

The window to make course selections for the 2016-17 SY will open on January 4, 2016 and close April 29, 2016. Each school will communicate their process and dates to students and parents. Students will be able to log into their StudentVUE account to make selections. While this guide covers all the options available in StudentVUE and ParentVUE; your school may not use all options.

➔ **Each school will have a slightly different process and dates for course selection.**

GENERAL OVERVIEW

- Students will meet with counselors in small or large groups to review the Program of Studies and the paths available based on current courses.
- Students may fill out paper course selection forms during these meetings.
- Students may be scheduled for time in a computer lab to make selections in StudentVUE or students may be directed to make selections at home (with their parents).
- Recommendations from teachers for core and World Language courses may be pre-loaded for students.
- Students may be able to select all course types (core and elective) or electives only, depending on the settings defined by the school.
- Course selection dates are defined individually by each school.

SELECTED COURSE REQUESTS SCREEN

The **Selected Course Requests** screen key areas and functions.

Adam
Briar Woods HS (703-957-4400)
2016-2017 School Year, Grade: 10

COURSE REQUEST
Counselor: VINCENT MORRIS

The 16-17 Course Request window will open on January 4, 2016 and close on April 29, 2016. Your school counselor and teacher will work with you and your child to select the appropriate courses for the following school year. Key dates will be communicated by each school.

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
1	English	▶ English 10H	150200			1.000	
2	Math	▶ Algebra 2	560000			1.000	Currently enrolled
3	Music	▶ Concert Band 2	274000	Yes		1.000	Currently enrolled
4	Science	▶ Biology A	650300			1.000	
5	Social Science and Global Studies	▶ AP World Hist/Geography	751000			1.000	
						5.000	

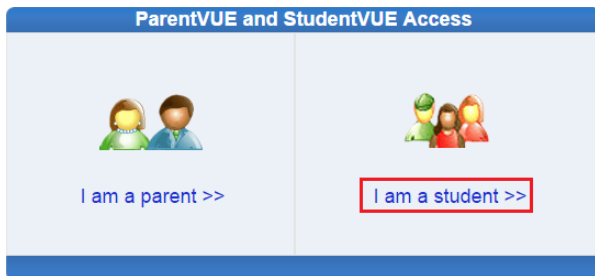
- Current Requests area:** Requests entered by schools, including teacher recommendations, will appear here (school dependent).
- Click here to change course requests:** Click on this button to start adding/editing course requests. You may be able to select both core and elective courses or only electives, depending on your school's settings.
- Comment area:** Student is currently enrolled, has not met pre-requisites or has taken the class already.

- Course Title triangle:** Click on the blue triangle to view the course description.
- Lock Course Requests:** Click on this button to indicate that you have finished selecting courses – password from staff may be needed. To make further changes, you must contact your school counselor (school dependent).
- Password:** Counselor or school staff must enter the password to lock course requests.

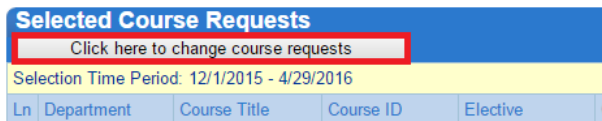
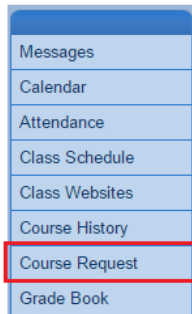
STEP 1: STARTING COURSE SELECTIONS

Students must log into their StudentVUE account to make course selections.

1. In a web browser go to <https://portal.lcps.org>.
2. Click on **I am a student>>**.

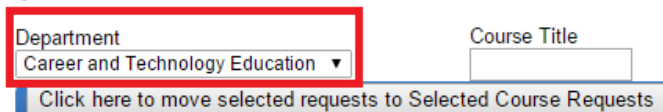


3. Enter your user name and password and click on **Login**.
4. Click on **Course Request** in the navigation menu. The **Course Request** screen appears with any pre-loaded courses and/or teacher recommendations (school dependent).
5. Click on **Click here to change course requests**. The **Selected Course Requests** screen appears. Students may add or remove core, elective or alternate courses with this screen (school dependent).



