Instructions for Online Enrollment

- 1. Go to https://studentvue.olatheschools.com. (make sure you enter https://)
- 2. Enter your **StudentVue** username and password.
- Be sure you have your Graduation Requirement Profile with you so that you select the graduation requirements that you still need to fulfill. This was provided to you by your Advisory teacher. If you are not able to locate this document, then Click on **Course History** to see your **Graduation Status Summary**. Click Detail "On" at the top right of the screen to see more information. This shows the credits required for graduation, what you have earned (green), are in progress of earning (orange), and still need to earn (gray).
- 4. Select **Course Request** from the HOME screen.
- 5. Once you select **Course Request**, do **NOT** hit the Back Arrow of your browser.
- To begin selecting your courses, "Click here to change requests."



Selected Course Requests





- 7. Some courses should already show up in the **Selected Course Request** area. Your current Math teacher has chosen the class they feel is the best placement for you. That selection will be locked. You will need to have a discussion with your parent and teacher if you wish to make changes. Your core classes have also been preloaded. If you'd like to take the higher-level class, "remove" what's already there and add the higher-level class.
- 8. The best way to search for/select courses is either by **Department** or **Course ID**. Departments are the headers on your enrollment sheets. If enter the name of the Department, all classes in that department will show. You can also enter the exact **Course ID** number from your enrollment worksheets or type in the **Course Name**. Then click **Enter**.
- Look over the courses that appear and click on the ones you want to take. Click on Add Request if you want it as a part of your schedule. Click on Add Alternate if it is a class you are willing to take as a back-up.



10. Repeat Steps #8-9 to continue selecting and moving courses into your Requests and Alternates.

**When you are done, you should have 14 Course Requests and <u>at least 4 Alternate Requests</u>.

- 11. When selecting **Alternates**, you should choose them in order of preference, so that your #1 class listed as your first choice.
- 12. If you make a mistake, you can **Remove** a selection.
- 13. You can come and go out of the selection process as much as you want and your selections will automatically save. **DO NOT** click on **Lock Course Requests** until you are completely done with your course selections. Once you **LOCK** your requests, **you cannot make changes**. When you feel like you are done, **LOCK** your requests. This will let your counselor know you are done.
- 14. This bar takes you back to your **Course Requests** Home page where you will find the **Lock Course Requests** button.

Click here to return to course request summary

Lock Course Requests