

Student Online Course Requests

Student will log in to the Skyward Student Access.

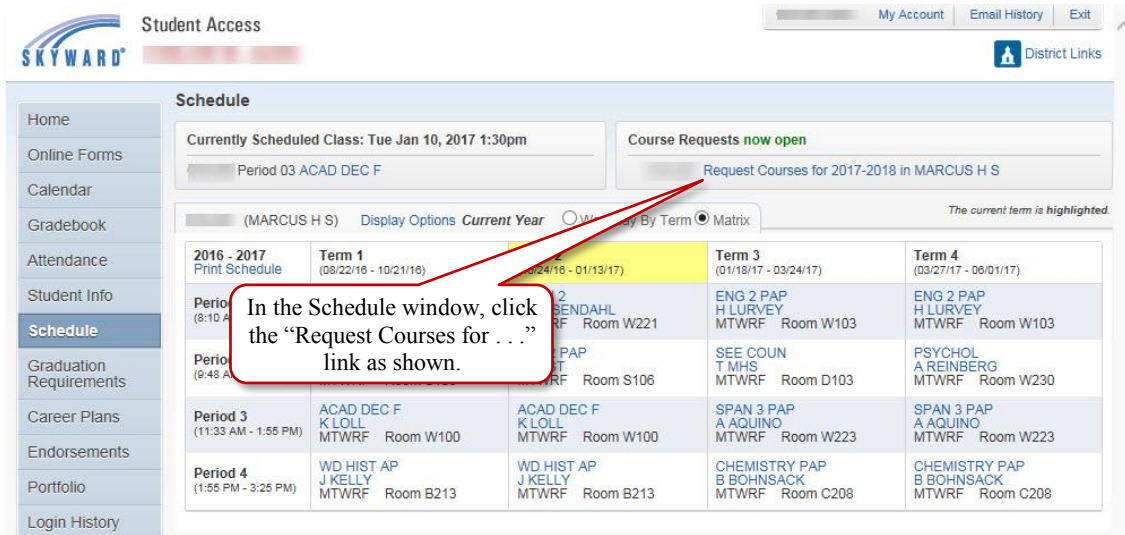
Notes:

- If a course has a prerequisite, you must have completed, or be scheduled in the required course before you will be able to select the next course. Example: You must either have completed, or be currently in English 1 before you can select English 2.
- If you select a course for which you have not met the prerequisite, you will see this message at the bottom left of the window.
- Some courses have a co-requisite (courses you must take together). When prompted to also select the co-requisite course, you must check OK.

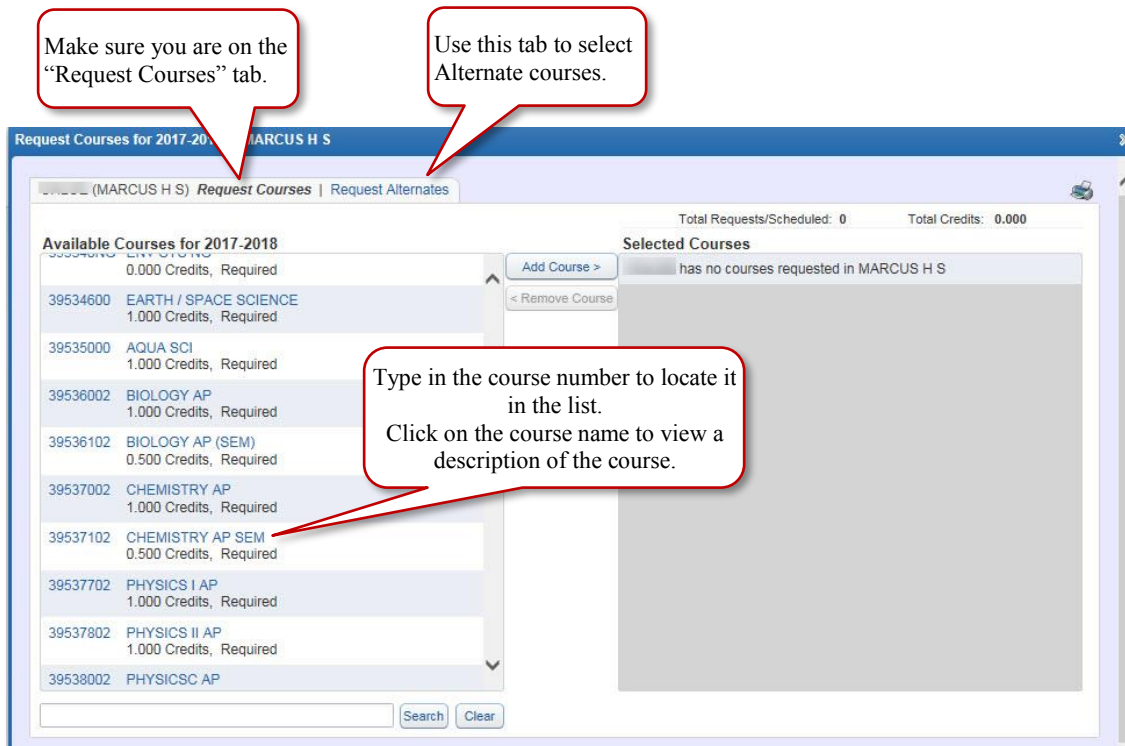
1. Log into Skyward Student Access
2. With the correct student selected, click on the Schedule link in the left menu and the student's schedule window will open.

