Instructions for Online Course Requests via StudentVUE

Step 1: Log in to StudentVUE

Make sure you remember your username and password and go to the website: <u>https://studentvue.olatheschools.com/</u>



Step 2: Locate the Course Request Tab

Home		ouou moning, broay communeu bago, in torbas
Messages		
Calendar		Recent History
Attendance	Heatherstone Elementary School	No Data
Class Websites		
Course History		
Course Request		
Health		
A ⁺ _☉ Report Card		
Student Info		
Special Ed		
	Home Messages Calendar Calendar Calss Schedule Calss Schedule Calss Websites Course Health Course Request Course Health Main Report Card Student Info Special Ed District Links	Home Messages Calendar Attendance Calss Schedule Calss Websites Course Highny Course Request A Grade book Realth Realth S Special Ed District Links

Step 3: Locate the Change Course Request Button

Home	COURSE REQUEST						
Messages	OCONCE REQUEDT						
Calendar	Welcome to California Trail Online C	ourse Request. Please follow the instructions pr	rovided to you on your course workshe	et. You must have or	ly 7.0 credits in th		
Attendance	Selected Course Requests and 3 Alternate	e Elective Requests. Mrs. Beyer (A-K) sbeyerct@	@olatheschools.org Ms. Sandbothe (L-	Z) ssandbothect@ol	atheschools org		
Class Schedule							
Class Websites	California Trail Middle School (913-780-7220)		Selection Tim	e Period: 1/10/2020 - 2/12/20		
Course History	2020-2021 School Year, Grade:	06		Counselor:			
eg oonoornoony							
Course Request	Click here to change course requests				Lock Course Reques		
Grade Book		Selected Cou	une Degueste				
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A ⁺ _o Report Card	Ln Department	Course ID	Course Title	Credit	Comment		
Student Info	> 1 Elective	HR006	ACAD EXTENSN	0.000			
Special Ed	2 Language Arts	LADDDA	Language Arts 6	0.500			
District Links	3 Language Arts	LA000B	Language Arts 6	0.500			
	→ 4 Language Arts	LA120	Literacy 6	0.500			
	5 Mathematics	MAGODA	Math 6	0.500			
	6 Mathematics	MADODS	Math 6	0.500			
	 7 Physical Education 	PE010A	Physical Education/Health 6	0.500			
	 8 Physical Education 	PE010B	Physical Education/Health 6	0.500			
	▶ 9 Science	SC000A	Science 6	0.500			
	→ 10 Science	SCOODE	Science 6	0.500			
	 11 Social Studies 	SSOOA	Social Studies 6	0.500			

When the OCR page opens you will see that all of your REQUIRED COURSES have already been selected for you. This information came from district criteria and assessment results, as well as teacher recommendations.

These selections CANNOT be changed in StudentVUE.

You will see a counter at the bottom that keeps track of the number of credits you have selected. You must enroll for only 7.00 total credits.

When you have completed your enrollment worksheet and are ready to select your elective courses. Click on the link that says Click Here to Change Course Requests.

Step 4: Make your elective selections

Using your Enrollment Worksheet as a guide you will now begin to make your elective selections.

As you scroll to the bottom, you will see the screen to your right. All electives are listed and if you are requesting a particular elective, you can click the button that says *Add Request*. There are two "pages" of electives, so you can toggle to find additional options.

	ion		Ln	Department	Course ID	Course Title	Credit	Comm
	\frown			(AII)	~ Q	Q		
-	Add Request	Add Alternate	1	Business and Computer	CP000	Computer 6	0.250	
	Aug Request	Add Alternate	2	Career and Technical Education	IT010	Intro to Technology 6	0.250	
÷	Add Request	Add Alternate	3	Elective	YA295	Leadership Today 6	0.250	
	Add Request	Add Alternate	4	Family and Consumer Science	HE000	Focus on FACS	0.250	
+	Add Request	Add Alternate	5	Fine Arts Visual	AR000	Exploring Art	0.250	
	Add Request	Add Alternate	6	International Language	FL000	French 6	0.250	
•	Add Request	Add Alternate	7	International Language	FL010	Spanish 6	0.250	
	Add Request	Add Alternate	8	Language Arts	LA135	Communications/Multi-Media 6	0.250	
b	Add Request	Add Alternate	9	Performing Arts	PA000A	Band 6	0.500	
	Add Request	Add Alternate	10	Performing Arts	PA000B	Band 6	0.500	
3	Add Request	Add Alternate	11	Performing Arts	PA001A	Band 6/Woodwind	0.500	
	Add Request	Add Alternate	12	Performing Arts	PA001B	Band 6/Woodwind	0.500	
•	Add Request	Add Alternate	13	Performing Arts	- DOZA	Band 6/Drum	0.500	
	Add Request	Add Alternate	14	Performing Arts	P-002B	Band 6/Drum	0.500	
•	Add Request	Add Alternate	15	Performing Arts	P#003A	Band 6/Brass	0.500	

