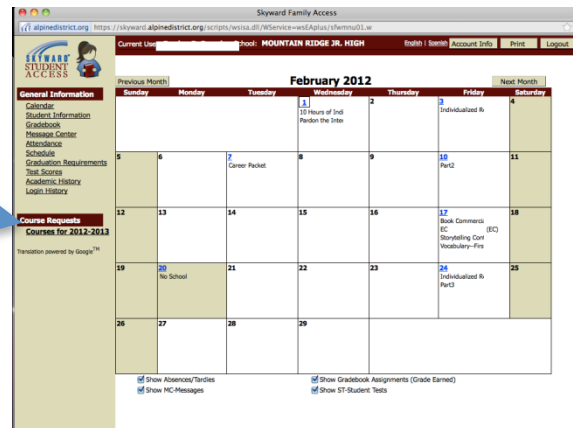


Course Requests Instructions for SKYWARD

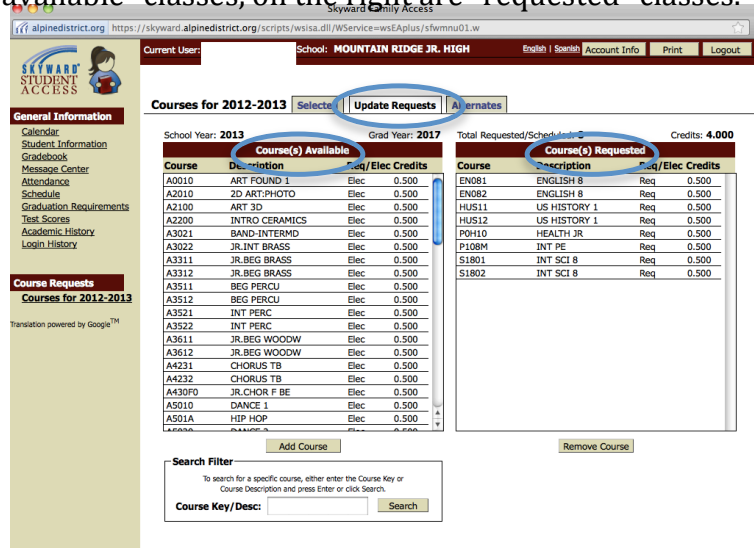
1. Log on to Skyward using your username and password (contact Counseling if you have forgotten this information).

This is the screen you will see.

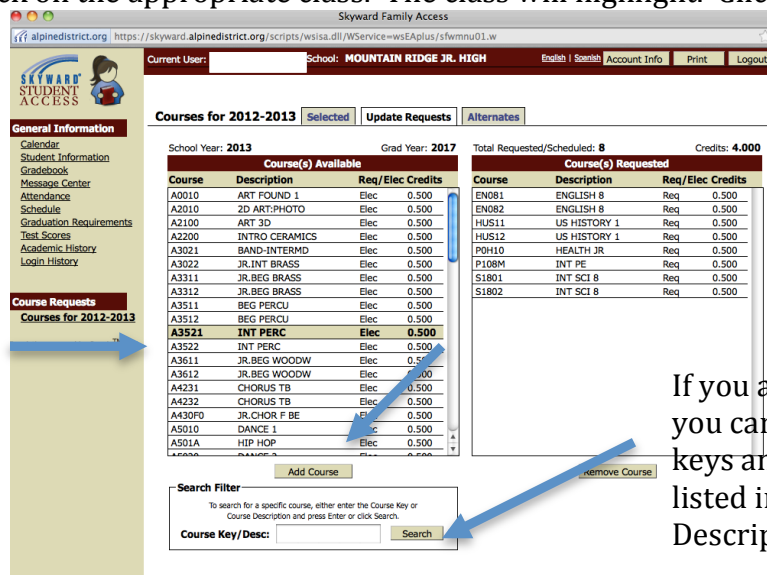
CLICK HERE
Courses for 2013-14



2. To make a class request, click on the "UPDATE REQUESTS" tab. This is the screen you will see. On the left are "available" classes, on the right are "requested" classes.



