	1	Student 1	Student 1	N/A	student.student	VHs8s7in	not sent
<input type="checkbox"/>	2	Student 10	Student 10	N/A	student.student_10	Erh5Fefg	not sent
<input type="checkbox"/>	3	Student 2	Student 2	N/A	student.student_2	pUk6VAzP	not sent
<input type="checkbox"/>	4	Student 3	Student 3	N/A	student.student_3	9aGK-n34	not sent
<input type="checkbox"/>	5	Student 4	Student 4	N/A	student.student_4	7PBkk12o	not sent

To send the welcome emails to your students, navigate to **Data > Import**.

Click on the report icon for the imported students, and then select them all using the checkbox.

Click “send welcome email” and this will send their login details to them so they can access your form.



Status	Report
completed	



Showing 1 to 2 of 2 entries 2 rows selected

Show 10 entries

<input checked="" type="checkbox"/>	#	First Name	Last Name	Email	Username	Temporary Password	Welcome Email	Last Signed In
-------------------------------------	---	------------	-----------	-------	----------	--------------------	---------------	----------------

CHOICES STAGE

Students will log in and you will see their choices beginning to populate on an **overview** screen, as well as the **status** of those students:

“**Never logged in**” means that the student has not yet logged in to choose their options. This might be because they are having trouble with their login ID and Password, or simply that they have not tried to log in yet.

“**Complete**” means that the student has logged in, and chosen their options subjects. You can see their choices to the right of the status column.

“**Pending Parents**” - if you have switched on the requirement for parents to agree with your students’ options choices, this status will appear. The student has chosen their options, but the parents have yet to click the ‘agree’ button that was emailed to them listing the students’ choices.

“**Bounced**” means that the email invitation that was sent to the student was returned to the school as ‘undeliverable’. You should confirm the correct email with the student and then you can correct it by clicking in the ‘bounced’ field, where you can enter a corrected email address. An invitation will then be automatically re-sent to the student.

Show all students

Reports

Send reminders

Remove students

+ Add students

Showing 1 to 10 of 60 entries

Show 10 entries

If you configured your system to require parental approval, this status will show

Search:

<input type="checkbox"/>	Student Id	First Name	Last Name	Reg group	Status	1	2	3	4	5	
<input type="checkbox"/>	16805	Aadam	Aadam16805		Completed	Ge	Fr	Ar	Bs		
<input type="checkbox"/>	15676	Aaliyah	Aaliyah15676		Incomplete						
<input type="checkbox"/>	16971	Aaron	Aaron16971	form group 2	Completed	Bs	Gr	Cs	Per	Ps	
<input type="checkbox"/>	17926	Aavash	Aavash17926	form group 1	Completed	Vi	Cs	Gr	Ps	Bs	
<input type="checkbox"/>	16355	Abdallah	Abdallah16355		Pending parents						
<input type="checkbox"/>	14847	Abdihamid	Abdihamid14847		Pending parents						
<input type="checkbox"/>	20860	Abdillahi	Abdillahi20860	form group 1	Completed	Vi	Ma	So	Gr	Ge	
<input type="checkbox"/>	20664	Abdinasir	Abdinasir20664		Completed	Vi	Ma	Per	Cs	Bs	
<input type="checkbox"/>	20189	Abdiqani	Abdiqani20189		Completed	Vi	Sp	Gr	Ge	Fr	
<input type="checkbox"/>	16778	Abdirahman	Abdirahman16778		Completed	Hi	Per	Ps	So	Sp	

Showing 1 to 10 of 60 entries

Previous 1 2 3 4 5 6 Next

The Student View

Students will log in and will click to update their options step.

Hello Test Casimir,



Test Casimir Test Gutmann Student Code: U-472D

School: student256284a8b720a580@admp.uk / 50768141642

Welcome to your GCSE Options portal. Please click to access the GCSE Options form and make your selections. Your choices are not guaranteed at this stage but your preferences will be accommodated wherever possible.

