

Completing Options on Insight

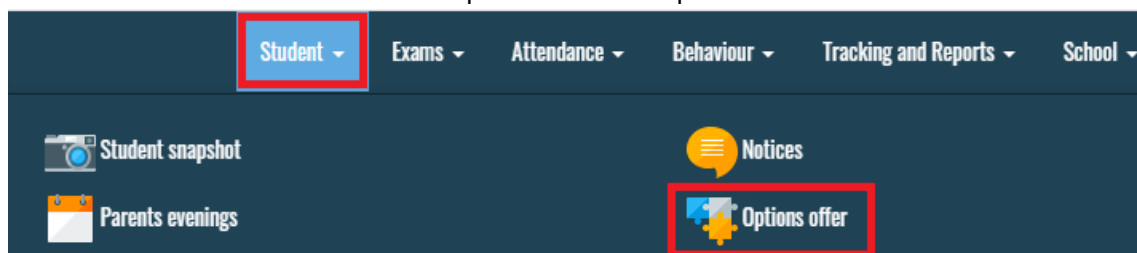
Overview

You can complete your child's options choices quickly and easily through the Insight website.

Please note that a parent/carer must log in to Insight to complete the options process. Students logging in to Insight will only be able to see the options selections entered by a parent/carer.

Instructions

1. Log in to the Insight website at <https://connect.guiseleyschool.org.uk/INSIGHT/>.
2. If you have multiple children at the school, click your child's name and select the child you wish to complete options for.
3. Select the 'Student' menu at the top and choose 'Options offer'.



4. On the page that appears you will be able to fill in options. A screenshot is shown overleaf. The page is split into the following sections:

Guidance: Instructions on the options to select.

Choice summary: a table showing all the options that have been selected. This is visible to students who log into Insight as well.

Parental approval: Once choices have been made, parents can 'approve' these choices by selecting the appropriate option.

Options blocks: A row of tabs gives you access to each option 'block' for you to choose options. Ensure you follow the Guidance on which options to select.

5. Working through each option block tab, review the choices available in the 'Available options' column. To select a choice, click the 'jigsaw piece' button. Insight will ask you to confirm the choice and tell you the type of choice you are making (Main/Reserve). The subject you select will then appear in the 'Current choices' column. If you make a mistake, you can remove the choice by clicking the red 'X' next to that choice.

NB: Insight will not allow you to choose the same subject more than once, even as a main and a reserve in different blocks.

6. When you have finished making choices, click 'Approve' in the parental approval section. Note that you can still return to make changes after doing this, up until the options deadline.

The options screen

KS4 Options 2021

Guidance

Choose 1 option and 1 reserve in each block. All pupils study English x2, Maths, Science, Core PE and PSCHE.

Choices summary

List Main
Option choices will appear here as they are made.

Parental approval

None Approve

Block A Block B Block C

Available options

Course	
Geography Geography (GCSNF)	
German German (GCSNF)	
History History (GCSNF)	

Current choices

Reserve	Main Option

Used 0 of 1 (plus 1 reserve)

Guidance on how to complete options is shown here

The subjects you have selected in each block are shown here

Once choices are made, approve them here

Work through each of the options blocks by clicking through each tab

Make a choice by clicking the button