

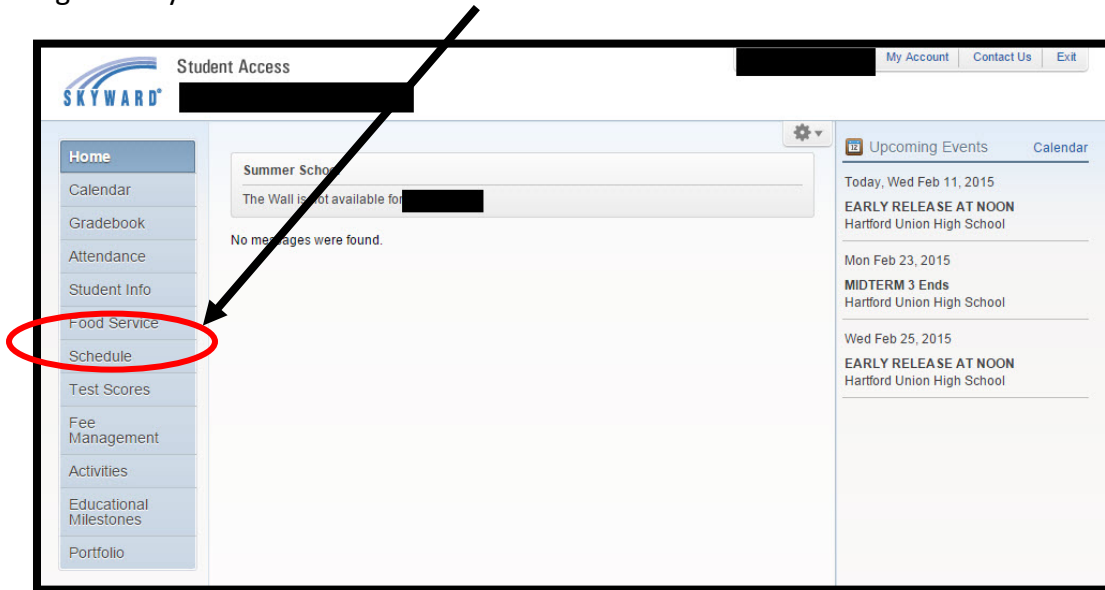


# Student Access Instructions for Course Requests

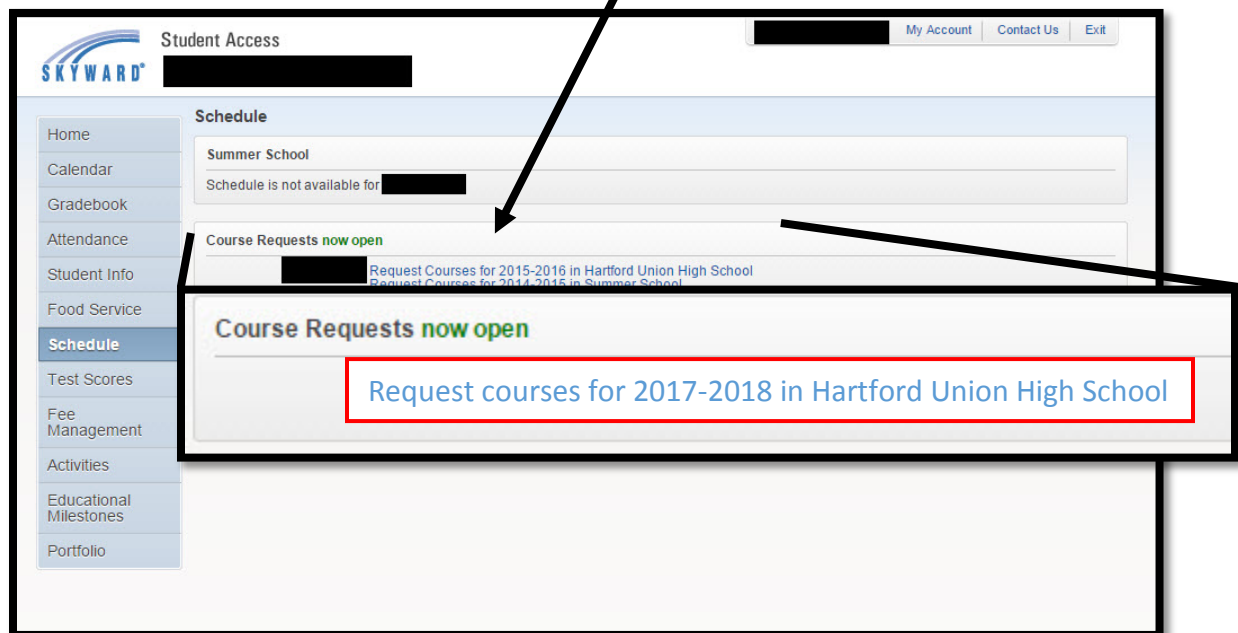
## A Note before the directions:

*You can only request classes logged into your student's Skyward account.*

Log into Skyward. Click on the "Schedule" tab on the left.



Below "Course Request now open" click on "Request Courses for 2017-2018 in Hartford Union High School."





