

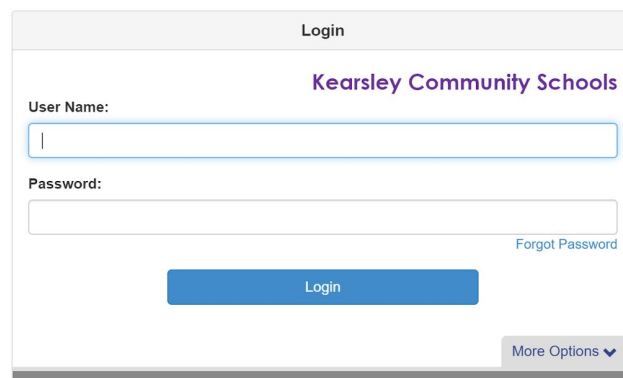
Entering Course Requests in StudentVUE

You should have received scheduling/course information from your counselor. This tipsheet will guide you through the process of entering your elective courses for the upcoming school year via your StudentVUE account. Access the login screen and enter your login credentials:

Login - 6 digit student ID

Password - Computer password (kearxxxxx)

StudentVUE Account Access



Login

Kearsley Community Schools

User Name:

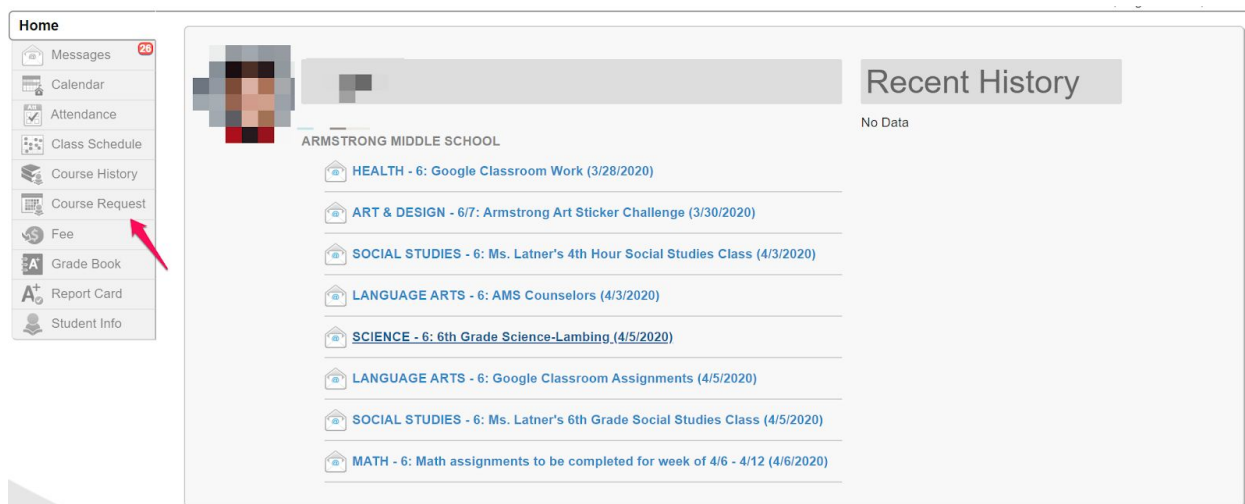
Password:

[Forgot Password](#)

Login

More Options ▾

Once you login, this is your home screen. Along the left side of the screen under Home, click Course Request.



Home

- Messages 20
- Calendar
- Attendance
- Class Schedule
- Course History
- Course Request
- Fee
- Grade Book
- Report Card
- Student Info

ARMSTRONG MIDDLE SCHOOL

Recent History

No Data

- HEALTH - 6: Google Classroom Work (3/28/2020)
- ART & DESIGN - 6/7: Armstrong Art Sticker Challenge (3/30/2020)
- SOCIAL STUDIES - 6: Ms. Latner's 4th Hour Social Studies Class (4/3/2020)
- LANGUAGE ARTS - 6: AMS Counselors (4/3/2020)
- SCIENCE - 6: 6th Grade Science-Lambing (4/5/2020)
- LANGUAGE ARTS - 6: Google Classroom Assignments (4/5/2020)
- SOCIAL STUDIES - 6: Ms. Latner's 6th Grade Social Studies Class (4/5/2020)
- MATH - 6: Math assignments to be completed for week of 4/6 - 4/12 (4/6/2020)

Once on the Course Request screen, click the blue button that says, “Click here to change course requests”.

The screenshot shows the 'COURSE REQUEST' page for Armstrong Middle School. A blue information banner at the top states: "Thank you for using our online course request system. Course requests are now being accepted for the Fall/Winter 2020-2021 semesters. Please follow guidelines set by your counselor to request courses. Counselors will lock-in requests when they meet with you." Below this, a yellow banner displays school information: "ARMSTRONG MIDDLE SCHOOL (810-591-9929) 2020-2021 School Year, Grade: 07" and the selection time period: "3/9/2020 - 4/24/2020". A blue button with the text "Click here to change course requests" is highlighted with a red arrow.

That opens up the available elective courses you can choose from. Click “Add Request” to enter your desired electives. Click “Add Alternate” to enter your alternate electives.

The screenshot shows the 'COURSE REQUEST SELECTION' page. A yellow banner at the top repeats the school and grade information. Below it is a button: "Click here to return to course request summary". The main content is a table titled "Search Courses" with the following columns: Action, Ln, Department, Course ID, Course Title, Elective, College Prep, Credit, and Comment. Each row contains an "Add Request" and an "Add Alternate" button. The table lists 11 elective courses.

Action	Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	1	ELECTIVE	MS-0020	ART & DESIGN - 6/7	Yes	No	0.000	Currently enrolled
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	2	ELECTIVE	MS-0028	BEGINNING CHOIR	Yes	No	0.000	
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	3	ELECTIVE	MS-0029	CHORUS	Yes	No	0.000	
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	4	ELECTIVE	MS-0200	KATS - 7/8	Yes	No	1.000	
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	5	ELECTIVE	MS-0635	BEGINNING BAND	Yes	No	0.000	
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	6	ELECTIVE	MS-0672	COMPUTERS I	Yes	No	0.000	Taken: 1/2020 (B)
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	7	ELECTIVE	MS-0708	PHYSICAL EDUCATION - 7/8	Yes	No	0.000	
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	8	ELECTIVE	MS-0882	COMPUTERS II	Yes	No	0.000	
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	9	ELECTIVE	MS-4010	EXPLORING SPANISH - 7/8	Yes	No	0.000	
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	10	ELECTIVE	MS-4080	EXPLORING FRENCH - 7/8	Yes	No	0.000	
<input type="button" value="Add Request"/> <input type="button" value="Add Alternate"/>	11	ELECTIVE	MS-7835	ADVANCED BAND - 7/8	Yes	No	0.000	

Once you have entered your desired elective Requests and your elective Alternates, press “Click here to return to course request summary”.

You will now see a summary of your choices. In the right corner, enter the given password and click “Lock Course Requests”. This locks your account from making any further changes and lets your counselor know you’ve completed your selections.