



S2 to S3 Course Choice T.O.O.L.S. Website Pupil Guide

To watch the help video click [here](#)

T.O.O.L.S

TimeTabler Options On-Line System

PRE-COURSING: What do I need to do before choosing my courses?

Before you make your course choices, you will need to complete the following tasks. Feel free to tick them off and date them as you complete them:

- Familiarise yourself with the course choice booklet that has been issued
- You will receive in the post login details for the course choice website. Write them here:

TOOLS online course choice username _____ **password** _____

- Do some online research to find out which courses would best suit your future plans. My World of Work is a great place to do this <https://www.myworldofwork.co.uk/>

Your Pupil Support/Guidance teacher will support you with this process.

Some key subject reminders - all pupils choose subjects in 7 steps:

1. All pupils must select **English**
2. You will be told in the S2 report of the most suitable maths course. These are **Mathematics National 4** or **Applications of Mathematics** or **Mathematics N5**.
3. Choose **Chemistry, Biology** or **Physics**. Only pupils who have been previously advised should choose the separate 'Science' course should select this.
4. All pupils continue the language chosen in S2. This is **German, French** or **Mandarin**. If a no modern language was studied in S2 select 'CurrSuppGrp'.
5. Social Subjects are grouped to include **Economics, Geography, History, Modern Studies** and **RMPS**. Only choose 'Social Subjects' if previously advised.
6. **Three** further subject choices must be made
7. **Two reserve** choices are made labelled as **R** and **S**.
R is for the first reserve subject and S for the second reserve subject.

If you feel you cannot make a choice in any step please select '**To Interview**' and we will get in touch. However please try to avoid this by speaking to your pupil support teacher initially.

When coursing into S3 you need to think about the subjects that you are enjoying and subjects that relate to any future pathways you have planned. Do not take subjects because you like the teacher or you know your friend is taking it. Speak to your parents/pupil support teacher and the teaching staff to help you come up with suitable course choice. The subjects you choose in S3 are important, as they will feature in your S4 timetables as well. If you are in any doubt –ask!

COURSING: How do I complete my course choices?

- 1) Go to <https://www.studentoptions.co/S2-BOR> and login with your own username and password
- 2) You must select **English** here then **Next**. The screen will not change until you have selected one subject.

COURSING WEBSITE SCREENSHOTS:

Step 1 of 7

[Start](#) > [Choice 1](#) > [Choice 2](#) > [Choice 3](#) > [Choice 4](#) > [Choice 5](#) > [Free choice \(with reserves\)](#) > [Confirmation](#)

All pupils study English.

- English (Engl)
- To interview1 (TBI1)

Select 'English' here.

Step 2 of 7

[Start](#) > [Choice: English](#) > [Choice 2](#) > [Choice 3](#) > [Choice 4](#) > [Choice 5](#) > [Free choice \(with reserves\)](#) > [Confirmation](#)

All pupils study Mathematics

- App of Maths (Mapp)
- Mathematics N4 (Math4)
- MathematicsN5 (Math5)
- To interview2 (TBI2)

Select the Maths class/working level you have been recommended to by your class teacher. If you are unsure select 'To interview2'.

- 3) Continue through steps 3,4 and 5 choosing a Modern Language, Science and Social Subject.
- 4) You must mark your 3 free choice subjects from the free choice column with the number **6, 7** and **8**. You must include 2 reserve choices as **R** for *Reserve* and **S** for *Second Reserve*.

Please enter your 3 choices by entering 6, 7, 8 in the box by your chosen subject

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

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

Subject	Choice
Admin IT (Admn)	<input style="width: 60px;" type="text"/>
Art & Design (ArtD)	<input style="width: 60px;" type="text"/>
Biology (Biol)	Already selected
Business (BusM)	<input style="width: 60px;" type="text"/>
Chemstry (Chem)	<input style="width: 60px;" type="text"/>
Computing (Comp)	<input style="width: 60px;" type="text"/>
Des & Manufactu (DMan)	<input style="width: 60px;" type="text"/>

- 5) If correct you should click **Submit** otherwise click **Reset this form** to start again
- 6) After clicking **Submit** you will see a summary of your subjects (in addition to English). Please then answer the final question – *What is your intended career path?*

Choice No.	Subject chosen
1	App of Maths
2	French
3	Economics
4	Biology
5	Admin IT
6	Art & Design
7	Business
R	Chemstry
S	Computing

Please could you also answer this question:
What is your intended career path?

Answer:

- 7) If you are happy with your choices click **Confirm Choices**. Go back and change choices if you need to. When you click **Submit** the choices cannot be changed again via the website.
- 8) When you have clicked **Submit** your choices are now confirmed you must click on the first link to be able to send a copy home via email.

Thank you

Your Subject Choices have been saved - thank you.

[Click here if you would like an Email confirmation](#)

[Click here to finish and log-out](#)

- 9) Enter a **parent's email address**. This will allow a copy of your choices to be sent to your parents (please check your junk mail if you do not get a confirmation).

Request email confirmation

This will send a confirmation of your Choices to the email address you enter:

Email address:

POST-COURSING: What happens next?

The course choice process allows increased personalisation and choice on the subjects they would like to study.

All the course choice data produced by your year group is then processed by the school to generate the best possible timetable **to accommodate the majority of choices made by all pupils.**

PLEASE NOTE: AT THIS STAGE, THIS IS **NOT** A FINAL OR GUARANTEED SELECTION OF SUBJECTS.

We will try to ensure as many pupils as possible will get all of their first choices in S3. However, if your course choice is NOT possible, you will be informed and alternate options discussed with you. These include your reserve choice (**R**) and second reserve (**S**), which you indicated during coursing). Throughout the process, you and your parents will be informed about any changes to their course choices.

You must ensure you have an **email address** for your parent(s). It is your responsibility to complete this part of the process. Please discuss this with your parents. Your parents will be emailed a copy of the final course choices that have been submitted as long as you follow instructions as shown on previous page.

The school will send email messages to your parent(s) to advise them when the course choice process is open and when it will close.

You **cannot** log back into the system and change these once they have been submitted. If there are any issues with the choices made, you should contact your Pupil Support Leader and changes can be made by staff.