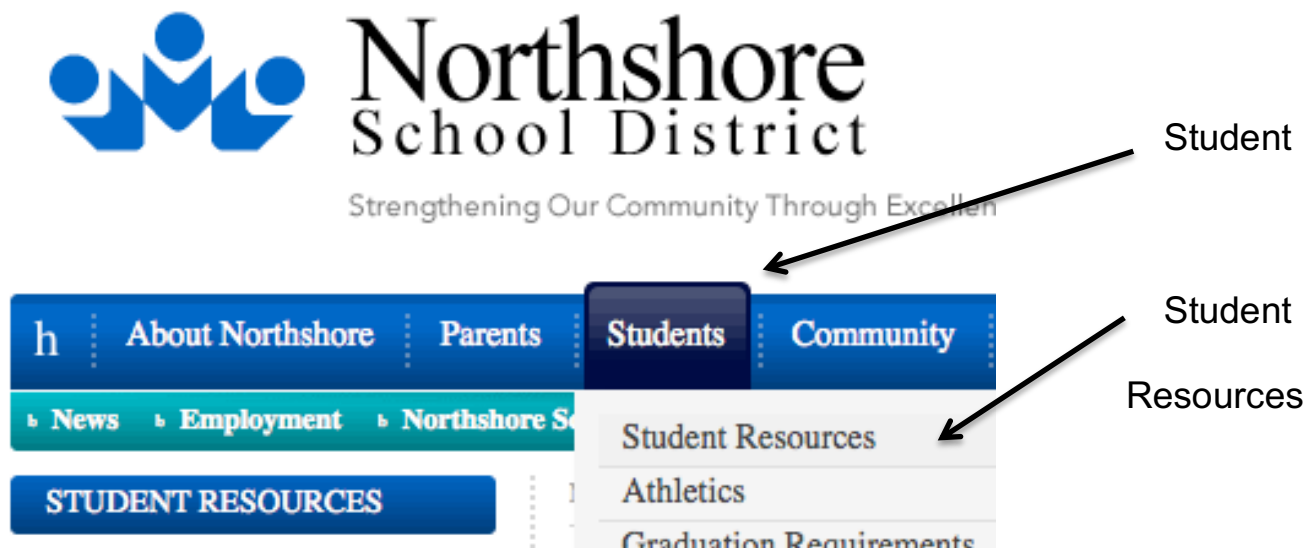


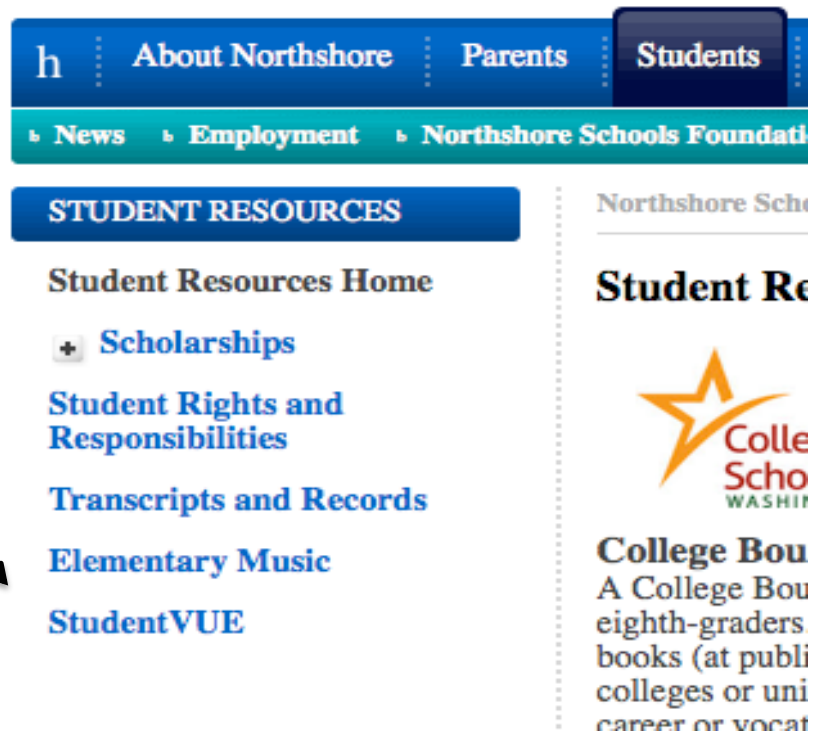
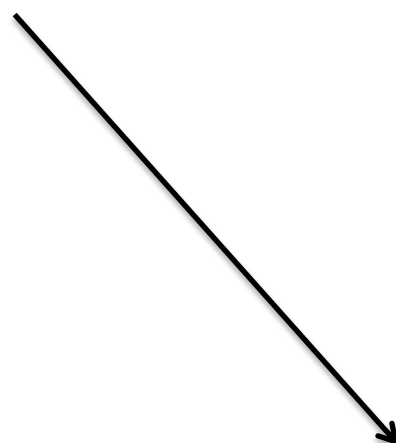
# On-line Course Request Instructions

