



Enrollment Instructions

1. Please navigate to <https://studentvue.olatheschools.com> to begin entering your course requests.
2. Enter your StudentVue username and password to access your account.

Make sure that you enter `https://` in Step 1.

3. Select "Course Request" from the HOME screen.

The Home Screen is where you can see current events from your school; access the School Calendar, Course History, Course Request, Grades, etc.

4. To begin selecting your course offerings, please select "Click here to change course requests"

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
1	Language Arts	College Prep English IV	LA440A			0.500	
2	Language Arts	College Prep English IV	LA440B			0.500	
3	Social Studies	United States Government	SS710			0.500	
						1.500	

Not sure what courses you need to take to fulfill your graduation requirements?

See the highlighted courses in the "Graduation Status Summary." You can also check the detailed audit that you received on the day of your enrollment presentation.

5. You are now ready to start searching for course options. Select "Department" and click "Search Courses".
 *Not sure what department? You may also search by the Course Title or Course ID (listed on your enrollment sheet).





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6. A list of courses from within the department you selected will appear. You are now ready to make your selection. **Remember, year-long courses require both (A and B) courses to be requested.**

4	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Fine Arts Visual	▶ Art History	AR850E	Yes	0.500	
5	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	Fine Arts Visual	▶ Basic Digital Photography	AR455	Yes	0.500	
6	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Fine Arts Visual	▶ Ceramics	AR490	Yes	0.500	
7	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	Fine Arts Visual	▶ Drawing I	AR410	Yes	0.500	
8	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	Fine Arts Visual	▶ Drawing II	AR420	Yes	0.500	Pre-req not met: AR410

To see the course description, just click on the triangle to the left of the course title.

*This example shows the student requesting Drawing 1 as a course and Basic Digital Photography as an alternate.

After making your selections, select [Click here to move selected requests to Selected Course Requests](#)

7. Repeat Steps 5 and 6 until you have entered 14 course selections and 4 alternates.
 ***Do not use the Back button in your browser, please use the buttons within the program.

8. You should now be back on the Selected Course Request screen and see your course selections, please verify that you have 14 courses selected and 4 alternates.

Selected Course Requests			
Ln	Department	Course Title	Course ID
1	Business & Computer Technology	▶ A+ Certification Preparation	BC0424
2	Business & Computer Technology	▶ A+ Certification Preparation	BC0425
3	Business & Computer Technology	▶ Emerging Technologies	BC0456
4	Business & Computer Technology	▶ Entrepreneurship	BC0230
5	Business & Computer Technology	▶ Marketing Promotion & Advertising	BC0460
6	Communication Arts	▶ Contemporary Comm	CA0324
7	Communication Arts	▶ Contemporary Comm	CA0325
8	Family & Consumer Sciences	▶ Career Exploration & Planning	FC0586
9	Family & Consumer Sciences	▶ Exploring Health Professions 2	FC0576
10	Family & Consumer Sciences	▶ Interpersonal Relationships	FC0588
11	Mathematics	▶ Algebra I	MA0806
12	Physical Education	▶ Team Sports	PE1007
13	Social Studies	▶ American Government	SS1208
14	Social Studies	▶ Area Studies: Middle East	SS1234

Alternate Elective Requests (in preference order) - Select at least 4 alternates			
Ln	Department	Course Title	Course ID
1	Art	▶ Art History	AR0145
2	Art	▶ Ceramics I	AR0115
3	Art	▶ Design Fundamentals	AR0100
4	Art	▶ Painting I	AR0105

Selected Course Requests			
Action	Ln	Department	Course Title
<input type="button" value="Remove"/>	1	Business & Computer Technology	▶ A+ Certification Preparation
<input type="button" value="Remove"/>	2	Business & Computer Technology	▶ A+ Certification Preparation

If you accidentally selected a course or an alternate...select "Remove" before proceeding to the next step.

Alternates should be selected in priority order.

9. You are now ready to select "Lock Course Request" which will lock in your choices.

Selected Course Requests

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

10. You should now see the message that your "Course requests are locked in."

Course requests are locked in

11. Select "Close" in the upper-right corner.

Thank you for participating in the Online Course Request process.

