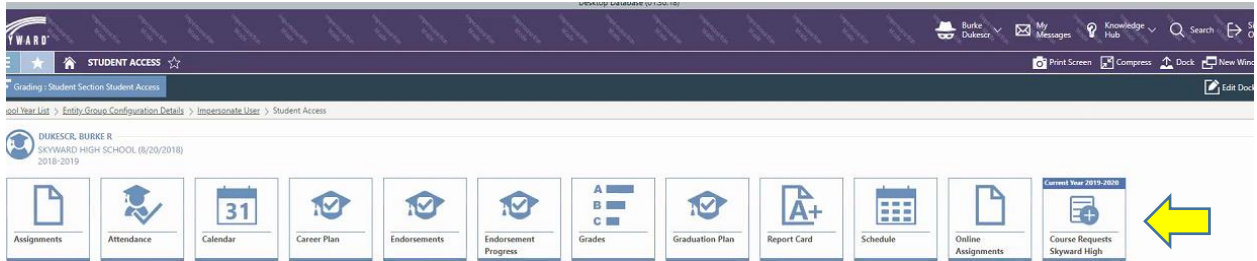
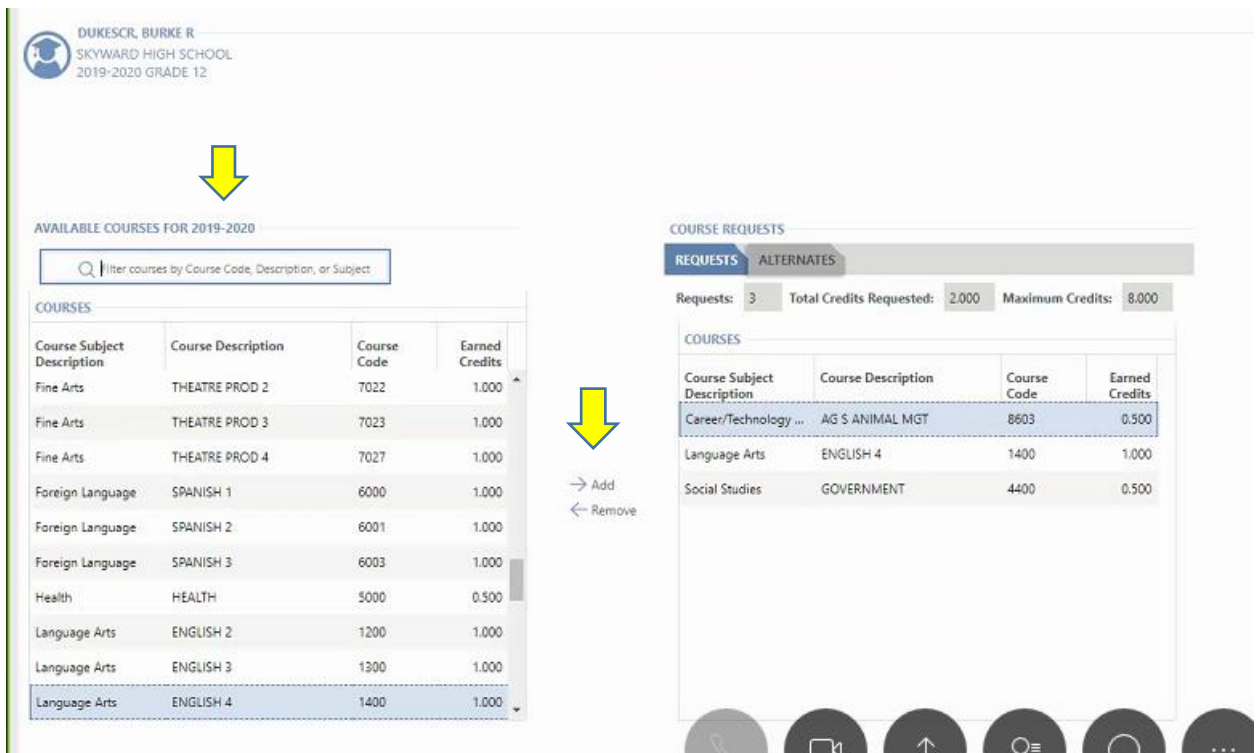


## Skyward Family/Student Access to Enter Course Requests



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 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, 3.000 total credits requested, and a maximum of 8.000 credits. A table of selected courses is shown below, with 'THEATRE ARTS 3' (Course Code 7028) highlighted. At the bottom, there are navigation icons including a red 'X' icon.