During the course request window, the course request screen allows students to view, add and/or edit course requests for next school year. **Students should have a total of 15 courses selected (9 Core, 3 electives, 3 alternate electives).** Selected courses will save automatically when you log out. Once the on-line registration window closes you will not be able to make any changes.

1. Open the NSD website, NSD.ORG, and navigate to Students > Student Resources.



2. Under Student Resources, select: StudentVUE



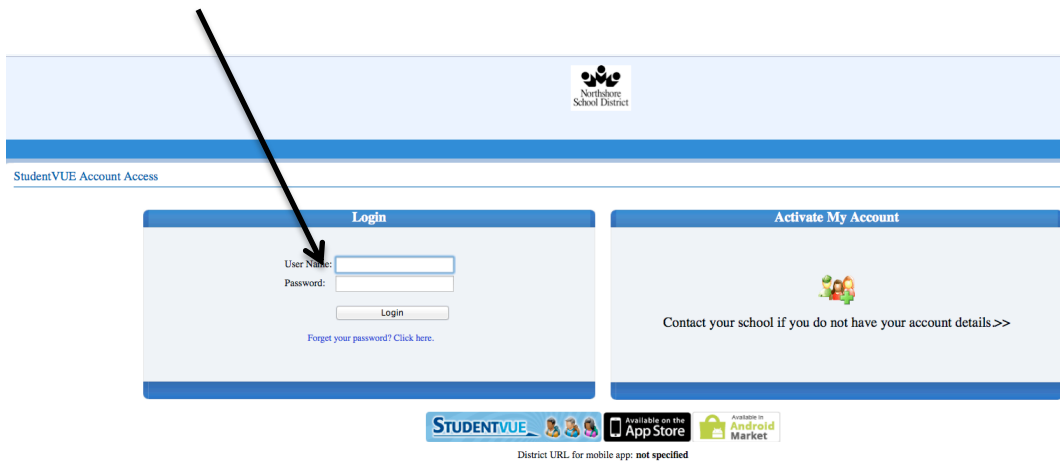
### 3. Select: Link to StudentVUE

#### StudentVUE

Northshore School District implemented a new student portal called StudentVUE in January 2016. Students are assigned an account with their standard district issued username and password. ([link to StudentVUE login](#))

StudentVUE allows students to access their:

### 4. Enter Student NSD User Name (student number) and Password, or your apps.nsd.org email password.



StudentVUE Account Access

**Login**

User Name:

Password:

Login

[Forgot your password? Click here.](#)

