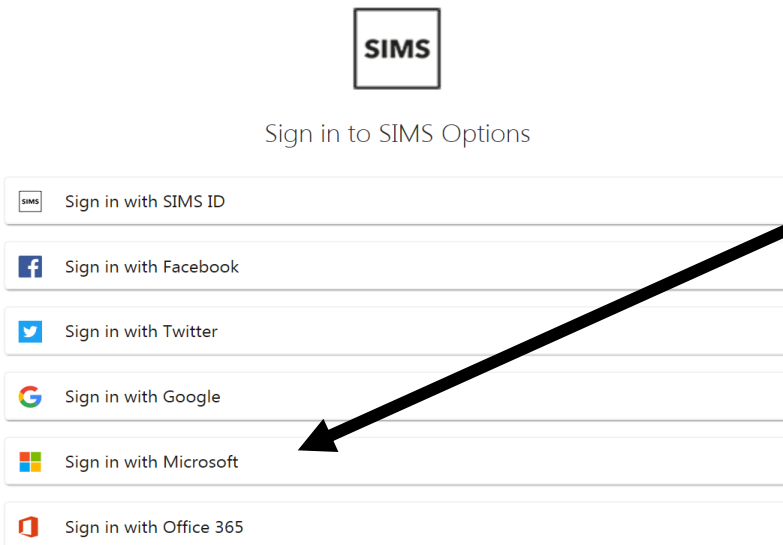


Students will make their option choices at home by logging in to SIMS Options Online

**Step 1** Please sign in at the following URL:  
<https://www.sims-options.co.uk>



The screenshot shows the SIMS Options sign-in interface. At the top, there is a SIMS logo and the text "Sign in to SIMS Options". Below this, there is a list of six sign-in options, each with a small icon and a text label:

- 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

A large black arrow points from the right side of the page to the "Sign in with Microsoft" option.

Select **“Sign in with Microsoft”** from the list. On the next screen enter your email address in the format [18joebloggs@roundhill.leics.sch.uk](mailto:18joebloggs@roundhill.leics.sch.uk) and your school password.

## Step 2 Read the Options Booklet



[Click here for link to options booklet 2021.](#)

Click on the link next to the school logo to open the Options Booklet. This document provides further information about the courses we offer at Key Stage Four. The Options Booklet can also be found on the school website along with the virtual subject presentations.

Please read the instructions provided on screen to guide you – you need to select four preferred courses and two reserve courses

### Options choices

Please read the options booklet carefully. You should choose four subjects as your preferred courses and two as your reserve choice. We would strongly recommend choosing one or more History, Geography, Triple Science, Languages or Computer Science however we are offering an open choice of four subjects. We believe all of the subjects we offer will be of value to you, so pick the ones you really want to study for GCSE or BTEC and that you are motivated to select and thrive in.

### Step 3 Making option choices

Click on the name of the subject(s) you wish to choose, do not click on the reserve button yet. A selected choice will be highlighted in blue and appear in the list of choices on the right hand side of the screen:

The screenshot displays a course selection interface. At the top, it shows 'You have chosen 2 of 4 courses and 0 of 2 reserves from this list'. Below this is a grid of course options, each with a 'Reserve' button. The 'Business' course is highlighted in blue. To the right, a 'My Choices in Order of Preference' panel shows the selected courses in a numbered list: 1. Business (GCSE 9 - 1 Full Course Options choices) and 2. BTEC Creative Media (BTEC Tech Award Level 1/2 Options choices). Arrows from the text above point to the 'Business' course in the grid and the preference list.

You have chosen 2 of 4 courses and 0 of 2 reserves from this list	
Art GCSE 9 - 1 Full Course	Reserve
<b>Business GCSE 9 - 1 Full Course</b>	Reserve
Computer Science GCSE 9 - 1 Full Course	Reserve
Drama GCSE 9 - 1 Full Course	Reserve
French GCSE 9 - 1 Full Course	Reserve
Geography GCSE 9 - 1 Full Course	Reserve
Food Preparation and Nutrition GCSE 9 - 1 Full Course	Reserve
History GCSE 9 - 1 Full Course	Reserve
BTEC Health and Social Care BTEC Tech Award Level 1/2	Reserve
<b>BTEC Creative Media BTEC Tech Award Level 1/2</b>	Reserve
Music GCSE 9 - 1 Full Course	Reserve
PE GCSE 9 - 1 Full Course	Reserve
Religious Studies GCSE 9 - 1 Full Course	Reserve
Sociology GCSE 9 - 1 Full Course	Reserve
Spanish GCSE 9 - 1 Full Course	Reserve
BTEC Sport BTEC Award Level 1 & 2	Reserve
Design & Technology GCSE 9 - 1 Full Course	Reserve
Triple Science GCSE 9 - 1 Full Course	Reserve

**My Choices in Order of Preference** (Total Choices: 2)

To change your order of preference select a choice and click the position in the list you would like to move it to.

- 1 Business**  
GCSE 9 - 1 Full Course Options choices
- 2 BTEC Creative Media**  
BTEC Tech Award Level 1/2 Options choices

This section shows how many preferred courses you need to select and how many reserves you need to select.

