

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

Charles County Public Schools
Office of Accountability

- ▶ Our new student information system facilitates parent and student involvement in requesting courses for next school year. 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.

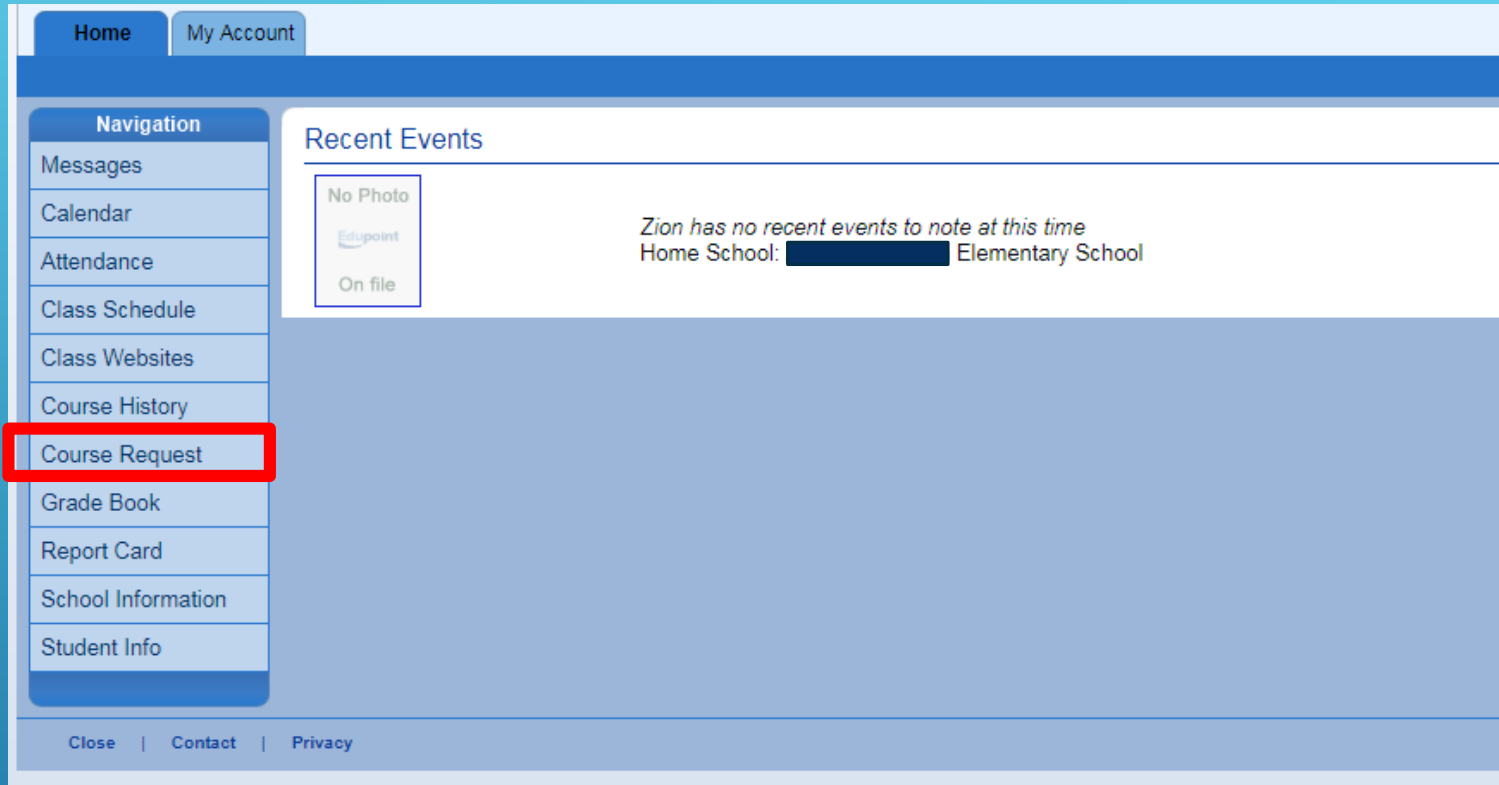
WHAT ARE ONLINE COURSE REQUESTS?

- ▶ 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.

WHEN WILL THE ONLINE COURSE
REQUEST HAPPEN

- ▶ 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 through StudentVue.
- ▶ Alternatively, students and parents can select the courses using their StudentVue or ParentVue accounts 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 in February, the Course Request tab appears.

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

Home My Account Help Close

Good morning [Redacted]

Kyla
 Theodore G. Davis Middle School (301-638-0858)
 2018-2019 School Year, Grade: 07

COURSE REQUEST
 Counselor: Thomas [Redacted]

Enter custom message for online course request goes here. General information about how the process will work this year. Add website page if you have directions for course requests on your school site. The link to the course catalog can also go here.

