

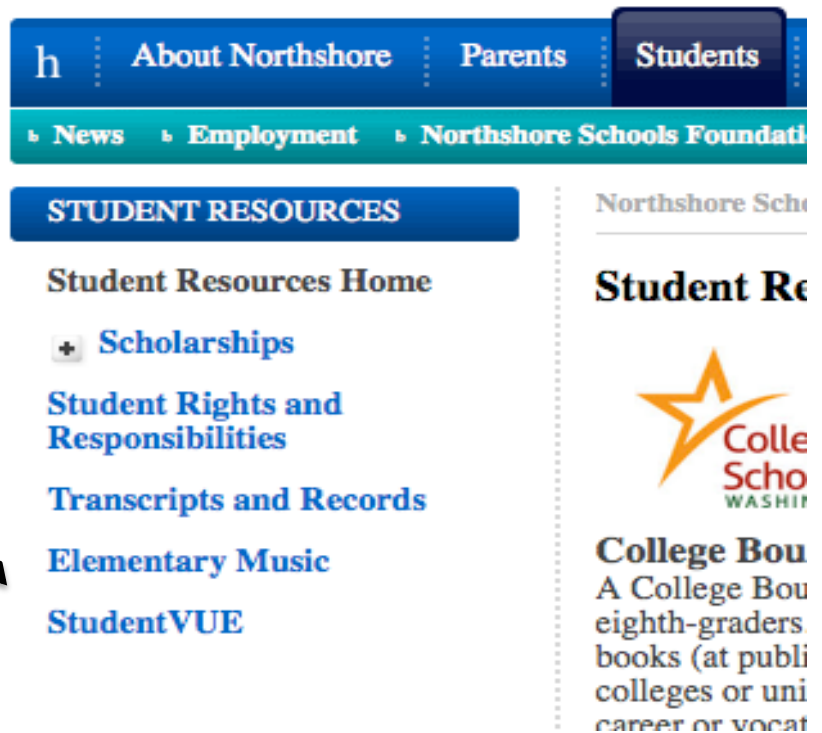
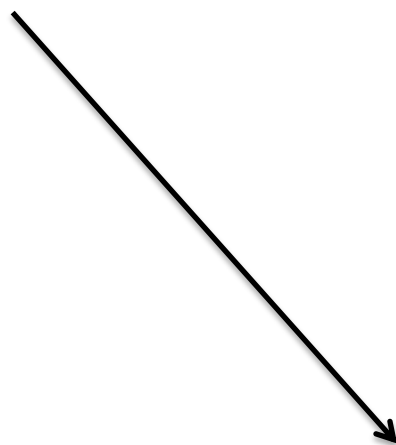
On-line Course Request Instructions

During the course request window, the course request screen allows students to view, add and/or edit course requests for next school year. 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. Students will have the following classes selected: English, Math, Science, Social Studies, Health Fitness (already entered), Art or Music (state required), primary Elective, Alternate electives.

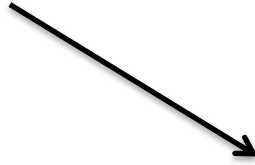
1. Open the NSD website, NSD.ORG, and navigate to **Students > Student Resources**.



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 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.

5. Click Course Request

6. Required core classes Advisory, English, Math, History, Science, and Health Fitness are entered and cannot be changed.

SELECT ELECTIVES:

ART (state required): 1 Art elective (1 semester, 1 selection), OR an all year Music elective (2 semesters, 2 selections).

Primary electives: Follow the instructions on CSS sheet to select primary and alternate electives. Art/Music classes are not available for Primary or Alternates.

7. Select “Click here to change course requests.”

Selected Course Requests

8. Using the ONLINE COURSE SELECTION SHEET, type in the Course ID and click “Search Courses.”

Department: Course Title: Course ID: Elective: Coll Prep:

[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.

9. Click “Request” to add each course to your selections.

Department: Course Title: Course ID: Elective: Coll Prep:

[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.

10. 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

11. CLICK "ALTERNATE" TO SELECT AN ELECTIVE AS AN ALTERNATE SELECTION. DO NOT DUPLICATE CHOICES FROM PRIMARY ELECTIVES (IT WILL BE DELETED).

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

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.

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