HIGH SCHOOL COURSE REQUEST PROCESS FOR THE 2018-2019 SCHOOL YEAR

Charles County Public Schools

Office of Accountability

WHAT ARE ONLINE COURSE REQUESTS?

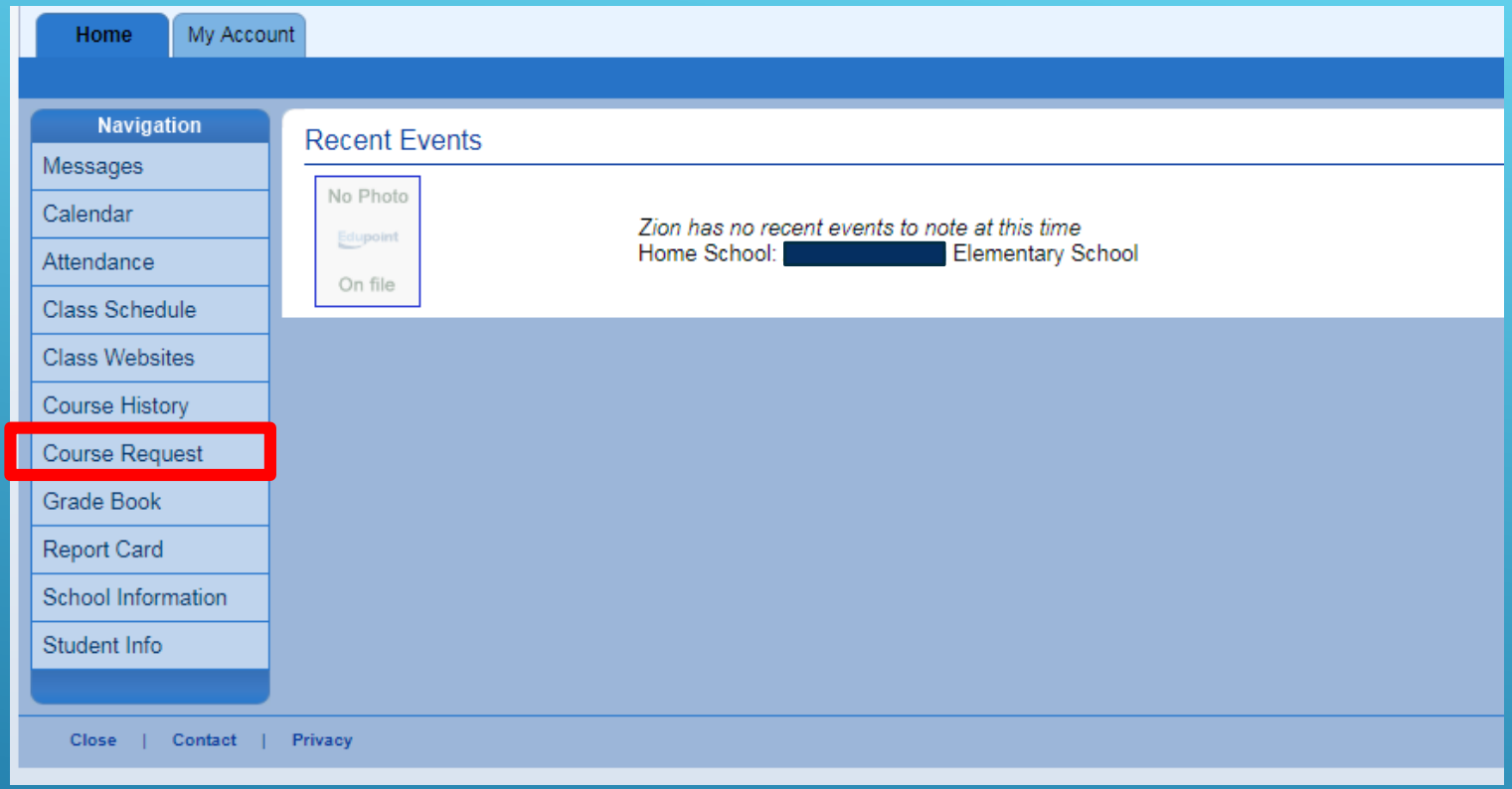
- Our new student information system facilitates parent and student involvement in requesting courses for next school year. Current students in grades 5 through 11 can request courses for next year using their StudentVue account.
- Parents can assist their child by using their ParentVue account to select courses.
- Current 5th through 7th graders will be able to select and prioritize elective classes.
- Current and rising high schoolers will have required courses pre-assigned and will request main classes and electives.

WHEN WILL THE ONLINE COURSE REQUEST HAPPEN

- Each middle and high school will open the course request tab in StudentVue and ParentVue for selecting courses.
- Schools will inform parents and students of this time window, but generally the course selection process will take place annually in February.

