



## Online Course Requests in StudentVUE

This guide describes how to request junior high 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

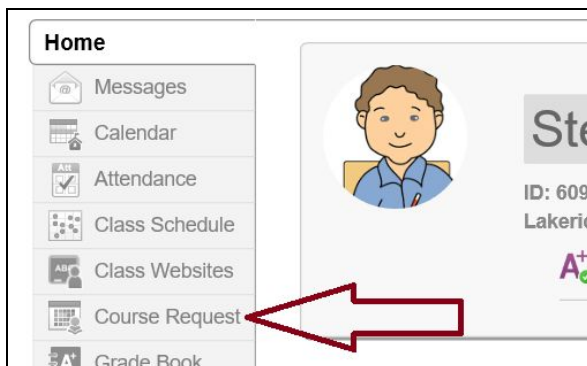
Using a computer (not the mobile app), navigate to <https://lo.cesdk12.org/> and click "I am a student".



Enter your user name and password and press the Login button. Use the same login that you use for a school *computer* (not a Chromebook or Gmail).

### 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.



Home

- Messages
- Calendar
- Attendance
- Class Schedule
- Class Websites
- Course Request**

## COURSE REQUEST

**Lake Oswego Jr. High School (503-534-2335)**  
**2019-2020 School Year, Grade: 07**

Click here to change course requests

### 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 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.

## COURSE REQUEST SELECTION

**i** To find a course, set your criteria in the top row of the Search Courses grid under the Department or Course Title column. Select one or more courses by pressing the appropriate button in the Action column. Alternate requests will be prioritized in the order in which you add them to your list. Please direct questions about this process to your school counselor.

**Lake Oswego Jr. High School (503-534-2335)**  
**2019-2020 School Year, Grade: 07**

Selection Time Period: 1/1/2019 - 4/15/2019  
 Counselor: [Molly Healy](#)

Click here to return to course request summary

Search Courses								
Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
		(All)	<input type="text" value=""/>	<input type="text" value=""/>	(All)			
<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Add Request</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Add Alternat</div> </div>	1	Elective	Advanced Ro...	710090030	Yes	No	0.330	Pre-req not met: (710091030)
	2	Elective	Animation	609990130	Yes	No	0.330	Currently enrolled

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 primary list of courses that you most wish to take. Required courses that the school has already added to your schedule will appear here.
- Add Alternate puts the course into the Selected Alternate Course Requests list above, which contains the secondary 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 four alternates.

Search Courses									
Action	Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment	
		World Lang	Q	Q	(All)				
<input type="button" value="Add Request"/> <input type="button" value="Add Alternat"/>		World Langu...	French 1	561201010	Yes	No	1.000		
<input type="button" value="Add Request"/> <input type="button" value="Add Alternat"/>		World Langu...	French 2	061220110	Yes	No	1.000		

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.