# Student Access Instructions for Course Requests

Below is what the Request Courses screen will look like. In order to Add a Course:

**Request Courses for 2015-2016 in Hartford Union High School**

Hartford Union High School) Request Courses | Request Alternates

Total Requests/Scheduled: 5 Total Credits: 4.000

**Available Courses for 2015-2016**

8235R	PERSONAL STYLE & DESIGN	0.500 Credits, Elective
8255R	HEALTH CAREERS & HUMAN SRV(TC)	0.500 Credits, Elective
8301R	MAINTENANCE	0.500 Credits, Elective

**Selected Courses**

1100R	ENGLISH 9	1.000 Credits, Required
3401R	SPANISH I	1.000 Credits, Elective
5100R	PE I	0.500 Credits, Required

Buttons: Add Course >, < Remove Course

Search Clear

**First, find a course your student wants to take under the list "Available Courses for 2017-2018." Highlight that course by clicking on it.**

**Next, click on the "Add Course" button. The course will now appear on the right under "Selected Courses."**

In order to Remove a Course:

**Request Courses for 2015-2016 in Hartford Union High School**

Hartford Union High School) Request Courses | Request Alternates

Total Requests/Scheduled: 6 Total Credits: 5.000

**Available Courses for 2015-2016**

1100R	ENGLISH 9	1.000 Credits, Required
2100R	ART FUNDAMENTALS	1.000 Credits, Elective
2201R	CONCERT BAND	1.000 Credits, Elective
2211R	TREBLE CHORALE	1.000 Credits, Elective
2212R	CHORALE	1.000 Credits, Elective
2235R	EXCURSIONS IN WORLD MUSIC	0.500 Credits, Elective
2240C	ORCHESTRA	1.000 Credits, Elective
2260R	BEGINNING CLASS PIANO	0.500 Credits, Elective
3401R	SPANISH I	1.000 Credits, Elective

**Selected Courses**

1100R	ENGLISH 9	1.000 Credits, Required
3401R	SPANISH I	1.000 Credits, Elective
5100R	PE I	0.500 Credits, Required

Buttons: Add Course >, < Remove Course

Search Clear

**First, find the course you want to remove on the right under "Selected Courses." Highlight the course by clicking on it.**

**Next, click on the "Remove Course" button. The course will be removed from the "Selected Courses" list.**



# Student Access Instructions for Course Requests

You can also search for a class:

The screenshot shows the 'Request Courses for 2015-2016 in Hartford Union High School' interface. It features a list of 'Available Courses for 2015-2016' on the left and a 'Selected Courses' list on the right. A search box at the bottom contains the text 'Spanish'. A blue callout bubble points to the search box with the text: 'First, use the search box at the bottom of the screen to search for classes. Enter in the Course Number or Description to limit your search. In the example below, the Description "Spanish" was used.' Another blue callout bubble points to the 'Search' button with the text: 'Next, click "Search"'. The 'Selected Courses' list includes: ENGLISH 9 (1.000 Credits, Required), PE I (0.500 Credits, Required), HEALTH (0.500 Credits, Required), BIOLOGY (1.000 Credits, Required), and WORLD CULTURES (1.000 Credits, Required).

After the search only the classes with the word "Spanish" in the Description appear. Select the classes using the same process explained above. To see all courses available again click the "Clear" button.

The screenshot shows the 'Available Courses for 2015-2016' list after a search for 'Spanish'. The list contains three items: 3401R SPANISH I (1.000 Credits, Elective), 3402R SPANISH II (1.000 Credits, Elective), and 3403R SPANISH III (1.000 Credits, Elective). At the bottom of the list, there are 'Search' and 'Clear' buttons.

To see all courses available again click the "Clear" button.



## Student Access Instructions for Course Requests

### Choosing the Freshmen Cohort?

If you are choosing the Freshmen Cohort you must choose bundled classes for English 9, Biology, World Cultures and Health.

When you have requested 7 Total Credits or 7.5 Total Credits if you are choosing the Freshmen Cohort, move on to the "Request Alternates" tab and select two courses (three if adding Cohort). You will be able to see the Total Credits listed in the upper right hand corner.

After adding alternate courses, your requests are complete! Close out the screen by clicking on the X in the upper right of the screen.

**View Requests for 2015-2016 in Hartford Union High School**

(Hartford Union High School) **Request Courses** | Request Alternates

**Available Courses for 2015-2016**

- 0016FC FRESHMAN COHORT 2016  
3.500 Credits, Elective
- 2100R ART FUNDAMENTALS  
1.000 Credits, Elective
- 2201R CONCERT BAND  
1.000 Credits, Elective
- 2211R TREBLE CHORALE  
1.000 Credits, Elective
- 2212R CHORALE  
1.000 Credits, Elective
- 2235R EXCURSIONS IN WORLD MUS  
0.500 Credits, Elective
- 2240C ORCHESTRA  
1.000 Credits, Elective
- 2260R BEGINNING CLASS PIANO  
0.500 Credits, Elective
- 3101G FRENCH I

**Selected Courses**

- 1100R ENGLISH 9  
1.000 Credits, Required
- 2212R CHORALE  
1.000 Credits, Elective
- 8309R STEM:INTR TO ENGINEERING DSGN  
1.000 Credits, Elective

Total Requests/Scheduled: 8      Total Credits: 7.000

Click on the "Request Alternates" tab pictured above. Repeat the process of adding courses explained above.