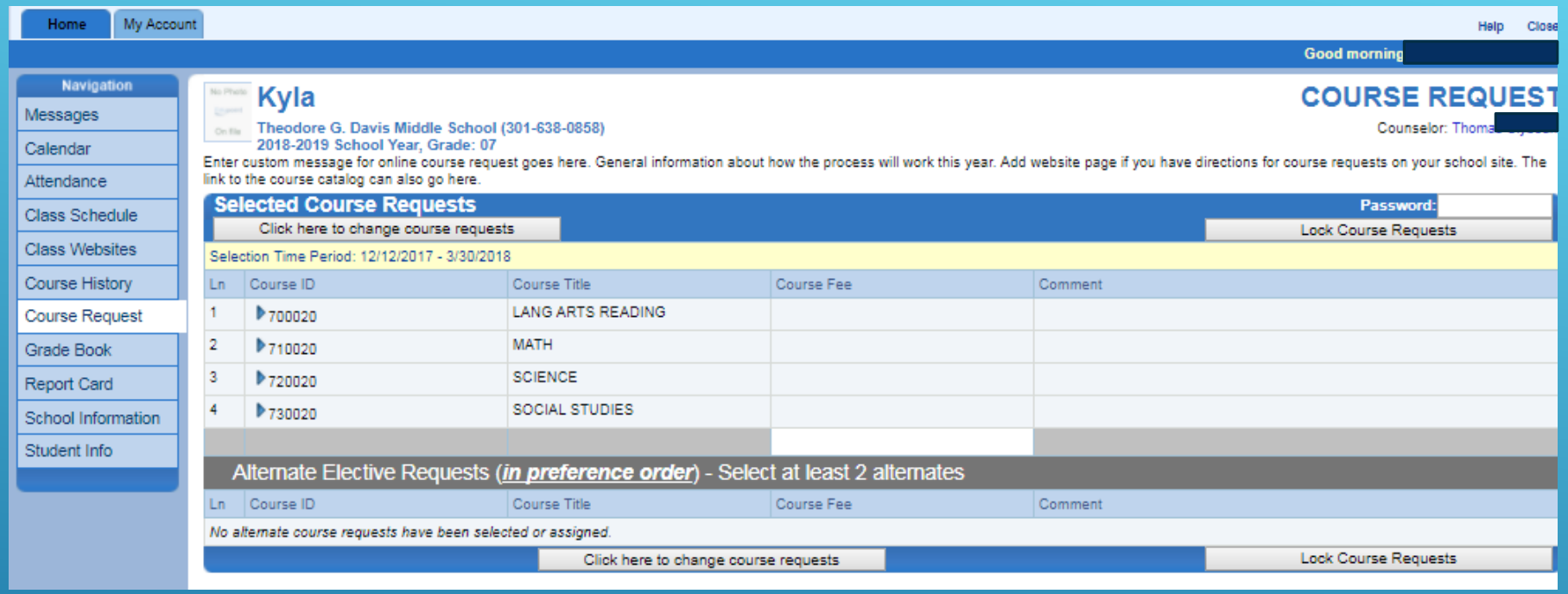
- Students will use their StudentVue account to select courses for next year during school with the assistance of the school staff.
- Most schools will send home a course selection sheet for students and parents to choose courses for next year.
- Most students will then bring the course selection sheet to the computer lab for requesting courses via StudentVue.
- Alternatively, students and parents can select the courses using their StudentVue or ParentVue account from home. School staff will verify the selection with the student during the school day.

HOW TO REQUEST COURSES FOR 2018-2019 SCHOOL YEAR

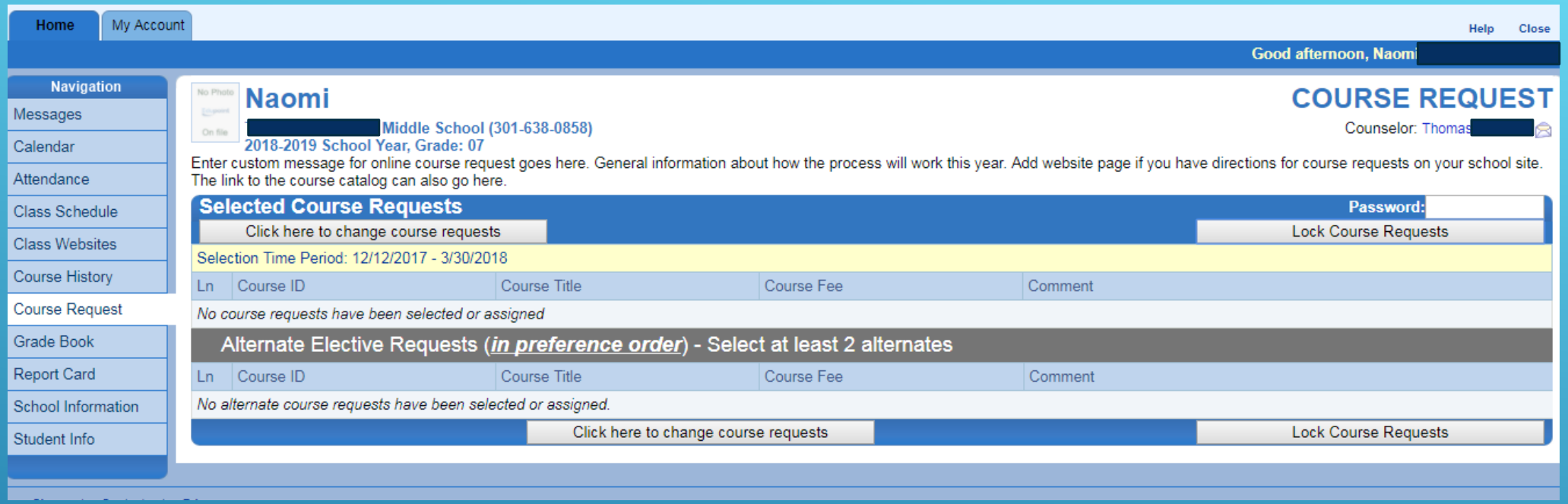


Students use their StudentVue or parents can use their ParentVue accounts to enter their course requests for next year online. During the online course selection window, the Course Request tab appears.