NOTE: You will see that there are **TWO** courses for Band, Orchestra, and Choir. If I want to enroll in one of these courses, I will need to select **BOTH** courses listed. For example, PA001A Band 6/Woodwind + PA001B Band 6/Woodwind.

Once you click *Add Request* it will be added to your Selected Course Requests and you will see the credit counter increase.

Step 5: Make your alternate selections

When you locate the course you want you will need to click on *Add Alternate*.

NOTE: Select each alternate in order of		C
preference. We ask that each student choose 3		
alternate courses as this will give the computer		Ē
multiple options should one or more of your	•	
elective choices be unavailable.	•	C
		81.

Ac	tion		Ln	Department	Course ID	Course Title	Credit	Comm
				(All)	- Q	Q		
,	Add Request	Add Alternate	1	Business and Computer	CP000	Computer 6	0.250	
,	Add Request	Add Alternate	2	Career and Technical Education	IT010	Intro to Technology 6	0.250	
•	Add Request	Add Alternate	3	Elective	YA295	Leadership Today 6	0.250	
•	Add Request	Add Alternate	4	Family and Consumer Science	HEDDO	Focus on FACS	0.250	
,	Add Request	Add Alternate	5	Fine Arts Visual	AR000	Exploring Art	0.250	
	Add Request	Add Alternate	б	International Language	FL000	French 6	0.250	
	Add Request	Add Alternate	7	International Language	FL010	Spanish 6	0.250	
	Add Request	Add Alternate	8	Language Arts	LA135	Communications/Multi-Media 6	0.250	
•	Add Request	Add Alternate	9	Performing Arts	PAODOA	Band 6	0.500	
	Add Request	Add Alternate	10	Performing Arts	PAODOB	Band 6	0.500	
•	Add Request	Add Alternate	11	Performing Arts	PA001A	Band 6/Woodwind	0.500	
	Add Request	Add Alternate	12	Performing Arts	PA0018	Band 6/Woodwind	0.500	
	Add Request	Add Alternate	13	Performing Arts	PA002A	Band 6/Drum	0.500	
,	Add Request	Add Alternate	14	Performing Arts	PA002B	Band 6/Drum	0.500	
	Add Request	Add Alternate	15	Performing Arts	PAOD3A	Band 6/Brass	0.500	

Step 6: Review course selections & Complete Enrollment Process

Once you have 7.00 total credits + 3 alternate courses, COURSE REQUEST SELECTION please review your choices for correctness, and then click Calendar 1 Wh on the button that says "Click here to return to course California Trail Middle School (913-780-7220) 2020-2021 School Year, Grade: 06 Class Website request summary." -Grade Book At Report Care Elective 0.000 Language Arts Language Arts Language Arts Mathematics Mathematics Performing Art Special Ed 0.500 0.500 0.500 0.500 0.500 LA120 sth 6 8 Performing Arts PA0018 Band 6/Woodwind 0.500 Physical Educ PE0108 6 0.500 Science Science 6 12 Science SCOODE Science 6 0.500 14 Social Studies 550008 Social Studies 6 0.500

When you return to the Selected Course Requests screen, please compare your Online Course Requests with your OCR Worksheet to ensure that they match. It is important that the Online Course Requests and OCR Worksheets match. If you are sure you have no changes to make, click the button in the top right that says "Lock Course Requests."

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NOTE: Once the **Lock Course Requests** button is clicked, you will NO LONGER BE ABLE TO MAKE ANY CHANGES TO YOUR SELECTIONS!

Step 7: Turn in Signed OCR Worksheet

Remember to have your parent sign your filled out Online Course Request Worksheet and turn it in to the designated teacher by the due date.