

ONLINE FORECASTING INSTRUCTIONS

1. Complete your paper Forecast Sheet.
2. Sign on to STUDENT VUE.
3. Click on the **“Course Request”** – button on the left
4. Click on the **“Click Here to Change Course Requests”** button. You may see that some core classes have already been entered for you. If you see **“Lock”** next to a core class, you cannot change it.
5. To add a class, you can:
 - a. Go to the **“Department”** button, choose a subject area, and click **“Search Courses”**
6. A list of classes will appear. Click on the **“Request”** bubble for each class choice.
7. Click the **“Click here to move selected requests to Selected Course Requests”** button to add your choices to your list.
8. Continue to add classes until all 15 classes have been listed on the top section of the page. (If you have chosen too many courses, you will receive a warning that indicates the courses that were not added.)
9. Next add your **“Alternate Requests.”** Follow Step 5, however, instead of clicking the **“Request”** bubble, click the **“Alternate”** bubble.
10. Then click the **“Click here to move selected requests to Selected Course Requests”** button on the upper right of the screen.
11. Once you have added all of your classes, click on the **“Click here to return to course request summary”** button on the upper right of the screen.
12. Review the courses you have chosen carefully. If you are satisfied with your choices, click the **“Lock Course Request”** button. Once courses are locked, you cannot make any changes.

NEED HELP?

- Visit www.ochspioneers.org/counseling/forecasting for support materials & how-to video
- If you need access to a computer, go to the Counseling Office at your Middle School.