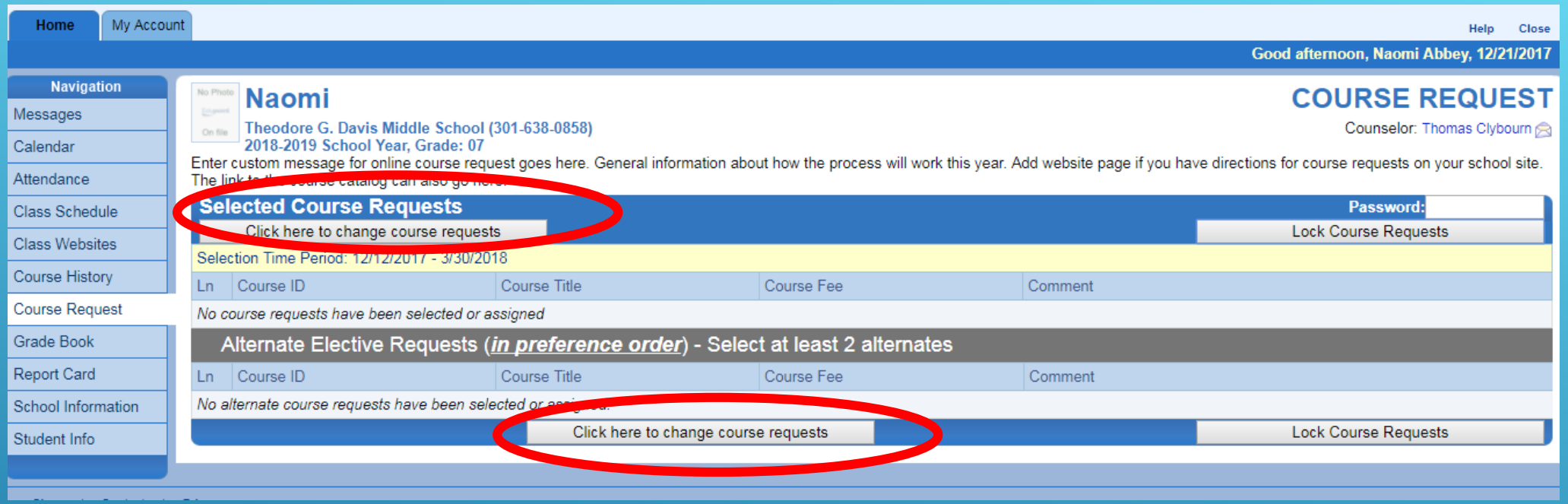
Click the course request tab to begin the online course request process.



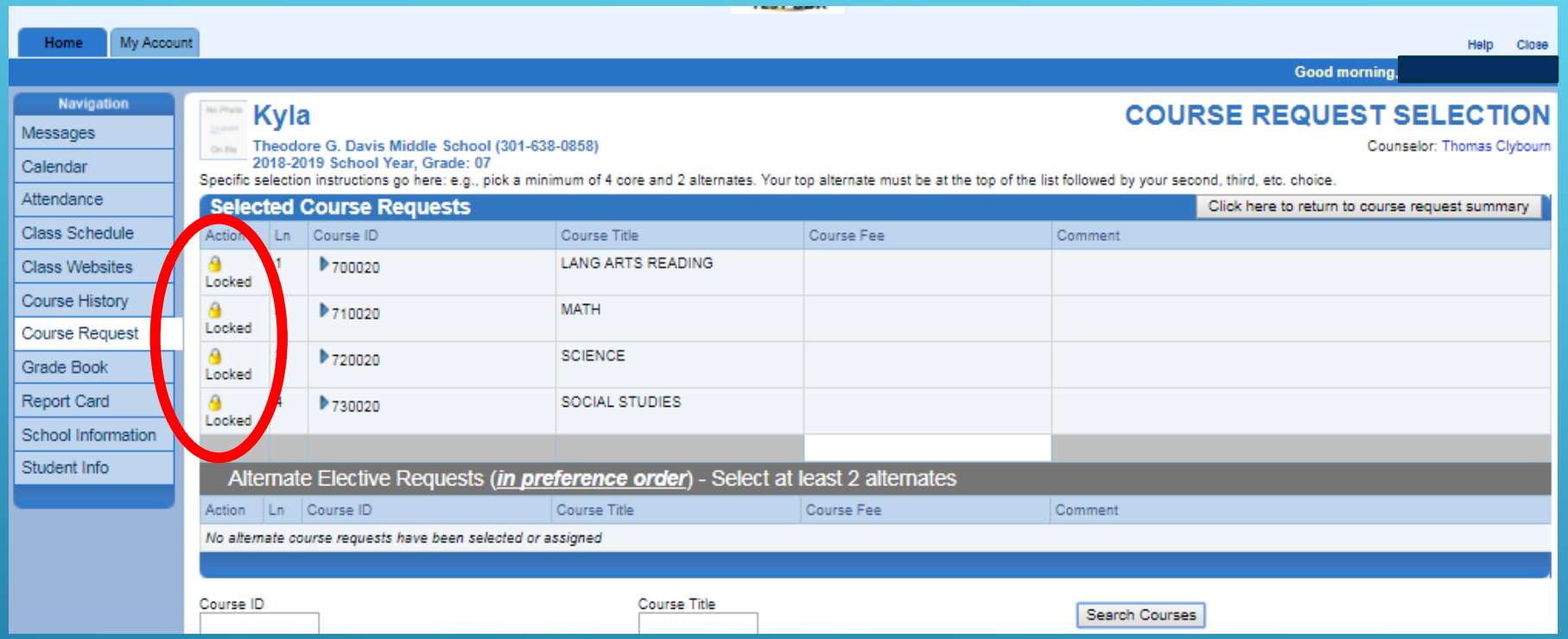
If the student has been pre-assigned to classes, the course request screen will look similar to this.