Selected Course Requests Password: [Redacted]

[Click here to change course requests](#) [Lock Course Requests](#)

Selection Time Period: 12/12/2017 - 3/30/2018

Ln	Course ID	Course Title	Course Fee	Comment
1	▶ 700020	LANG ARTS READING		
2	▶ 710020	MATH		
3	▶ 720020	SCIENCE		
4	▶ 730020	SOCIAL STUDIES		

Alternate Elective Requests (*in preference order*) - Select at least 2 alternates

Ln	Course ID	Course Title	Course Fee	Comment
No alternate course requests have been selected or assigned.				

[Click here to change course requests](#) [Lock Course Requests](#)


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

Home My Account Help Close

Good afternoon, Naomi

Navigation

- Messages
- Calendar
- Attendance
- Class Schedule
- Class Websites
- Course History
- Course Request
- Grade Book
- Report Card
- School Information
- Student Info



Naomi
██████████ Middle School (301-638-0858)
 2018-2019 School Year, Grade: 07

COURSE REQUEST
 Counselor: Thomas ██████████

Enter custom message for online course request goes here. General information about how the process will work this year. Add website page if you have directions for course requests on your school site. The link to the course catalog can also go here.

Selected Course Requests

Password:

Click here to change course requests

Lock Course Requests

Selection Time Period: 12/12/2017 - 3/30/2018

Ln	Course ID	Course Title	Course Fee	Comment
<i>No course requests have been selected or assigned.</i>				

Alternate Elective Requests (*in preference order*) - Select at least 2 alternates

Ln	Course ID	Course Title	Course Fee	Comment
<i>No alternate course requests have been selected or assigned.</i>				

Click here to change course requests

Lock Course Requests

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

Home My Account Help Close
Good afternoon, Naomi Abbey, 12/21/2017

Navigation
Messages
Calendar
Attendance
Class Schedule
Class Websites
Course History
Course Request
Grade Book
Report Card
School Information
Student Info

No Photo
Naomi
Theodore G. Davis Middle School (301-638-0858)
2018-2019 School Year, Grade: 07

Enter custom message for online course request goes here. General information about how the process will work this year. Add website page if you have directions for course requests on your school site.
The link to the course catalog can also go here.

Selected Course Requests Password:
Click here to change course requests Lock Course Requests

Selection Time Period: 12/12/2017 - 3/30/2018

Ln	Course ID	Course Title	Course Fee	Comment
No course requests have been selected or assigned				

Alternate Elective Requests (*in preference order*) - Select at least 2 alternates

Ln	Course ID	Course Title	Course Fee	Comment
No alternate course requests have been selected or assigned.				

Click here to change course requests Lock Course Requests

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

Click here to change course requests

Home My Account Help Close

Good morning

Navigation

- Messages
- Calendar
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- Student Info

Kyla

Theodore G. Davis Middle School (301-638-0858)
2018-2019 School Year, Grade: 07

Specific selection instructions go here: e.g., pick a minimum of 4 core and 2 alternates. Your top alternate must be at the top of the list followed by your second, third, etc. choice.

COURSE REQUEST SELECTION

Counselor: Thomas Clybourn

Selected Course Requests [Click here to return to course request summary](#)

Action	Ln	Course ID	Course Title	Course Fee	Comment
Locked	1	700020	LANG ARTS READING		
Locked		710020	MATH		
Locked		720020	SCIENCE		
Locked		730020	SOCIAL STUDIES		

Alternate Elective Requests (*in preference order*) - Select at least 2 alternates

Action	Ln	Course ID	Course Title	Course Fee	Comment
No alternate course requests have been selected or assigned					

Course ID Course Title

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

Home My Account Help Close

Good morning

Kyla
Theodore G. Davis Middle School (301-638-0858)
2018-2019 School Year, Grade: 07
Counselor: Thomas Clybourn

Specific selection instructions go here: e.g., pick a minimum of 4 core and 2 alternates. Your top alternate must be at the top of the list followed by your second, third, etc. choice.

Selected Course Requests [Click here to return to course request summary](#)

Action	Ln	Course ID	Course Title	Course Fee	Comment
Locked	1	700020	LANG ARTS READING		
Locked	2	710020	MATH		
Locked	3	720020	SCIENCE		
Locked	4	730020	SOCIAL STUDIES		

Alternate Elective Requests (*in preference order*) - Select at least 2 alternates

Action	Ln	Course ID	Course Title	Course Fee	Comment
No alternate course requests have been selected or assigned					

Course ID Course Title **Search Courses**

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

specific selection instructions go here, e.g., pick a minimum of 4 core and 2 alternates. Four top alternate must be at the top of the list followed by your second, third, etc. choice.