The screenshot displays the Skyward Student Access web application. On the left, a navigation menu includes links for Home, Online Forms, Calendar, Gradebook, Attendance, Student Info, **Schedule**, Graduation Requirements, Career Plans, Endorsements, Portfolio, and Login History. The 'Schedule' link is highlighted, and a red callout box with a white background and black border points to it, containing the text: "Click Schedule to open the student Schedule." The main content area features a "Post a message" input field, followed by two notification banners. The first banner states: "An OPTIONAL VLA Course Request is now available to fill out at MARCUS H S, yet has not been completed for [redacted]. It is due by 01-13-2017. Fill out Online Form". The second banner states: "LISD ePortfolio is now available to fill out at MARCUS H S, yet has not been completed for [redacted]. It is due by 06-02-2017. Fill out Online Form". Below these are sections for "Good morning Students:" and a welcome message. The right sidebar contains a "District Links" icon and an "Upcoming Events" calendar. The calendar shows events for January 13, 14, 16, and 17, 2017, including "2ND 9 WEEK RC Ends", "Early Release", "18WK 2ND 9WK RC Ends", "No School - Holiday - Student/Teacher", and "Holiday".

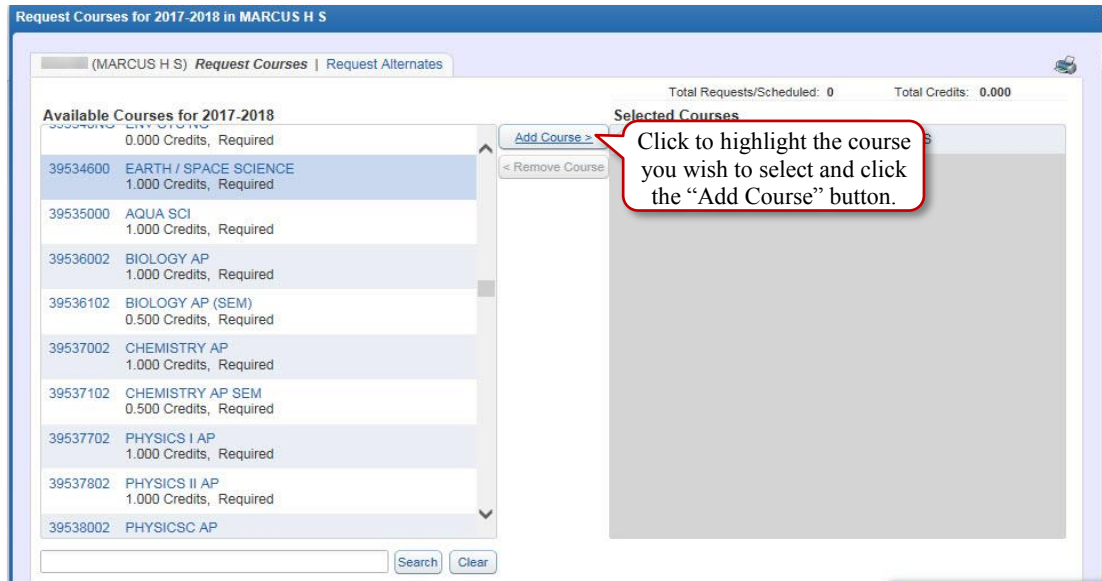
- In the Student Schedule window, click the link to “Request Courses for 20xx-20xx” in the upper right of the window.



