Applying for Ivybridge Sixth Form via Options Online

User Guide

Notes:

- All applications are made Online via SIMS Options Online.
- Only log-on to complete your application once you are sure on your choices.
- Once you have saved these, you cannot go back and edit them.
- If you want to make any changes once you have saved your choices in Options Online, but before your informal interview, this can be done via Mrs Nichols in the Sixth Form Office or by calling 01752 891774.

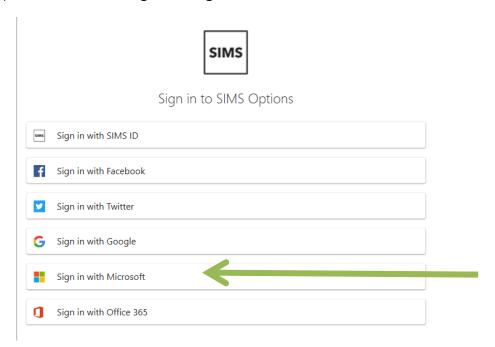
Step 1:

Once you are ready to complete your application, students should log on to their College email account and find the email from Capita/SIMS. Click on the link to activate your account for the online portal.



Step 2:

When prompted, please choose to sign in using Microsoft.

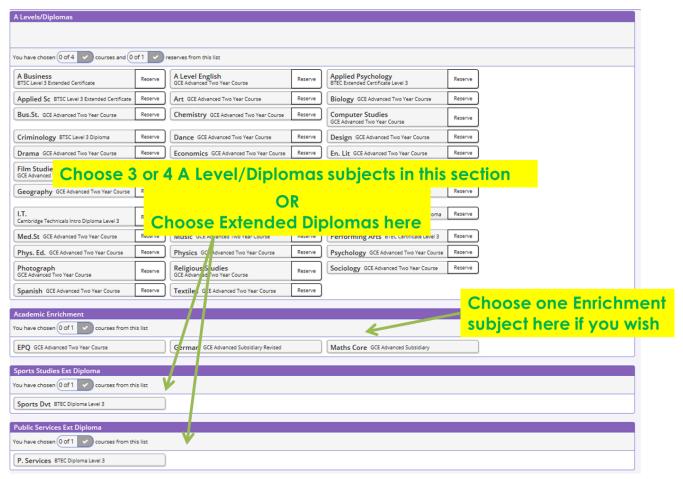


Step 3:

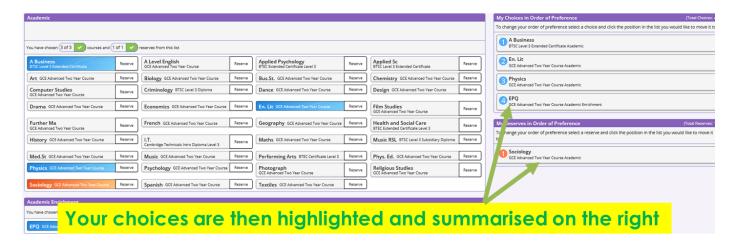
Make your choices! Read the guidance at the top carefully...You should either choose A Levels/Diplomas OR an Extended Diploma (Public Services or Sport Studies)

If you choose A Levels/Diplomas, please choose three from the courses listed. A fourth subject or a subject from the Academic Enrichment list (EPQ, Core Maths, AS German) can then be added if you wish, but this is not compulsory. You should then include one reserve subject.

If you would like to apply for one of the Extended Diplomas, please choose either the Sports Studies Ext Diploma or Public Services Ext Diploma. This will be the only choice you need to make.



Once you have chosen your main course(s), they go BLUE. Your reserve (if applicable) will be ORANGE. To deselect a subject, simply click it again. All choices will be shown in the top right hand of the screen.



NOTE that the official names of some subjects in SIMS Options Online differ from the names on the Course Descriptors/in the Prospectus. Please refer to the list below to ensure you are choosing the correct courses.

Course	Name of Course in Options Online		
Applied Business	A Business		
Applied Science	Applied Sc		
Applied Psychology	Applied Psychology		
Art, Craft & Design	Art		
Biology	Biology		
Business	Bus.St.		
Cambridge Technical Extended Certificate in IT	I.T.		
Chemistry	Chemistry		
Computer Science	Computer Studies		
Core Mathematics (AS)	Maths Core		
Criminology	Criminology		
Dance	Dance		
Design and Technology: Product Design	Design		
Drama	Drama		
Economics	Economics		
English Language and Literature	A Level English		
English Literature	En. Lit		
Film Studies	Film Studies		
French	French		
Further Mathematics	Further Ma		
Geography	Geography		
German (AS)	German		
Health and Social Care	Health and Social Care		
History	History		
Mathematics	Maths		
Media Studies	Med.St		
Music	Music		
Music RSL	Music RSL		
Performing Arts	Performing Arts		
Photography	Photograph		
Physical Education	Phys. Ed.		
Physics	Physics		
Psychology	Psychology		
Public Services	P. Services		
Religious Studies	Religious Studies		
Sociology	Sociology		
Spanish	Spanish		
Sport Development, Coaching and Fitness (Sports Studies)	Sports Dvt		
Textiles Design	Textiles		

Step 4:

Check your choices are correct and then add in any supporting/.additional information you would like up to know (about your suitability for the courses/possible career plans) in the **Student Comments** box.

▼ Student Comments			
Add any comments here			

Step 5:

Once you are done, click the SAVE button at the top of the page.

Thank you!

Your application is now complete. We will contact you after the deadline of Wednesday, 29 January to confirm receipt of your application and to advise you of the date of your informal interview. These will take place during the week commending Monday, 10 February.

If you would like to make any changes before this date, please use the contact details at the beginning of this User Guide.

