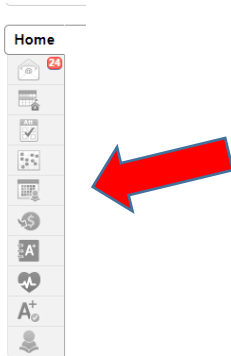
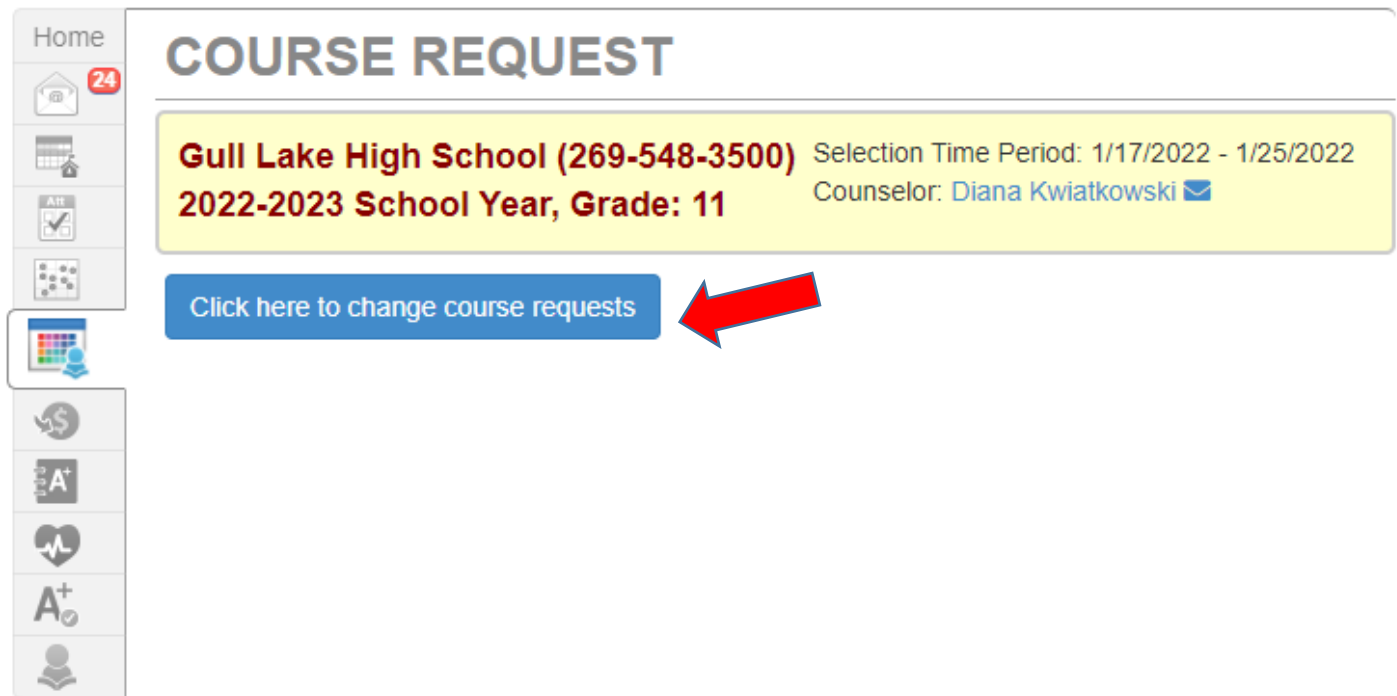


Steps for entering Course Requests on Synergy StudentVue.

1. You MUST be using YOUR StudentVue account. NOT your parents. This process must be done before you meet with your counselor. Do this before you turn in your paper course request sheet!!!!
2. Log in to your Synergy StudentVue account
3. On the left side click the link that says “Course Request”




4. Select the BLUE “Click here to change course requests”.

A screenshot of the Synergy StudentVue "COURSE REQUEST" page. The page has a header with "Home" and a notification badge showing "24". Below the header is a large yellow box containing the following information: "Gull Lake High School (269-548-3500)", "Selection Time Period: 1/17/2022 - 1/25/2022", "2022-2023 School Year, Grade: 11", and "Counselor: Diana Kwiatkowski" with an email icon. Below the yellow box is a blue button with the text "Click here to change course requests". A large red arrow points to this button. On the left side of the page, there is a vertical navigation menu with various icons, including a calendar icon, a dollar sign icon, an "A" icon, a heart icon, an "A+" icon, and a person icon.

5. Under Search Courses enter the title of the course, a portion of the title, or the course number. All available options will appear.


Search Courses


 Enter a search value to filter any of the applicable course fields.



Add		Course
Req	Alt	
▶ <input type="button" value="+"/>	<input type="button" value="*"/>	Department ENG Course ID 201A Course Title English 9 A Elective No College Prep No Credit 0.500
▶ <input type="button" value="+"/>	<input type="button" value="*"/>	Department ENG Pre-req not met: (201A) Course ID 201B Course Title English 9 B Elective No College Prep No Credit 0.500
▶ <input type="button" value="+"/>	<input type="button" value="*"/>	Department ENG Taken: 11/2020 (A) Course ID 202A Course Title English 10 A Elective No College Prep No Credit 0.500
▶ <input type="button" value="+"/>	<input type="button" value="*"/>	Department ENG Taken: 6/2021 (A) Course ID 202B Course Title English 10 B Elective No College Prep No Credit 0.500
▶ <input type="button" value="+"/>	<input type="button" value="*"/>	Department ENG Currently enrolled Course ID 203A Course Title English 11 A Elective No College Prep No Credit 0.500

6. When you find the course you want, select the Add Request (+) button. Use the Add Alternate (*) button to add course as an alternate.

7. After you have added all of your courses, select the “Click here to return to course request summary”

[Click here to return to course request summary](#) 

Selected Course Requests		
Action	Course	Credit
	Department ENG Course ID 201A Course Title English 9 A Elective No College Prep No	0.500
Total		0.500


Selected Alternate Course Requests				
	Action	Priority	Course	Credit
		1	Department ENG Course ID 2120 Course Title Creative Writing:CL/SS Elective Yes College Prep No	0.500

8. After you select Return to course request summary, you should see a list of courses you chose with total credits with the alternates listed. (Should total 7.5 credits without alternate credits). If you need to make changes, click on the blue “Click here to change course requests” again and you can remove (X) or add courses.

[Click here to change course requests](#)

Selected Course Requests

Course	Credit
Department ARTV Course ID 301A Course Title Choir A Elective Yes College Prep No	0.500
Department ARTV Course ID 3200 Course Title Princ Art And Design Elective Yes College Prep No	0.500
Total	1.000



Selected Alternate Course Requests

Priority	Course	Credit
1	Department ARTV Course ID 3060 Course Title Beginning Guitar Elective Yes College Prep No	0.500
2	Department ARTV Course ID 3194 Course Title Individual Events Forensics Elective Yes College Prep No	0.500

9. When you are done with your selections return to the main StudentVue screen. Your selections will be discussed with you at your individual scheduling appointment.