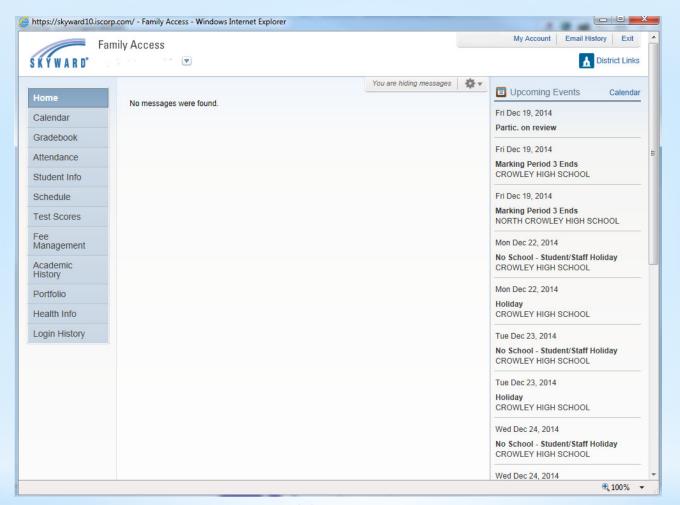
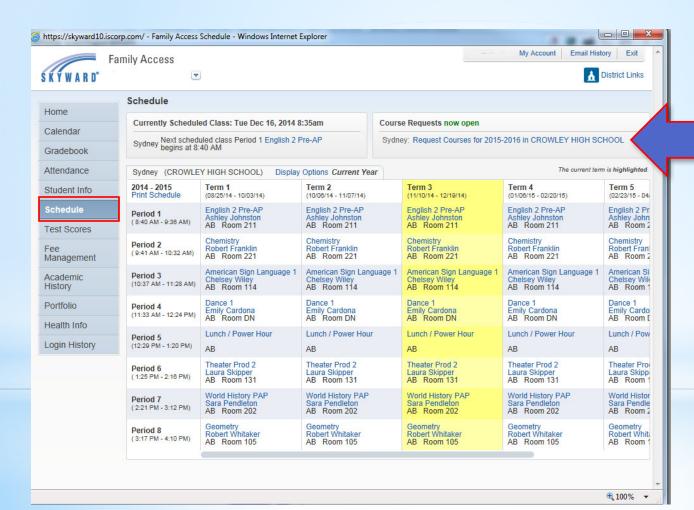
Skyward Online Course Reguests