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 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 in the dialog. The background shows the 'COURSE REQUESTS' section with 2 requests and 2.000 total credits. 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

Alternate Rank	Course Code	Course Description
1	3403	ANATOMY & PHYS
2	6003	SPANISH 3

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

### Course Requests

Course	Description	Elective/Required	Length Requested	Possible Earned Credits
1400	ENGLISH 4	Required	YR	1.000
4400	GOVERNMENT	Required	SM	0.500
7028	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

### 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

After the students enter their courses, the counselor can view or change the courses - Student Profile>Scheduling>Course Requests.

STUDENT PROFILE - Dukescr, Burke R

Student: Student List | Student Profile

Impersonate User > Entity Group Configuration Details > Student Profile

Student: [Type to search...]

Full Name: Dukescr, Burke R | Indicators: [Icons] | Student Number: 031276 | TSDS Unique ID: 9276074589 | Gender: M - Male | Birth Date: 11/01/2001 | Age: 17 | Grad Year: 2020 | Grade: 12 | Active: True | Current Default Entity / Active: 001 / True

Scheduled Credits: 0.000 | Total Credits: 3.500 | [Schedule Changes](#)

### COURSE REQUESTS

Search Alternate Rank: [Q] | View: Skyward Default | Filter: View All Course Requests

	Alternate	Alternate Rank	Course Code	Course Description	Section Length Subset Summary	Scheduling Method Code	Earned Credits Possible	Alternate for
	<input type="checkbox"/>		1400	ENGLISH 4	YR		1.00	
	<input type="checkbox"/>		3100	BIOLOGY	YS1		0.50	
	<input type="checkbox"/>		4400	GOVERNMENT	SM		0.50	
	<input type="checkbox"/>		7028	THEATRE ARTS 3	YR		1.00	
	<input type="checkbox"/>		8603	AG 5 ANIMAL MGT	SM		0.50	
	<input checked="" type="checkbox"/>	1	6003	SPANISH 3	YR		1.00	
	<input checked="" type="checkbox"/>	2	3403	ANATOMY & PHYS	YR		1.00	
	<input checked="" type="checkbox"/>	3	8207	MONEY MATTERS	YR		1.00	

Sidebar: Discipline, Enrollment, Family, Fee Management, Food Service, GPA, Grad Requirements, Grading, Guidance, Health, Online Form, Performance Acknowledgment, Scheduling, Schedule Matrix, Schedule List, Team/Categories, Course Requests

If a student only needs a semester of a full year course, this will be adjusted in this screen.

The screenshot displays a software interface for managing student course requests. The left sidebar contains navigation options such as 'Discipline', 'Enrollment', 'Family', 'Fee Management', 'Food Service', 'GPA', 'Grad Requirements', 'Grading', 'Guidance', 'Health', 'Online Form', 'Performance Acknowledgment', 'Scheduling', 'Schedule Matrix', 'Schedule List', 'Team/Categories', and 'Course Requests'. The main area is split into two panes. The left pane, titled 'COURSE REQUESTS', shows a table of requested courses with columns for 'Alternate Rank', 'Course Code', 'Course Description', 'Section Length Subset Summary', 'Scheduling Method Code', and 'Earned Credit Possib'. The right pane, titled 'STUDENT COURSE REQUEST DETAILS', provides information for the selected course '3100 - BIOLOGY', including 'Alternate Rank', 'Alternate For Course', and 'STUDENT COURSE REQUEST SECTION LENGTH SUBSETS'. A table in the right pane shows details for the 'Y51' subset, including 'Section Length Subset Description', 'Full Section Length', 'Start Date', and 'End Date'.

Alternate Rank	Course Code	Course Description	Section Length Subset Summary	Scheduling Method Code	Earned Credit Possib
	1400	ENGLISH 4	YR		1.C
	3100	BIOLOGY	Y51		0.5
	4400	GOVERNMENT	SM		0.5
	7028	THEATRE ARTS 3	YR		1.C
	8603	AG 5 ANIMAL MGT	SM		0.5
	1 6003	SPANISH 3	YR		1.C
	2 3403	ANATOMY & PHYS	YR		1.C
	3 8207	MONEY MATTERS	YR		1.C

Section Length Subset	Section Length Subset Description	Full Section Length	Start Date	End Date
Y51	YEAR SEMESTER 1		08/19/2019	12/20/2019