3. To select a class, click on the appropriate class. The class will highlight. Click the "Add Course" button



If you are looking for a class, you can do a search. Course keys and descriptions are listed in our "Course Descriptions" on our website.

Skyward Family Access
 https://skyward.alpinedistrict.org/scripts/wsisa.dll/WService=wsEPlus/sfwmmu01.w

Current User: [redacted] School: MOUNTAIN RIDGE JR. HIGH English | Spanish Account Info Print Logout

Courses for 2012-2013 Selected Update Requests Alternates

School Year: 2013 Grad Year: 2017 Total Requested/Scheduled: 10 Credits: 5.000

Course(s) Available				Course(s) Requested			
Course	Description	Req/Elec	Credits	Course	Description	Req/Elec	Credits
A3521	INT PERC	Elec	0.500	A3521	INT PERC	Elec	0.500
A3522	INT PERC	Elec	0.500	A3522	INT PERC	Elec	0.500
A3611	JR.BEG WOODW	Elec	0.500	EN081	ENGLISH 8	Req	0.500
A3612	JR.BEG WOODW	Elec	0.500	EN082	ENGLISH 8	Req	0.500
A4231	CHORUS TB	Elec	0.500	HUS11	US HISTORY 1	Req	0.500
A4232	CHORUS TB	Elec	0.500	HUS12	US HISTORY 1	Req	0.500
A430F0	JR.CHOR F BE	Elec	0.500	POH10	HEALTH JR	Req	0.500
A5010	DANCE 1	Elec	0.500	P108M	INT PE	Req	0.500
A501A	HIP HOP	Elec	0.500	S1801	INT SCI 8	Req	0.500
A5020	DANCE 2	Elec	0.500	S1802	INT SCI 8	Req	0.500
A6010	DRAMA 1	Elec	0.500				
A720	MUSICAL THEATER	Elec	0.500				
A8001	ORCHESTRA	Elec	0.500				
A8002	ORCHESTRA	Elec	0.500				
A8011	ORCHESTR-INT	Elec	0.500				
A8012	ORCHESTR-INT	Elec	0.500				
A8021	ORCHESTR-AD	Elec	0.500				
A8022	ORCHESTR-AD	Elec	0.500				
C30410	FACS CLOTHING	Elec	0.500				

Add Course Remove Course

Search Filter
 To search for a specific course, either enter the Course Key or Course Description and press Enter or click Search.
 Course Key/Desc: [input] Search

When you have selected a class it will show up in the list on the right side. Notice the required classes have "REQ" listed in the third column. Electives say "ELEC".

If you want to change a class, highlight the class you want to remove and click "Remove Course"

After you have selected the correct amount of electives and have a total of **8 credits**, you will need to select three additional elective credits as alternates. **ONLY CHOOSE HALF CREDIT CLASSES FOR YOUR ALTERNATE CLASSES.** Alternate classes will be used if there is a conflict in your schedule. Choose only the classes you are willing to take as there is a chance that you may be placed in one of them.

4. To choose Alternate classes, click on the tab that says "Alternates".

Skyward Family Access
 https://skyward.alpinedistrict.org/scripts/wsisa.dll/WService=wsEPlus/sfwmmu01.w

Current User: [redacted] School: MOUNTAIN RIDGE JR. HIGH English | Spanish Account Info Print Logout

Courses for 2012-2013 Selected Update Requests Alternates

School Year: 2013 Grad Year: 2017 Requested/Scheduled: 10 Total Alternates: 1 Credits: 5.000

