



Online Course Requests in StudentVUE

This guide describes how to request high school courses for the upcoming school year through the district's StudentVUE portal. Please direct questions about this process to your school counselor.

1 Log into StudentVUE

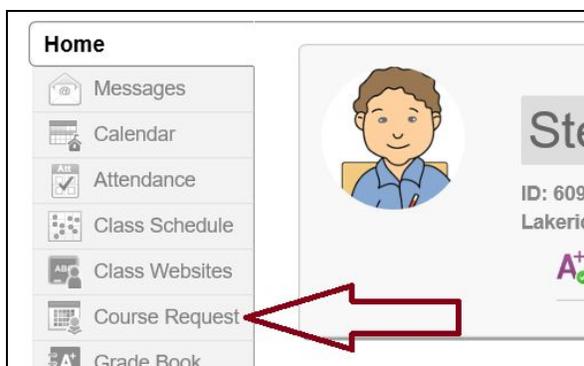
Using a computer (not the mobile app), navigate to <https://lo.cesdk12.org/> and click "I am a student".



Enter your user name and password and press the Login button.

2 Open the Course Request Screen

Click "Course Request" in the Navigation list on the left.



You will now be on the Course Request screen with your Graduation Status Summary. (If your school has already scheduled you into required classes, you will see them listed.)



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- Messages
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- Course History
- Course Request**
- Grade Book
- Report Card

COURSE REQUEST

Lake Oswego High School (503-534-2313) Selection Time: _____
2021-2022 School Year, Grade: 10 Counselor: M...

[Click here to change course requests](#)

Graduation Status Summary

| Subject Area | Required | Completed |
|-------------------------|----------|-----------|
| Advanced Communications | 0.500 | 0.000 |
| Elective | 6.500 | 1.000 |

3 Search for Courses

Press the “Click here to change course requests” button to begin adding courses. *If you see a “Course requests are locked in” message, work with your school counselor to make any course request changes.*

All available courses are listed in the Search Courses grid. The top row of the grid allows you to set filters to see specific courses. Use the dropdown in the Department column, or type part of a course name in the Course Title column, to narrow your search.

| Search Courses | | | | | | | | | |
|------------------------------|---|----|------------|-----------|-------------------------|----------|--------------|--------|---|
| Action | | Ln | Department | Course ID | Course Title | Elective | College Prep | Credit | Comment |
| Add Request Add Alternate | | | (All) ▾ | Q | Q | (All) ▾ | | | |
| + | * | 1 | Business | 112152020 | Mktg 1 | Yes | No | 0.500 | |
| + | * | 2 | Business | 112163120 | Mktg 2 Sports/Entertain | Yes | No | 0.500 | Pre-req not met: (121521120 or 112152020) |
| + | * | 3 | Business | 112165120 | Mktg 2 Advertising | Yes | No | 0.500 | Pre-req not met: (121521120 or 112152020) |
| + | * | 4 | Business | 112167120 | Mktg 3 Entrepreneur | Yes | No | 0.500 | Pre-req not met: (121521120 or 112152020) |
| + | * | 5 | Business | 119262120 | Income/Money Mgmt | Yes | No | 0.500 | |
| + | * | 6 | Elective | 104306120 | Intro to Philosophy | Yes | No | 0.500 | |

If you don’t find the course you’re looking for, try filtering to a different Department or Course Title. (Some courses won’t appear for every student, such as courses that are only open to certain grade levels.)

4 Select a Course

Select one or more courses from the grid by pressing a button in the Action column.

- Add Request puts the course into the Selected Course Requests list above, which contains the list of courses that you most wish to take. By default, this list displays 15 classes/rows.



Click the pagination button below to make it bigger.



- Add Alternate puts the course into the Selected Alternate Course Requests list above, which contains the list of courses that you would like to take if one of your Selected Course Requests is not available. Alternate requests will be prioritized in the order in which you add them to your list. You must select at least six alternates.

Important: if you see “S1” or “S2” in the title of a course, you must select *each semester* that you want to take it. In this example, the student wants to take Concert Band both semesters:

| Selected Course Requests | | | | | | | | |
|--------------------------|----|------------|-----------------|-----------|----------|--------------|--------|------|
| Action | Ln | Department | Course Title | Course ID | Elective | College Prep | Credit | Comr |
| Remove | 1 | Fine Arts | Concert Band S1 | 105102121 | Yes | | 0.500 | |
| Remove | 2 | Fine Arts | Concert Band S2 | 105102122 | Yes | | 0.500 | |

If you decide to remove a course from your list, press the Remove button in the Selected Course Requests list. (Required courses that the school has added to your schedule show “Locked” and cannot be removed.)

5 Select More Courses

Repeat Steps 3 and 4 to select more courses.