

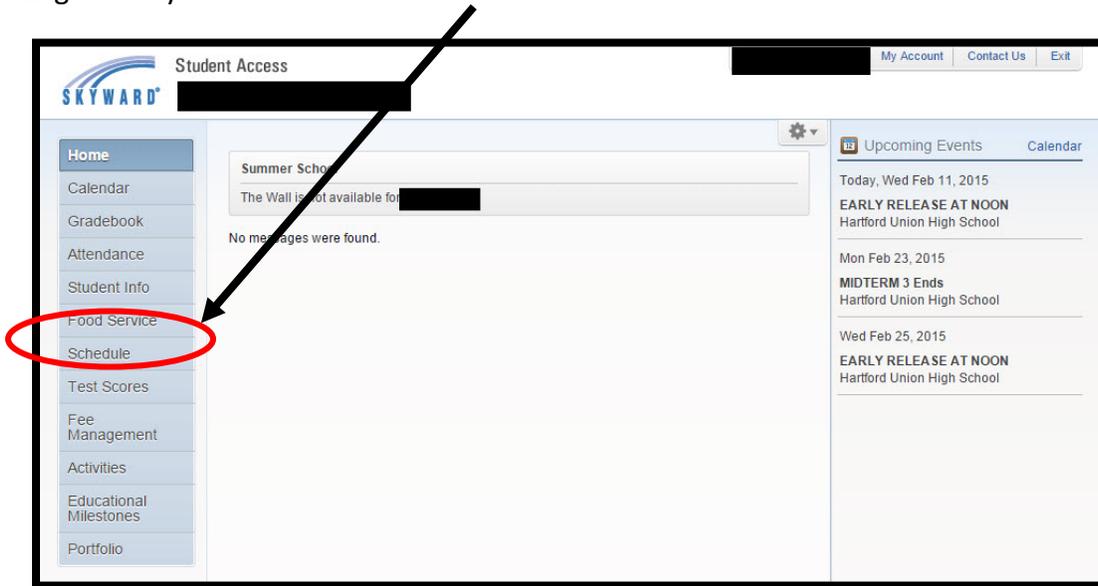


Online Course Requests

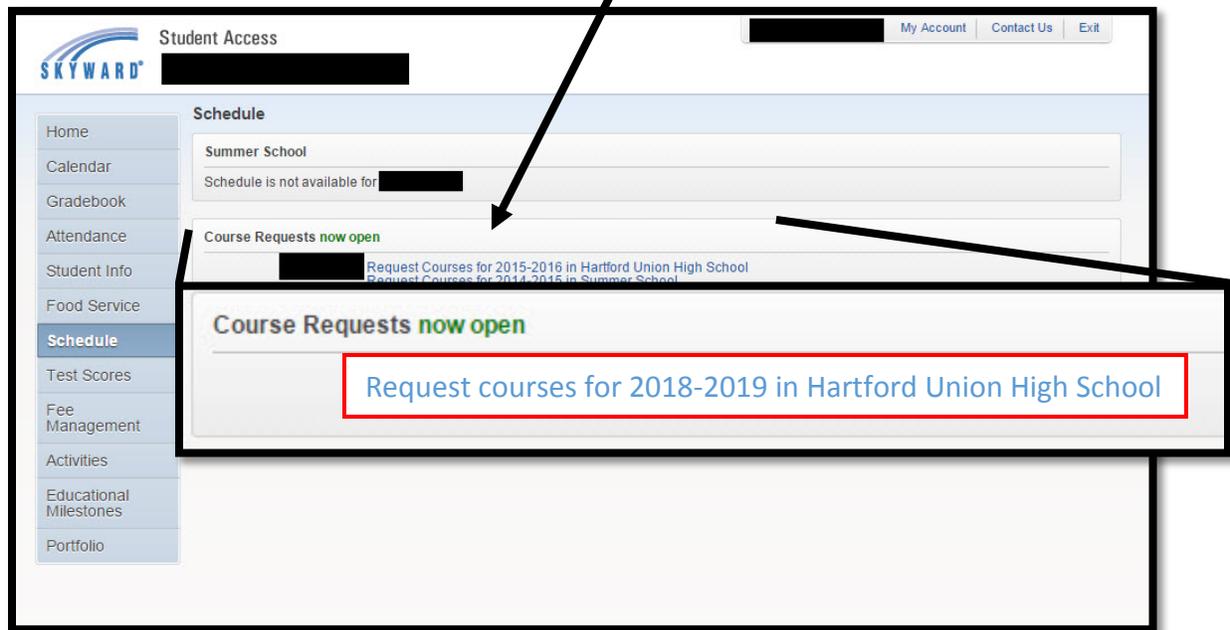
A Note before the directions:

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 2018-2019 in Hartford Union High School."





Online 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

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

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



Online 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 two main sections: 'Available Courses for 2015-2016' on the left and 'Selected Courses' on the right. The 'Available Courses' list includes items like '8235R PERSONAL STYLE & DESIGN', '8300R HEALTH', '8300R BIOLOGY', '8310R WORLD CULTURES', '8337R MACHINERY', and '8340R WOODWORKING'. A search box at the bottom contains the text 'Spanish' and a 'Search' button. 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 on the right includes '1100R ENGLISH 9', 'PE I', 'HEALTH', 'BIOLOGY', and 'WORLD CULTURES'.

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 now only contains three items: '3401R SPANISH I', '3402R SPANISH II', and '3403R SPANISH III'. At the bottom of the list, there are 'Search' and 'Clear' buttons. A blue callout bubble points to the 'Clear' button with the text: 'To see all courses available again click the "Clear" button.'



Online 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. 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.

Total Requests/Scheduled: 8 **Total Credits: 7.000**

Selected Courses

Total Requests/Scheduled: 8 Total Credits: 7.000

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
3101C	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

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