

# La Pine HIGH SCHOOL

## ONLINE FORECASTING INSTRUCTIONS

**STOP!**

**DO NOT PROCEED UNTIL FORECASTING SHEET IS COMPLETE WITH COURSE SELECTIONS**

**Begin by signing in to Student VUE**

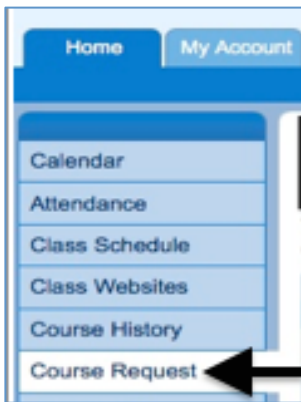
**Note: You cannot sign on using the iPad app**

**iPad: You must use the SAFARI browser and enter this url: <https://sv.bend.sis.k12.or.us>**

**For other devices: [www.bend.k12.or.us](http://www.bend.k12.or.us) > Student Tab > StudentVUE**

### ENTERING COURSE REQUESTS

1. Select the **COURSE REQUEST** button from the menu bar on the left

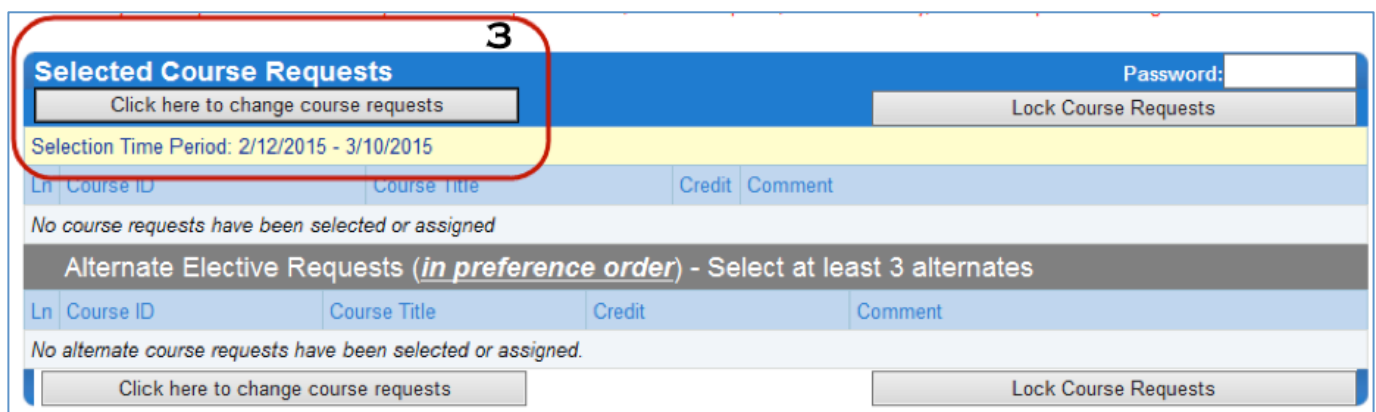


*Be patient, it may take a little time to load*

2. Some courses may have been preloaded based on graduation requirements

5	HE101SH29	Health 2							
6	LA110SLA1	Lit and Comp 2							
7	LA110SLA2	Lit and Comp 2							

3. To add a course, select **Click here to change course requests**

A screenshot of the 'Selected Course Requests' page in the Student VUE system. The page has a blue header with 'Selected Course Requests' and a 'Password:' field. Below the header is a button labeled 'Click here to change course requests' which is circled in red. To the right is a 'Lock Course Requests' button. Below the buttons, the selection time period is '2/12/2015 - 3/10/2015'. There are two tables: one for 'Selected Course Requests' (currently empty) and one for 'Alternate Elective Requests (in preference order) - Select at least 3 alternates' (also currently empty). Both tables have columns for 'Ln', 'Course ID', 'Course Title', 'Credit', and 'Comment'. At the bottom, there are two more buttons: 'Click here to change course requests' and 'Lock Course Requests'.

4. Enter the course number in **Course ID** OR the name in **Course Title** (see below)
5. Click the **Search Courses** bar (see below)

**Selected Course Requests** [Click here to return to course request summary](#)

Action	Ln	Course ID	Course Title	Credit	Comment
No course requests have been selected or assigned					
<b>Alternate Elective Requests (in preference order) - Select at least 3 alternates</b>					
Action	Ln	Course ID	Course Title	Credit	Comment
No alternate course requests have been selected or assigned					

Course ID  **4** ↔ Course Title  **5** →

6. Find the correct course from those listed and click the **Request** button (see below)
7. Click the requests bar to add course(s) to your list (see below)

Course Title  Course ID

[Click here to move selected requests to Selected Course Requests](#) **7**

Ln	Action	Course Title	Course ID	Credit	Comment
1	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	American Lit and Comp	LA120SLA1	0.500	
2	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	American Lit and Comp	LA120SLA2	0.500	Pre-req not met: LA120SLA1
3	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	AP Lit and Comp	LA150ALA1	0.500	
4	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	AP Lit and Comp	LA150ALA2	0.500	
5	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	AP Lit and Comp	LA150ALA3	0.500	
6	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Brit and Western Lit	LA140SLA1	0.500	

**YOU MUST ENTER ENOUGH REQUESTS TO TOTAL 7.5 CREDITS**

**Selected Course Requests**

Action	Ln	Course Title	Course ID	Credit
Remove	1	Algebra 2	MA252SMA1	0.500
Remove	2	Algebra 2	MA252SMA2	0.500
Remove	3	Algebra 2	MA252SMA3	0.500
Remove	4	AP Lit and Comp	LA150ALA1	0.500
Remove	5	AP Lit and Comp	LA150ALA2	0.500
Remove	6	AP Lit and Comp	LA150ALA3	0.500
Remove	7	AP US History	SS102AUS9	0.500
Remove	8	AP US History	SS102AUS1	0.500
Remove	9	AP US History	SS102AUS2	0.500
Remove	10	Chemistry 1	SC411SSC1	0.500
Remove	11	Chemistry 1	SC411SSC2	0.500
Remove	12	Low Impact PE/Aerobics	PE219SPE9	0.500
Remove	13	Low Impact PE/Aerobics	PE219SPE9	0.500
Remove	14	Spanish 2	FL602SFA1	0.500
Remove	15	Spanish 2	FL602SFA2	0.500
				7.500

If you have more than 7.5 credits or want to delete a class request, click **Remove**

## ENTERING ALTERNATE COURSE REQUESTS

Enter your *Alternate Elective Request* courses **IN ORDER OF PREFERENCE** and select by clicking the **ALTERNATE** button

Click here to move selected requests to Selected Course Requests						
Ln	Action	Course Title	Course ID	Credit	Comment	
1	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	▶ Concert Choir	FA903SFA1	0.500		
2	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	▶ Concert Choir	FA903SFA2	0.500		

**You must have at least 4 alternate classes**

## FINAL STEPS

When you are finished selecting classes, click on the *Click here to return to course request summary* button, and have a staff member check your screen

## COURSE REQUEST SELECTION

Counselor:

To find and enter course requests:

1. Enter the course information in the Course ID box or Course Title box.
2. Click the Search Courses button.
3. Click the Request button for primary courses, or the Alternates button for alternate courses.
4. Review your selection carefully.
5. Click the button to move the course to the selected requests screen.

Selected Course Requests						Click here to return to course request summary
Action	Ln	Course Title	Course ID	Credit	Comment	

**See your counselor with any questions**

**Final class assignments will be determined by the school's counseling staff**

**Classes offered at this time are contingent on staffing and enrollment**