

How to Request Courses (Forecast) for next year in StudentVue

1. Review the following documents to decide which courses to request:
 - a. Forecasting doc for the **grade you are moving into**
 - b. Course Description Handbook
 - c. Use the Forecasting doc to identify which courses you want to request
2. Log into your StudentVue Account on a computer, NOT the phone app.
 - a. If you are not familiar with StudentVue, please see the document “ParentVue and StudentVue info for Parents”
 - b. Contact the Main office to get your activation key.
3. Click on Course Request – Left side of screen
 - a. You will see courses already requested for you: Mostly core courses for your grade and courses students usually want to continue – such as Band
 - b. Courses listed twice indicate Semester 1 and Semester 2 of the course.
4. Click the button “Click here to change Course Requests”
 - a. Again, you will see the courses already assigned. You cannot remove these courses in StudentVue.
 - b. Scroll down to the Search Courses Box. **Request courses you want by clicking “Add Request.”** Some courses are listed twice – for Semester 1 and Semester 2. Add both courses if you intend to take the course for the whole year.
 - c. See that courses you added now appear in the Selected Course Requests box. See that you can remove your request by clicking Remove.
 - d. **Be sure to choose enough courses!** Your Forecasting doc will tell you how many you need.
5. When you are finished requesting courses, click the **“Click here to return to course request summary.”**
6. You are finished! You can go back and change your requests later if you like.