

The window to make course selections for the 2020-21 SY opens on January 6, 2020 and closes April 30, 2020. 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.


Briar Woods HS (703-957-4400)
2019-2020 School Year, Grade: 11


Selection Time Period: 1/1/2020 - 4/30/2020
 Counselor: [SUSAN NOLAN](#) 


Click here to change course requests

Selected Course Requests					
Ln	Department	Course Title	Course ID	Elective	Comment
▶ 1	Admin	Study Hall S1	066700	Yes	
▶ 2	Admin	Study Hall S2	067700	Yes	
▶ 3	Career and Technical Education	Personal Finance Sem	825000	Yes	
▶ 4	English	English 11H	160200		Currently enrolled
▶ 5	Math	Func Algebra & Data	565000		
▶ 6	Science	Chemistry	660000		
▶ 7	Social Science and Global Studies	AP Psychology	787100	Yes	
▶ 8	Social Science and Global Studies	AP US History	750100	Yes	
▶ 9	Social Science and Global Studies	Economics Sem	782700	Yes	
▶ 10	World Languages and Culture	Spanish V H	365000	Yes	

 **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.

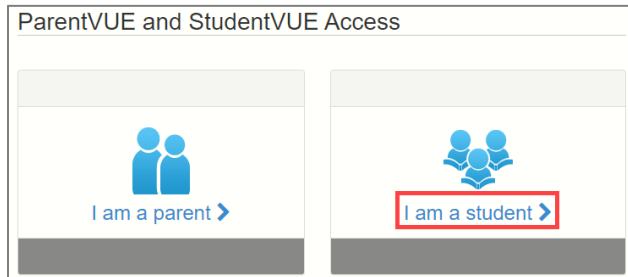
 **Course Title triangle:** Click on the blue triangle to view the course description.

 **Comment area:** Student is currently enrolled, has not met prerequisites or has taken the class already.

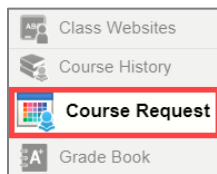
STEP 1: STARTING COURSE SELECTIONS

Students must log into their StudentVUE account on a computer* to make course selections.

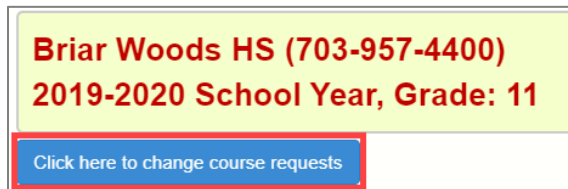
1. In a web browser go to <https://portal.lcps.org>.
2. Click on **I am a student>>**.



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).

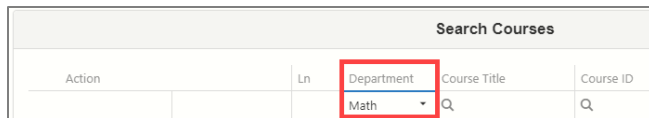


5. Click on **Click here to change course requests**. The **Selected Course Requests** screen appears. Students may add or remove core, elective or alternate courses with this screen (school dependent).



STEP 2: ADDING A COURSE

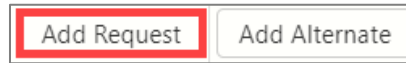
1. Select a subject area from the Department dropdown menu.



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 (cont.)

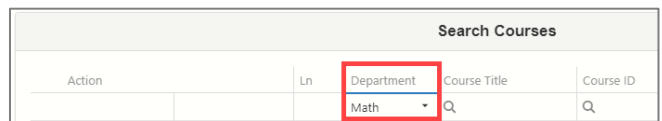
3. Click on **Add Request** to select a course. The request is added to the list at the top.



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.

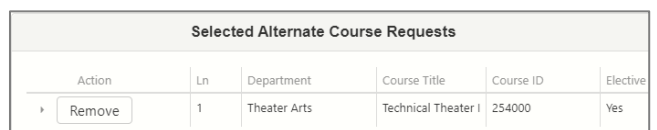
1. Select a subject area from the Department dropdown menu.



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 **Add Alternate** to select an alternate for an elective.



4. The request is added to the **Selected Alternate Course Requests** section.



STEP 4: REMOVING A COURSE SELECTION **ADDITIONAL INFORMATION**

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

- 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
›	1	English	English 11H
›	2	Math	Func Algebra & Da...
›	3	Science	Chemistry
› <input type="button" value="Remove"/>	4	Social Science and Global Studies	AP Psychology
› <input type="button" value="Remove"/>	5	Social Science and Global Studies	AP US History

More information including Frequently Asked Questions and videos on the process can be found on the District StudentVUE and ParentVUE pages at <https://www.lcps.org/Page/154534>.

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

***Course Request** functionality is not available in the StudentVUE/ParentVUE mobile apps.

STEP 5: COMPLETING THE PROCESS

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

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- Log out of StudentVUE.