

Skyward Family Access Course Requests

Step one: Select your classes.Step two: Obtain teacher signatures on your recommendation form.Step three: Complete registration in <u>Skyward.</u>

Skyward Registration

Course requests are available in the student Skyward account.

- 1. Log into <u>Skyward Student Access.</u>
- 2. Select Schedule.
- 3. When the school administrators open course requests, you will see *now open* in the Course Requests section.

Home	Schedule						
nome	Currently Schedu	iled Class: Wed Jan 24, 20	18 2:07pm	Course Requests now open			
Calendar	Period 08 1	Study Hall Gr 10 S		Request Courses for			
Gradebook							
Attendance		Display Options	Current Year	skday By Term Matrix The current term is highlighted.			
Student Info	2017 - 2018 Print Schedule	Term 1 (08/10/17 - 10/10/17)	Term 2 (10/11/17 - 12/21/17)	Term 3 (01/05/18 - 03/18/18)	Term 4 (03/19/18 - 05/18/18)		
Schedule	Period 1 (7:40 AM - 8:30 AM)	TV & Film Prod I F Heather Orne AB Room F185	TV & Film Prod I Heather Orne AB Room F185	F TV & Film Prod I S Heather Orne AB Room F185	TV & Film Prod I S Heather Orne AB Room F185		
Discipline	Parind 2	Spanish II Hnrs F	Spanish II Hnrs F	Spanish II Hnrs S	Spanish II Hnrs S		

- 4. Select *Request Courses for...*
- 5. Use the search bar in the bottom left to locate your first course.
- Click to select desired course and select Add Course. This will add courses to the Selected Courses column.
- Continue the process until all classes appear in the Selected Courses column.

					То	tal Requests/Scheduled: 6	Total Credits:	2.000
Available	Courses for 2018-2019				Selected (Courses		
11003003	English III F 0.500 Credits, Elective		Î	Add Course >	11003003	English III F 0.500 Credits, Elective		
11003075	ESLIF 0.500 Credits, Elective			< Remove Course	11013003	English III S 0.500 Credits, Elective		
11013003	English III S 0.500 Credits, Elective]			110A3097	Greek/Rom Myth SEM 0.500 Credits, Elective		
11013075	ESLIS 0.500 Credits, Elective	-			31033297	Astronomy SEM 0.500 Credits, Elective		
11013097	ACT Review English SEM 0.500 Credits, Elective	N			910A9305	Study Hall Gr 11 F 0.000 Credits, Elective		
11023075	ESL II F 0.500 Credits, Elective				910B9305	Study Hall Gr 11 S 0.000 Credits, Elective		
11033075	ESL II S 0.500 Credits, Elective							
11043075	ESL III F 0.500 Credits, Elective							
11053075	ESL III S 0.500 Credits, Elective							
11063075	ESLIV F		*					
		Sea	rch Clear	1				

Note: When a course is yearlong, both semesters will appear in the Selected Courses column.

8. Verify that the number of scheduled courses and credits meet the guidelines provided by your administrator. These numbers can vary by school and participation in programs like band, orchestra, JROTC, or choir.

1	Request Courses for	
	Request Courses View Alternates	
	Available Courses for 2018-2019	Total Requests/Scheduled: Total Credits: .000 Selected Courses