

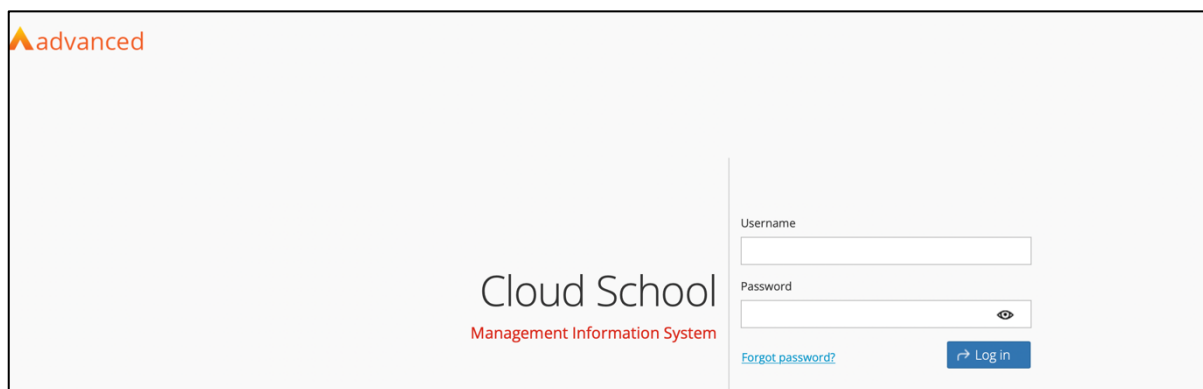
You will not be able to view the Options Choice Entry screens online using a mobile phone / tablet browser. The website only works properly on a desktop/laptop web browser. You can use any school computer in an IT room or in the school library if you are unable to do this from home.

There are six actions you need to take to complete your options choices.

Action 1

Go to this website - <https://www.progresso.net>

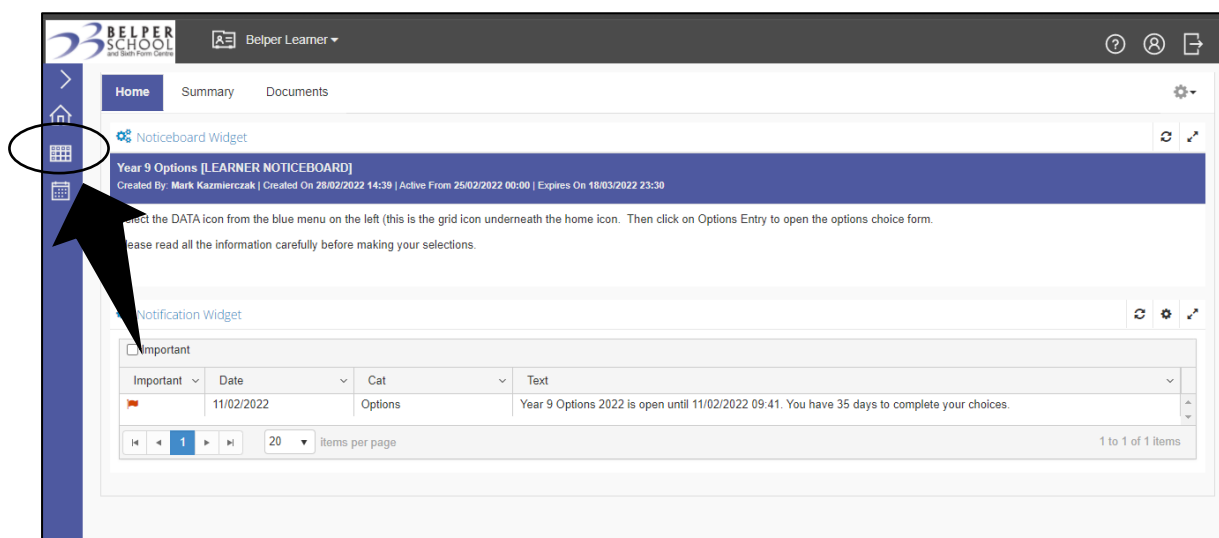
Enter the Cloud School username that was sent in an email to your school email address. You should have clicked the link in the email and changed your password. Enter the password you created then click the blue Log in button. If you can't remember your password, click on the 'Forgot Password?' link on this screen, enter your username and then press submit. An email will be sent to your school email account (XXXXX@students.belperschool.co.uk) which will allow you to re-set your password.



