Student/Parent VUE Online Course Requests
(Forecasting Directions)

THE ONLINE SCHEDULING WINDOW WILL BE OPEN FROM 2/18/2016
THROUGH 2/26/2016

TO GET YOUR FIRST CHOICES, YOU MUST COMPLETE THE ONLINE
SCHEDULING DURING THIS TIME FRAME.

1. Once your students’ school has set up in ParentVUE and StudentVUE
and the School Configuration is complete and Course Request has
been enabled, students can begin to enter course requests in
StudentVUE.

Students access course requests by logging into his/her StudentVUE
account.

**IMPORTANT:** If you do not currently have your log-in information:
contact your middle school registrar for log-in information.

From the student’s Home tab, click on **Course Request.**
The Course Request window will appear.

2. The student’s name, school, next year and grade will appear.

To add or edit a course request, click on **Click here to change course requests.** The
Course Request Selection window will appear.
3. If course requests have already been entered for a student, courses will display on this screen. These course requests may be locked to prevent students from changing/removing them.

***All Core classes will be locked on the Mass Assign Course Request screen in accordance with appropriate prerequisites which will be checked through forecasting process (see curriculum guide for pre-requisite information).***

4. To select course requests, query for a course using the available options (these are set up in ParentVUE/StudentVUE School Configuration). In my example, a Course ID or Course Title may be entered to find a course. Click the Search Courses button on the far right.
A list of courses meeting the criteria will appear. Click the Request button for selected course.

**High Schools only: If the course has an A and B or an A, B and C component, please click the Request button for all courses.**

Click the option **Click here to move selected requests to Selected Course Requests** to move selected requests to the Selected Course Requests area. To add additional courses, click the option **Click here to return to course request summary**.

Once the maximum number of courses/credits is reached, Alternate Elective Requests may be selected. Look for desired alternate course and click the **Alternate** button.

**Note:** Alternate course requests should be selected in preference order with the first alternate request selected first, etc.

Lock course requests when the course request selection is complete. This action submits requests to the **Schedule Request** screen. Click the **Lock Course Requests** button at the top right of the course request window. Once submitted (locked), student can no longer change online.

If a password is required, enter the password in the **Password** field.

**THANK YOU AND GOOOOOO SEHS!**