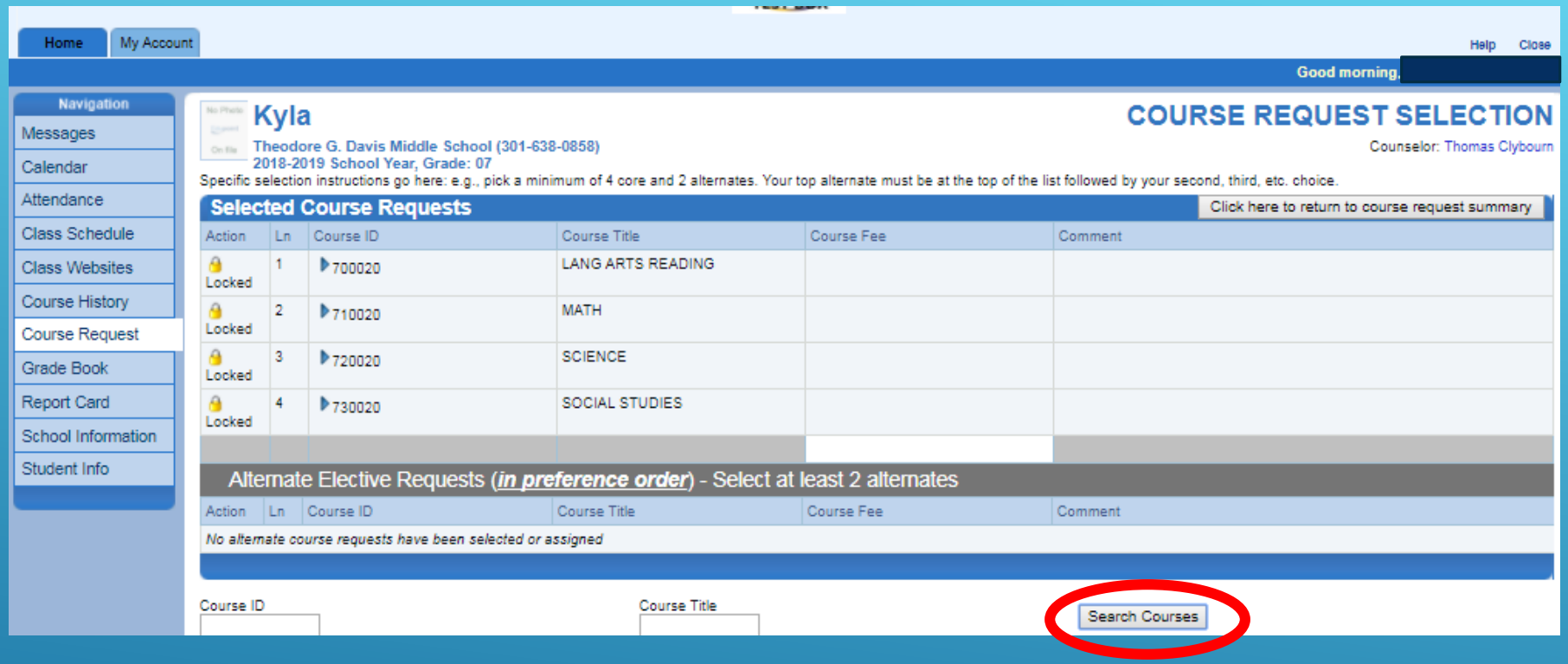
If the student has not been pre-registered for core classes, the screen will look like this.