[Show full message](#)

Form Status

Incomplete



GCSE Opti...

GCSE Options

GCSE Options Progress

[Step 1: Options](#)

[Continue Form](#)

Note - you can change the name of your form (visible to students) in **settings > application form**. Click the pencil icon for the application form phase to change the name if desired.

They will then see a list of available subjects and once they have begun to select them, any rules they need to follow will appear.

When they fulfil a criterion, this will appear with a green tick - they can't submit until all criteria have been ticked.

Subject Selection **Ranking your preferences** **Submitting your choices**

Select your preferred subjects

Click on the subjects you would like to choose from the list below, you will rank them in order in the next step.
Any rules you need to follow when choosing are shown on the right.

Available subjects	Your choices	All criteria
<input type="checkbox"/> 2. GCSE Chemistry	1. GCSE Art	<input type="radio"/> You have made 3 choices. You'll need to select 2 more subjects.
<input checked="" type="checkbox"/> GCSE Art	_____	
<input checked="" type="checkbox"/> GCSE Biology	2. GCSE Biology	
<input type="checkbox"/> GCSE Classical Civilisation	_____	
<input type="checkbox"/> GCSE English Lang	3. GCSE Maths	
<input type="checkbox"/> GCSE English Lit	_____	
<input type="checkbox"/> GCSE English Spec Lit	_____	

All criteria

- ✔ You have made enough **6** choices.
- ✔ Subjects in this group must be chosen together:
Art and Design / Spanish
- ✔ Only one from this group of subjects can be chosen:
Art and Design / Biology

Once all criteria are met, they can then rank their preferences (if part of your process).

 Rank your preferences

Subject Selection

Ranking your preferences

Now it's time to rank your preferences

Please re-arrange the subjects so the one you **MOST** want to do is at the top, and the one you could live without is at the bottom.

Your choices

1. Art and Design
2. English Literature
3. Spanish
4. German
5. Further Mathematics
6. Design Technology

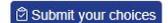
Instructions

- ← The subject you want to do the **MOST**
- ← The subject you want to do the **SECOND-MOST**

They drag and drop their choices into preference order, following the instructions at the top and side of the page

Once happy, they click to submit their choices

← Back

 Submit your choices

If enabled in the design stage, the student will then see the preview of the email which will be sent to their parent/guardian for approval of their choices:

Submitting your choices.

We will now send an email to your parents to notify them of the choices you have made. Below is an example of what it will look like:

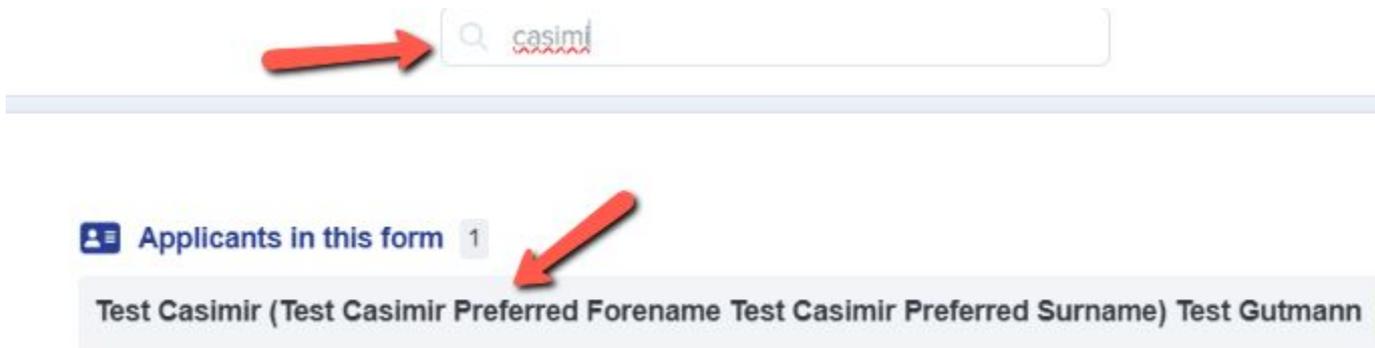
Dear parent,

Your child, Student 1 A1 has sent us their options subject choices for The Wells Free School, and we are writing to get your confirmation that you are happy with these choices.

