

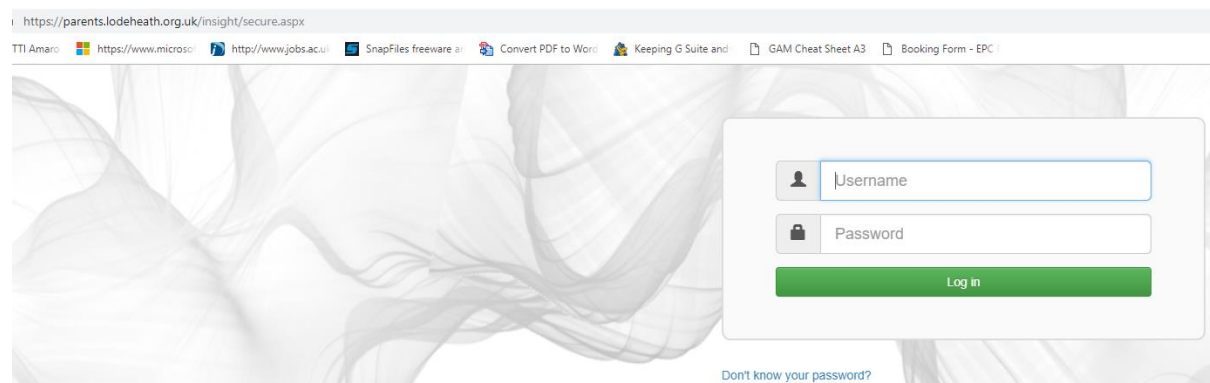
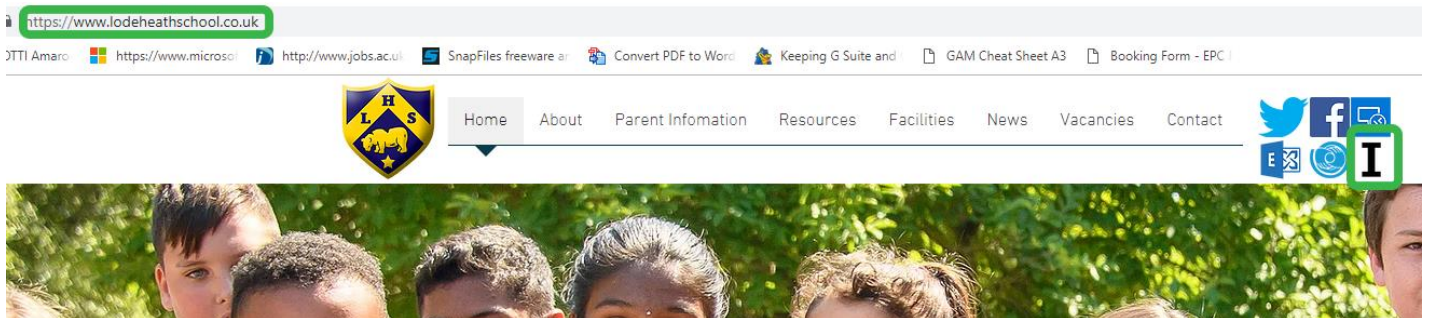


## Year 9 Options – User guide for Parents.

### Step 1:

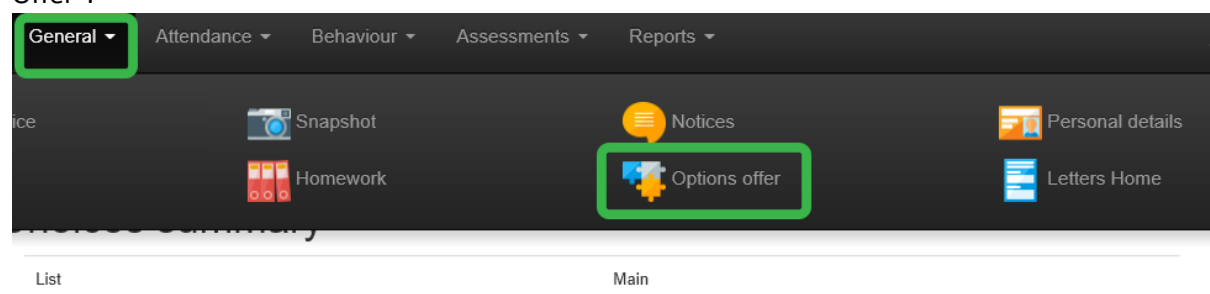
Login using your parent insight account in your usual way, via app or web version.