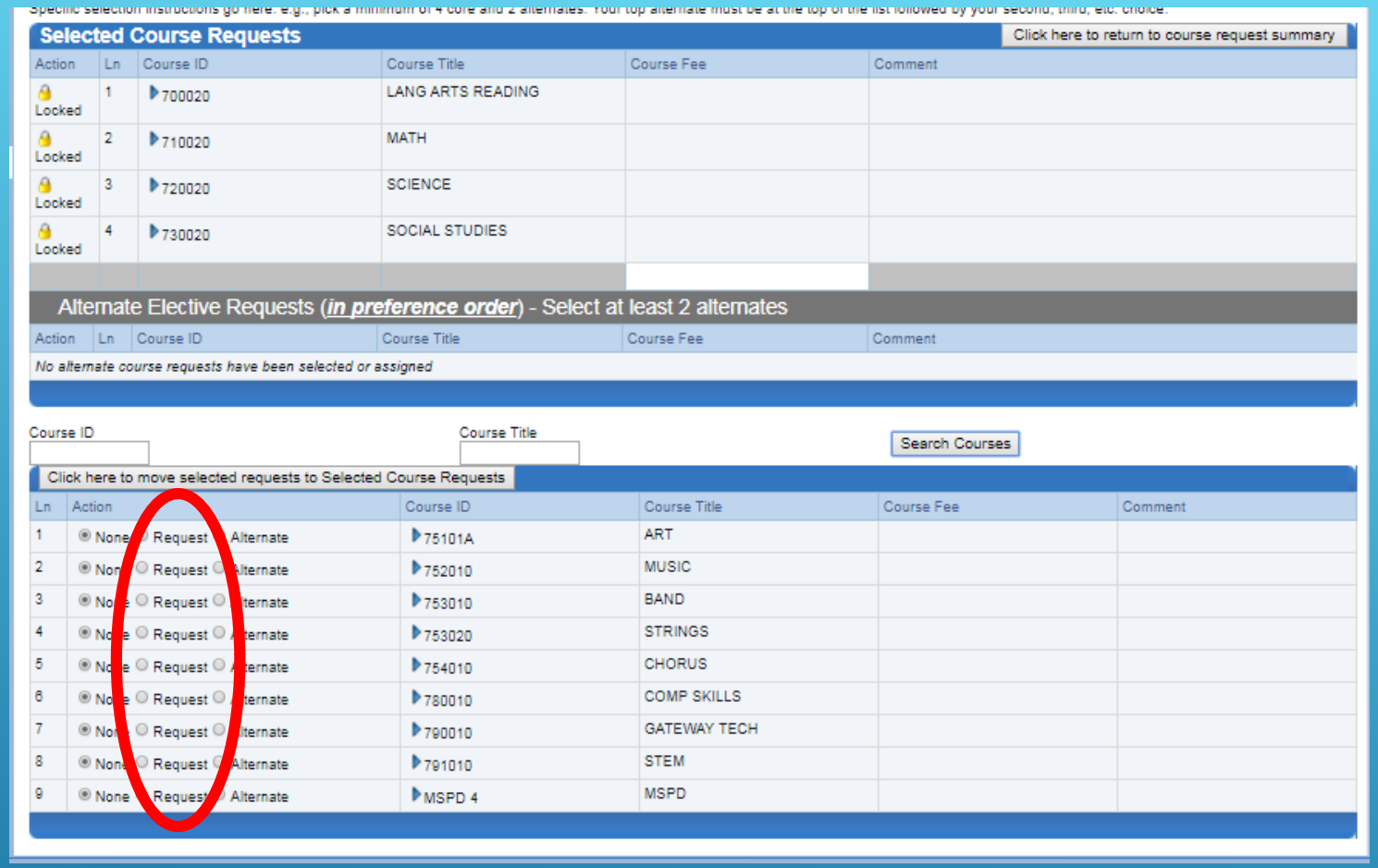
To begin selecting courses for next year, click the *button*
That brings up the next screen for picking classes.



If the school staff has locked courses into place for next school year, you will see a padlock next those courses. These classes cannot be changed by parents or students. School staff has suggested these courses and can alter them if necessary.



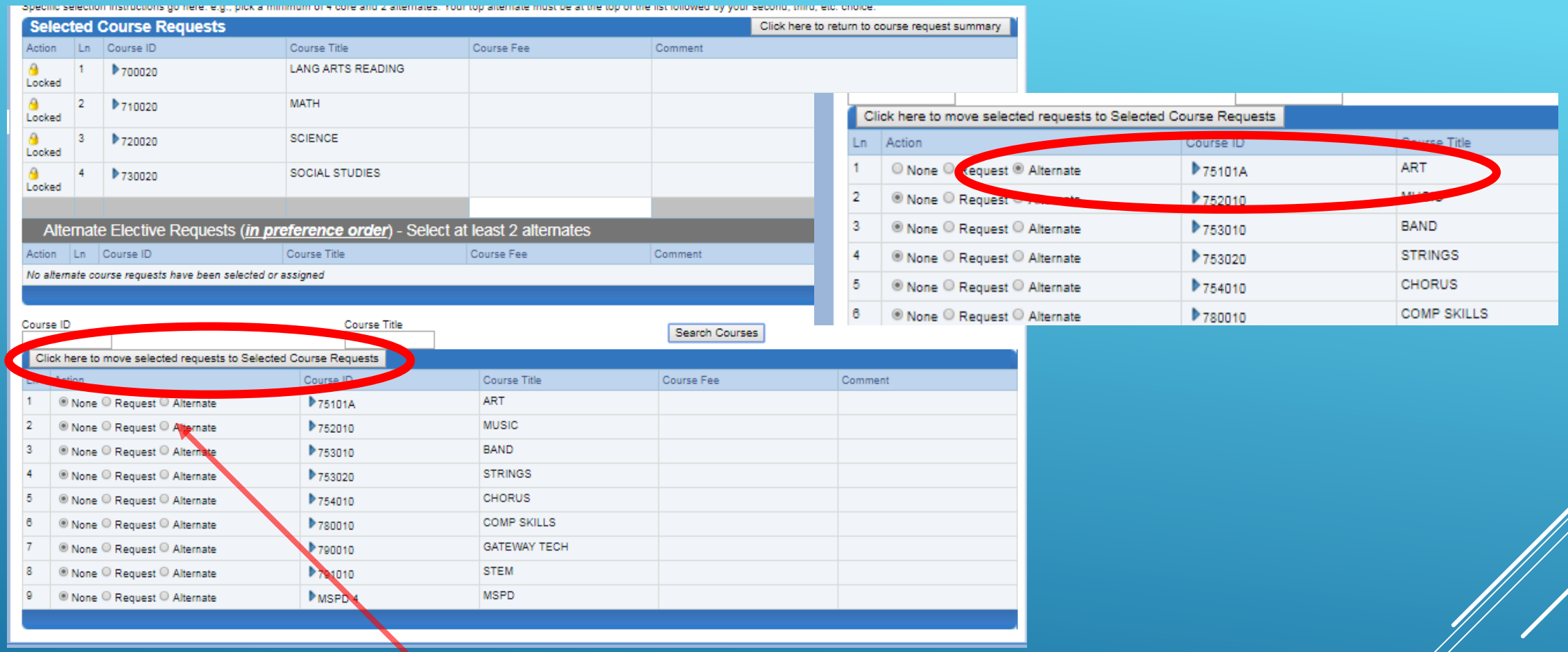
Click the *Search Courses* button to see a list of possible courses for the student.