In ranked order (starting with their top priority choice), they have chosen:

If needed, you can **enter a student's choices on their behalf**. Perhaps if they have no internet access, or are struggling to complete the form and need your support, you may need to use this feature.

Search for the student on your system and click on their name to load their profile.



On their profile, you can **impersonate** them, enabling you to complete the form for them.



Alternatively, you can update or add their choices directly on your Options overview screen using the pencil icons.

Overview Reports Recent Activities Application Groups Subjects Summary **Options** Demo All Activities Group Link

Test GCSE LIVE 5/5 students have chosen... ← Previous Stage Current stage **Choices** Proceed to next stage

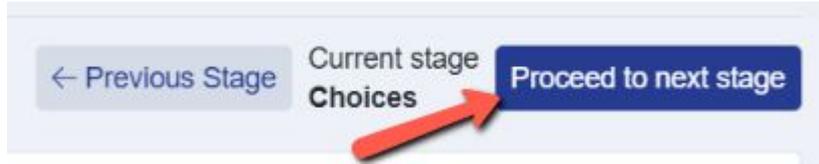
Show all students Reports Send reminders Remove students + Add students

Showing 1 to 5 of 5 entries Show 10 entries Search:

<input type="checkbox"/>	Student Id	First Name	Last Name	Band	Reg group	Status	1	2	3	4	5	
<input type="checkbox"/>	00000173-d768-7475-9645-0e78f0960468	Test Karlee	Test Larson	X		Completed	Gcs1	Gcs2	Math			
<input type="checkbox"/>	00000173-e708-7fbd-ac9f-42078ad40568	Test Hilario	Test Flatley	X		Completed	Gcs15					
<input type="checkbox"/>	00000173-f6a8-740d-a955-fb68b842271e	Test Jared	Test Turcotte	X		Completed	Chem					
<input type="checkbox"/>	00000173-eed8-7756-ac24-df6184d31114	Nora	Oberbrunner	Y		Completed	Gcs1	Gcs2	Math			
<input type="checkbox"/>	00000173-df38-7894-9252-c77b4e43e8d3	Test Casimir	Test Gutmann	Y		Completed	3.B	Chem				

REVIEW STAGE

At the Review Stage, students are prevented from making any further changes to their own options. This enables you to ensure no amendments are made, so you and your team can review the choices selected to ensure they are appropriate.



Proceed to Review stage



You are about to proceed to the "Review" stage. Doing so will prevent students from making additional choices so you can review their choices for appropriateness.

Cancel

Continue

Staff can again make changes to the students' options choices by clicking the pencil icons.

Overview Reports **NEW** Recent Activities Application Groups Offers Subjects Summary Timetables **Options** Tasks Calendar All Activities

Year 9 V1 **REVIEWING** Students can no longer change their choices

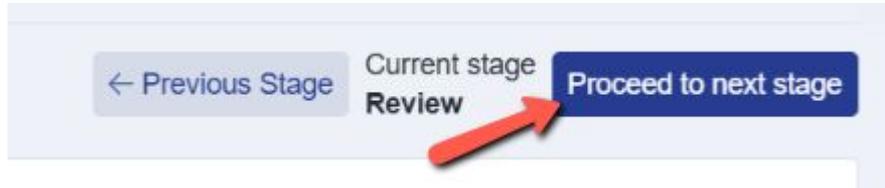
Showing 1 to 10 of 25 entries Show 10 entries Search:

First Name	Last Name	Reg group	Status	1	2	3	4	5
Lucy	Curtis		Completed	Ar	Li	Sp	Ge	Fm
Matthew	Jones		Completed	Bi	Fr	Ch	Gg	Ph

MODELLING STAGE

The **Modelling** Stage is where you will build your “best fit” model timetable, based on students’ choices and any changes made at the Review Stage.