Alternate Course(s) Available				Alternate Course(s) Requested			
Course	Description	Req/Elec	Credits	Priority Course	Description	Req/Elec	Credits
A2100	ART 3D	Elec	0.500	1	A2100	ART 3D	Elec 0.500
A2200	INTRO CERAMICS	Elec	0.500	R	A3521	INT PERC	Elec 0.500
A3021	BAND-INTERMD	Elec	0.500	R	A3522	INT PERC	Elec 0.500
A3022	JR.INT BRASS	Elec	0.500	R	EN081	ENGLISH 8	Req 0.500
A3311	JR.BEG BRASS	Elec	0.500	R	EN082	ENGLISH 8	Req 0.500
A3312	JR.BEG BRASS	Elec	0.500	R	HUS11	US HISTORY 1	Req 0.500
A3511	BEG PERCU	Elec	0.500	R	HUS12	US HISTORY 1	Req 0.500
A3512	BEG PERCU	Elec	0.500	R	POH10	HEALTH JR	Req 0.500
A3521	INT PERC	Elec	0.500	R	P108M	INT PE	Req 0.500
A3522	INT PERC	Elec	0.500	R	S1801	INT SCI 8	Req 0.500
A3611	JR.BEG WOODW	Elec	0.500	R	S1802	INT SCI 8	Req 0.500
A3612	JR.BEG WOODW	Elec	0.500				
A4231	CHORUS TB	Elec	0.500				
A4232	CHORUS TB	Elec	0.500				
A430F0	JR.CHOR F BE	Elec	0.500				
A5010	DANCE 1	Elec	0.500				
A501A	HIP HOP	Elec	0.500				
A5020	DANCE 2	Elec	0.500				
A6010	DRAMA 1	Elec	0.500				

A maximum of 3 Alternate Courses can be assigned.

Add Course

Search Filter
 To search for a specific course, either enter the Course Key or Course Description and press Enter or click Search.
 Course Key/Desc: [input] Search

Alternate Order: Move Up Move Down Remove Course

Notice: when you add alternates they are numbered according to priority: 1, 2 and 3. This is the order in which we will fill your alternate classes.

As before, highlight the course you want to take and click "Add Course"

If you want one alternate more than another, highlight the class and click "move up" or "move down" depending on the priority order you wish.

5. When you have finished selecting all of your classes and alternates, you may view your requests by clicking the “Selected” tab. Your requested classes will be at the top of the list and your alternates will be listed at the bottom.

The screenshot shows the Skyward Family Access interface for Mountain Ridge Jr. High. The 'Selected' tab is active, displaying a table of course requests and alternates. The table has columns for Type, Course, Description, Subject, Length, Credits, Required/Elective, Period, and Teacher. Below the table, a summary bar indicates: Total Courses: 10, Credits: 5.000, Total Alternates: 3.

Type	Course	Description	Subject	Length	Credits	Required/Elective	Period	Teacher
Request	A3521	INT PERC	Fine Arts	SEMESTER	0.500	Elective		
Request	A3522	INT PERC	Fine Arts	SEMESTER	0.500	Elective		
Request	EN081	ENGLISH 8	Language Arts	SEMESTER	0.500	Required		
Request	EN082	ENGLISH 8	Language Arts	SEMESTER	0.500	Required		
Request	HUS11	US HISTORY 1	Social Studies	SEMESTER	0.500	Required		
Request	HUS12	US HISTORY 1	Social Studies	SEMESTER	0.500	Required		
Request	POH10	HEALTH JR	Physical Educat	SEMESTER	0.500	Required		
Request	P108M	INT PE	Physical Educat	SEMESTER	0.500	Required		
Request	S1801	INT SCI 8	Science	SEMESTER	0.500	Required		
Request	S1802	INT SCI 8	Science	SEMESTER	0.500	Required		
Alternate	A2100	ART 3D	Fine Arts	SEMESTER	0.500	Elective		
Alternate	A501A	HIP HOP	Fine Arts	SEMESTER	0.500	Elective		
Alternate	ENCRO	CREAT/WRITE	Language Arts	SEMESTER	0.500	Elective		

Total Courses: 10 Credits: 5.000 Total Alternates: 3

CONGRATULATIONS! You have finished selecting your course requests. Make sure that you have **8 credits and 3 alternates**