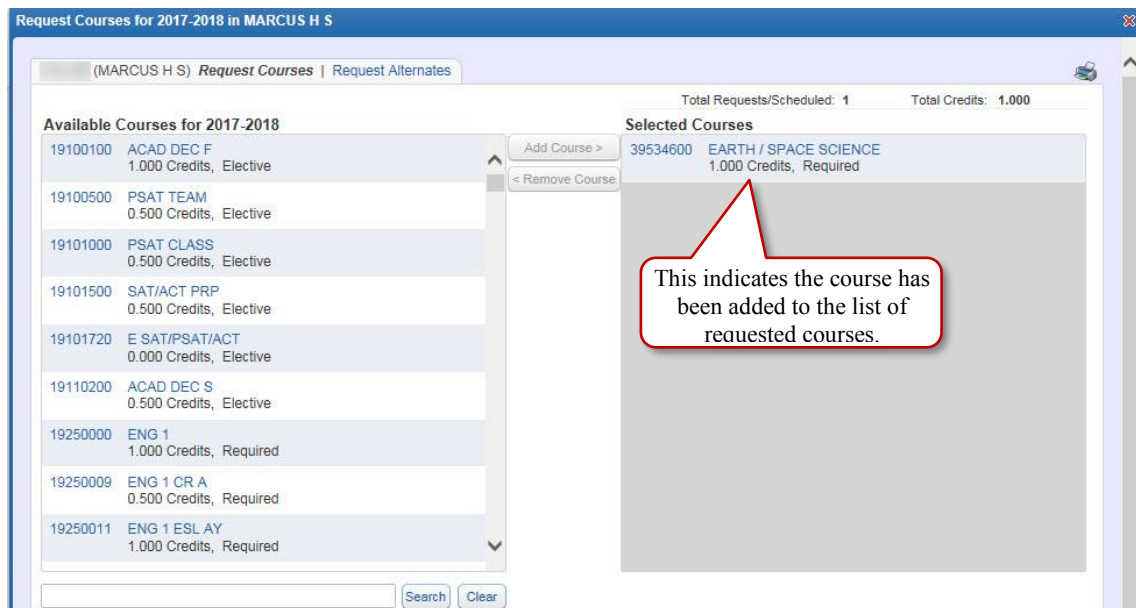
- The available courses are listed in the left pane. You can scroll through to view all courses, or you can type in the course number in the bottom search field to find a particular course.



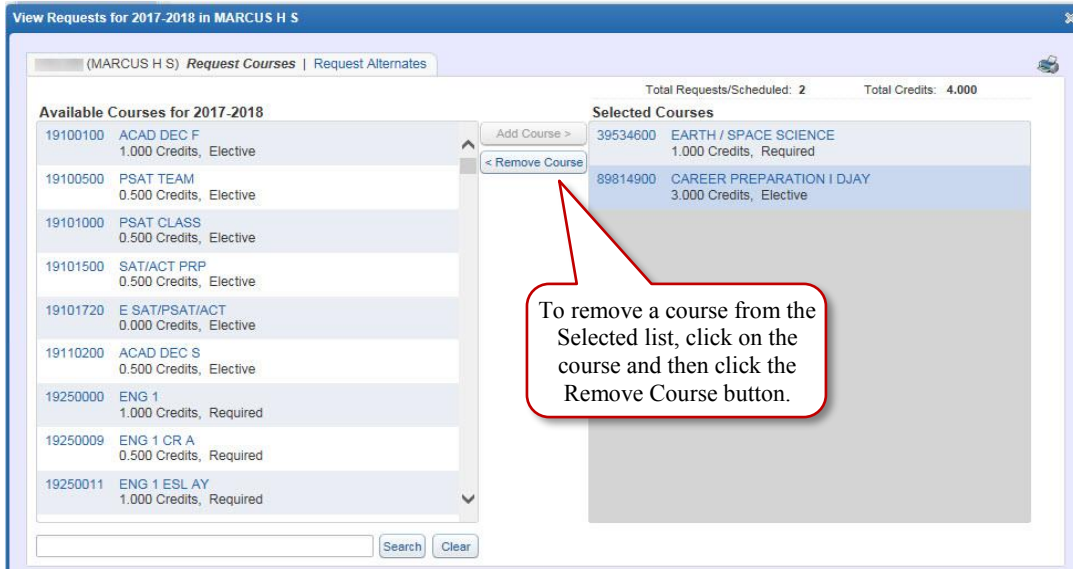
- To select a course, click on the course so it is highlighted (as shown in the sample below) and click the Add Course button.



