

Ivybridge Community College



Rachel Hutchinson
Principal

Ivybridge Community College
Year 9 to 10 Options
Applicaa Options Online User Guide
7 December 2023



Respect ■ Aspiration ■ Integrity ■ Compassion

Westcountry Schools Trust, known as Ivybridge Community College, Harford Road, Ivybridge, Devon, PL21 0JA is an exempt charity
Telephone 01752 691000 **Email** icc@ivybridge.devon.sch.uk **Website** www.ivybridge.devon.sch.uk
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Choosing your Year 9 to 10 Options via Applicaa Options Online

User Guide

Notes:

- All option choices must be made Online via Applicaa Options Online.
- This can be accessed via a link which will be sent to each student's email account.
- **This opens on Thursday, 18 January 2024, after Parents' Evening.**
- Once logged on each student MUST remember their own password which they will be asked to create so that they can log in and out until they are ready to submit. **Please follow the instructions very carefully** – this should be completed by the student **by Thursday, 25 January 2024** having discussed this with their parent/carer.
- All choices submitted from Thursday, 18 January to Thursday, 25 January 2024 will be treated in exactly the same way; to reassure you, this is not run on a first come, first served basis.
- If the choices need to be amended the student will have to resubmit a different set of choices. Parent/Carers will then receive a new email from Applicaa listing the new choices, which can then be approved.
- **Deadline date for FINAL submittance is SUNDAY, 28 January 2024**
- After this, please contact the year9options@ivybridge.devon.sch.uk email address.

Applicaa User Guide Steps 1-5:

Step 1

You will receive an email inviting you to log into the GCSE Options system and choose your subjects.

The email will look something like this (it will contain your name, email address and password).

Click the link in your email to access the system using these login details.

Dear {{STUDENT_FIRST_NAME}} {{STUDENT_LAST_NAME}}

Below are your login details for {{SCHOOL_NAME}}


Email: {{STUDENT_EMAIL}}

Password: {{PASSWORD}}

{{LINK}}



Step 2

 Year 9 Options

Year 9 Options progress

Step 1: Year 9 Options



Once you have logged in, click the “continue” button to access your options form.

You will then see a list of available subjects and any rules you need to follow.

When you successfully complete a requirement, a green tick will appear.

You can't submit your form until all criteria have been ticked.

Choices

All criteria

You have made 0 choices.
You'll need to select 6 more subjects.

The screenshot below is what **STEP 2** will look like once your choices have been acknowledged

- #### Available subjects
- BTEC Tech Award in Child Development
 - BTEC Tech Award in Enterprise
 - BTEC Tech Award in Health and Social Care
 - BTEC Tech Award in Performing Arts
 - Cambridge National in Sport Studies
 - GCSE in Art and Design (3D Design)
 - GCSE in Art and Design (Art, Craft & Des)
 - GCSE in Art and Design (Photography)
 - GCSE in Art and Design (Textiles Design)
 - GCSE in Business
 - GCSE in Computer Science
 - GCSE in Dance
 - GCSE in Design and Technology
 - GCSE in Drama
 - GCSE in Economics
 - GCSE in Food Preparation and Nutrition
 - GCSE in French
 - GCSE in Geography
 - GCSE in History
 - GCSE in Media Studies
 - GCSE in Music
 - GCSE in Physical Education
 - GCSE in Psychology
 - GCSE in Religious Studies
 - GCSE in Single Sciences: Bi, Ch & Ph
 - GCSE in Sociology
 - GCSE in Statistics

- #### Choices
- :: 1. GCSE in History
 - :: 2. GCSE in Geography
 - :: 3. GCSE in Sociology
 - :: 4. GCSE in Media Studies
 - :: 5. GCSE in Business
 - :: 6. GCSE in Computer Science

All criteria

You have made enough 6 choices.

Example No 1:

You have successfully completed all criteria. The tick is GREEN and the SUBMIT button below is BLUE allowing you to submit your choices.

You will need to **RANK** your order of preferences next – see **STEP 3**



Available subjects

- BTEC Tech Award in Child Development
- BTEC Tech Award in Enterprise
- BTEC Tech Award in Health and Social Care
- BTEC Tech Award in Performing Arts
- Cambridge National in Sport Studies
- GCSE in Art and Design (3D Design)
- GCSE in Art and Design (Art, Craft & Des)
- GCSE in Art and Design (Photography)
- GCSE in Art and Design (Textiles Design)
- GCSE in Business
- GCSE in Computer Science
- GCSE in Dance
- GCSE in Design and Technology
- GCSE in Drama
- GCSE in Economics
- GCSE in Food Preparation and Nutrition
- GCSE in French
- GCSE in Geography
- GCSE in History
- GCSE in Media Studies
- GCSE in Music
- GCSE in Physical Education
- GCSE in Psychology
- GCSE in Religious Studies
- GCSE in Single Sciences: Bi, Ch & Ph
- GCSE in Sociology
- GCSE in Statistics

Choices

- :: 1. GCSE in Sociology
- :: 2. GCSE in Psychology
- :: 3. GCSE in Art and Design (3D Design)
- :: 4. GCSE in Art and Design (Art, Craft & Des)
- :: 5. GCSE in Art and Design (Textiles Design)
- :: 6. GCSE in Single Sciences: Bi, Ch & Ph

All criteria

You have made enough 6 choices.

i Subjects in this group will not be allocated together:
GCSE in Art and Design (3D Design) / GCSE in Art and Design (Art, Craft & Des) / GCSE in Art and Design (Textiles Design)

i Subjects in this group will not be allocated together:
GCSE in Psychology / GCSE in Sociology

Example No 2:

You have successfully completed all criteria. The tick is GREEN and the SUBMIT button is BLUE allowing you to submit their choices.

However, when subjects are in RED you will be alerted to the combinations of certain subjects and the implications thereof. You will need to **RANK** your order of preferences as a result – see **STEP 3**

Cancel

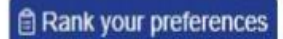


Step 3

All criteria

- ✔ You have made enough **6** choices.
- ✔ Subjects in this group must be chosen together:
Art and Design / Spanish
- ✔ Only one from this group of subjects can be chosen:
Art and Design / Biology

Once all criteria are ticked, you are then asked to rank your subject choices.

 Rank your preferences

Now it's time to rank your preferences

Please re-arrange the subjects so the one you **MOST** want to do is at the top, and the one you could live without is at the bottom.

Your choices

1. Art and Design
2. English Literature
3. Spanish
4. German
5. Further Mathematics
6. Design Technology

Drag and drop your subjects into the order you would prefer - put the subject you most want to do at the top of the list

Instructions

- ← The subject you want to do the **MOST**
- ← The subject you want to do the **SECOND-MOST**

Once you are happy, click to submit your choices

 Submit your choices



Step 4

Submitting your choices.

We will now send an email to your parents to notify them of the choices you have made. Below is an example of what it will look like:

Dear parent,

Your child, Student 1 A1 has sent us their options subject choices for The Wells Free School, and we are writing to get your confirmation that you are happy with these choices.

In ranked order (starting with their top priority choice), they have chosen:

ICC will request your Parent/Carer to confirm Final Subject Options by **SUNDAY, 28 January 2024**

Step 5

You will be informed of the deadline for submitting your choices.

Before the deadline, you can log back into your form and make changes to your choices if you change your mind.

DEADLINE DATES:

- Options to be completed by:
Thursday, 25 January 2024
- FINAL submittance:
SUNDAY, 28 January 2024

Don't leave it to the last minute to submit your choices!

Your application is now complete.

Thank you!

