

FORECASTING TIPS & REMINDERS

FIRST STEP: REVIEW CURRICULUM GUIDE ONLINE—list of courses offerings, course descriptions and prerequisites

KEY REMINDERS:

- Forecast for at least 7 classes (not including late arrival or early release)
- DO NOT FORECAST for—Leadership (9-12), Dept. Assistant (9-12), or Work Experience (11-12)
- APPLICATION CLASSES-
 - Go ahead and forecast for any classes that require an application or audition.
 - Applications can be found on the high school’s website, under the “**academic**” tab or from individual departments.
 - LOJ Peer Tutor (10-12), Peer tutor (11-12), Peer (9-12) and Academic Mentor (11-12), Cadet Teaching (11-12) applications are all located in counseling office.
 - All applications **DUE MARCH 9th**.

AUDITION CLASSES:

- Band: If taking a band class, forecast for **Symphonic Band**, audition, and schedule adjustments will be made based on teacher placement. If you would like to take **Jazz Band** forecast for that as well, separately.
- Orchestra: If taking an orchestra course, forecast for **Philharmonic Orchestra**, audition, and schedule adjustments will be made based on teacher placement.
- Choir: If taking a choir class, forecast for **A Capella**, audition, and schedule adjustments will be made based on teacher placement.

SENIORS: If interested in applying to University of California colleges be sure you have 2 consecutive years of art.

Example: Acting 1 & Acting 2 or Ceramics & Advanced Ceramics or Art 1 & Art 2

11th grade forecasting Due February 26th
9th grade forecasting Due March 6th

10th grade forecasting Due March 4th
8th grade forecasting Due March 11th

Online Course Requests in StudentVUE

- 1 **Log into StudentVUE**
- 2 **Open the Course Request Screen**

Click “Course Request” in the Navigation list on the left. You will now be in the Course Request screen.

The screenshot displays the StudentVUE interface for course requests. At the top, there's a navigation bar with 'Home' and 'My Account' tabs. A user profile for 'Joe' is visible, including the school name 'Lake Oswego High School' and the school year '2016-17'. The main content area is titled 'COURSE REQUEST' and contains a welcome message. Below this, there are two main sections: 'Selected Course Requests' and 'Alternate Elective Requests (in preference order) - Select at least 4 alternates'. Both sections currently show 'No course requests have been selected or assigned.' and include a 'Click here to change course requests' button. The 'Alternate Elective Requests' section has a table header with columns: Ln, Department, Course Title, Course ID, Elective, College Prep, Credit, Term Override, and Comment.

The Selected Course Requests section contains the primary list of courses that you most wish to take. Required courses that the school has already added to your schedule will appear here.

The Alternate Elective Requests section contains the secondary list of courses that you would like to take if one of your Selected Course Requests is not available.

3 Search for Courses

Press the “Click here to change course requests” button (at either the top or bottom of the Course Request screen) to begin adding your course requests. To search for a course, enter a Department or Course Title and press the Search Courses button.

The screenshot shows the 'Selected Course Requests' interface. At the top, there is a button 'Click here to return to course request summary'. Below it is a table with columns: Action, Ln, Department, Course Title, Course ID, Elective, College Prep, Credit, Term Override, and Comment. The first row shows a 'Locked' status, Ln 1, Department 'Language Arts', Course Title 'Freshman English', Course ID '010010110', and Credit '1.000'. A 'Total' row shows a credit of '1.000'. Below this is a section for 'Alternate Elective Requests (in preference order) - Select at least 4 alternates' with a sub-table and the text 'No alternate course requests have been selected or assigned'. At the bottom, there are search fields for Department (set to 'Fine Arts'), Course Title, Course ID, Elective, and Coll Prep, along with a 'Search Courses' button.

A list of courses that meet your search criteria displays at the bottom of the screen.

This screenshot shows the same interface as above, but with search results displayed. The search criteria are the same. Below the 'Alternate Elective Requests' section, there is a button 'Click here to move selected requests to Selected Course Requests'. Below that is a table with columns: Ln, Action, Department, Course Title, Course ID, Elective, College Prep, Credit, and Comment. It lists four courses from the 'Fine Arts' department: 'Acting 1' (050550120), 'Acting 2' (050551120), 'Art 1' (051551120), and 'Art 2' (051552120). Each row has radio buttons for 'None', 'Request', and 'Alternate'. The 'Acting 1' and 'Acting 2' courses have 'None' selected. The 'Art 1' and 'Art 2' courses have 'Request' selected. The 'Art 1' and 'Art 2' rows have a red note: 'Pre-req not met: 050550120' and 'Pre-req not met: 051551120' respectively.

(Some courses won't appear for every student, such as courses that are only open to certain grade levels.)

4 Select a Course

Select one or more courses from the list by setting the button on the left to “Request” or “Alternate.” “Request” puts the course into your Selected Course Requests list. “Alternate” puts the course into your Alternate Elective Requests list. You must select at least four Alternate Elective Requests.

Once you have made one or more selections, press the “Click here to move selected requests to Selected Course Requests” button.

This screenshot is identical to the previous one, but with a red box around the radio buttons for the first two courses ('Acting 1' and 'Acting 2') and a red arrow pointing to the 'Click here to move selected requests to Selected Course Requests' button. The 'Acting 1' and 'Acting 2' courses now have the 'Alternate' radio button selected.

The course or courses you have selected now appear in your list(s) above.

5 Select More Courses

Repeat Steps 3 and 4 to select more courses.