

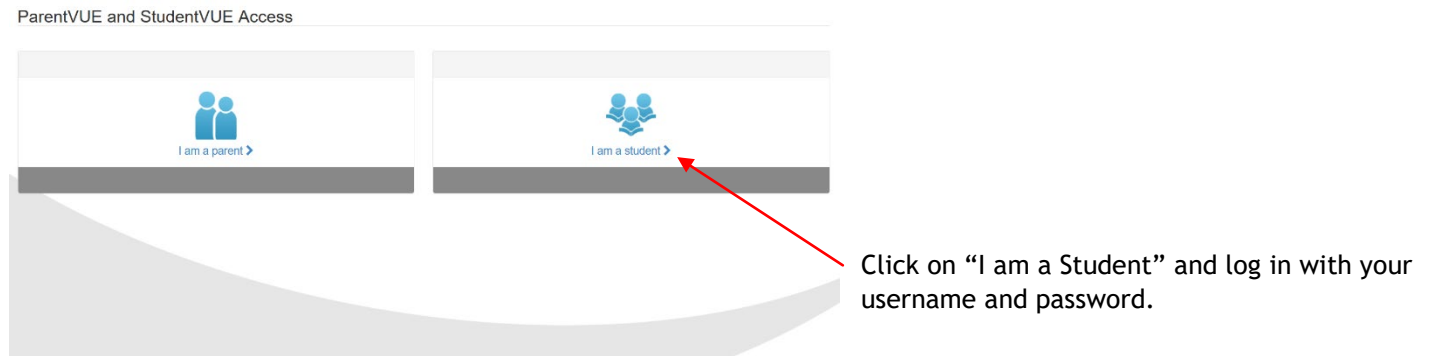
# Instructions for Online Course Requests via StudentVUE

## Step 1: Log in to StudentVUE

Open Class Link on your District device and click on StudentVUE.

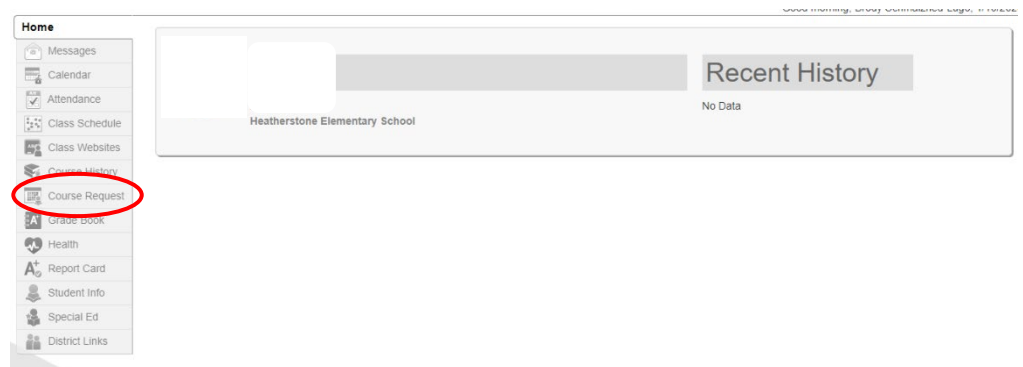
-OR-

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



## Step 2: Locate the Course Request Tab

Once in 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 *Click Here to Change Course Request* Button

Ln	Department	Course ID	Course Title	Credit	Comment
1	Elective	HE006	ACAD EXTENSION	0.000	
2	Language Arts	LA009A	Language Arts 6	0.500	
3	Language Arts	LA009B	Language Arts 6	0.500	
4	Language Arts	LA120	Literacy 6	0.500	
5	Mathematics	MA000A	Math 6	0.500	
6	Mathematics	MA000B	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	SC000B	Science 6	0.500	
11	Social Studies	SS000A	Social Studies 6	0.500	
12	Social Studies	SS000B	Social Studies 6	0.500	
Total				3.500	

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 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 **Course Request 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.

Department	Course ID	Course Title	Credit
Performing Arts	PA001A	Band 6/Woodwind	0.500
Performing Arts	PA001B	Band 6/Woodwind	0.500
Performing Arts	PA002A	Band 6/Drum	0.500
Performing Arts	PA002B	Band 6/Drum	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.

+ Add Request	* Add Alternate	Department <b>Elective</b> Course ID <b>YA295</b> Course Title <b>Leadership Today 6</b> Credit <b>0.250</b>
+ Add Request	* Add Alternate	Department <b>Family and Consumer Science</b> Course ID <b>HE000</b> Course Title <b>Focus on FACS</b> Credit <b>0.250</b>
+ Add Request	* Add Alternate	Department <b>Fine Arts Visual</b> Course ID <b>AR000</b> Course Title <b>Exploring Art</b> Credit <b>0.250</b>
+ Add Request	* Add Alternate	Department <b>International Language</b> Course ID <b>FL000</b> Course Title <b>French 6</b> Credit <b>0.250</b>

## 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.**

Home  
Messages  
Calendar  
Attendance  
Class Schedule  
Class Websites  
Course History  
**Course Request**  
Grade Book  
Health  
Report Card  
Student Info  
Special Ed  
District Lines

**COURSE REQUEST SELECTION**

When searching for a course, you can search E/H/IB/HI by the Course ID found on your worksheet OR by department, not by both. You must have only 7.0 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: 1/10/2020 - 2/12/2020  
Counselor:

Click here to return to course request summary

Action	Ln	Department	Course ID	Course Title	Credit	Comment
+	1	Elective	HE000	ACAD EXTENSI	0.000	
+	2	Language Arts	LA000A	Language Arts 8	0.500	
+	3	Language Arts	LA000B	Language Arts 9	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					6.500	

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.

**NOTE: DO NOT "LOCK" YOUR COURSE REQUESTS.** 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.