

# Instructions for making choices in SIMS Online Options.

Once you have logged into <https://www.sims-options.co.uk/> the Option choice screen will look similar to the image shown below.

The screenshot shows the initial state of the SIMS Online Options screen. It is divided into three main sections: MFL, Humanities, and Open Choices. On the right, there are two summary boxes: 'Priority Choices' and 'My Choices'.  
**MFL Section:** The user must pick a language. They have chosen 0 of 1 courses. Available options are French, German, and Spanish, all of which are also available in Open Choices.  
**Humanities Section:** The user must choose either History or Geography. They have chosen 0 of 1 courses. Available options are Geography and History, both also available in Open Choices.  
**Open Choices Section:** The user should choose two subjects from this list. They have chosen 0 of 2 courses.  
**Priority Choices (Total Choices: 0):** No priority courses selected.  
**My Choices (Total Choices: 0):** No courses selected.

1. Click on a Language to register your choice. When you have selected your language option it will colour blue and will move over into your 'Priority Choices'.

This screenshot shows the result of selecting French in the MFL section. A blue arrow points to the 'French' button in the MFL list. Another blue arrow points to the 'Priority Choices' header. The 'Priority Choices' box now shows '1 French' (GCSE 9 - 1 Full Course MFL). The 'MFL' section shows '1 of 1' courses chosen, with the 'French' button highlighted in blue. The 'Humanities' and 'Open Choices' sections remain unchanged. The 'My Choices' section remains empty.

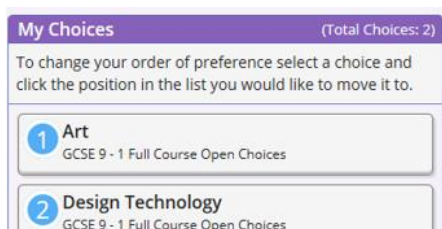
2. Next choose a humanity option. Again, it will colour blue and will move over into your 'Priority Choices'.

This screenshot shows the result of selecting Geography in the Humanities section. A blue arrow points to the 'Geography' button in the Humanities list. Another blue arrow points to the 'Priority Choices' header. The 'Priority Choices' box now shows '2' choices: '1 French' (GCSE 9 - 1 Full Course MFL) and '2 Geography' (GCSE 9 - 1 Full Course Humanities). The 'MFL' section shows '1 of 1' courses chosen, with 'French' highlighted in blue. The 'Humanities' section shows '1 of 1' courses chosen, with 'Geography' highlighted in blue. The 'Open Choices' section remains unchanged. The 'My Choices' section remains empty.

- Now choose two Open/Free Choice options.



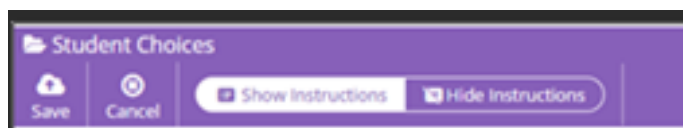
They will also colour blue and will move over into your 'My Choices' section with an order of preference that is the order they were clicked on.



Should you need to change the order of preference, click on the subject you wish to move and then click again in the position you wish it to sit.

If you change your mind about a subject chosen simply click on the subject again to remove the choice.

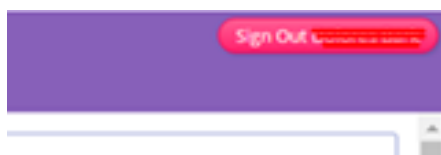
- Finally, click on 'Save' at the top left of the screen. This will write the choices back to the database. Please note the system does not currently send any email confirmation.



If required, enter student comments into this **optional** box:



Once you have finished click "Sign Out" at the top right of the screen and close the browser window.



For any technical issues please email [options@bishopveseys.bham.sch.uk](mailto:options@bishopveseys.bham.sch.uk) or contact the school's IT support team.