High school students will click the request button for selecting core classes, such as required courses, or other main courses such as band, chorus, or Advanced Placement (AP) classes.

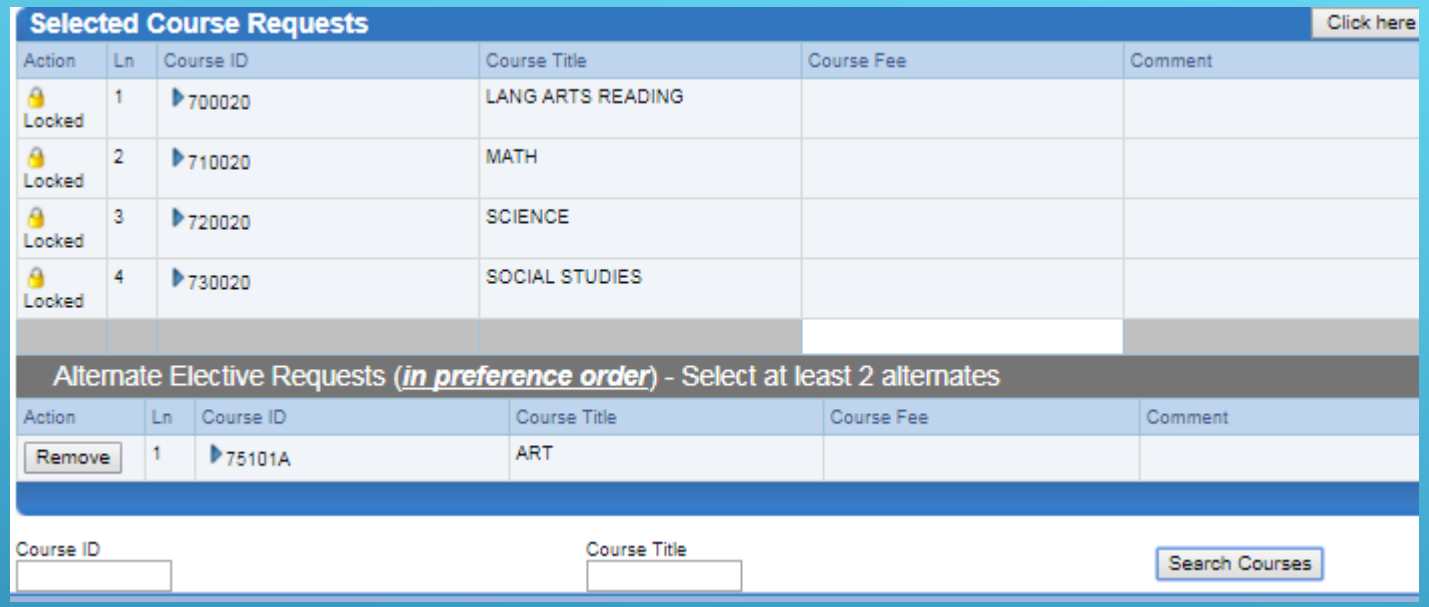
These core courses can all be selected at once. For example you can select chorus, AP Biology and French II at one time.

Electives must be selected one at a time to ensure the correct priority order



Students will click the *Alternate* button for selecting electives.
Click the Alternate button in the row for the students first priority elective.
Then click this button

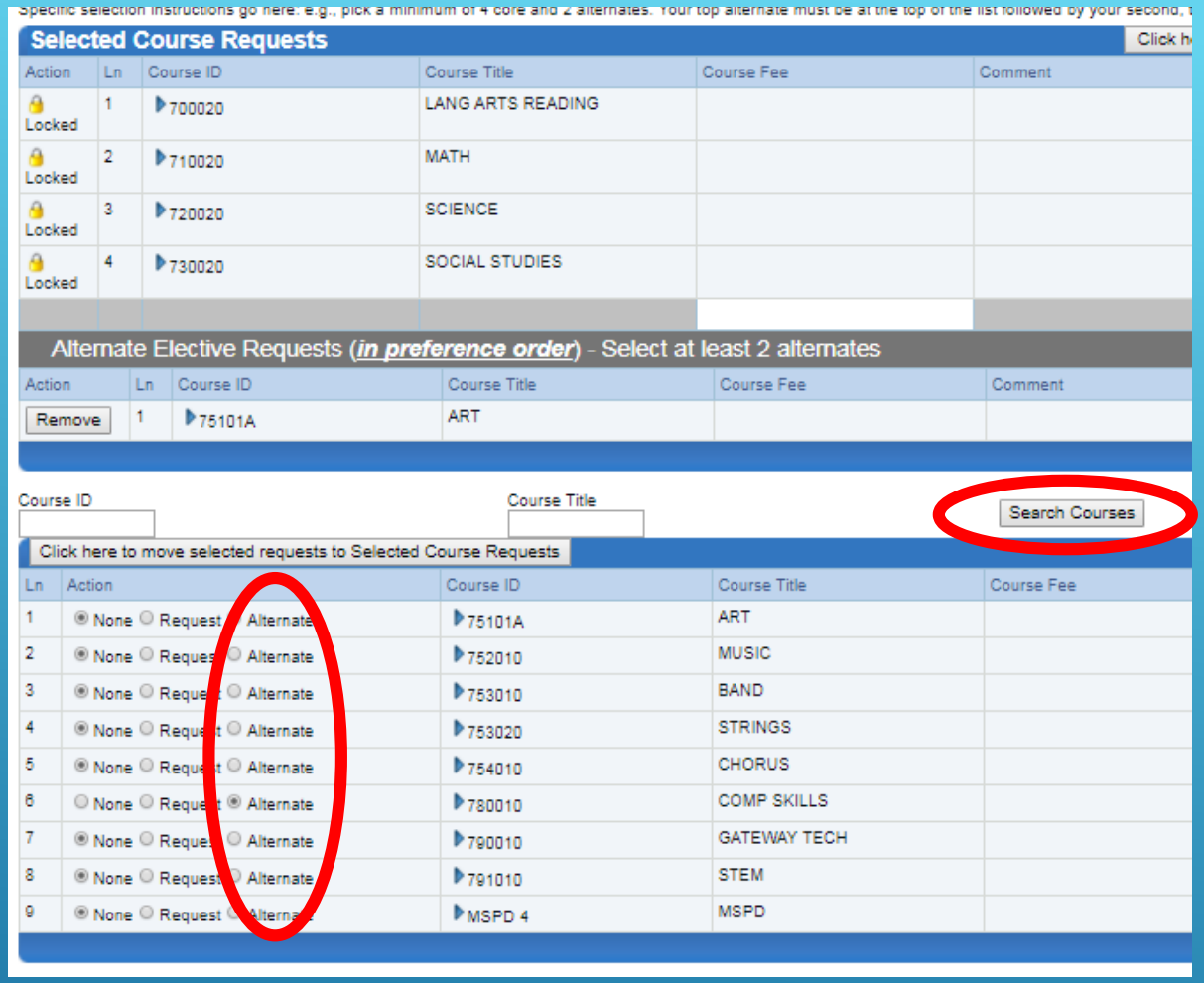
to save the selected first elective.