STEP 2: ADDING A COURSE

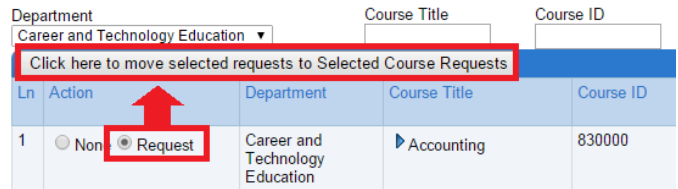
1. Select a subject area from the Department dropdown menu and click on the **Search Courses** button.



2. Messages may appear in the Comment column.
 - Student is currently enrolled.
 - Student has not met pre-requisites/co-requisites.
 - Student has taken the course (grade displays).

STEP 2: ADDING A COURSE (CON'T)

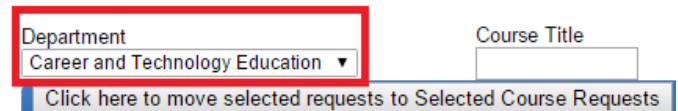
3. Click on the **Request** radio button next to the course to be selected, then click on **Click here to move selected requests to Selected Course Requests**. The request is added to the list at the top.



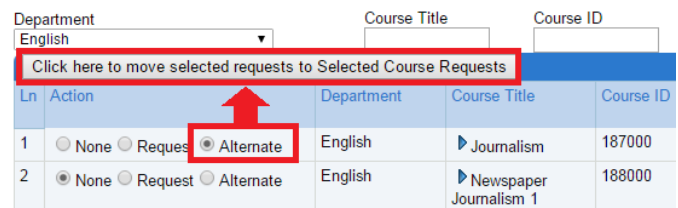
STEP 3: ADDING AN ELECTIVE ALTERNATE

Some schools may allow students to select alternates for electives. For example, if the student has requested Photojournalism, but is unable to be scheduled due to other course conflicts, an alternate like Photography may be substituted.

1. Select a subject area from the Department dropdown menu and click on the **Search Courses** button.



2. Messages may appear in the Comment column.
 - Student is currently enrolled.
 - Student has not met pre-requisites/co-requisites.
 - Student has taken the course (grade displays).
3. Click on the **Alternate** radio button next to the course to be selected, then click on **Click here to move selected requests to Selected Course Requests**.



4. The request is added to the **Alternates Elective Requests** section.

Alternate Elective Requests (<i>in preference order</i>)					
Action	Ln	Department	Course Title	Course ID	Elective
Remove	1	English	Journalism	187000	Yes

STEP 4: REMOVING A COURSE SELECTION

Pre-loaded course requests, including teacher recommendations, may or may not be changed by the student (school dependent).

- A padlock icon indicates that the course request may not be changed by the student. Contact the school to make an adjustment to a locked course request.

Selected Course Requests					
Action	Ln	Department	Course Title	Course ID	Elective
Locked	1	English	English 10H	150200	
Remove	2	English	Journalism	187000	Yes
Locked	3	Math	Algebra 2	560000	
Remove	4	Music	Concert Band 2	274000	Yes
Locked	5	Science	Biology A	650300	

- Course requests added by the student may be removed and changed. Click on the **Remove** button next to a **Course Request** or **Alternate Elective Request** to delete the selection.

Selected Course Requests					
Action	Ln	Department	Course Title	Course ID	Elective
Locked	1	English	English 10H	150200	
Remove	2	English	Journalism	187000	Yes
Locked	3	Math	Algebra 2	560000	

STEP 5: COMPLETING THE PROCESS

The option to finalize course requests using the **Lock Course Requests** button may be available at your school. Some schools will require a password to be entered by a counselor and some will allow students to lock requests without a password. Additionally, some schools have chosen to hide the button.

- Once you finish requesting all your courses, click on the **Click here to return to course request summary** button.

COURSE REQUEST SELECTION

Counselor: VINCENT MORRIS

only offered at specific schools and this is noted in the catalog.

- School lab or home environment without the **Lock Course Requests** button – no action needed on your part.

STEP 5: COMPLETING THE PROCESS (CON'T)

- Lab environment with password:
 - Ask your counselor to review your course selections and enter the school password.

- Click on the **Lock Course Requests** button. Contact the school if you need to make further changes.

- Lab or home environment without password:

- Make sure you have selected all the courses you need for the next school year.
- Click on the **Lock Course Requests** button. Contact the school if you need to make further changes.

- Log out of StudentVUE.

ADDITIONAL INFORMATION

More information including Frequently Asked Questions and videos on the process can be found on the District StudentVUE pages at <http://www.lcps.org/Page/154628>.

Parents are also able to log into their ParentVUE account and view/edit course requests using these same steps.