Action	Ln	Course ID	Course Title	Course Fee	Comment
Locked	1	700020	LANG ARTS READING		
Locked	2	710020	MATH		
Locked	3	720020	SCIENCE		
Locked	4	730020	SOCIAL STUDIES		

Alternate Elective Requests (in preference order) - Select at least 2 alternates

No alternate course requests have been selected or assigned

Course ID: Course Title:

Ln	Action	Course ID	Course Title	Course Fee	Comment
1	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	75101A	ART		
2	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	752010	MUSIC		
3	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	753010	BAND		
4	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	753020	STRINGS		
5	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	754010	CHORUS		
6	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	780010	COMP SKILLS		
7	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	790010	GATEWAY TECH		
8	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	791010	STEM		
9	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	MSPD 4	MSPD		

Ln	Action	Course ID	Course Title
1	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	75101A	ART
2	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	752010	MUSIC
3	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	753010	BAND
4	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	753020	STRINGS
5	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	754010	CHORUS
6	<input type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	780010	COMP SKILLS


The list of potential courses will be listed after the search course button is clicked. Middle school students will click the *Alternate* button for selecting electives. Click the Alternate button in the row for the students first priority elective. Then Click the button

[Click here to move selected requests to Selected Course Requests](#)

to save the first priority elective.

Selected Course Requests Click here					
Action	Ln	Course ID	Course Title	Course Fee	Comment
Locked	1	700020	LANG ARTS READING		
Locked	2	710020	MATH		
Locked	3	720020	SCIENCE		
Locked	4	730020	SOCIAL STUDIES		
Alternate Elective Requests (<i>in preference order</i>) - Select at least 2 alternates					
Action	Ln	Course ID	Course Title	Course Fee	Comment
Remove	1	75101A	ART		

Course ID Course Title

After clicking the  button,

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

Specific selection instructions go here, e.g., pick a minimum of 4 core and 2 alternates. Your top alternate must be at the top of the list followed by your second, t

Selected Course Requests

Action	Ln	Course ID	Course Title	Course Fee	Comment
Locked	1	700020	LANG ARTS READING		
Locked	2	710020	MATH		
Locked	3	720020	SCIENCE		
Locked	4	730020	SOCIAL STUDIES		

Alternate Elective Requests (*in preference order*) - Select at least 2 alternates

Action	Ln	Course ID	Course Title	Course Fee	Comment
Remove	1	75101A	ART		

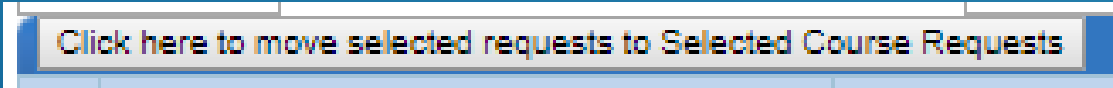
Course ID Course Title **Search Courses**

Click here to move selected requests to Selected Course Requests

Ln	Action	Course ID	Course Title	Course Fee
1	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	75101A	ART	
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6	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate	780010	COMP SKILLS	
7	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	790010	GATEWAY TECH	
8	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	791010	STEM	
9	<input checked="" type="radio"/> None <input type="radio"/> Request <input type="radio"/> Alternate	MSPD 4	MSPD	

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

Click the



the selected course list.

button to move the second priority to

Specific selection instructions go here, e.g., pick a minimum of 4 core and 2 alternates. Your top alternate must be at the top of the list followed by your second, third, etc. choice.

Selected Course Requests					
Action	Ln	Course ID	Course Title	Course Fee	Comment
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Locked	3	720020	SCIENCE		
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[Click here to return to course request summary](#)

Alternate Elective Requests (<i>in preference order</i>) - Select at least 2 alternates					
Action	Ln	Course ID	Course Title	Course Fee	Comment
Remove	1	75101A	ART		
Remove	2	780010	COMP SKILLS		
Remove	3	791010	STEM		

Course ID Course Title

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.

Specific selection instructions go here, e.g., pick a minimum of 4 core and 2 alternates. Your top alternate must be at the top of the list followed by

Selected Course Requests					
Can't add the alternate because it would exceed the maximum of 4 alternates allowed.					
Action	Ln	Course ID	Course Title	Course Fee	Comment
Locked	1	700020	LANG ARTS READING		
	2		MATH		

Selected Course Requests					
Action	Ln	Course ID	Course Title	Course Fee	Comment
Locked	1	▶700020	LANG ARTS READING		
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Alternate Elective Requests (<i>in preference order</i>) - Select at least 2 alternates					
Action	Ln	Course ID	Course Title	Course Fee	Comment
Remove	1	▶75101A	ART		
Remove	2	▶780010	COMP SKILLS		
Remove	3	▶790010	GATEWAY TECH		

[Click here to return to course request summary](#)

Click the [Click here to return to course request summary](#) to save the course requests.

Now your selections are ready for staff approval.

link to the course catalog can also go here.

Selected Course Requests				
Selection Time Period: 12/12/2017 - 3/30/2018				
Ln	Course ID	Course Title	Course Fee	Comment
1	▶ 700020	LANG ARTS READING		
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Alternate Elective Requests (<i>in preference order</i>) - Select at least 2 alternates				
Ln	Course ID	Course Title	Course Fee	Comment
1	▶ 75101A	ART		
2	▶ 780010	COMP SKILLS		
3	▶ 790010	GATEWAY TECH		

Course requests are locked in 🔒

- 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.