Then select the second priority elective

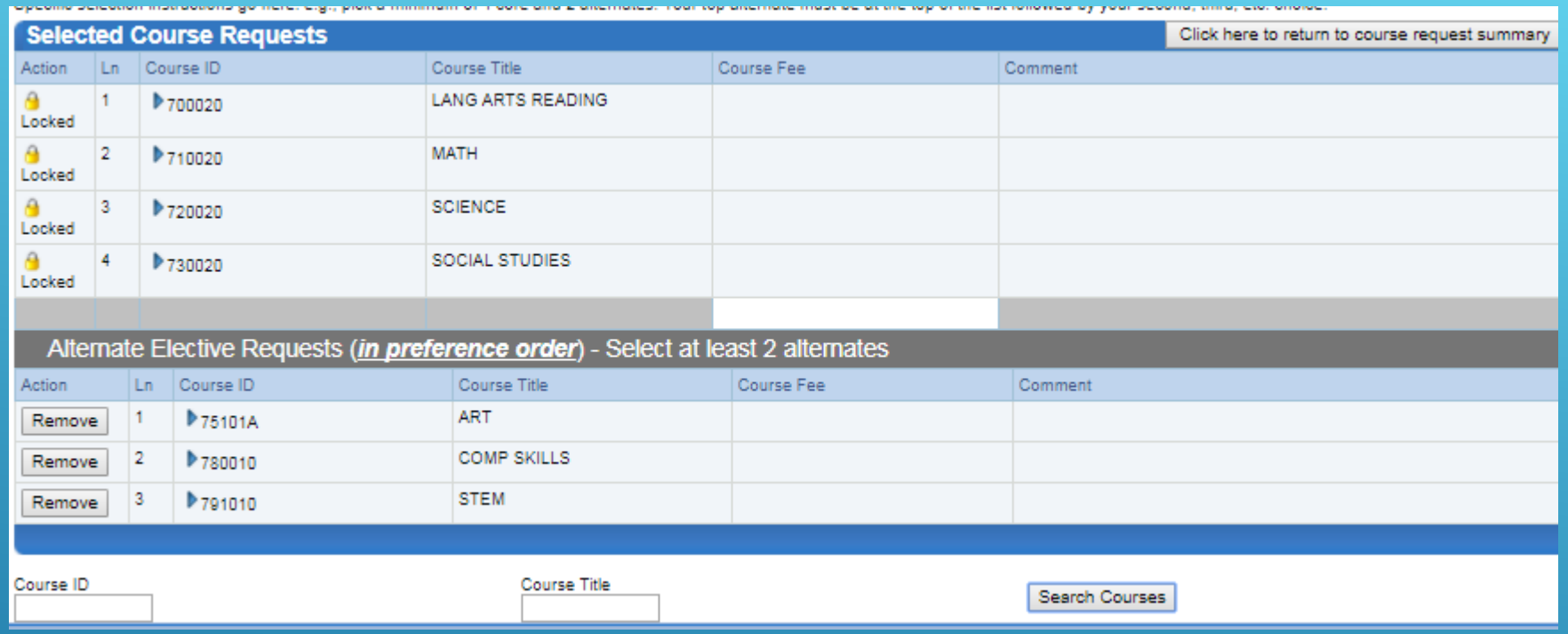
After clicking the

The course is moved to the requested course list and the course is the student's elective first priority.



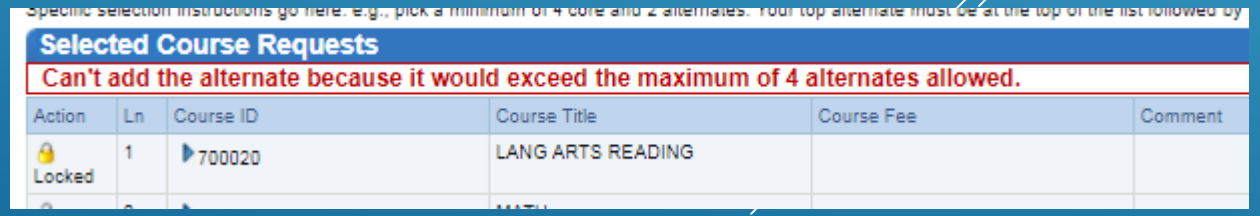
Click the search courses button again, click the Alternate button next to the second priority elective.

