

Course Request screen via StudentVue

Login to StudentVue using your user name and password.

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.

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.

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.

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.

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.

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.

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	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	▶ Beginning Art 1	1161A1	H-FA: Visual Arts	Taken: 2/2017 (A)
2	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	▶ Beginning Art 2	1161A2	H-FA: Visual Arts	Taken: 6/2017 (B)
3	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	▶ IB Visual Arts HL	1184B1	H-FA: Visual Arts	
4	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	▶ IB Visual Arts HL	1184B2	H-FA: Visual Arts	
5	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	▶ IB Visual Arts SL	1184A1	H-FA: Visual Arts	
6	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> 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**.

<input type="radio"/> None	<input checked="" type="radio"/> Request	<input type="radio"/> Alternate	▶ IB Visual Arts SL	1184A1
<input type="radio"/> None	<input checked="" type="radio"/> Request	<input type="radio"/> Alternate	▶ IB Visual Arts SL	1184A2

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.

Action	Ln	Course Title	Course ID
Remove	1	▶ Acting Techniques & Styles 1	1112TS1
Remove	2	▶ Acting Techniques & Styles 2	1112TS2
Remove	3	▶ Adv Algebra 3 Honors	2041H1
Remove	4	▶ Adv Algebra 4 Honors	2041H2
Remove	5	▶ Anatomy & Physiology 1	17131
Remove	6	▶ Anatomy & Physiology 2	17132
Remove	7	▶ AVID 11	0852AVC1
Remove	8	▶ AVID 11	0852AVC2
Remove	9	▶ C.A.R.E. Leadership	0845L1
Remove	10	▶ C.A.R.E. Leadership	0845L2
Remove	11	▶ Econ. Constitution Team	2741CTE
Locked	12	▶ English 3	10021
Locked	13	▶ English 4	10022

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**.

<input type="radio"/> None	<input type="radio"/> Request	<input checked="" type="radio"/> Alternate	▶ Weight Training
<input type="radio"/> None	<input type="radio"/> Request	<input checked="" type="radio"/> Alternate	▶ Weight Training

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**.

Alternate Elective Requests (<i>in preference order</i>) - Select at least 4 alternate					
Action	Ln	Course Title	Course ID	Department	Comm
Remove	1	▶ Urban Farming	0108B1	H-SC: Life & Physical	
Remove	2	▶ Urban Farming	0108B2	H-SC: Life & Physical	
Remove	3	▶ Study Hall	08331	H-NC: Non Credit Courses	
Remove	4	▶ Study Hall	08332	H-NC: Non Credit Courses	
Remove	5	▶ Late Arrival	3071	H-NC: Tracking Courses	
Remove	6	▶ Late Arrival	3072	H-NC: Tracking Courses	

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

Action	Ln	Course Title
Remove	1	▶ Adv Band 3
Remove	2	▶ Adv Band 4

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.