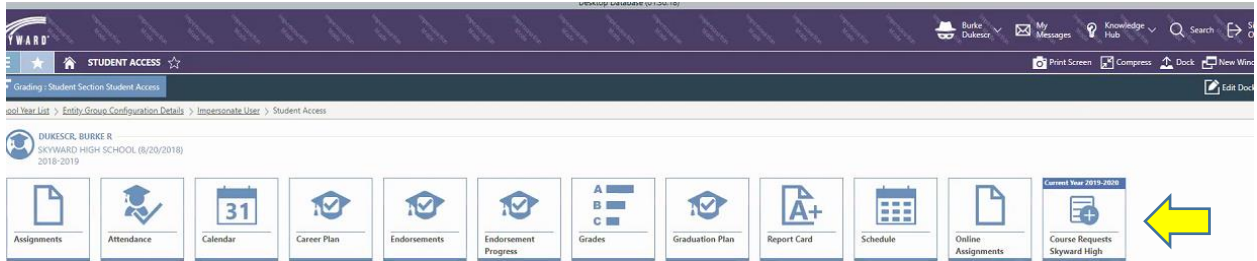
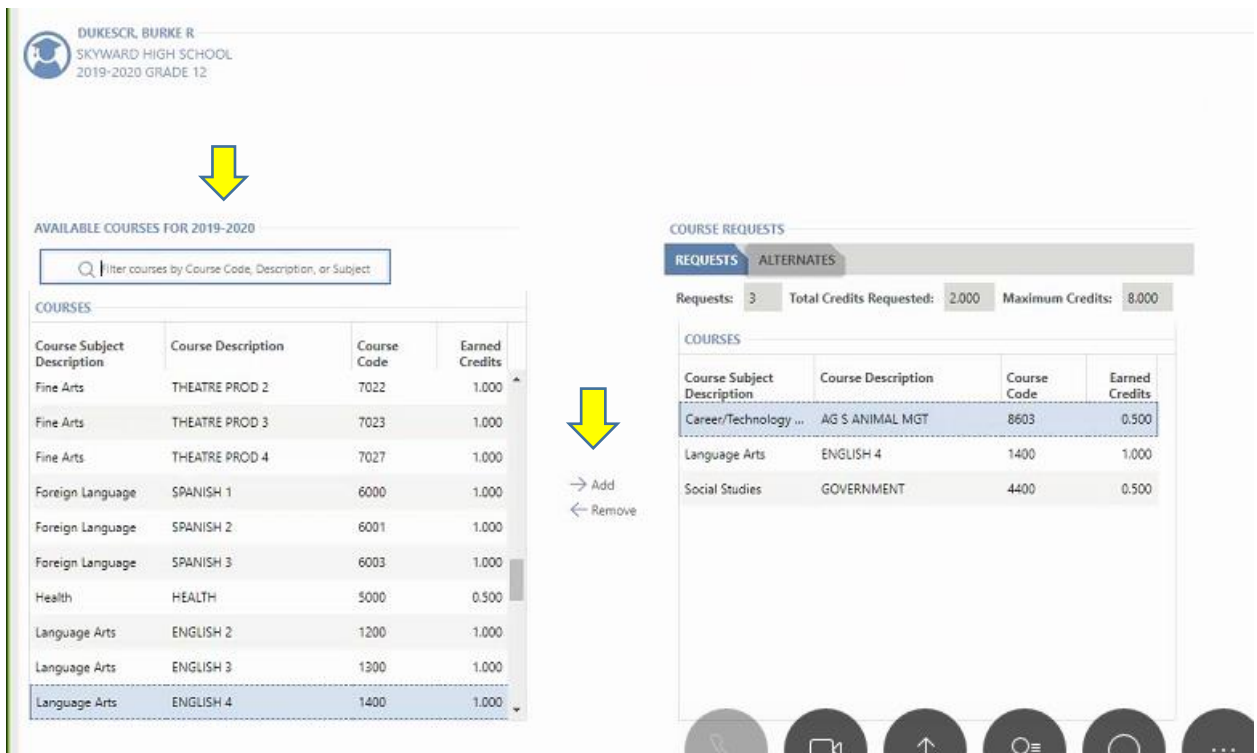


# Skyward Family/Student Access to Enter Course Requests



Click on Course Requests and the screenshot below opens. Students enter their courses by subject, description, or course number. Then click add.



