# Course Request screen via StudentVue

Login to StudentVue using your user name and password.

**Login**

User Name: [     ]
Password: [     ]

[ Login ]

Forget your password? Click here.

Click **Course Request** in the menu on the left side.

[ Course Request ]

**NOTE**: The first time it will take a few minutes to load so wait patiently for the new screen to open.

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Click the **Click here to change course requests** button located at the top or bottom of the screen. This will open the Course Request screen for additions, deletions and edits.

**Selected Course Requests**
[ Click here to change course requests ]
Selection Time Period: 11/30/2017 - 12/5/2017

**NOTE:** If there is a specific window of time for you to enter course requests, these dates will be listed in the yellow area at the top of the screen.

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If any courses have been pre-assigned, they will be listed under **Selected Course Requests**.

At the bottom will be a Graduation Status Summary showing the Subject Area and the credits required, completed, in progress, requested and remaining.

**Selected Course Requests**
Click here to change course requ
Selection Time Period: 11/30/2017 - 12/1

| Ln | Course Title | Course ID |
|----|--------------|-----------|
| 1 | ▶English 3 | 10021 |
| 2 | ▶English 4 | 10022 |

**Graduation Status Summary**

| Subject Area | Credit | | | | |
|---|---|---|---|---|---|
| | Required | Completed | In Progress | Credit for Requested Courses | Remaining |

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If the school has determined the pre-assigned courses are mandatory and students are not allowed to remove them, they will show as **Locked** in the Action column.

**BILL**
Cleveland H.S. (503-916-5120)
2017-2018 School Year, Grade: 10

Selected Course Requests

| Action | Ln | Course Title |
|--------|----|--------------|
| 🔒 Locked | 1 | ▶English 3 |
| 🔒 Locked | 2 | ▶English 4 |

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NOTE: Your work is automatically saved as you progress.
You can leave and come back at any time within the window to make edits.

# Searching for Courses

Using the drop down or field box, enter a Course Title, partial Title, Course ID, partial ID or Department. These should be found on the Forecast Sheet.

| Course Title | Course ID | Department | |
|--------------|-----------|------------|---|
| art | | H-FA: Visual Arts ▼ | [ Search Courses ] |

**HINT**: Partial title or Course ID can be entered.
Example above shows a partial title entered to show all courses with "art" in the title.

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Click [ Search Courses ] This will bring up courses available with the criteria entered for the grade level.
Example below shows all courses available with the word "art" in the course title.

| Ln | Action | Course Title | Course ID | Department | Comment |
|----|--------|--------------|-----------|------------|---------|
| 1 | ○None ○Request ○Alternate | ▶Beginning Art 1 | 1161A1 | H-FA: Visual Arts | Taken: 2/2017 (A) |
| 2 | ○None ○Request ○Alternate | ▶Beginning Art 2 | 1161A2 | H-FA: Visual Arts | Taken: 6/2017 (B) |
| 3 | ○None ○Request ○Alternate | ▶IB Visual Arts HL | 1184B1 | H-FA: Visual Arts | |
| 4 | ○None ○Request ○Alternate | ▶IB Visual Arts HL | 1184B2 | H-FA: Visual Arts | |
| 5 | ○None ○Request ○Alternate | ▶IB Visual Arts SL | 1184A1 | H-FA: Visual Arts | |
| 6 | ○None ○Request ○Alternate | ▶IB Visual Arts SL | 1184A2 | H-FA: Visual Arts | |

**NOTE:** If the courses have already been taken or the student is currently enrolled in the course, information will be in the comment column.

# Selecting Primary Course Requests

Once the desired course(s) are listed, select the courses by clicking the button to the left of the word **Request**.



Once the courses have **Request** selected for one or both semesters, click


Click here to move selected requests to Selected Course Requests

Repeat the search and select steps until all the Primary courses are listed under **Selected Course Requests**.

The courses will be listed alphabetically by Title.



# Selecting Alternate Course Requests

Search for Alternate Courses to select.

**IMPORTANT NOTE**: Alternate Course Requests should be done in order of preference. If they are not listed in the order desired, they will need to be Removed and selected again.

Once the desired course(s) are listed, select the courses by clicking the button to the left of the word Alternate.



Once courses have **Alternate** selected for one or both semesters, as needed, click


Click here to move selected requests to Selected Course Requests

Repeat the search and select steps until all the Alternate courses are listed under **Alternate Elective Requests.**



# Removing Course Requests

To remove a course request that is not Locked: Click **Remove** in the Action column next to the course needing to be removed



# Saving Course Requests

Once all courses are listed and verified as accurate, click 

Click here to return to course request summary

Verify the course requests listed in StudentVue match the Forecast Sheet and you are done. Once the course requests are verified and locked, no more changes can be made without the assistance of your counselor.