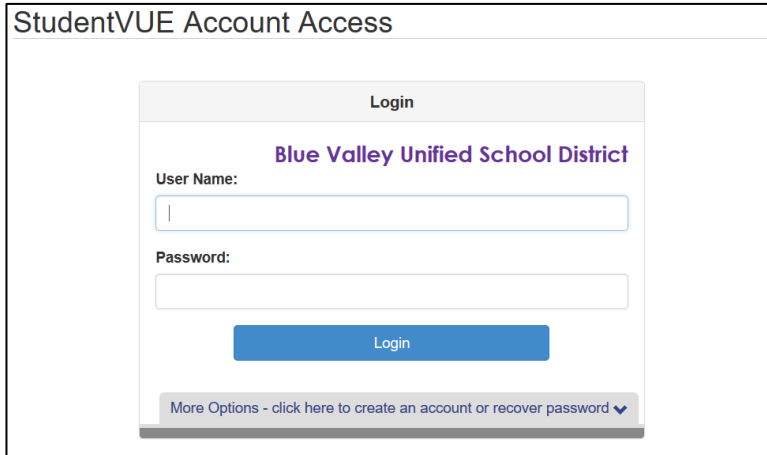


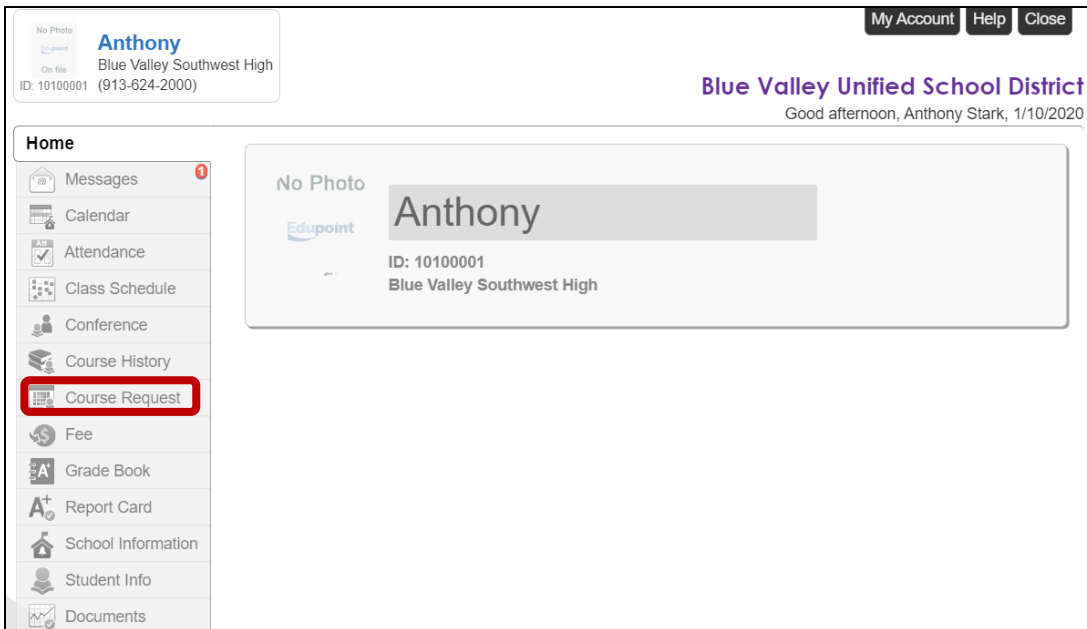
Course Request Enrollment Directions

1. Go to <https://bvpo.bluevalleyk12.org> and click on I am a parent (ParentVue) or I am a student (StudentVue)
2. Enter your Username and Password to access your account (ParentVue/StudentVue).



The screenshot shows the 'StudentVUE Account Access' login page. At the top, it says 'Login' and 'Blue Valley Unified School District'. Below that, there are two input fields: 'User Name:' and 'Password:'. A blue 'Login' button is positioned below the password field. At the bottom, there is a link that says 'More Options - click here to create an account or recover password' with a dropdown arrow.

3. Select "Course Request" from the HOME screen.



The screenshot shows the 'Home' screen of the StudentVUE account. The user is identified as 'Anthony' from 'Blue Valley Southwest High' with ID '10100001'. The screen features a navigation menu on the left with options like Messages, Calendar, Attendance, Class Schedule, Conference, Course History, Course Request (highlighted with a red box), Fee, Grade Book, Report Card, School Information, Student Info, and Documents. The main content area displays the user's name 'Anthony' and ID '10100001' from 'Blue Valley Southwest High'. There are also links for 'My Account', 'Help', and 'Close' in the top right corner.

