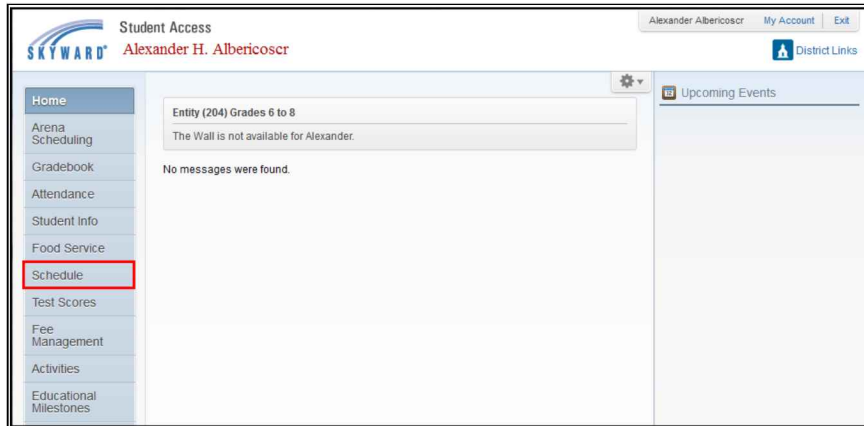


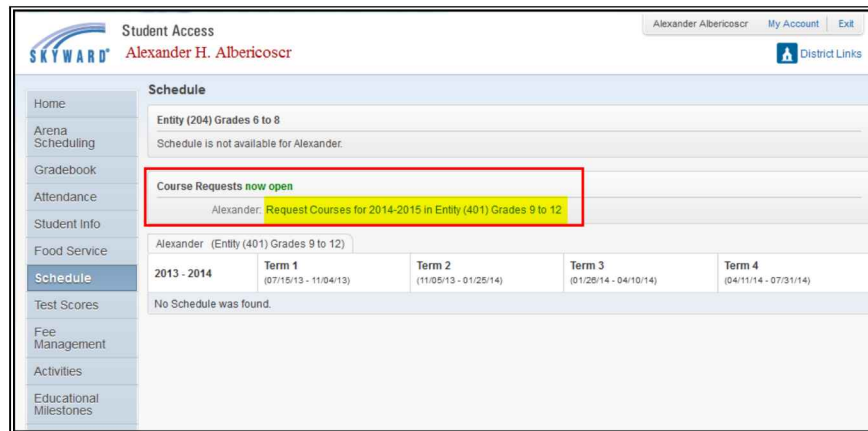
Sample 2 Online Student Requests Instructions