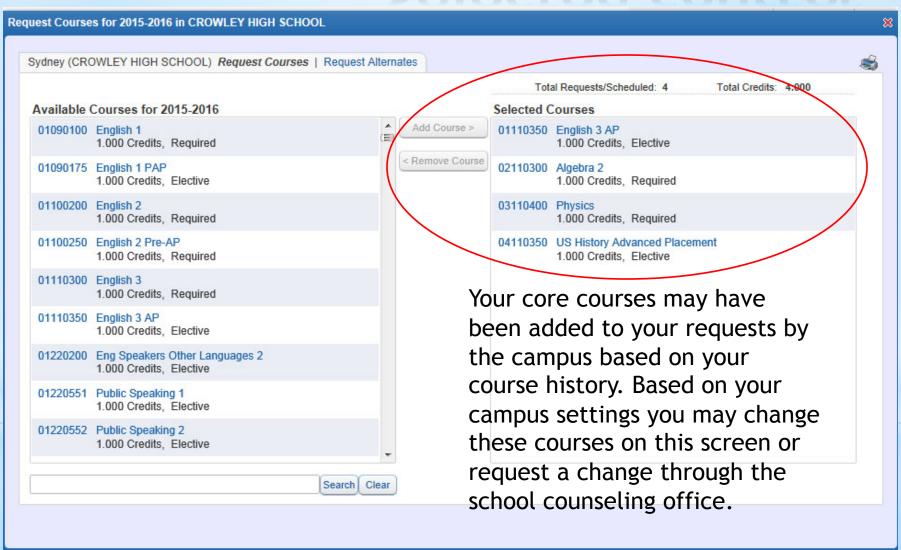
*Log Into Family Access

*Select Schedule Tab

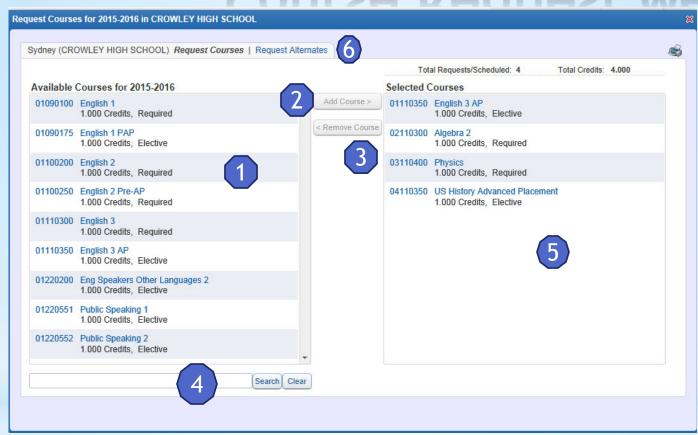


On the schedule Tab you will see the course request link for the 2017-2018 school year. Follow the link to begin adding requests.

*Selected courses

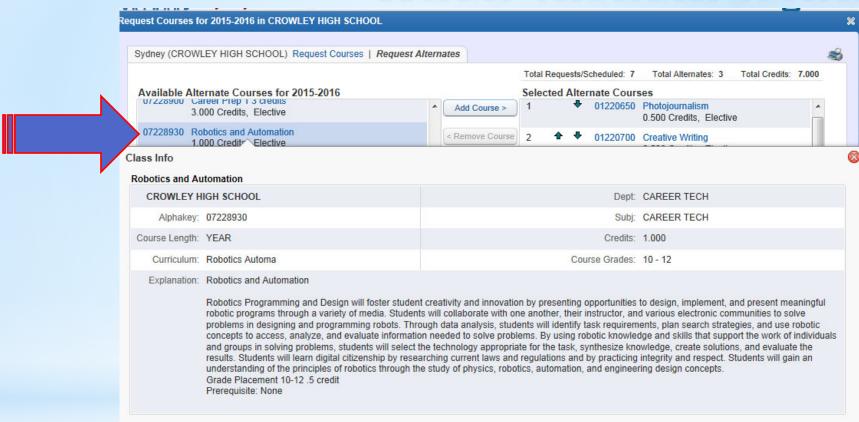


*Course Request Menu



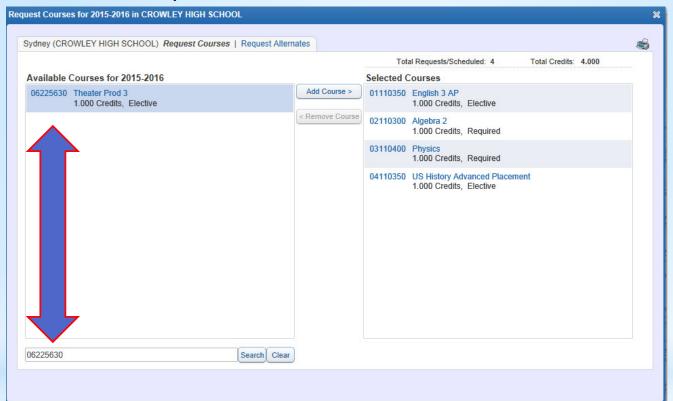
- Available Courses Selection Screen
- Add Course Button
- 3. Remove Course Button
- 4. Search for a course dialogue box
- 5. Selected Courses Screen
- 6. Alternate Request Tab





For more information about a course click the title or course number.

On the search tab you can type in the course number from the Student Handbook then click search. This will bring the exact course up on the available course list.



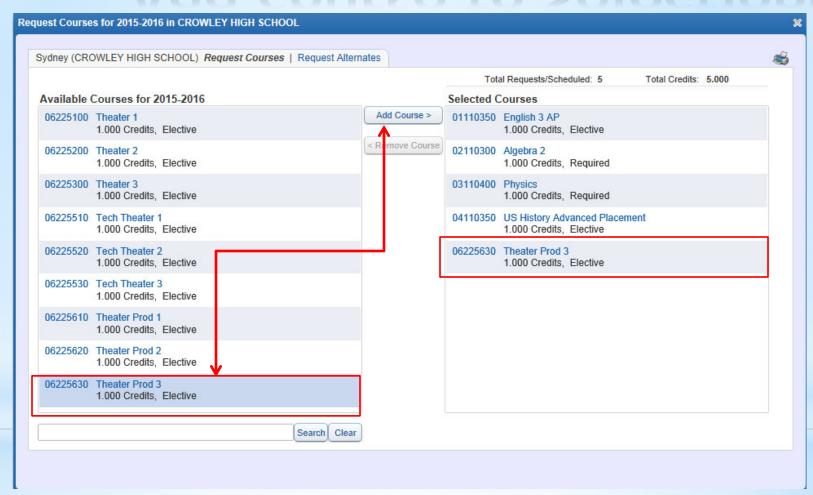
*Find Course by Course Number

On the search tab you can type in the all or part of the course title from the Student Handbook then click search. This will bring the closest matches up on the available course list.