The Home Screen is where you can see current events from your school; access the School Calendar, Course History, Course Request, Grades, etc.

Course Request Enrollment Directions

4. To begin selecting your course offerings, please click on “Click here to change course requests”

The screenshot shows a user profile for Anthony at Blue Valley Southwest High. The main heading is 'COURSE REQUEST'. A message says 'Thank you for using our online course request system.' Below that, a yellow banner displays 'Blue Valley Southwest High (913-624-2000) 2020-2021 School Year, Grade: 12'. To the right, it shows the selection time period (1/6/2020 - 4/30/2020) and counselor (Kristi Dixon). A red box highlights the button 'Click here to change course requests'.

5. You are now ready to start searching for course options by:

- Select a Department from the dropdown (ex: English Language Arts, Mathematics, Science, etc)
- Type the Course Title in the search field, the available matching courses will display
- Type the Course ID in the search field, the available matching courses will display

The screenshot shows the search interface for courses. A yellow banner at the top displays school information and counselor details. Below it is a 'Click here to return to course request summary' button. The main section is titled 'Search Courses' and contains a table with columns: Action, Ln, Elective, Department, Course Title, Course ID, and Comment. The 'Department' dropdown menu is open, showing options like '(All)', 'English Language A...', 'Mathematics', 'Science', etc. The 'Course Title' and 'Course ID' search fields are also highlighted with red boxes.

Action	Ln	Elective	Department	Course Title	Course ID	Comment
		(All)	(All)	Q	Q	
▶ Add Request	1	No	(All)	American Justice for All	SS1256	
▶ Add Request	2	No	English Language A...	Bioscience II:Rhythms of Life/Animals in the Labor	SC1140	
▶ Add Request	3	No	Mathematics	Capstone Exploring Health Professions	SC11002	
▶ Add Request	4	No	Science	Capstone Exploring Health Professions	SC11003	
▶ Add Request	5	No	Social Studies	Exploring Health Professions	SC11000	
▶ Add Request	6	No	Art	Exploring Health Professions	SC11001	
▶ Add Request	7	No	Physical Education	Foundations of Medicine (CAPS)	SC1200	
▶ Add Request	8	No	Student Activities	Molecular Medicine and Bioengineering	SC1138	
▶ Add Request	9	No	Business & Comput...	AP English Language Composition	EL0310	Currently enrolled Co-req not requested: (EL0311)
▶ Add Request	10	No	Virtual Classes	AP English Language Composition	EL0311	Currently enrolled Co-req not requested: (EL0310)
			CAPS			
			Driver Education			
			Family & Consumer ...			
			World Language			
			Industrial Technology			
			Interdisciplinary Stu...			
			Other			

Course Request Enrollment Directions

6. You are now ready to make your selection. On the wanted course, please click “Add Request” or “Add Alternate”

Blue Valley Southwest High (913-624-2000)
2020-2021 School Year, Grade: 12

Selection Time Period: 1/6/2020 - 4/30/2020
Counselor: [Kristi Dixon](#)

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

Selected Course Requests

Action	Ln	Elective	Department	Course Title	Course ID	Comment
Remove	1		English Language Arts	AP English Language Composition	EL0310	Currently enrolled Co-req not requested: (EL0311)

Search Courses

Action	Ln	Elective	Department	Course Title	Course ID	Comment	
		(All)	(All)	Q English	Q		
Add Request	Add Alternate	1	No	English Language Arts	AP English Language Composition	EL0310	Currently enrolled Co-req not requested: (EL0311)
Add Request	Add Alternate	2	No	English Language Arts	AP English Language Composition	EL0311	Currently enrolled
Add Request	Add Alternate	3	No	English Language Arts	AP English Literature	EL0314	Co-req not requested: (EL0315)
Add Request	Add Alternate	4	No	English Language Arts	AP English Literature	EL0315	Co-req not requested: (EL0314)
Add Request	Add Alternate	5	Yes	English Language Arts	English Grammar	EL0328	

7. Repeat Steps 5 and 6 until you have entered your desired summer course request.
*****Do not use the Back button in your browser, please use the buttons within the program.*****
8. When you have completed selecting your course, Click “Close” in the upper-right corner.

[My Account](#) [Help](#) [Close](#)

Blue Valley Unified School District
Good afternoon, Anthony Stark, 1/10/2020