

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: <https://studentvue.olatheschools.com/>

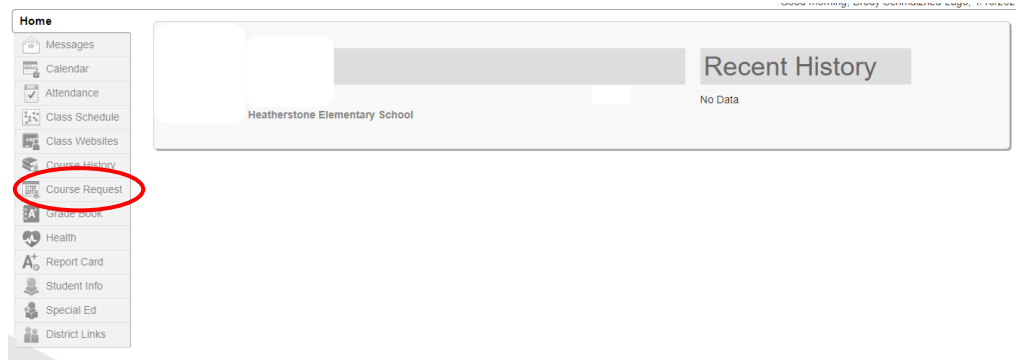
ParentVUE and StudentVUE Access



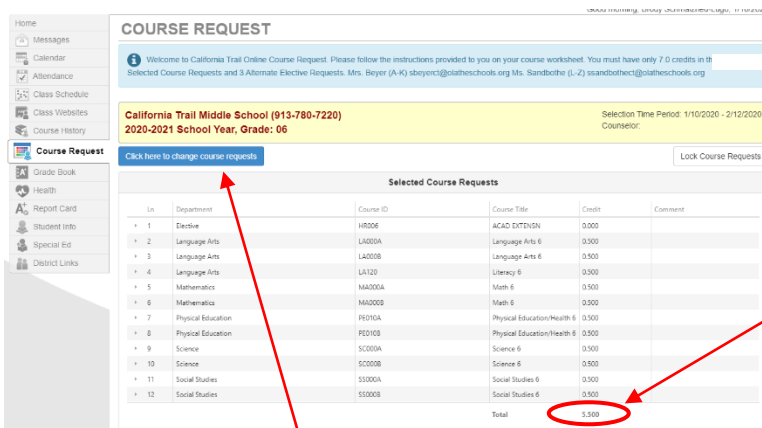
Click on “I am a Student” and log in with your username and password.

Step 2: Locate the Course Request Tab

Once logged in to StudentVUE you will find a tab on the left for Course Request. This is the tab where you will complete your Online Course Request (OCR) enrollment.



Step 3: Locate the Change Course Request Button



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.

Search Courses							
Action		Ln	Department	Course ID	Course Title	Credit	Comment
			(All)	CL	CL		
+ 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	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	
+ Add Request	Add Alternate	9	Performing Arts	PA000A	Band 6	0.500	
+ Add Request	Add Alternate	10	Performing Arts	PA000B	Band 6	0.500	
+ 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	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	PA003A	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 preference**. We ask that each student choose 3 alternate courses as this will give the computer multiple options should one or more of your elective choices be unavailable.

Search Courses							
Action		Ln	Department	Course ID	Course Title	Credit	Comment
			(All)	CL	CL		
+ 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	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	
+ Add Request	Add Alternate	9	Performing Arts	PA000A	Band 6	0.500	
+ Add Request	Add Alternate	10	Performing Arts	PA000B	Band 6	0.500	
+ 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	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	PA003A	Band 6/Brass	0.500	

Step 6: Review course selections & Complete Enrollment Process

Once you have 7.00 total credits + 3 alternate courses, please review your choices for correctness, and then click on the button that says “Click here to return to course request summary.”

COURSE REQUEST SELECTION

When searching for a course, you can search E/H/HR by the Course ID found on your worksheet OR by department, not by both. You must have only 7.6 credits in the top Selected Course Requests and 3 Alternate Elective Requests.

California Trail Middle School (913-780-7220)
2020-2021 School Year, Grade: 06

Selection Time Period: 1/15/2020 - 3/12/2020
Counselor:

Click here to return to course request summary

Selected Course Requests							
Action	Lin	Department	Course ID	Course Title	Credits	Comment	
+	1	Elective	HR000	ACAD EXTENSION	0.000		
+	2	Language Arts	LA000A	Language Arts 6	0.500		
+	3	Language Arts	LA000B	Language Arts 6	0.500		
+	4	Language Arts	LA100	Literacy 6	0.500		
+	5	Mathematics	MA000A	Math 6	0.500		
+	6	Mathematics	MA000B	Math 6	0.500		
+	Remove	7	Performing Arts	PA001A	Band 6/Woodwind	0.500	
+	Remove	8	Performing Arts	PA001B	Band 6/Woodwind	0.500	
+	9	Physical Education	PE010A	Physical Education/Health 6	0.500		
+	10	Physical Education	PE010B	Physical Education/Health 6	0.500		
+	11	Science	SC000A	Science 6	0.500		
+	12	Science	SC000B	Science 6	0.500		
+	13	Social Studies	SS000A	Social Studies 6	0.500		
+	14	Social Studies	SS000B	Social Studies 6	0.500		
Total					6.000		

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**.”

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.