ONLINE COURSE REQUESTS

WEB AND MOBILE APP VERSIONS OF STUDENTVUE AND PARENTVUE

The window to make course selections for the 2024-25 SY opens on January 2, 2024 and closes April 30, 2024. 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. Parents may also log into ParentVUE to review student selections or make selections with the student. 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.**

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.

STEP 1: LOGGING IN

Students may make selections using the web version or with the StudentVUE mobile app. Parents may log into their ParentVUE account to review selections or select courses with their child.

Web Version of ParentVUE or StudentVUE

1. In a web browser go to https://portal.lcps.org.

2. Click on **I am a student>>**. If you are logging into your ParentVUE account, click on **I am a parent>>**.
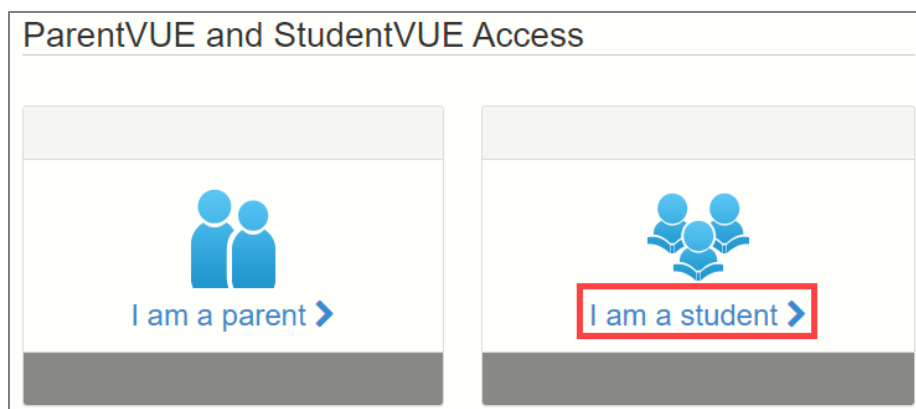
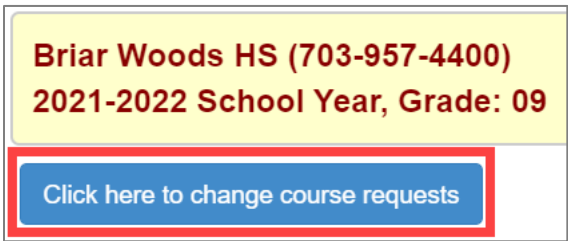3. Enter your user name and password and click on **Login**.

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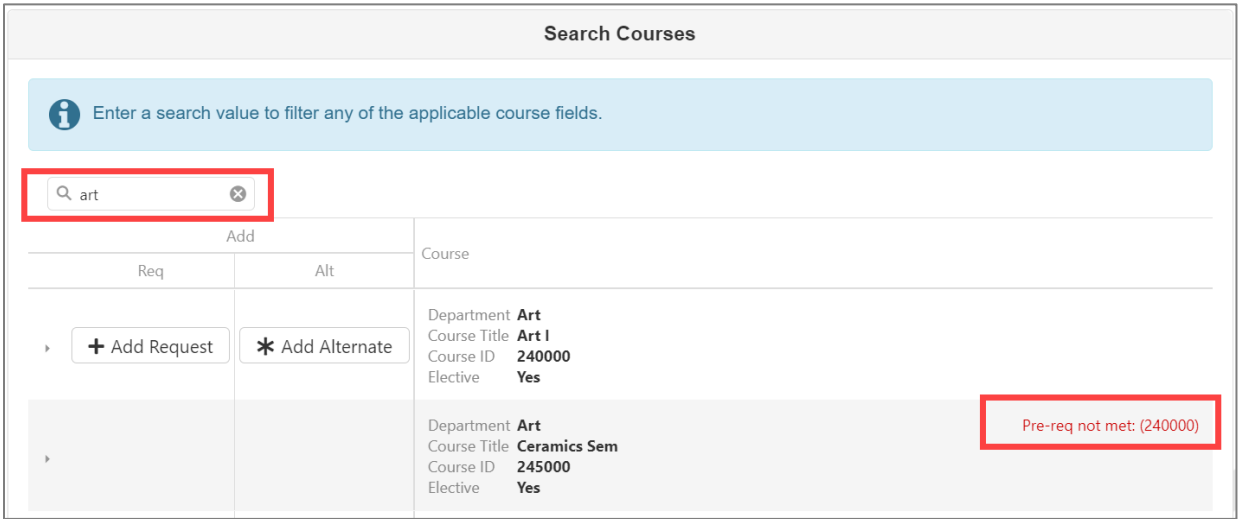## Mobile App Version of ParentVUE or StudentVUE

1. Open the StudentVUE or ParentVUE mobile app.
2. Enter your user name and password and tap **Login**.

STEP 2: ADDING COURSES

1. Click on **Course Request** in the navigation menu. The Course Request screen appears with any pre-loaded courses and/or teacher recommendations (school dependent).
2. Click on the **Click here to change course requests** button. A list of all courses for which the student is eligible appears. Students may add or remove core, elective or alternate courses with this screen (school dependent).

> **Briar Woods HS (703-957-4400)**
> **2021-2022 School Year, Grade: 09**
>
> Click here to change course requests

3. Filter the list by entering a **Department**, **Course Title** or **Course ID**. Messages may appear next to a course if:
   - Student is currently enrolled.
   - Student has not met pre-requisites/co-requisites.
   - Student has completed the course (grade displays).

Search Courses

Enter a search value to filter any of the applicable course fields.

🔍 art

Add		Course
Req	Alt	
+ Add Request	**✱ Add Alternate**	Department **Art** Course Title **Art I** Course ID **240000** Elective **Yes**
▸		Department **Art** Course Title **Ceramics Sem** Course ID **245000** Elective **Yes** Pre-req not met: (240000)

4. Click on the **+Add Request** button to select a course. The request is saved and appears in the course request list at the top. The **+Add Request** button does not display if the student has not taken the pre-requisite for the course.

+ Add Request   **✱ Add Alternate**

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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. Filter the list by entering a **Department**, **Course Title** or **Course ID**. Messages may appear next to a course if:

   - Student is currently enrolled.

   - Student has not met pre-requisites/co-requisites.

   - Student has completed the course (grade displays).

2. Click on the ***Add Alternate** button to select a course. The alternate request is saved and appears in the alternate list at the top. The ***Add Alternate** button does not display if the student has not taken the pre-requisite for the course.

3. If your school allows selection of more than one alternate, you can change the priority by changing the value in the **Priority** column or dragging an alternate above/below another.

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STEP 4: REMOVING A COURSE SELECTION

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 **x Remove** button next to a Course Request or Alternate Elective Request to delete the selection.

STEP 5: COMPLETING THE PROCESS

1. StudentVUE automatically saves as you make selections. Once you finish requesting all your courses, click on the **Click here to return to course request summary** button.

2. Log out of StudentVUE.

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PARENTVUE HELP

The District ParentVUE pages have resources to help you activate your ParentVUE account. Frequently Asked Questions and downloadable Quick Reference Guides are available to guide you through the process and help navigate the system.

Each school has dedicated staff to help parents with their accounts. Go to your school's website and click on the ParentVUE Global icon to find names and phone numbers of staff who can help you.