**Activate My Account**

Contact your school if you do not have your account details>>

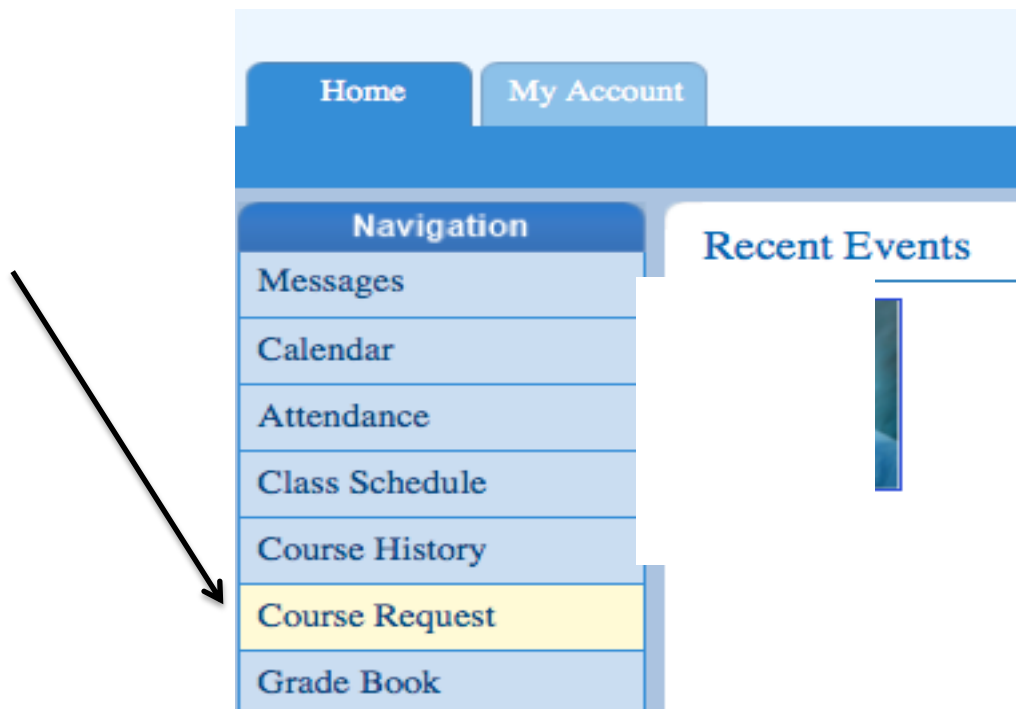
STUDENTVUE

Available on the App Store

Available on Android Market

District URL for mobile app: not specified

### 5. Click Course Request



Home My Account

**Navigation**

Messages

Calendar

Attendance

Class Schedule

Course History

**Course Request**

Grade Book

**Recent Events**

**6a. The English, US History, Math, Science, and Health/Fitness courses (9 selections) are already entered and cannot be changed by the student. Select your 3 Electives courses for a total of 12 course requests.**

**\* See the ONLINE COURSE REQUEST SHEET for course codes.**

[Home](#)
[My Account](#)

**Navigation**

- Messages
- Calendar
- Attendance
- Class Schedule
- Course History
- Course Request
- Grade Book
- Report Card
- School Information
- Student Info

Welcome to On-Line Course Requests. All students will have their 4 required core courses plus Challenge courses. In addition, you must select: 1. 2 yearlong electives or 1 yearlong & 2 semester courses. All students must have a total of 12 selections. (A full year core class counts as 2 selections.)

**Selected Course Requests**
[Click here to change course requests](#)

Selection Time Period: 2/26/2016 - 3/11/2016

Ln	Department	Course Title	Course ID	Elective
1	English	▶ ENGLISH 8	ENG800A	
2	English	▶ ENGLISH 8	ENG800B	
3	Math	▶ ALGEBRA I	MAL125A	
4	Math	▶ ALGEBRA I	MAL125B	
5	Physical Education	▶ HEALTH/FITNESS 8	PHF800	
6	Science	▶ EARTH SCIENCE	SCE800A	
7	Science	▶ EARTH SCIENCE	SCE800B	
8	Social Studies	▶ US HISTORY 8	SSS800A	
9	Social Studies	▶ US HISTORY 8	SSS800B	

**6b. Select “Click here to change course requests.” Both areas will take you to the next step.**

Welcome to On-Line Course Requests. All students will have their 4 required core courses plus Challenge courses. In addition, you must select: 1. 2 yearlong electives or 1 yearlong & 2 semester courses. All students must have a total of 12 selections. (A full year core class counts as 2 selections.)