Student can enter alternates, by choosing alternates. The maximum number of courses is 3. Submit Course Requests.

The screenshot shows the 'Submit Course Requests' interface for Skyward High School, 2019-2020 Grade 12. On the left, under 'AVAILABLE COURSES FOR 2019-2020', there is a search bar and a table of available courses. The 'Submit Course Requests' button is circled in red. A yellow arrow points from this button to the 'COURSE REQUESTS' section on the right. In the 'COURSE REQUESTS' section, the 'ALTERNATES' tab is selected. It shows 4 requests with a total of 3.000 credits requested out of a maximum of 8.000. A table of selected courses is shown below, with 'THEATRE ARTS 3' (Course Code 7028) highlighted. At the bottom, there are navigation icons for phone, video, upload, user, chat, and a red close button.

Course Subject Description	Course Description	Course Code	Earned Credits
Fine Arts	CHORALE 4	7067	1.000
Fine Arts	THEATRE ARTS 1	7024	1.000
Fine Arts	THEATRE ARTS 2	7025	1.000
Fine Arts	THEATRE ARTS 3	7028	1.000
Fine Arts	THEATRE PROD 1	7021	1.000
Fine Arts	THEATRE PROD 2	7022	1.000
Fine Arts	THEATRE PROD 3	7023	1.000
Fine Arts	THEATRE PROD 4	7027	1.000
Foreign Language	SPANISH 1	6000	1.000
Foreign Language	SPANISH 2	6001	1.000

Course Subject Description	Course Description	Course Code	Earned Credits
Career/Technology ...	AG 5 ANIMAL MGT	8603	0.500
Fine Arts	THEATRE ARTS 3	7028	1.000
Language Arts	ENGLISH 4	1400	1.000
Social Studies	GOVERNMENT	4400	0.500

Students can put their alternates in the order of first choice to third choice.

This screenshot shows the same interface as above, but with a 'Reorder Course Requests' dialog box open. The dialog box has a table with columns for 'Alternate Rank', 'Course Code', and 'Course Description'. It shows two entries: rank 1 for 'ANATOMY & PHYS' (Course Code 3403) and rank 2 for 'SPANISH 3' (Course Code 6003). There are 'Save' and 'Cancel' buttons at the bottom of the dialog. In the background, the 'COURSE REQUESTS' section shows 2 requests with a total of 2.000 credits. The 'ALTERNATES' tab is selected. The 'Submit Course Requests' button is circled in red.

Course Subject Description	Course Description	Course Code	Earned Credits
Physical Education/...	PE IS/TEAM	5102	1.000
Science	ANATOMY & PHYS	3403	1.000
Science	BIOLOGY	3100	1.000
Science	CHEMISTRY	3200	1.000
Science	ENVIRO SYSTEMS	3404	1.000
Science	PHYSICS	3300	1.000
Social Studies	GOVERNMENT	4400	0.500
Social Studies	US HISTORY	4300	1.000
Social Studies	W GEO	4100	1.000
Social Studies	W HISTORY	4200	1.000

Course Subject Description	Course Description	Course Code	Earned Credits
Science	ANATOMY & PHYS	3403	1.000
Foreign Language	SPANISH 3	6003	1.000

The students can print their course requests, which includes the alternate choices.

**Dukescr, Burke R**

Student Number: 031276

Grade Level: 12

Skyward High School - 2019-2020

[Print](#)

Print Date: 11/09/2018

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**Course Requests**

Course	Description	Elective/Required	Length Requested	Possible Earned Credits
1400	ENGLISH 4	Required	YR	1.000
4400	GOVERNMENT	Required	SM	0.500
7026	THEATRE ARTS 3	Elective	YR	1.000
8603	AG 5 ANIMAL MGT	Elective	SM	0.500

4 course(s) requested Total Earned Credits: 3.000

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**Alternate Course Requests**

Rank	Course	Description	Alternate For Course	Description	Possible Earned Credits
1	6003	SPANISH 3			1.000
2	3403	ANATOMY & PHYS			1.000
3	8207	MONEY MATTERS			1.000

3 alternate course(s) requested Total Alternate Earned Credits: 3.000

Students have access to add/delete/change course requests from Monday, January 25, 2021 through Friday, February 19, 2021.

After this date, students will have only viewing access to their course selections in Skyward.

If students need or want to make changes to their course requests after February 19, 2021, they will need to contact their academic counselor to make the change before the last day of the school year - May 28, 2021.