



How Do I Make My Subject Choices Using Microsoft Forms?

This year, the school are using Microsoft Forms for students to make their Pathways choices. A link to the appropriate ‘Form’ for the pathway that you have been assigned to has been sent out to you via Microsoft Teams. Please follow the instructions below on how to make subject choices.

- 1) Open the Microsoft Form from the link that has been sent to each student. Ensure that the form completed is for the pathway that has been assigned e.g Open or Language Plus.
- 2) Select a first choice and reserve subject for block A and B. One first choice and two reserve choices should be selected in block C.

The screen shot on the left show how the ‘Form’ looks if accessed from a computer. The screen shot on the right shows what the ‘Form’ looks like if it is accessed from a mobile device.

Language Plus Pathway

Please select your option choices in each block on your pathway. Please also select a different reserve choice in each block.

Hi, Andrew. When you submit this form, the owner will see your name and email address.

1. Which subject would you like to study in block A?

	First Choice	Reserve
French	<input checked="" type="radio"/>	<input type="radio"/>
Spanish	<input type="radio"/>	<input checked="" type="radio"/>

2. Which subject would you like to study in block B?

	First Choice	Reserve
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2. Which subject would you like to study in block B? [X]

History ^

First Choice

Reserve

Geography v

3. Which subject would you like to study in block C? [X]

Art ^

Open Pathway

Please select your option choices in each block on your pathway. Please also select a different reserve choice in each block.

Hi, Andrew. When you submit this form, the owner will see your name and email address.

1. Which subject would you like to study in block A?

	First Choice	Reserve
French	<input type="radio"/>	<input type="radio"/>
Spanish	<input type="radio"/>	<input type="radio"/>
Geography	<input type="radio"/>	<input type="radio"/>
History	<input type="radio"/>	<input type="radio"/>

2. Which subject would you like to study in block B?

	First Choice	Reserve
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2. Which subject would you like to study in block B? [X]

Art ^

First Choice

Reserve

Health and Social Care v

PE v

3. Which subject would you like to study in block C? [X]

3) Press 'Submit' at the bottom of the page. If you wish to receive an email receipt of the responses entered then please tick the appropriate box.

The screenshot shows a mobile application interface. At the top, there is a navigation bar with a back arrow, the word 'Back', and two device icons labeled 'Computer' and 'Mobile'. Below this is a table with four rows, each representing a subject. Each row has two radio buttons for selection. Below the table, there is a checkbox labeled 'Send me an email receipt of my responses' which is checked. At the bottom of the form is a teal 'Submit' button.

Subject	Radio 1	Radio 2
Food	<input type="radio"/>	<input type="radio"/>
Music Technology	<input type="radio"/>	<input type="radio"/>
PE	<input type="radio"/>	<input type="radio"/>
Performing Arts	<input type="radio"/>	<input type="radio"/>

Send me an email receipt of my responses

Submit

If you have any questions about the process then please contact Mrs S Palmer, Head of Year 9, or Mr Trickett, Assistant Principal. The deadline for completing the form is Monday 21st March 2022. **Please make sure that you discuss your choices with your parents/carers before you press submit.**