**Selected Course Requests**
[Click here to change course requests](#)

Selection Time Period: 2/26/2016 - 3/11/2016

Ln	Department	Course Title	Course ID
1	English	▶ ENGLISH 8	ENG800A

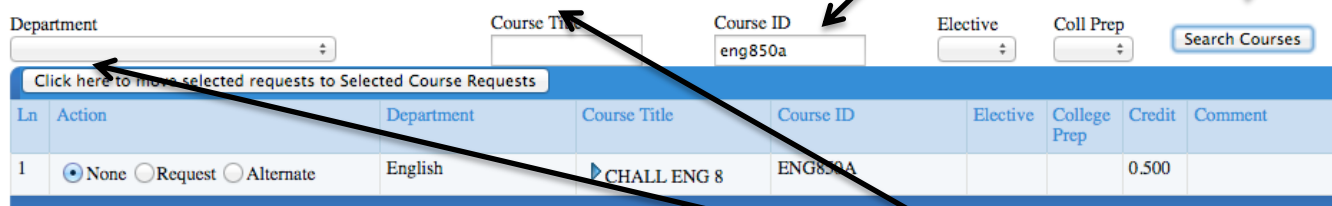
**Alternate Elective Requests (*in preference order*) - Select at least 2 alternates**

Ln	Department	Course Title	Course ID	Elective	College Prep
No alternate course requests have been selected or assigned.					

[Click here to change course requests](#)

## TO ADD A COURSE

7. Using the **ONLINE COURSE REQUEST SHEET**, type in the **Course ID** and click **“Search Courses.”**



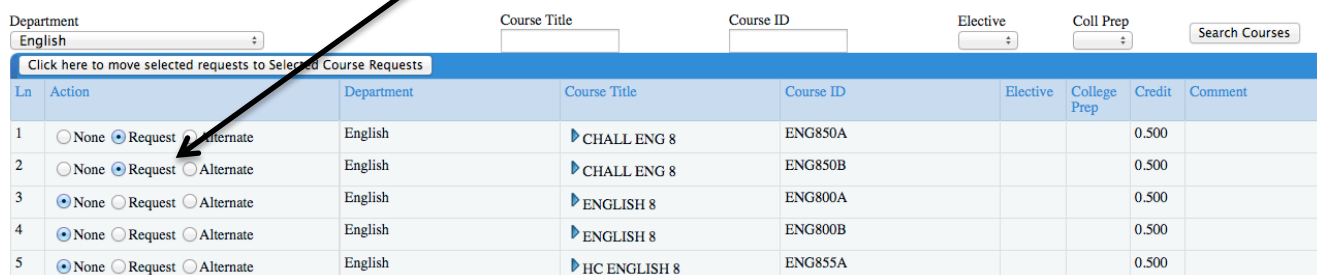
Department:  Course Title:  Course ID:  Elective:  Coll Prep:  [Search Courses](#)

[Click here to move selected requests to Selected Course Requests](#)

Ln	Action	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
1	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	English	▶ CHALL ENG 8	ENG850A			0.500	

*You can also search for classes by the Department or Course Title tabs.*

8. Click **“Request”** to add each course to your selections.



Department:  Course Title:  Course ID:  Elective:  Coll Prep:  [Search Courses](#)