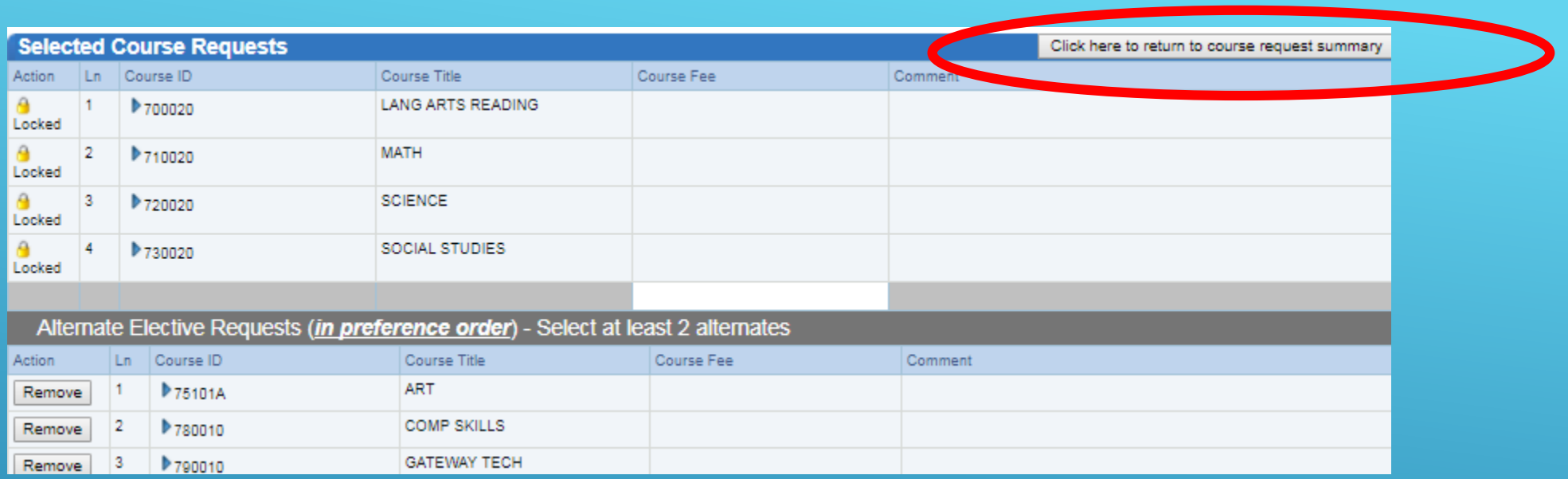
Click the to move the second priority to the selected course list.



Continue to add courses in this manner until you have met your school's required number of electives.

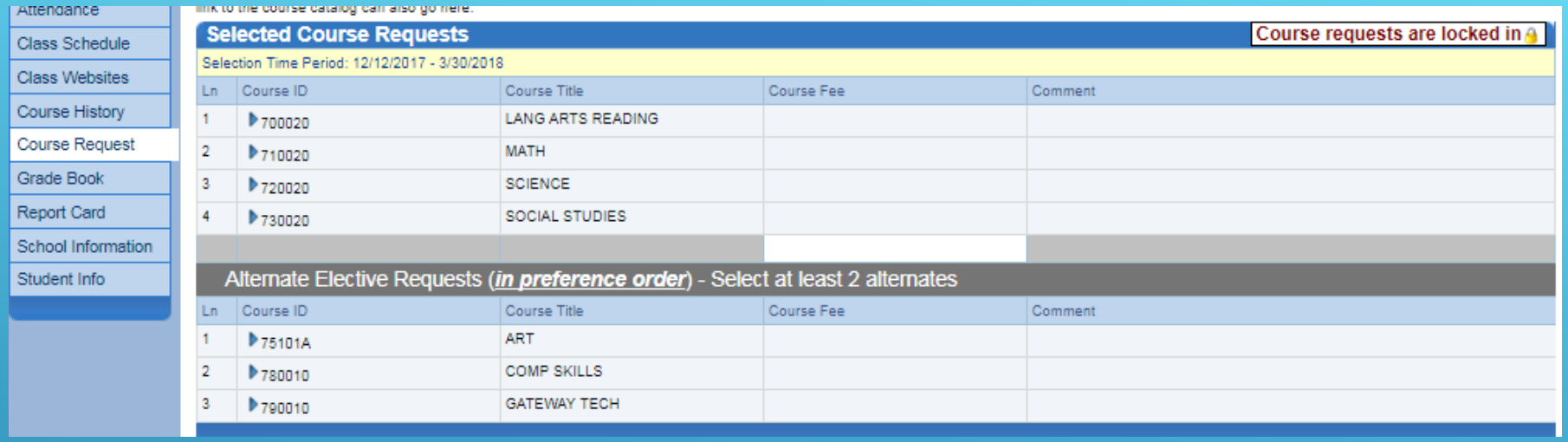
You will receive this error if you select too many electives





Click the to save the course requests.

Now your selections are ready for staff approval.



- After staff has approved the course requests, the courses are locked and cannot be changed through StudentVue or ParentVue.

  School staff, mainly counselors, can make changes to the course requests.