

Using SIMS Options Online

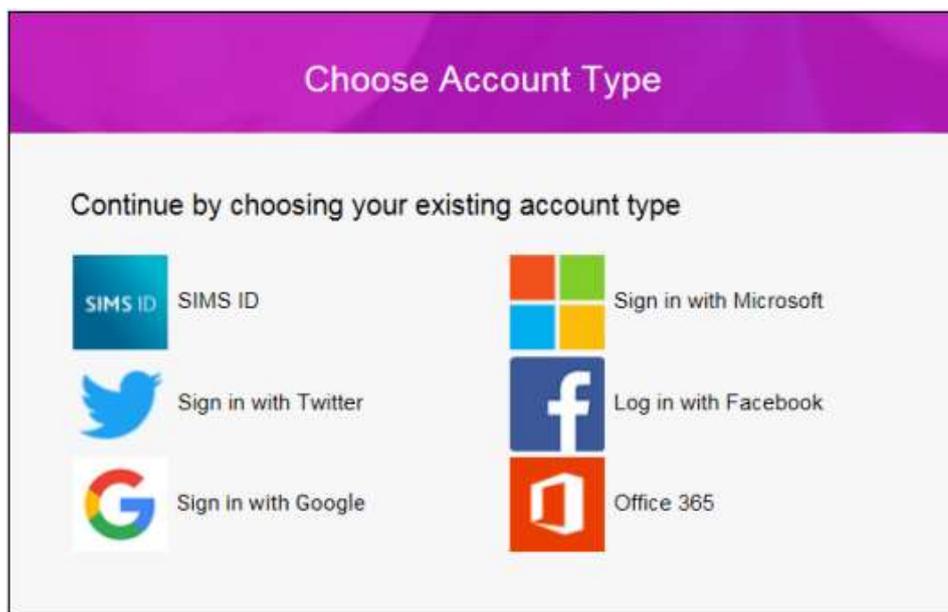
We use a software package called SIMS Options Online which integrates with our timetabling system to collect options choices from students. Both parents and students can log into Options Online to choose their own options (if a student) or to view, edit and approve their child's choices (if a parent).

In order to log into Options Online you need a SIMS Online Services account. If you have already registered for the SIMS Parent or Student App then you have already completed this step and can skip to Step 2.

Step 1: For students, an invitation has been sent to your school email address. For parents, if we have your email address you will have received a registration email from noreply@sims.co.uk which contains an invitation code. If you have not received a registration email, please check your junk folder before contacting the school. To register for SIMS Online Services parents will need an online account with either Microsoft, Office365, Google, Facebook or Twitter. If you do not already have one then you can set up an account for free by going to any of those providers.

Students must register using their school Office365 email account, for which the username will be firstname.surname@woodham.org.uk and the password will be the one they use to log onto the school computer system.

There is a link in the email to follow which will take you to a sign in page:



Important: Parents and Students must not attempt to register using SIMS ID. The SIMS ID option is for use by school staff only.

Click on the icon for the relevant account and it will ask you to sign in using your existing details. You will then be asked to enter your date of birth (if a student) or the date of birth of one of your children at Woodham Academy (if a parent).

Once registration has been completed you can then use the same login details to access the SIMS Parent App, SIMS Student App, and SIMS Options Online. The Parent and Student Apps are available for iOS and Android devices, or can be accessed through any browser by going to:

Parent: <https://www.sims-parent.co.uk/>

Student: <https://www.sims-student.co.uk/>

We would encourage parents and students to take advantage of these Apps to view attendance, achievement, behaviour, timetables, activities, reports and update student details.

Step 2: Once you have registered and created a SIMS Online Services account (as detailed in step 1) you need to go to SIMS Options Online (<https://www.sims-options.co.uk/>) and login using the same account details you chose at registration (i.e. If you chose Facebook when you registered and used your Facebook login, you must click Facebook and use those details to login to any of the online services SIMS offer). Alternatively, if you are logged into the Parent or Student App you can click the link to Options and it will take you there.

Option Choices

Please choose 2 choices and one reserve.

It is not possible to study both Graphic Design and Art & Design. Please do not choose both these subjects together, if you do choose both you will be allocated your reserve choice.

You have chosen 2 of 2 courses and 1 of 1 reserves from this list:

| | | | | | |
|--|---------|--|---------|--|---------|
| Art & Design GCSE Full Course | Reserve | Child Development BTEC Certificate Level 2 | Reserve | Computer Science GCSE Full Course | Reserve |
| Engineering BTEC Certificate Level 2 | Reserve | Hospitality & Catering BTEC Certificate Level 2 | Reserve | Geography GCSE Full Course | Reserve |
| Graphic Design GCSE Full Course | Reserve | History GCSE Full Course | Reserve | This course is also available in Humanities | |
| Creative iMedia BTEC Certificate Level 2 | Reserve | Music Practice BTEC Certificate Level 2 | Reserve | Health & Social Care BTEC Certificate Level 2 | Reserve |
| Sport & Exercise BTEC Certificate Level 2 | Reserve | | | Religious Studies GCSE Full Course | Reserve |

Note: A warning message is present under the History option: "You have selected this course in Humanities"

You then have the opportunity to view the options available and make choices. To choose an option, simply click on the subject and it will turn blue. To choose a subject as a reserve choice click on the RESERVE button at the right of the subject name and it will turn orange. To deselect a subject simply click on it again. If there are any additional comments you wish to make you can type them into the relevant comment box at the bottom of the page. When you are happy with the choices, you must click the SAVE button in the top left corner. Please read the instructions for each section and follow them.

Once a student has made their choices, parents can log into Options Online using their own account and tick the PARENT/CARER APPROVAL box at the base of the page, then click SAVE. If a student were to log back in and change their options after a parent/carer has approved them, it will untick the approval box.

Any student who is having difficulty accessing Options Online, or does not have internet access available at home, should see Mr Brack and they can complete their options choices on the computers at school.