Action 2

You will then be taken to a screen like this.

Click on the data icon (the grid beneath the home icon) on the menu on the left of the screen.



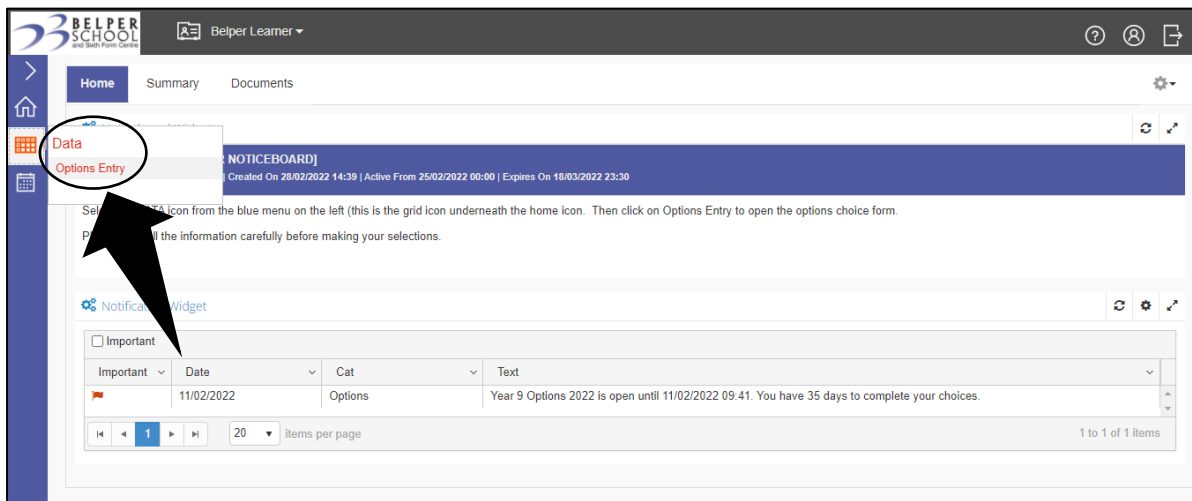
Year 9 Options [LEARNER NOTICEBOARD]
Created By: Mark Kazmierczak | Created On 28/02/2022 14:39 | Active From 25/02/2022 00:00 | Expires On 18/03/2022 23:30

Important	Date	Cat	Text
<input checked="" type="checkbox"/>	11/02/2022	Options	Year 9 Options 2022 is open until 11/02/2022 09:41. You have 35 days to complete your choices.

1 20 items per page 1 to 1 of 1 items

Action 3

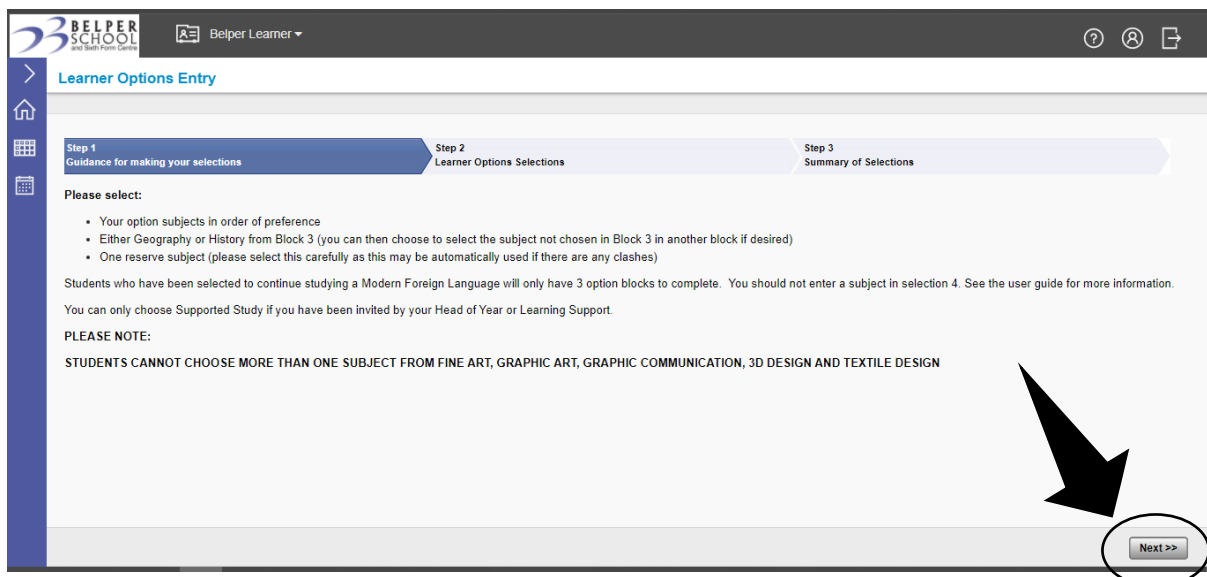
You will then need to click on the **Options Entry** link to open the Options Entry Screen.



