# 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/

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

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.
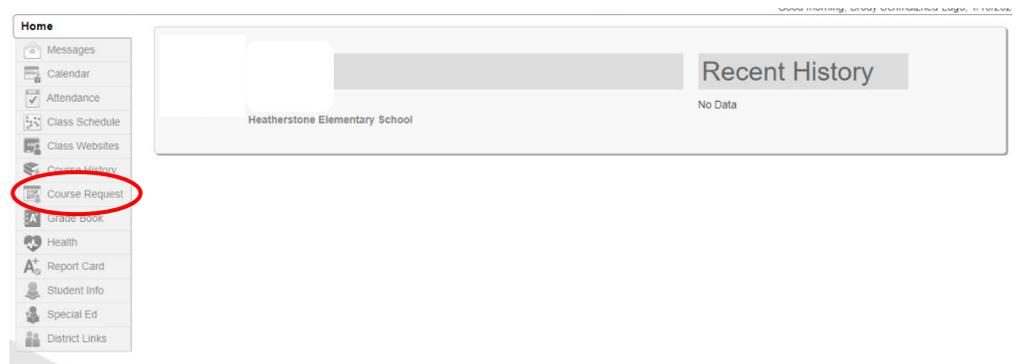
Step 3: Locate the *Click Here to Change Course Request* Button
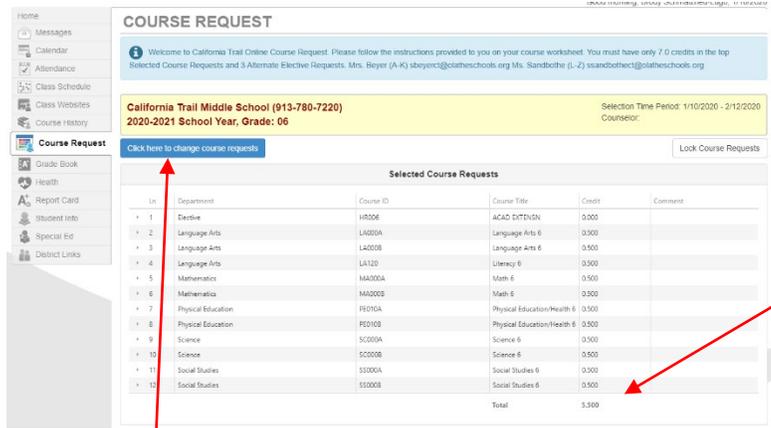
When the OCR page opens you will see that all of your REQUIRED COURSES have already been selected for you. This information came from district criteria and assessment results, as well as teacher recommendations.

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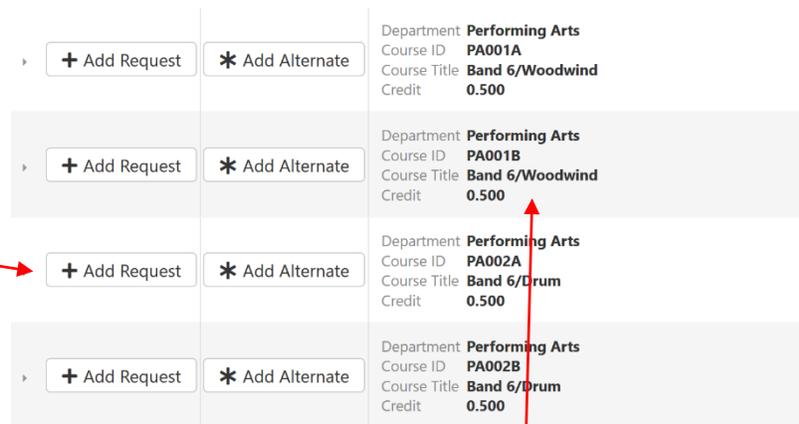
NOTE: You will see that there are **TWO** courses for Band, Orchestra, and Choir. If I want to enroll in one of these courses, I will need to select **BOTH** courses listed. For example, PA001A Band 6/Woodwind + PA001B Band 6/Woodwind.

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

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."

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.