Login to Student Access

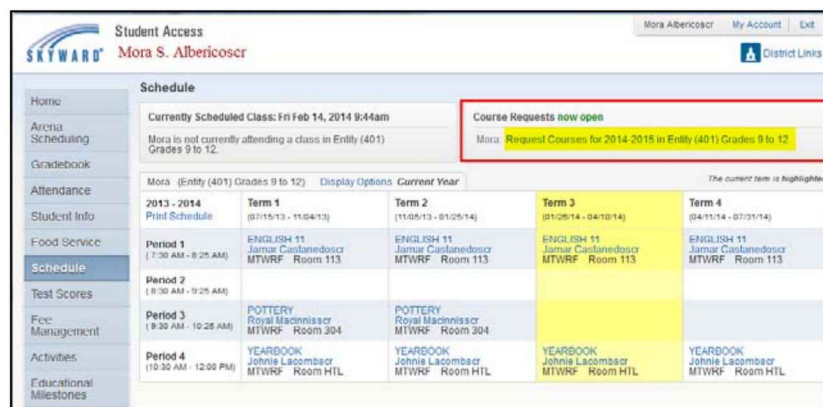
Select the **Schedule** tab



Click the link for **Course Requests**

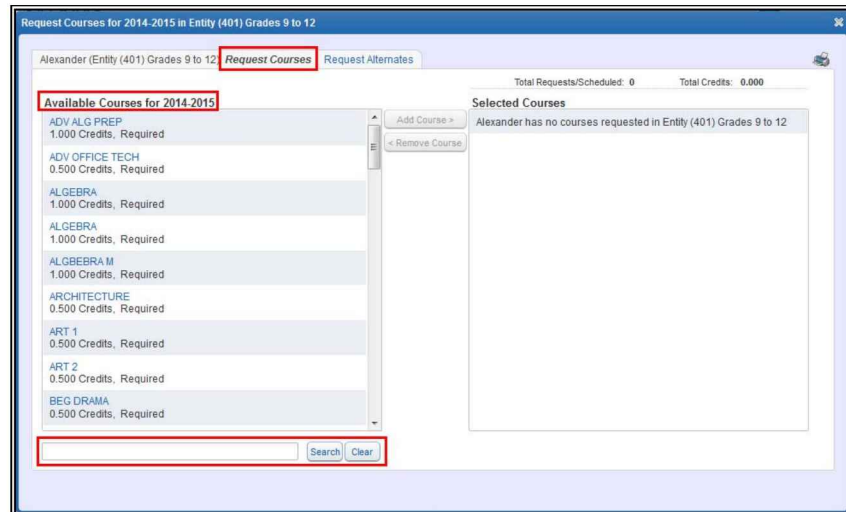


Existing Students will see the link above their current schedule in the entity



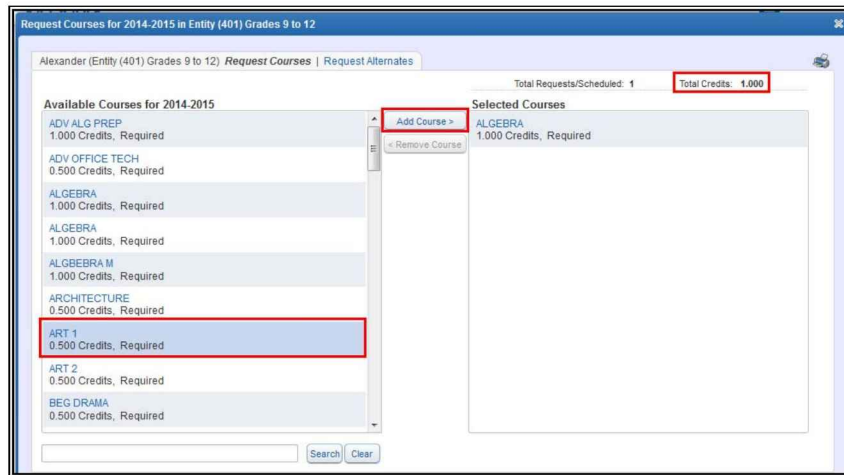
The Course Request window defaults to the **Request Courses** screen. This screen allows add and remove for student requests.

- **Available Courses** – Lists courses available for selection for the student’s NY Grade level.
- Students can Search for courses by typing in a portion of the Course Description in the box under the Available Courses and click **Search**.
- To view all courses again, click the **Clear** button

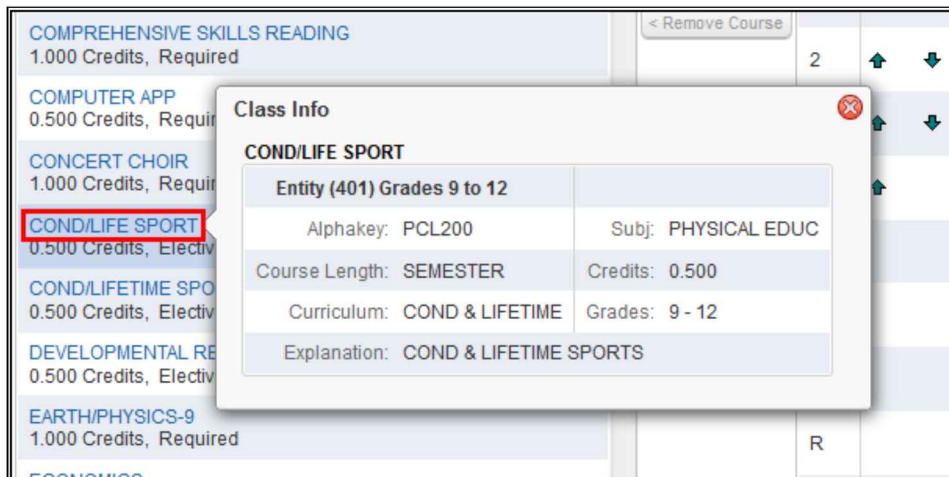


- Courses must be added or removed one at a time.
- To add a request, highlight desired course under **Available Courses** and click **Add Course >** button.
- To remove a request, highlight the desired course under **Selected Courses** and click the **< Remove Course** button.
- If requests are entered by the office, they will show on the **Selected Courses** list and cannot be removed.

- Total Credits are tallied on the top right corner.



