

Options.

Training Agenda



Target Audience

The **Options** training is recommended for delivery to the following people from your school:

- ✓ Member(s) from your **Curriculum Administration Team**
- ✓ Member(s) from your **Timetable Team**
- ✓ **Deputy Headteacher**

Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Configure the system for pupil choice collection
- ✓ Manage and validate pupil option choices
- ✓ Analyse and report on option choices and their impact on timetabling

Agenda Overview

- ✓ Setup
 - Configurations
 - MCAS
 - Student Portal
 - Options Setup
 - Forms
 - Customizing Description
 - Viewing Form
 - Sending Form / Reminder
- ✓ Choices
 - Form Submission
 - Email Link
 - MCAS/Student Portal Submission
 - Import Pupil Choices
 - Downloading/Completing Template
 - Importing Choices
 - Validating Choices (Review Pupil Choices)
 - Review Pupil Choices
 - Review/Change/Make Choices
 - View Summary
- ✓ Reporting
 - Clash Table
 - Subject Parameters
 - Viewing the Clash Table
 - Timetable Patterns
 - Settings
 - Viewing Timetable Patterns
- ✓ How to Book the 45 minute one-to-one follow up session

Next Steps

- ✓ Upon completion of the Options training, a **45-minute one-to-one follow-up session** can be booked with one of our knowledgeable trainers. This session can be used to ask additional questions or review the setup. Details for booking will be provided by the trainer at the end of the session.