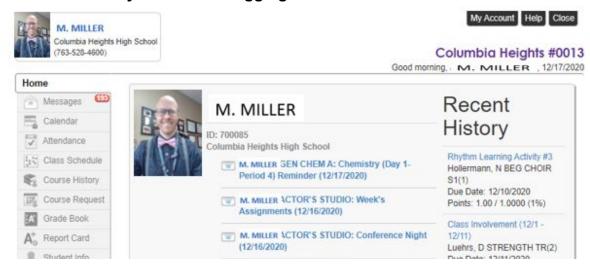
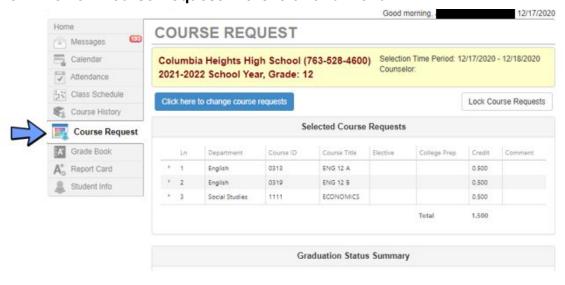
How to Register for Classes

Instructions for Synergy - StudentVue (2020-21)

- 1. Click on this link to access StudentVue Website ONLY NO APP
 - a. https://pvue8.region1.k12.mn.us/rt0013/PXP2_Login.aspx
 - b. If you don't have access please email Ms. Irene Ventura
 - i. <u>VENTURAI@colheights.k12.mn.us</u>
- 2. This is what you see after logging in:



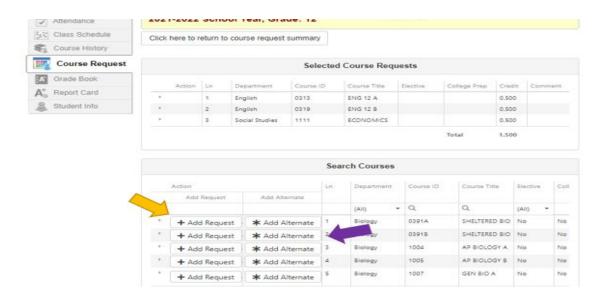
3. Click on Course Request in the left-hand menu:



4. To Add Course Requests click on "Click here to change course requests":



- 5. In the "Course Request Selection screen", you can Add Requests and Alternate courses you want to take for the next school year.
 - Reminder You are only registering for Elective Courses
 - b. Review in the "Selected Course Requests" area.
 - REQUESTS must total 16 Lines "Ln".
 - ii. ALTERNATES must total 3 Lines "Ln"
 - iii. Juniors Up to 13 Lines "Ln"
 - iv. Sophomores Up to 7 Lines "Ln"
 - v. Freshmen Up to 5 Lines "Ln"
 - vi. 8th grade Up to 4 Lines "Ln"



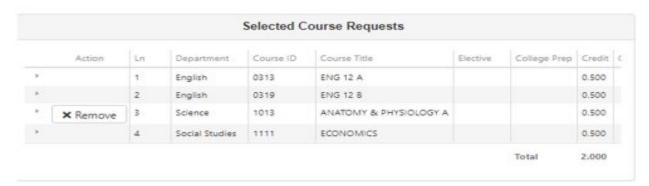
6. Search for a specific course click the magnifying glass:

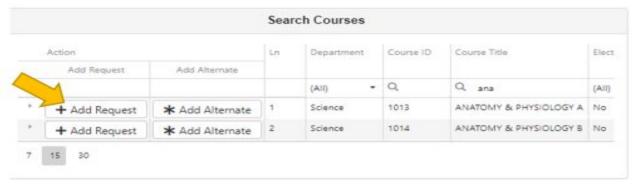
- a. Course name under the Course Title does not have to be the full name
- b. Course ID
- c. Or you can filter by Department



7. After you click "+Add Request" the course will be added to the "Selected Course Request" area.

- a. When you see A course there must be a B course (Yearlong Course)
- b. If you need made a mistake click "Remove"





8. Review your registration:

- a. 16 Lns for REQUESTS
- b. 3 Lns for ALTERNATES
- c. After review and you have the above
 - i. Click on "Click here to return to course request summary"

At least 16 total course requests must be selected. Currently, only 4 total requests are selected. Add more requests and try again.



	Action	1,0	Department	Course ID	Course Title	Bective	College Prep	Credit	Comment
	X Remove	1	Biology	0391A	SHELTERED BIO			0.500	
	X Remove	2	Biology	0391A	SHELTERED BIO			0.500	
	× Remove	3	Biology	0391A	SHELTERED BIO			0.500	
	× Remove	4	Biology	1004	AP BIOLOGY A			0.500	
	× Remove	5	Biology	1004	AP BIOLOGY A			0.500	
	X Remove	6	Biology	1005	AP BIOLOGY B			0.500	
1	× Remove	7	Biology	1005	AP BIOLOGY B			0.500	
	× Remove	8	Slology	1008	GEN BIO B			0.500	Currently enrolled
	× Remove	9	Biology	1008	GEN BIO B			0.500	Currently enrolled
	X Remove	10	Sicrogy	1508	GEN BIO A			0.500	
	X Remove	11	Elective	0318	FILM STUDIES	Yes		0.500	
	× Remove	12	Elective	03518	ELL LEV 1 SOC			0.500	
		13	English	0313	ENG 12 A			0.500	
		14	English	0319	ENG 12 B			0.500	
•	X Remo	15	Science	1013	ANATOMY & PHYSIOLOGY A			0.500	
1		10	Social Studies	1111	ECONOMICS			0.500	
							Total	8.000	

Action	Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment
× Remove	1	Biology	1509	GEN BIO B			0.500	
× Remo	2	Blology	1508	GEN BIO A			0.500	
	3	Siology	1004	AP BIOLOGY A			0.500	

9. To complete Registration, Click "LOCK COURSE REQUESTS"

- a. Any changes, please meet with your Dean
- b. AP/ARCC changes need to be done before June 1, 2021