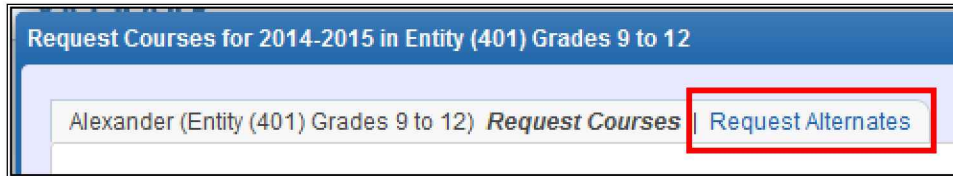
Students can get more information about a course by clicking on the Course Description link.



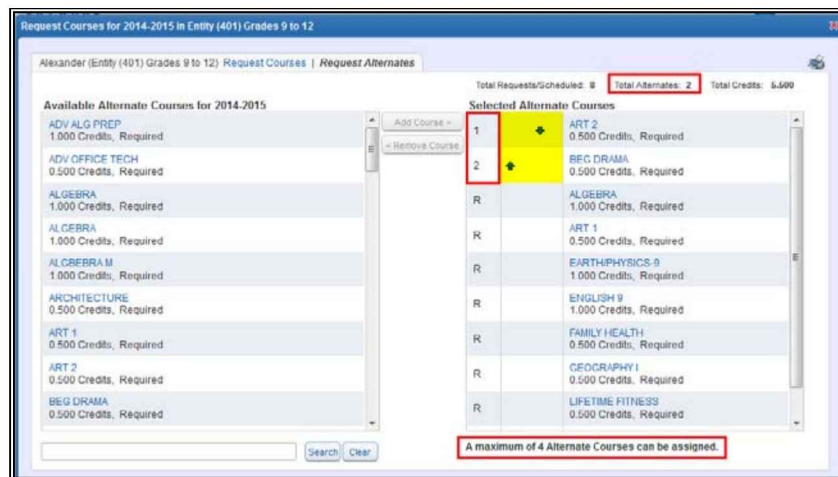
Warnings will show up at the bottom of the Request Courses screen



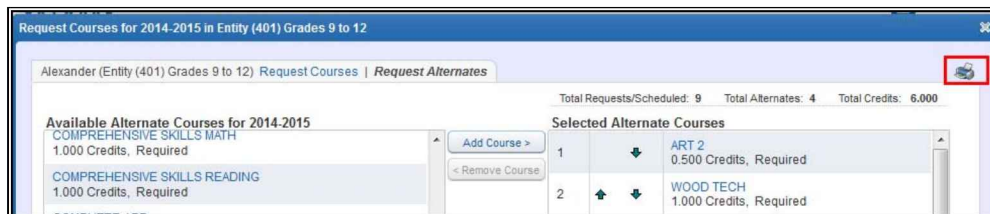
Alternates – Click the **Request Alternates** link at the top of the screen.



