

# Online Forecasting Instructions

## Tigard High School

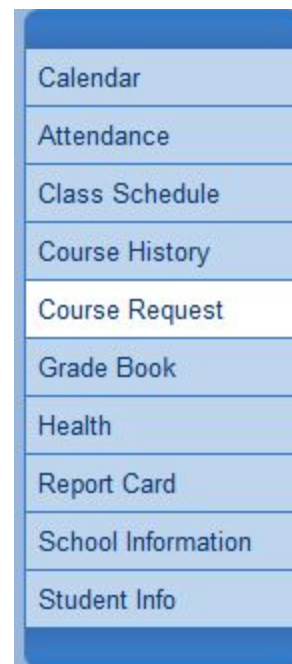
- \* Online forecasting will open on **Wednesday, March 13 at 8 AM** and will end on **Friday, March 22nd at 8 AM**.
- \* Make sure you have your forecasting sheet completed. You will need **8 credits** (including required courses) and at least **5 different alternate classes** selected.
- \* Log into StudentVue at <http://svue.ttsd.k12.or.us> to begin.

**Step 1:** Log into your StudentVue account. (See example below)

Username: 19smithj (grad year **last name** first initial of your first name - all lowercase)

Password: J123456s (Uppercase first initial **Student ID #** lowercase last initial)

**Step 2:** At the left hand side, select **Course Request**.



**Step 3:** This will open the Course Request screen. You may have pre-assigned courses. Do not change or remove these courses, but please note credit total at the bottom of the **Credit Column**. To add your courses, click on the **“Click here to change course request”** button.

Selected Course Requests			
<a href="#">Click here to change course requests</a>			
Selection Time Period: 3/16/2014 - 4/9/2014			
Ln	Course Title	Course ID	Credit
1	▶ BIOLOGY	03051.1	0.500
2	▶ BIOLOGY	03051.2	0.500
3	▶ ENGLISH 9	01001.1	0.500
4	▶ ENGLISH 9	01001.2	0.500
5	▶ GEOMETRY	02072.1	0.500
6	▶ GEOMETRY	02072.2	0.500
7	▶ HEALTH 1	08051	0.500
8	▶ TOTAL FITNESS: PE 1	080011	0.500
9	▶ WORLD HISTORY	04053.1	0.500
10	▶ WORLD HISTORY	04053.2	0.500
			5.000

**Step 4:** Scroll beneath the table to begin searching for additional courses using the **Course Title** field. Type in the name of the course you want to pull up, using the first 3 or 4 letters. Click the **Search Courses** button.

**Step 5:** To request a course(s), select **Request** next to each course. *For a course with a 1.0 credit value, select BOTH halves of the course (see example below).* Then hit **“Click here to move selected requests to Selected Course Request.”** The course should then show up as a selection in your list.

Course Title	Course ID	<a href="#">Search Courses</a>			
Spanish 1					
<a href="#">Click here to move selected requests to Selected Course Requests</a>					
Ln	Action	Course Title	Course ID	Credit	Comment
1	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	▶ SPANISH 1	06101.1	0.500	
2	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	▶ SPANISH 1	06101.2	0.500	

**Step 6:** Using your forecasting sheet as a guide, repeat Step 4 & 5 until your credit total = 8.0.

**Step 7:** For your *Alternate Elective Requests*, begin searching for *alternate* courses using the **Course Title** field. Type in the course you want for an alternate. Click the **Search Courses** button. To select an *alternate course(s)*, select **Alternate** next to each course and then **“Click here to move selected requests to Selected Course Request.”** See example below.

Course Title: Theater Art 1      Course ID:     

[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	▶ THEATER ART 1	050551.1	0.500	
2	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	▶ THEATER ART 1	050551.2	0.500	

**Step 8:** Using your forecasting sheet as a guide, repeat Step 6 until you have at least 5 *Alternate Elective Requests*. Tip: You need to select 5 different alternates. This could take up to 10 lines.

**Step 9:** Double check to make sure your credit total = 8.0 and you have a least 5 *Alternate Elective Requests*. If you need to remove a class, click on the **Remove** button next to the course. *\*Please note: Remove both .5 halves of a course that is 1.0 total credit!*

**Step 10:** Hit the **“Click here to return to course request summary”** button, and close out of StudentVue.

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

Action	Ln	Course Title	Course ID	Credit	Comment
Locked	1	▶ BIOLOGY	03051.1	0.500	
Locked	2	▶ BIOLOGY	03051.2	0.500	
<input type="button" value="Remove"/>	3	▶ CERAMICS 1	05159	0.500	
Locked	4	▶ ENGLISH 9	01001.1	0.500	
Locked	5	▶ ENGLISH 9	01001.2	0.500	
Locked	6	▶ GEOMETRY	02072.1	0.500	
Locked	7	▶ GEOMETRY	02072.2	0.500	
Locked	8	▶ HEALTH 1	08051	0.500	
<input type="button" value="Remove"/>	9	▶ INDIVIDUAL FITNESS	08049F	0.500	
<input type="button" value="Remove"/>	10	▶ JOURNALISM	11101J	0.500	
<input type="button" value="Remove"/>	11	▶ PERSONAL FINANCE	12101	0.500	
<input type="button" value="Remove"/>	12	▶ SPANISH 1	06101.1	0.500	
<input type="button" value="Remove"/>	13	▶ SPANISH 1	06101.2	0.500	
Locked	14	▶ TOTAL FITNESS. PE 1	080011	0.500	
Locked	15	▶ WORLD HISTORY	04053.1	0.500	
Locked	16	▶ WORLD HISTORY	04053.2	0.500	
<b>Alternate Elective Requests (in preference order) - Select at least 5 alternates</b>					
<input type="button" value="Remove"/>	1	▶ THEATER ART 1	050551.1	0.500	
<input type="button" value="Remove"/>	2	▶ THEATER ART 1	050551.2	0.500	
<input type="button" value="Remove"/>	3	▶ DRAWING 1	05155D1	0.500	
<input type="button" value="Remove"/>	4	▶ AUTO TECH 1	20103	0.500	
<input type="button" value="Remove"/>	5	▶ DIGITAL ARTS 1	051691	0.500	
<input type="button" value="Remove"/>	6	▶ BODY DYNAMICS	08049BD	0.500	

**DON'T FORGET TO TURN IN YOUR FORECAST SHEET TO THE COUNSELING OFFICE BY FRIDAY, MARCH 22RD!**

**(Make sure your online classes match the classes on your forecast sheet!)**