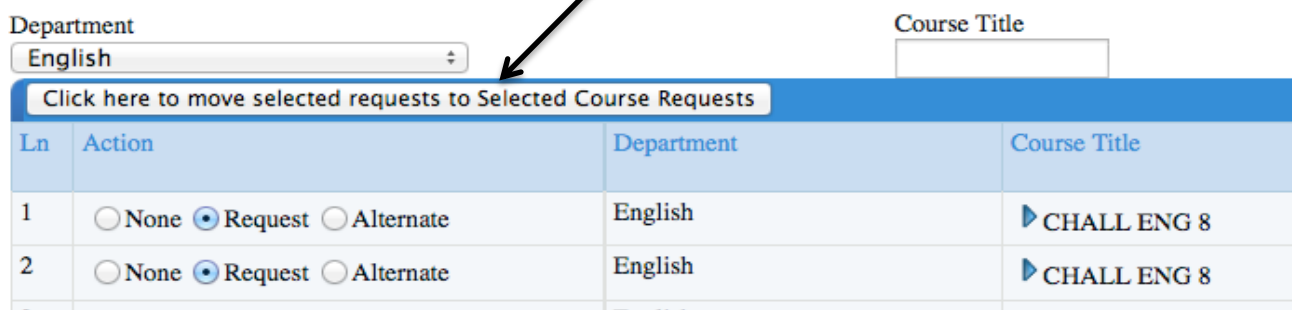
[Click here to move selected requests to Selected Course Requests](#)

Ln	Action	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
1	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	English	▶ CHALL ENG 8	ENG850A			0.500	
2	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	English	▶ CHALL ENG 8	ENG850B			0.500	
3	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	English	▶ ENGLISH 8	ENG800A			0.500	
4	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	English	▶ ENGLISH 8	ENG800B			0.500	
5	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	English	▶ HC ENGLISH 8	ENG855A			0.500	

**Remember – you must choose both A & B selections for full year classes.**

*If you are having trouble searching for courses, you may need to “clear” your search. At the top right of the screen, select “click here to return to course request summary,” and then return to this screen.*

9. Complete the process by choosing **“Click here to move selected requests to Selected Course Requests.”**



Department:  Course Title:

[Click here to move selected requests to Selected Course Requests](#)

Ln	Action	Department	Course Title
1	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	English	▶ CHALL ENG 8
2	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	English	▶ CHALL ENG 8

10. Once you have a total of 12 selections (English, Health/Fitness, History, Math, Science, equal 9, plus 3 Elective selections) you need to add 3 Alternate Electives. **DO NOT DUPLICATE ELECTIVES FROM THE PRIMARY SELECTIONS** (they will not be accepted).

Follow the same process and choose the “Alternate” circle, instead of the “Request” circle. To complete the process, choose “Click here to move selected requests to Selected Course Requests.”

Department  Course Title  Course ID

[Click here to move selected requests to Selected Course Requests](#)

Ln	Action	Department	Course Title	Course ID
1	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	Fine Arts/Drama	▶ DRAMA 7/8	DRA780

## TO REMOVE A COURSE

The course request is limited to 12 requests and 3 alternate selections. If a student needs to change an entered selection, the first selection may need to be removed prior to the entry of the replacement course. If a full year course is to be removed, remove both selections.

Action	Ln	Department	Course Title	Course ID
<a href="#">Remove</a>	1	English	▶ ENGLISH 8	ENG800A
<a href="#">Remove</a>	2	English	▶ ENGLISH 8	ENG800B
Locked	3	Math	▶ ALGEBRA I	MAL125A
Locked	4	Math	▶ ALGEBRA I	MAL125B
Locked	5	Physical Education	▶ HEALTH/FITNESS 8	PHF800
<a href="#">Remove</a>	6	Science	▶ EARTH SCIENCE	SCE800A
<a href="#">Remove</a>	7	Science	▶ EARTH SCIENCE	SCE800B
<a href="#">Remove</a>	8	Social Studies	▶ US HISTORY 8	SSS800A
<a href="#">Remove</a>	9	Social Studies	▶ US HISTORY 8	SSS800B