Action 4

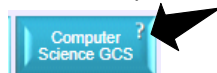
Once on step 1 of the Learner Options Entry screen please ensure you read all the guidance for making your selections information carefully.

The Learner Options Entry screen is split into three steps. Click the **Next>>** button at the bottom of each page to move on to the next step.



Action 5

Step 2 of the Learner Options Entry screen is where you make your selections. You need to click and drag the subject names into the 'selected subjects' boxes on the right. If you click on the question mark symbol (?) on the top right of any of the subject names then you will be able to read a summary of the information about that subject from the options booklet.



You need to choose a different subject in each of the selection boxes and you must choose either History or Geography in selection 3. You MUST remember to choose a reserve choice. The reserve subjects are shown in grey colour as selection R at the bottom of the form. You must choose one subject from the reserve subjects list and it must not be the same as any of your other choices. Remember, if there is a clash with your options then you will be automatically placed into this subject – so please choose carefully. However, we will try to allocate your chosen subjects in order of preference. This means that the subject you enter in selection 1 indicates that you want this to be a higher preference than a subject entered in selection 2.

Remember to press **Next>>** when you've made your selections. You can press **Save** if you want to save some of your choices and then come back and complete the form later. However, your options form is not completed until you press **Finish** at the end of step 3.

** Selection 4 and students pre-selected to follow French or German **

If you have been pre-selected to study a Modern Foreign Language then your selection 4 will be either French or German and, although you will not see this on the options entry screen, it will have been automatically chosen for you. If you try to choose any subject (including French or German) in selection 4 then you will receive an error message on screen when you click **Next>>** saying "Sorry! You've made more selections than you needed to. You'll need to remove any 1 subject(s) from the selections." You should remove the subject from selection 4 before you can proceed and ensure that selection 4 is blank.

You must, however, make sure you have still selected a subject from the reserve (R) list.

The screenshot shows the 'Learner Options Entry' interface for Belper School. It is currently on Step 2: 'Learner Options: Selections'. The interface is divided into four selection boxes (1, 2, 3, 4) and a reserve (R) box. Each box contains a list of available subjects. Selection 1 (blue) has 'Food Prep/Nutrition' selected. Selection 2 (orange) has 'Separate Sciences' selected. Selection 3 (green) has 'History' selected. Selection 4 (red) is empty. The reserve (R) box (grey) has 'Drama' selected. Arrows point from the question mark icons on the subject buttons to the 'Selected Subjects' area on the right. Navigation buttons at the bottom include '<< Previous', 'Next >>', 'Save', and 'Cancel'.

Action 6

When you click on **Next>>** at the bottom of step 2 you will be taken to step 3 – the Summary of Selections - where you can check your choices. You can press **<<Previous** on step 3 if you want to go back and make any changes.

Please read the information on this screen carefully as it will confirm the choices you have made. If all is correct you will see a message at the top of the screen with a green tick along with your first name confirming that your choices have been saved. If you do not see this then you may see an error message instead and you will need to click **<<Previous** to go back to step 2 to fix the error. A common error is forgetting to choose a reserve subject!

Finally click on **Finish** when you see the confirmation message on step 3 and you are happy with your selections.

Your options choices are now complete.