Students’ options are locked at this stage, to avoid any changes being made and impacting the progress of the model.



Proceed to modelling



You are about to proceed to the “modelling” phase.
Doing so will lock all changes by students.

Back

Proceed

On the Classes screen you can see how many students have chosen each subject, set the number of classes you can run for each subject based on your current staffing levels, and see the average class sizes.

← Previous Stage Current stage **Modelling** Next Stage →

Classes Place Classes Load

Classes

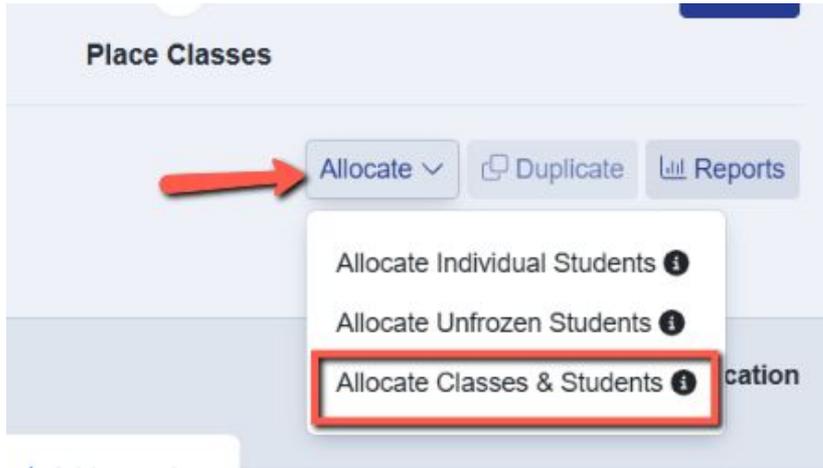
The table below shows how many students have chosen each subject as one of their 'main' choices. You now need to tell us how many actual classes you want to run in each subject.

The more teaching groups you schedule, the smaller the average class size is likely to be after we allocate students to classes. (But this obviously incurs a greater staffing cost.)

Please indicate below how many teaching groups ("classes") you would like us to try to schedule?

Subject	Students wanted	Teaching groups ⓘ	Average class size
2. GCSE Chemistry	1	<input type="text" value="1"/>	1
3. BTEC Sport	1	<input type="text" value="1"/>	1
BTEC Dance	0	<input type="text" value="1"/>	0
BTEC extended diploma in applied science	1	<input type="text" value="1"/>	1

Click **Allocate > Allocate Classes and Students** to display your model.



Allocate Classes & Students



Warning: This button will recalculate all of the students' class allocations, regardless of whether they have been frozen or not. Any pinned classes will be kept at their current placements.

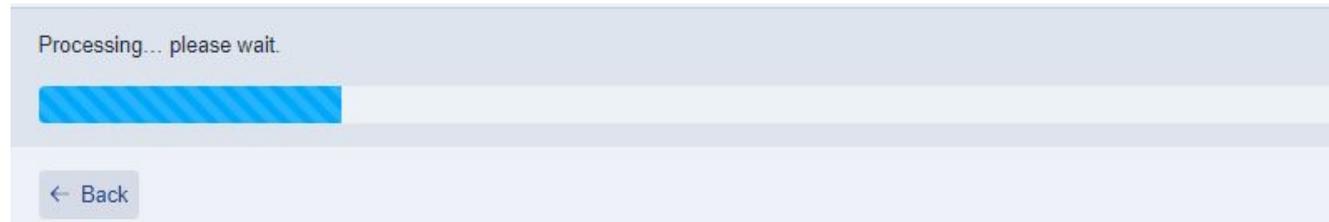
You may wish to make a 'copy' of the existing model before continuing. Are you sure you want to do this?

Type 'YES' to continue

Cancel

Confirm

The more students you have, the longer the wizard will take to generate your Option Blocks - it has to read all of the choices data and work out the best fit.



The **emoticons** will show you how happy the students are going to be, based on their choices versus what is available to them.

