

How to Register for Classes

Instructions for Synergy - StudentVue (2020-21)

1. Click on this link to access StudentVue - **Website ONLY - NO APP**

- https://pvue8.region1.k12.mn.us/rt0013/PXP2_Login.aspx
- If you don't have access please email Ms. Irene Ventura
 - VENTURAI@colheights.k12.mn.us

2. This is what you see after logging in:

The screenshot shows the StudentVue interface for user M. MILLER. At the top right, there are buttons for "My Account", "Help", and "Close". The user's name "M. MILLER" and school "Columbia Heights High School (763-528-4600)" are displayed in a profile box. Below this, the page title is "Columbia Heights #0013" and the greeting is "Good morning, M. MILLER, 12/17/2020". The main content area is divided into three sections: a left-hand menu with options like Messages, Calendar, Attendance, Class Schedule, Course History, Course Request, Grade Book, Report Card, and Student Info; a central profile section for M. MILLER (ID: 700085) with a photo and a list of recent reminders and assignments; and a right-hand section titled "Recent History" showing details for "Rhythm Learning Activity #3" and "Class Involvement".

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

The screenshot shows the "COURSE REQUEST" page in StudentVue. A blue arrow points to the "Course Request" item in the left-hand menu. The page header shows "Good morning, [redacted], 12/17/2020". The main content area is titled "COURSE REQUEST" and includes a yellow box with the school name "Columbia Heights High School (763-528-4600)", the selection time period "12/17/2020 - 12/18/2020", and the grade "2021-2022 School Year, Grade: 12". There are buttons for "Click here to change course requests" and "Lock Course Requests". Below this is a section titled "Selected Course Requests" containing a table with columns for Ln, Department, Course ID, Course Title, Elective, College Prep, Credit, and Comment. The table lists three courses: ENG 12 A, ENG 12 B, and ECONOMICS. A "Total" row shows a credit of 1.500. At the bottom of the page, there is a section for "Graduation Status Summary".

Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment
* 1	English	0313	ENG 12 A			0.500	
* 2	English	0319	ENG 12 B			0.500	
* 3	Social Studies	1111	ECONOMICS			0.500	
Total						1.500	

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

COURSE REQUEST

Columbia Heights High School (763-528-4600) Selection Time Period: 12/17/2020 - 12/18/2020
2021-2022 School Year, Grade: 12 Counselor:

[Click here to change course requests](#) [Lock Course Requests](#)

Selected Course Requests

Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment
* 1	English	0313	ENG 12 A			0.500	
* 2	English	0319	ENG 12 B			0.500	
* 3	Social Studies	1111	ECONOMICS			0.500	
Total						1.500	

5. In the “Course Request Selection screen”, you can Add Requests and Alternate courses you want to take for the next school year.

- a. Reminder - You are only registering for Elective Courses
- b. Review in the “Selected Course Requests” area.
 - i. **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”

2021-2022 School Year, Grade: 12

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

Selected Course Requests

Action	Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment
*	1	English	0313	ENG 12 A			0.500	
*	2	English	0319	ENG 12 B			0.500	
*	3	Social Studies	1111	ECONOMICS			0.500	
Total							1.500	

Search Courses

Action	Ln	Department	Course ID	Course Title	Elective	Coll
+		(All)	Q	Q	(All)	
* + Add Request	* Add Alternate	1	Biology	0391A	SHELTERED BIO	No No
* + Add Request	* Add Alternate	2	Biology	0391B	SHELTERED BIO	No No
* + Add Request	* Add Alternate	3	Biology	1004	AP BIOLOGY A	No No
* + Add Request	* Add Alternate	4	Biology	1005	AP BIOLOGY B	No No
* + Add Request	* Add Alternate	5	Biology	1007	GEN BIO A	No No

