Directions for entering course requests in SIS StudentVUE

Use the Course Request Sheet when entering the 6-digit course ID# into SIS StudentVUE.

Log on to SIS	
StudentVUE	
-Go to FCPS.edu or	🛇 🌐 🖬 🖬 🖬 🚍 🔤 Language 🔍 search 😗 Alerts
vour school website	FULL MENU ABOUT FCPS SCHOOLS ACADEMICS CONTACT US SCHOOL BOARD
and Click SIS	
Enter username	Schoology SIS Google Workspace Library Lunch Menus MySchoolBucks
(student ID) & password	
Course Requests	1. On the left side bar, select Course Request
In this section, you	
should already see	2. To enter course requests, click:
Health & PE listed two	3. SCROLL DOWN
times.	
In this section, you will	4. Search for each course 1 Enter a search value t
enter/change	here, then select "add
- 4 core classes	request" Q Search Courses + Add Request
- your top choice	
electives	
Flasting antions	5. SAVE your selections by clicking Click here to return to course request summary
<u>Elective options</u>	
-2 year long & 2	To remove a course click the "X"
semester	
-4 semester	
Alternate Elective	1. To enter elective alternate requests
Requests	Click here to change course requests
(All students will enter	
4 alternate electives)	2. Enter in Preference Order
Altornato courcos	Enter a search value t
must be added in	3. Search for each course here
nust be added in proforontial order	4 To collect alight "Add Alternate"
	4. To select click Add Alternate
	5 SAVE your selections by clicking
Completed	Your completed requests should include:
	• 4 Core Classes (English, Social Studies, Math, & Science)
	• 2 Health & PE (Sem 1 and Sem 2)
	• Electives in one of the following sequences
	\circ 2 if both are year long electives
	\circ 3 if 1 is year long & 2 are semester electives
	• 4 if all are semester electives
	AND 4 Alternate Electives





