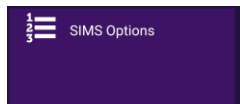


How to Use SIMS Options Online

Step 1 – Signing in

Options Online will become available via Parent App, simply sign into Parent App and click on SIMS Options.



This will redirect you to the SIMS Options sign in page, simply sign in with the online service you used to set up the Parent App account.



Sign in to SIMS Options

- Sign in with SIMS ID
- Sign in with Facebook
- Sign in with Twitter
- Sign in with Google
- Sign in with Microsoft
- Sign in with Office 365

Step 2 – Choosing Options

The following screen will appear, please read the information before selecting students' options. If you are using a mobile device the view will be slightly different. The boxes will appear underneath each other as you scroll down.

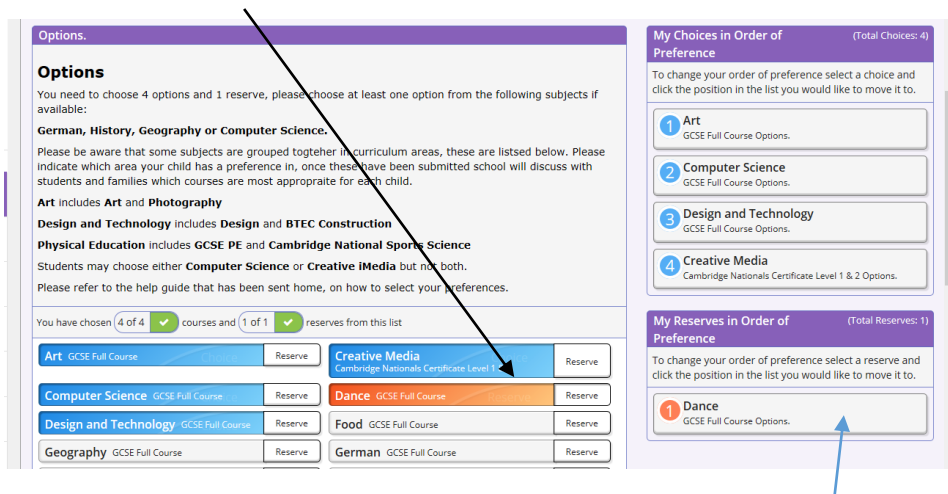
A screenshot of the SIMS Options selection interface. On the left, there is a text area with instructions: "Options. You need to choose 4 options and 1 reserve, please choose at least one option from the following subjects if available: German, History, Geography or Computer Science. Please be aware that some subjects are grouped together in curriculum areas, these are listed below. Please indicate which area your child has a preference in, once these have been submitted school will discuss with students and families which courses are most appropriate for each child. Art includes Art and Photography. Design and Technology includes Design and BTEC Construction. Physical Education includes GCSE PE and Cambridge National Sports Science. Students may choose either Computer Science or Creative iMedia but not both. Please refer to the help guide that has been sent home, on how to select your preferences." Below this, it says "You have chosen 1 of 4 courses and 0 of 1 reserves from this list". A table of options is shown with columns for subject name and a "Reserve" button. The "Art GCSE Full Course" row is highlighted in blue. On the right, there are two panels: "My Choices in Order of Preference" (Total Choices: 1) showing "1 Art GCSE Full Course Options" and "My Reserves in Order of Preference" (Total Reserves: 0) showing "No reserves selected." Two arrows point from the text below to the "Art" choice and the "Reserve" button.

Click on the name of the subject(s) you wish to choose, do not click on the reserve button yet.

A selected subject will be highlighted in blue and appear in the list of options on the right hand side of the screen.

Step – 3 Choosing a Reserve Option

Once all 4 options have been chosen, a reserve needs to be selected. To do this, click on the “Reserve” button beside the subject that your child wants to pick.



The reserve option will appear in orange and appear in the “My Reserves”.

Step – 4 Saving your child’s Options

It is vital you tick the Parent/Carer Approval box at the bottom of the screen, then press the save button at the top of the screen otherwise the options will be lost when you close the browser.

