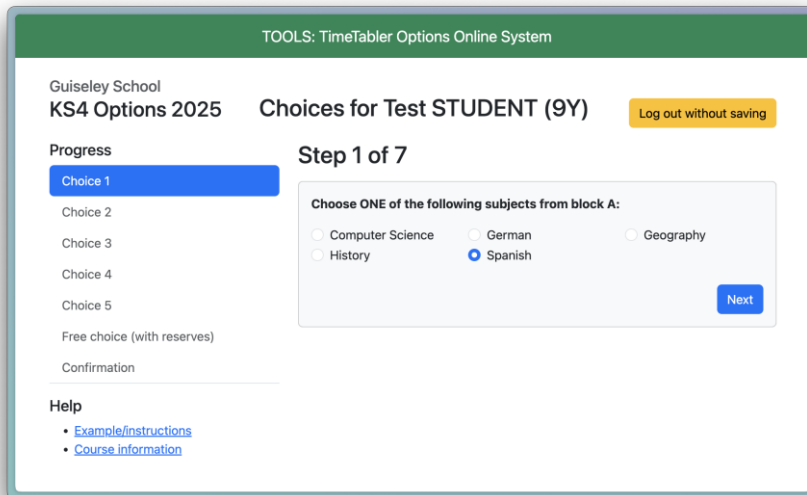


Completing Options online

We are using an online system known as TOOLS to allow us to gather Year 9 Options choices online. Your child will have already attended a guided choices meeting as part of the options process, during which they will have indicated the options they would like to take, however **it is the choices submitted via TOOLS which will be used to create your child's timetable.**

Instructions

1. Log in to the TOOLS system at <https://options.guiseleyschool.org.uk/> and enter the username and password (4 digit PIN) you were provided via email.
2. You will be taken through a step by step process. Select a subject from each block in turn. There are 4 blocks, followed by a Science preference.



TOOLS: TimeTabler Options Online System

Guiseley School
KS4 Options 2025 Choices for Test STUDENT (9Y) Log out without saving

Progress

- Choice 1
- Choice 2
- Choice 3
- Choice 4
- Choice 5
- Free choice (with reserves)
- Confirmation

Help

- [Example/instructions](#)
- [Course information](#)

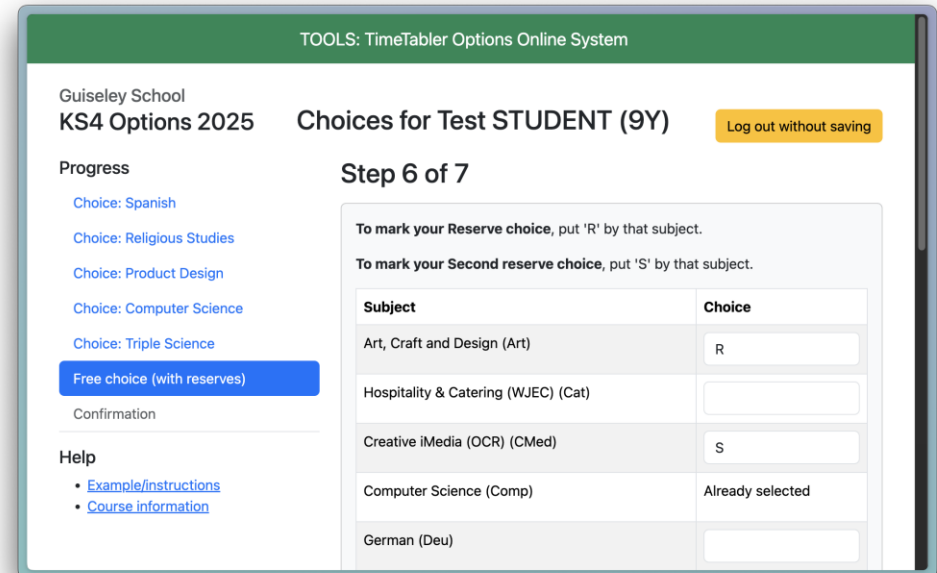
Step 1 of 7

Choose ONE of the following subjects from block A:

Computer Science German Geography
 History Spanish

Next

3. You will then see the 'Free choice with reserves' screen. On this screen, indicate two reserve subjects that your child may wish to take if they are unable to take any of their previously selected choices. Indicate the first reserve by typing **R** and the second reserve by typing **S**, then click 'Submit'.



TOOLS: TimeTabler Options Online System

Guiseley School
KS4 Options 2025 Choices for Test STUDENT (9Y) Log out without saving

Progress

- Choice: Spanish
- Choice: Religious Studies
- Choice: Product Design
- Choice: Computer Science
- Choice: Triple Science
- Free choice (with reserves)
- Confirmation

Help

- [Example/instructions](#)
- [Course information](#)

Step 6 of 7

To mark your Reserve choice, put 'R' by that subject.

To mark your Second reserve choice, put 'S' by that subject.

Subject	Choice
Art, Craft and Design (Art)	R
Hospitality & Catering (WJEC) (Cat)	
Creative iMedia (OCR) (CMed)	S
Computer Science (Comp)	Already selected
German (Deu)	

4. Having completed all the steps, you will see the 'Confirm choices' screen. Ensure that everything matches what you entered, then click 'Confirm choices'.
5. You will then be able to enter an email address to confirm the choices made by email, or leave the system. Note that you can still return to make changes after doing this, up until the options deadline.