## Step 4 Making your reserve choice

Once you have made your four preferred choices, you need to select a reserve choice. To do this click on the “Reserve” button beside the subject you wish to pick. Reserve choices appear in orange and appear in the “My Reserves” box on the right hand side of the screen:

The screenshot shows a course selection interface. At the top, it states "You have chosen 2 of 4 courses and 1 of 2 reserves from this list". Below this is a grid of course options, each with a "Reserve" button. The courses are:

Art GCSE 9 - 1 Full Course	Reserve	<b>Business</b> GCSE 9 - 1 Full Course	Reserve	Computer Science GCSE 9 - 1 Full Course	Reserve
Drama GCSE 9 - 1 Full Course	Reserve	French GCSE 9 - 1 Full Course	Reserve	Geography GCSE 9 - 1 Full Course	Reserve
Food Preparation and Nutrition GCSE 9 - 1 Full Course	Reserve	History GCSE 9 - 1 Full Course	Reserve	BTEC Health and Social Care BTEC Tech Award Level 1/2	Reserve
<b>BTEC Creative Media</b> BTEC Tech Award Level 1/2	Reserve	Music GCSE 9 - 1 Full Course	Reserve	PE GCSE 9 - 1 Full Course	Reserve
Religious Studies GCSE 9 - 1 Full Course	Reserve	<b>Sociology</b> GCSE 9 - 1 Full Course	Reserve	Spanish GCSE 9 - 1 Full Course	Reserve
BTEC Sport BTEC Award Level 1 & 2	Reserve	Design & Technology GCSE 9 - 1 Full Course	Reserve	Triple Science GCSE 9 - 1 Full Course	Reserve

On the right side, there is a "My Reserves in Order of Preference" section. It shows a list of reserves:

- 1 Business GCSE 9 - 1 Full Course Options choices
- 2 BTEC Creative Media BTEC Tech Award Level 1/2 Options choices

Below the list, it says "My Reserves in Order of Preference (Total Reserves: 1)". A note reads: "To change your order of preference select a reserve and click the position in the list you would like to move it to." The list shows "1 Sociology GCSE 9 - 1 Full Course Options choices".

Two black arrows point from the text in the first paragraph to the "Reserve" button for Sociology and the "1 Sociology" entry in the "My Reserves" list.

## Order of preference

Option choices appear in the order they have been selected by default. We are not asking you to put your choices in order of preference so don't worry about this. Just focus on selecting four preferred choices and two reserves.

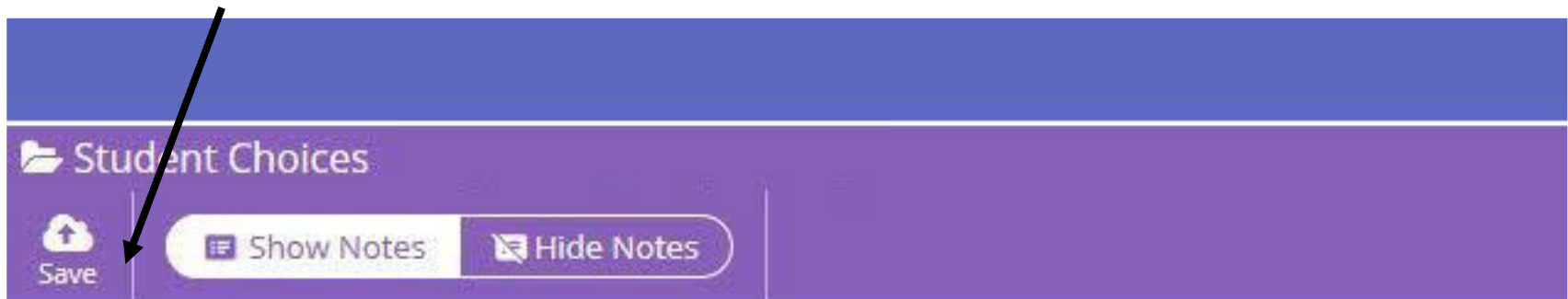
## Step 6 Comments and saving your option choices

There is a student comments box at the bottom of the page if you wish to add any comments with regard to your option choices.



A screenshot of a web interface showing a section titled "Student Comments" with a small downward arrow icon. Below the title is a large, empty rectangular text input box with the placeholder text "Add any comments here" in a light grey font.

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.



Please note that parents/carers cannot tick the approved box as this is greyed out. We are not expecting parents/carers to approve your choices so discuss your selection with them before saving and submitting.

## **Finally:**

Remember that we need to have your choices submitted by 3pm on **Friday 5 March**. After this time the options facility will close and you will no longer be able to make or edit your choices.

Occasionally there can be issues with logging in to [www.sims-options.co.uk](http://www.sims-options.co.uk)

If you just get a purple screen try closing the browser down and try again.

If you have any queries regarding completing your option choices online please email Mrs Taylor – [ttaylor@roundhill.bepschools.org](mailto:ttaylor@roundhill.bepschools.org) or send a Teams chat to Mrs Taylor

For any subject-specific questions please contact the head of the department.