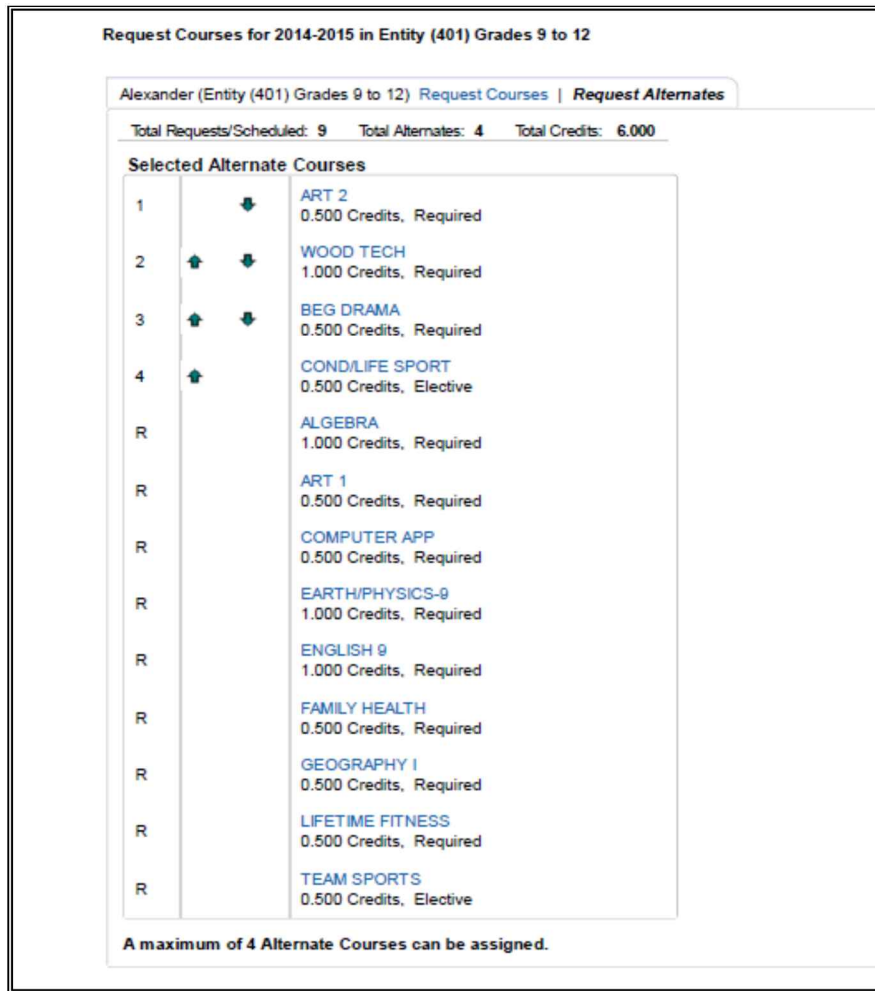
- The Request Alternates screen displays both Requests (R) and Alternates (numbered).
- The maximum number of allowable alternates is displayed below the Selected Alternate Courses list.
- Alternate Requests are added and removed in the same manner as the Course Requests.
- Alternates can be prioritized using the Arrow Up or Arrow Down buttons to the left of the course description.
- The total number of Alternate requests is tallied at the top of the screen.



To print Requests and Alternates – Click the printer icon at the top right of the Request Courses screen.



Sample Request List:



Request Courses for 2014-2015 in Entity (401) Grades 9 to 12

Alexander (Entity (401) Grades 9 to 12) Request Courses | Request Alternates

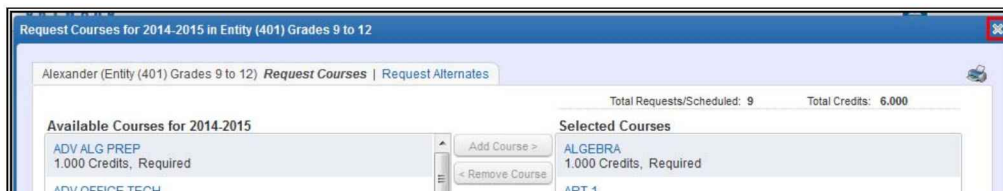
Total Requests/Scheduled: 9 Total Alternates: 4 Total Credits: 6.000

Selected Alternate Courses

Course #	Up Arrow	Down Arrow	Course Name	Credits	Status
1		↓	ART 2	0.500	Required
2	↑	↓	WOOD TECH	1.000	Required
3	↑	↓	BEG DRAMA	0.500	Required
4	↑		COND/LIFE SPORT	0.500	Elective
R			ALGEBRA	1.000	Required
R			ART 1	0.500	Required
R			COMPUTER APP	0.500	Required
R			EARTH/PHYSICS-9	1.000	Required
R			ENGLISH 9	1.000	Required
R			FAMILY HEALTH	0.500	Required
R			GEOGRAPHY I	0.500	Required
R			LIFETIME FITNESS	0.500	Required
R			TEAM SPORTS	0.500	Elective

A maximum of 4 Alternate Courses can be assigned.

Students can close the Request Courses screen by using the X on the header bar of the screen:



Request Courses for 2014-2015 in Entity (401) Grades 9 to 12

Alexander (Entity (401) Grades 9 to 12) Request Courses | Request Alternates

Total Requests/Scheduled: 9 Total Credits: 6.000

Available Courses for 2014-2015

- ADV ALG PREP
1.000 Credits, Required
- ADV OFFICE TECH

Add Course >

< Remove Course

Selected Courses

- ALGEBRA
1.000 Credits, Required
- ART 1

TERMS OF USE: The information contained herein is licensed, trade-secret and proprietary and may not be used, disclosed or reproduced without permission of the licensing authorities, WSIPC and/or Skyward, Inc. As a condition of use, the User agrees to protect and keep the information from disclosure or falling into the public domain. The failure to comply with this agreement may result in the immediate termination of the User's right to access the information.