(Access Insight via the school website – [www.lodeheath.org.uk](http://www.lodeheath.org.uk) and clicking on the “I” at the top right of the site. Please email [helpdesk@lodeheath.org.uk](mailto:helpdesk@lodeheath.org.uk) or call the school for assistance.)



### Step 2:

Navigate to the options offer by selecting the “General” dropdown and then clicking on “Options Offer”.



Option choices will appear here as they are made.

### Step 3:

Select your first option – these will vary depending which pathway your child is on.

All students will need to select from the following:

- 1) Humanities
- 2) Option A – Yellow **or** Option A – MFL (Green)
- 3) Option B
- 4) Option C

Once selected, they will appear on the right hand side under “Current choices”.

The screenshot shows a web interface for course selection. At the top, there are tabs for 'Humanities', 'Option A Green', 'Option B', and 'Option C'. The 'Option A Green' tab is active. Below the tabs is a table of 'Available options' with columns for 'Course' and 'Current choices'. The 'Current choices' column has sub-columns for 'Main Option' and 'Alt Option'. A modal dialog titled 'Add option' is open in the center, asking 'How do you want to add this option?' with a radio button selected for 'Main option'. The dialog has 'Ok' and 'Cancel' buttons. The 'Available options' table lists: Business and Enterprise CNC in Enterprise Market (GCSEF), Citizenship (GCSEF), Computer Science (GCSEF), and Drama. A note below the table states: 'Discounts with iMedia CNAT -- Students may take either course but not both courses'.

The screenshot shows a 'Choices summary' page for 'Y9 Options 2019 2020'. It features a table with 'List' and 'Main' columns. The 'List' column contains 'Humanities' and the 'Main' column contains 'Geography'. Below the table are tabs for 'Humanities', 'Option A Green', 'Option B', and 'Option C'. A note below the tabs states: 'All students must choose either Geography or History.' Below this are two sections: 'Available options' and 'Current choices'. The 'Available options' section lists 'Geography (GCSEF)' and 'History (GCSEF)'. The 'Current choices' section lists 'Main Option' and 'Geography'. Both 'Geography (GCSEF)' in the 'Available options' section and 'Geography' in the 'Current choices' section are highlighted with green boxes. A red 'X' icon is next to 'Geography' in the 'Current choices' section. At the bottom, it says 'Used 1 of 1'.

#### Step 4:

Please make an alternative as a reserve for your child. Every effort will be made to provide your child with the first choice subject, but in some cases, there may not be enough capacity so the alternate subject will be honoured.

The screenshot shows the 'Add option' dialog box overlaid on the selection interface. The dialog box asks 'How do you want to add this option?' and has a radio button selected for 'As an alternative to Computer Science'. The background interface shows 'Available options' on the left and 'Current choices' on the right. Under 'Current choices', 'Computer Science' is listed as the Main Option and has a red X icon next to it, indicating it can be removed or replaced.

The screenshot shows the selection interface with 'Option C' selected. The 'Current choices' section is highlighted with a green box. It shows 'Computer Science' as the Main Option and 'Fine Art' as the Alt Option. A red X icon is next to 'Fine Art'. A callout box with a black border contains the text: 'You can amend your options by clicking the red X and making another selection.'

#### Step 5:

Once you have made your decisions and are happy, there is no need to do anything else. Your choices will be automatically saved when the deadline closes. You can log back in and amend your choices until the deadline on Thursday March 11<sup>th</sup> 2021