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

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

Search Courses							
Action		Ln	Department	Course ID	Course Title	Elective	Col
Add Request			(All)	Q	Q	(All)	
* + Add Request	* Add Alternate	1	Biology	0391A	SHELTERED BIO	No	No
* + Add Request	* Add Alternate	2	Biology	0391B	SHELTERED BIO	No	No
* + Add Request	* Add Alternate	3	Biology	1004	AP BIOLOGY A	No	No

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

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

Selected Course Requests							
Action	Ln	Department	Course ID	Course Title	Elective	College Prep	Credit
>	1	English	0313	ENG 12 A			0.500
>	2	English	0319	ENG 12 B			0.500
* X Remove	3	Science	1013	ANATOMY & PHYSIOLOGY A			0.500
>	4	Social Studies	1111	ECONOMICS			0.500
Total							2.000

Search Courses							
Action		Ln	Department	Course ID	Course Title	Elect	
Add Request			(All)	Q	Q ana	(All)	
* + Add Request	* Add Alternate	1	Science	1013	ANATOMY & PHYSIOLOGY A	No	
* + Add Request	* Add Alternate	2	Science	1014	ANATOMY & PHYSIOLOGY B	No	
7	15	30					

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.

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



Selected Course Requests								
Action	Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment
<input type="checkbox"/> Remove	1	Biology	0391A	SHELTERED B/O			0.500	
<input type="checkbox"/> Remove	2	Biology	0391A	SHELTERED B/O			0.500	
<input type="checkbox"/> Remove	3	Biology	0391A	SHELTERED B/O			0.500	
<input type="checkbox"/> Remove	4	Biology	1004	AP BIOLOGY A			0.500	
<input type="checkbox"/> Remove	5	Biology	1004	AP BIOLOGY A			0.500	
<input type="checkbox"/> Remove	6	Biology	1005	AP BIOLOGY B			0.500	
<input type="checkbox"/> Remove	7	Biology	1005	AP BIOLOGY B			0.500	
<input type="checkbox"/> Remove	8	Biology	1008	GEN B/O B			0.500	Currently enrolled
<input type="checkbox"/> Remove	9	Biology	1008	GEN B/O B			0.500	Currently enrolled
<input type="checkbox"/> Remove	10	Biology	1508	GEN B/O A			0.500	
<input type="checkbox"/> Remove	11	Elective	0318	FILM STUDIES	Yes		0.500	
<input type="checkbox"/> Remove	12	Elective	0351B	ELL LEV 1 SOC			0.500	
<input type="checkbox"/> Remove	13	English	0313	ENG 12 A			0.500	
<input type="checkbox"/> Remove	14	English	0319	ENG 12 B			0.500	
<input type="checkbox"/> Remove	15	Science	1013	ANATOMY & PHYSIOLOGY A			0.500	
<input type="checkbox"/> Remove	16	Social Studies	1111	ECONOMICS			0.500	
Total							8.000	



Selected Alternate Course Requests								
Action	Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment
<input type="checkbox"/> Remove	1	Biology	1509	GEN B/O B			0.500	
<input type="checkbox"/> Remove	2	Biology	1508	GEN B/O A			0.500	
<input type="checkbox"/> Remove	3	Biology	1004	AP BIOLOGY A			0.500	
Total							1.500	



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

COURSE REQUEST

Columbia Heights High School (763-528-4600)
2021-2022 School Year, Grade: 12

Selection Time Period:
Counselor:



[Click here to change course requests](#)

Lock Course Requests

Selected Course Requests

Ln	Department	Course ID	Course Title	Elective	College Prep	Credit	Comment
1	Biology	0391A	SHELTERED BIO			0.500	
2	Biology	0391A	SHELTERED BIO			0.500	
3	Biology	0391A	SHELTERED BIO			0.500	
4	Biology	1004	AP BIOLOGY A			0.500	
5	Biology	1004	AP BIOLOGY A			0.500	
6	Biology	1005	AP BIOLOGY B			0.500	
7	Biology	1005	AP BIOLOGY B			0.500	