

# New Features in *Options 2012*

## The TOOLS system

In *Options 2012* there is a *extra* way of entering your Students' Choices, using the new TOOLS system ('TimeTabler Options On-Line System').

This is a system to allow parents/students to select their optional subject Choices on-line, using the internet instead of the traditional paper method (which you can still use if you prefer it).

Apart from looking more modern, this method means that you don't have to type the students' Choices into *Options* – the parents/students do it for you.

If you choose to use this system, you need the assistance of your IT Manager to install the necessary files on your school's Web-Server. We provide the files and full documentation on this.

There are 3 stages to the TOOLS system:

### Stage 1

After you have entered or imported your Students' Names from your MIS, a new screen in *Options 2012* allows you to print a letter to each Student/Parent which includes:

- a URL web-address eg. [www.myschool.sch.uk/options](http://www.myschool.sch.uk/options)
- an individual Username and Password/PIN.

### Stage 2

At home, the Student/Parent enters this URL on their computer or phone to see a Log-in Screen. They enter their UserName and Password/PIN to see a screen like this:

The screenshot shows a web form titled "Laura Norder High School Year 10 Option Choices". Below the title, it says "Choices for: Melanie Owen 9C". A welcome message reads: "Welcome Melanie: please enter the number of each of your 3 choices (1,2,etc) in the box for that subject: To mark your Reserve Choice, put 'R' by that Subject". There are two links for extra information: "Click here for an example" and "Click here for course information". A table lists subjects and their corresponding choice boxes. The choices entered are: Art (Art) = 2, Drama (Dr) = [empty], French (Fr) = 1, Food Technology (Fo) = R, Geography (Gg) = 3, Graphics (Gra) = [empty], and History (Hi) = [empty]. At the bottom are "Submit" and "Reset" buttons.

Subject	Choice
Art (Art)	2
Drama (Dr)	
French (Fr)	1
Food Technology (Fo)	R
Geography (Gg)	3
Graphics (Gra)	
History (Hi)	

The Student/Parent enters their Choices and clicks on the 'Submit' button.

The system stores the result, and sends them an email confirming the Choices they have requested.

### Stage 3

You can see [on your Control Panel, see the next page] when all the Students/Parents have entered their Choices. Then you can transfer the Choices to the *Options* program and proceed in the usual way.

continued...

## The TOOLS Control Panel

As administrator you have access to the Control Panel:

Laura Norder High School Year 10 Option Choices

### TOOLS Admin Control Panel [Log out](#)

**Admin**

- 1 [Change the Admin password](#) for security
- 2 [Set up Email confirmation](#) to parents/students

**Set up**

- 3 [Import the Students](#) from a file provided by **TT-Options**
- 4 [Import the Subjects to be offered](#) from a file provided by **TT-Options**

**View**

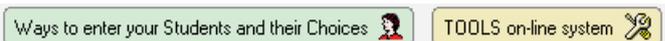
- 5 [The list of Students](#)  
You can see who has made their Choices, or allow a student to re-do his/her Choices
- 6 [The Subjects being offered to the students](#)
- 7 [The Subjects that have been chosen by each student](#)

**Export**

- 8 [Export the Students' Choices](#) to a file needed by **TT-Options**

(c) www.timetabler.com

When you first start **Options** you see new buttons:



Clicking on the second gives you a new screen:

**TOOLS (TimeTabler Options On-Line System) - for the on-line collection of Students' Choices**

### Setting-Up TOOLS

**Step 1:** Read the Overview of how TOOLS works: [TOOLS Overview & Manual](#)

**Step 2:** Install TOOLS on your web-server (you will need the help of your IT Manager for this): [How to Install TOOLS](#)

Click on these buttons to get full documentation, so you can decide if you want to use this new system. Or of course you can use your existing paper system, just as before.

## Other new features in **Options 2012**

- **Options 2012** has been given a make-over, to look more like the style of Windows-7.
- When you click on a Print button you are now offered enhanced choices, including the option of producing a PDF.
- On the **Current Pattern Screen** it is now shown more clearly if any of the Teaching Groups has ended up bigger or smaller than the size you originally specified.
- It's now easier to check whether all Students have obeyed any Rules that you've set.
- The screen for Importing Students' Names has been improved.