Students who have been allocated to their main choices will show as **excited**.

The next face shows students who are **happy** - they got most of their top choices.

The **sad** face shows students who are allocated to subjects not in their original choices.

The **devastated** face indicates students have not been completely allocated, based on the current model being projected.

Test GCSE 

We believe this is the most suitable model for your students' choices. Feel free to amend it now if you need to.
When you are ready, proceed to next stage to enroll allocated students and export the results to MIS.

 20  1  0  4 All (25) Happiness score: 95.06%



Group	Class	Count	Emotion
A	9A/Chem	5	Excited
	9A/Hsc	4	Happy
	9A/Sp2	1	Happy
	9A/Art	7	Excited
B	9B/Dnce	5	Excited
	9B/Bio	5	Happy
	9B/Lit	4	Happy
	9B/Hist	4	Excited
C	9C/Appl	3	Excited
	9C/Lang	3	Happy
	9C/Frnc	6	Excited
	9C/Fren	3	Excited
D	9D/Spor	6	Excited
	9D/Cciv	7	Happy
	9D/Geog	3	Happy
	9D/Phys	3	Excited

Click on a face to view the students who are within each status.

You could view the “devastated” group to see what else is available to them and you can allocate them to an alternative course using the “select classes” button.

Happiness report



4 students

have not been completely allocated

Export

Show 25 entries

Search:

#	First Name	Last Name	Band	Choices	Could have been allocated	Could not have been allocated	
1	Test Jared	Test Turcotte	X	Main choices <ul style="list-style-type: none">• 2. GCSE Chemistry ✓• GCSE Art• GCSE English Lit ✓• GCSE French ✓ Reserve <ul style="list-style-type: none">• GCSE History	<ul style="list-style-type: none">• 2. GCSE Chemistry• GCSE English Lit• GCSE French	<ul style="list-style-type: none">• GCSE Art• GCSE History	Select classes

You will see the **total % of successfully allocated students**, based on their first choices, and the EBacc eligibility (if you enabled it in your initial setup).

EBacc eligible: **0.0%** • Happiness score: **97.68%**

On each block, you have the function to manually add extra classes.

You can also click on each class to view who is allocated to it, and which other subjects they are also allocated to.

B  + Add new class

9B/Dnce
☹️ 5

9B/Bio
☹️ 5

9B/Lit
☹️ 4

9B/Hist
☹️ 4

9B/Lit - GCSE English Lit

4 students



 Export

Show entries

Search:

#	Name	Band	A	B	C	D
1	Test Carter Test Wilderman	Y	BTEC Health and Social Care	GCSE English Lit	BTEC extended diploma in applied science	
2	Test Jared Test Turcotte	X	2. GCSE Chemistry	GCSE English Lit	GCSE French	
3	Test Lanora Test Abernathy	X	GCSE Art	GCSE English Lit	GCSE English Lang	GCSE Classical Civilisation
4	Test Werner Test Bayer	X	GCSE German	GCSE English Lit	GCSE French	GCSE Classical Civilisation

9B/Lit
☹️ 4

9B/Dnce
😊 5



You can **pin any classes you are happy with**, so their position is retained when making other changes. Hover over a class to **pin, duplicate** or **remove** a class, or use the **smart allocation** feature.

If you duplicate a class, it will create a copy of it underneath, and will automatically divide the number of students between the two groups.

Use the **Smart Allocation** feature to test a subject out in different blocks, and see what that does to the percentage of students allocated - this lets you test things out before you move them!



GCSE Art - 9A/Art

Smart class allocation

Click 'Test in other blocks' to see how moving the class to another blocks will affect student allocation

Block	Score	
A	95.06 %	Current block
B		Move it here
C		Move it here
D		Move it here

Close Test in other blocks

GCSE Art - 9A/Art

Smart class allocation

Click 'Test in other blocks' to see how moving the class to another blocks will affect student allocation

Block	Score	
A	95.06 %	Current block
B	90.56 %	Move it here
C	88.54 %	Move it here
D	91.91 %	Move it here

Close Test in other blocks

Click **Allocate** to recalculate class allocations for the students - you can do this individually, just for those who are unfrozen, or for all.