yuney (Cite	OWLEY HIGH SCHOOL) Request Cour	3e3 Nequest Aitem	lates	Tot	al Requests/Scheduled: 4 To	al Credits: 4,000	-	
Available Courses for 2015-2016					Selected Courses			
06225100	Theater 1 1.000 Credits, Elective		Add Course >	01110350	English 3 AP 1.000 Credits, Elective			
06225200	Theater 2 1.000 Credits, Elective		< Remove Course	02110300	Algebra 2 1.000 Credits, Required			
06225300	Theater 3 1.000 Credits, Elective			03110400	Physics 1.000 Credits, Required			
06225510	Tech Theater 1 1.000 Credits, Elective			04110350	US History Advanced Placement 1.000 Credits, Elective			
06225520	Tech Theater 2 1.000 Credits, Elective							
06225530	Tech Theater 3 1.000 Credits, Elective							
06225610	Theater Prod 1 1.000 Credits, Elective							
06225620	Theater Prod 2 1.000 Credits, Elective							
06225630	Theater Prod 3 1.000 Credits, Elective							
Theater		Search Clear						

*Find course by title

*Add course to Selections



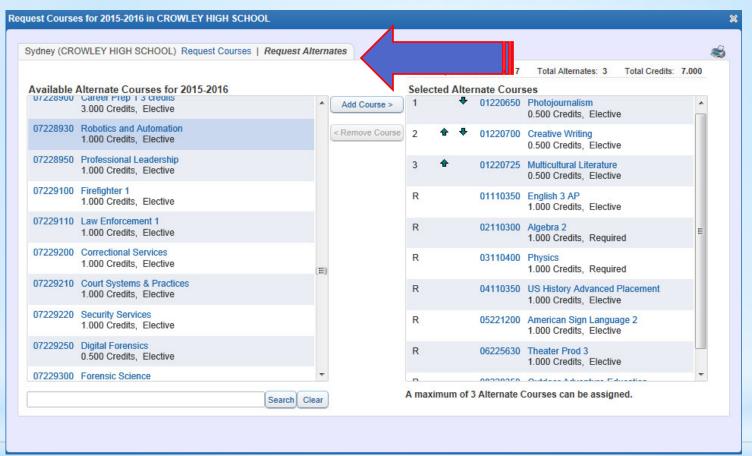
Select the course then click Add Course to add the course to your selected course list.



			Tota	al Requests/Scheduled: 7 Total Credits: 7.000	
vailable Courses for 2015-2016			Selected C	Courses	
1.000 Credits, Elective	^	Add Course >	01110350	English 3 AP	
1220640 Advance Broadcast Journalism 1 1.000 Credits, Elective	(E) <1	< Remove Course	02110300 Algebra 2 1.000 Credit 03110400 Physics 1.000 Credit 04110350 US History / 1.000 Credit	1.000 Credits, Elective Algebra 2	
1220645 Advance Broadcast Journalism 2 1.000 Credits, Elective				1.000 Credits, Required	
1220650 Photojournalism				1.000 Credits, Required	
0.500 Credits, Elective 1220671 Advanced Yearbook 1				US History Advanced Placement 1.000 Credits, Elective	
1.000 Credits, Elective 1220672 Advanced Yearbook 2				American Sign Language 2 1.000 Credits, Elective	
1.000 Credits, Elective			06225630	Theater Prod 3	
1220700 Creative Writing 0.500 Credits, Elective			08220350	1.000 Credits, Elective Outdoor Adventure Education	
1220710 Creat Writing Sc. Fic & Fan 0.500 Credits, Elective				1.000 Credits, Elective	
1220720 Bible as Literature 0.500 Credits, Elective					
1220725 Multicultural Literature	v				
(5	Search Clear				
				1	

Once you reach the limit of courses for your campus you will see the Red Text warning informing you that you have reached the limit.





Click the Request Alternates tab to add alternate request for elective courses in case it is not possible to schedule the primary elective request. Add up to 3 alternate requests. Order them by preference with the