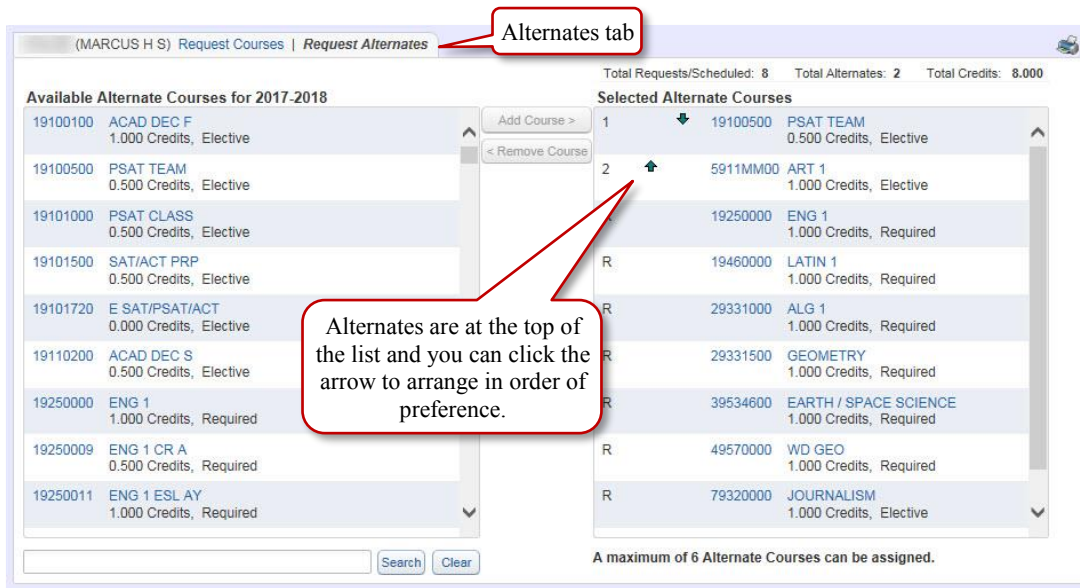
- This will move the course to the Selected Courses window on the right.



- Continue this same process until you have selected all of your courses. You will be limited by the number of credits allowed by your campus.
- To remove a course that you had requested, click on the course in the Selected Courses pane and click the Remove Courses button.



- To select alternate courses, click on the Request Alternates tab and use the same process. Your campus will determine how many alternates you are allowed to request.
- Once the Alternate courses are requested, you can click and drag to move them in the order of preference.



You cannot request a course

- for which a pre-requisite has not been met (for example, you cannot request English II until you have successfully passed, or are currently in English I), or
- you have previously taken and passed the course.

In either of these cases, you will see a red note in the bottom left of the window as shown below.

The total requested courses will be shown at the top of the right pane.

The screenshot shows the 'Request Alternate Courses' window for student (MARCUS H.S). The interface is divided into two main panes: 'Available Alternate Courses for 2017-2018' on the left and 'Selected Alternate Courses' on the right. At the top right, summary statistics are displayed: 'Total Requests/Scheduled: 2', 'Total Alternates: 1', and 'Total Credits: 2,000'. A callout box labeled 'Total requests' points to these statistics. The 'Available' pane lists various courses like ART 1, ART 2 DRAW, and DANCE 1. A callout box labeled 'Selected course cannot be requested because.' points to a red error message at the bottom left: 'This student has previously taken and passed this course.' The 'Selected' pane shows three courses: PSAT TEAM, EARTH / SPACE SCIENCE, and PRIN EDUC/TRAIN. A callout box labeled 'Click to print.' points to a printer icon in the top right corner. Another callout box labeled 'Indicates the maximum number of Alternate Courses that can be selected.' points to a greyed-out area in the 'Selected' pane. At the bottom of the 'Selected' pane, a message states 'A maximum of 6 Alternate Courses can be assigned.'

11. When you have completed all requests and alternate requests, you have the option to click the Print icon (shown above) to print out a paper copy of your requested courses.