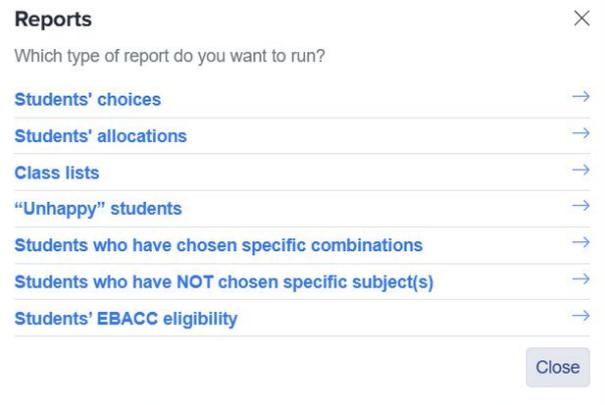
Run an **export** to download a CSV, Excel or PDF of blocks and classes information.

Use **Duplicate** to make **copies** of the model, so you can play around in your clones, but keep the master copy undisturbed.



Click **Reports** to generate tables showing various data outputs (these can also be exported to CSV as needed).

You can **Freeze** and **Unfreeze** your model; this allows you to lock/unlock classes and students in place.



FINALISE STAGE

Once you have completed your modelling, proceed to the **Finalise Stage**.



Proceed to Finalise stage



You are about to proceed to the "Finalise" stage.
If you continue, this will lock your subjects' placement in your options blocks. This will then allow you to send your students' subject allocations home via our email system.

Cancel

Continue

Students will be enrolled into their classes in your A+ system, and you can then prepare to transfer those allocations to your MIS.

You can opt to send an **Allocations Notification** to students and/or their parents to confirm their finalised choices.

From *

test@aplicaa.com

Reply to email (to add a new email, start typing and hit 'Enter' to save)
Default to test@aplicaa.com

test@aplicaa.com ✕

Content *

Paragraph

Dear Student,

We are pleased to let you know that after considering all of the subject choices of our students, we are able to confirm that you have been allocated to the following GCSE Options classes for next year:

{{ENROLLED_SUBJECTS_LIST}}

Please contact <insert email here> if you have any questions or concerns.

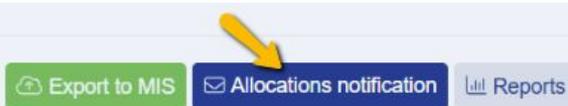
To

Student(s) Parent(s) Student(s) & Parent(s)

Please note, you have selected multiple users to receive this email.
Ensure not to include sensitive personal data that is not represented by email tokens.

Sending to 18 users. [Download list](#) [Hide all](#)

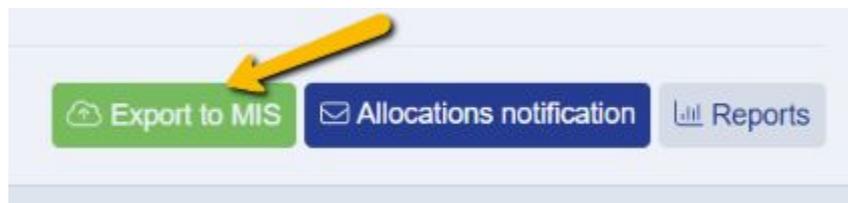
NAMES	EMAILS
-------	--------



You will need to have **created the classes within your MIS** prior to being able to export class allocations for your students.

If you are a SIMS user, log into the Admissions+ SIMS App and select the “**Import Classes**” option.

If you are a cloud-based MIS user, go to **Data > Export > Start an export** and select the “**student classes**” option, or you can click the **Export to MIS** button within the **Finalise Stage** of your model.



This [Guide](#) covers the steps in detail for each MIS.



THANK YOU

Contact our Support Team 020 3667 0764