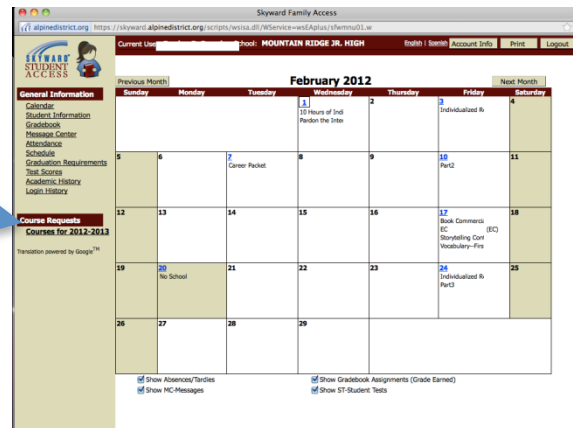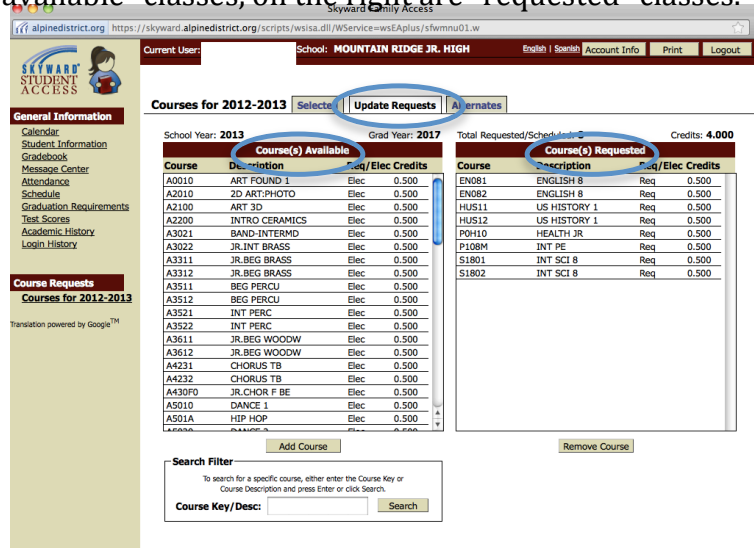# Course Requests Instructions for SKYWARD

1. Log on to Skyward using your username and password
   (contact Counseling if you have forgotten this information).
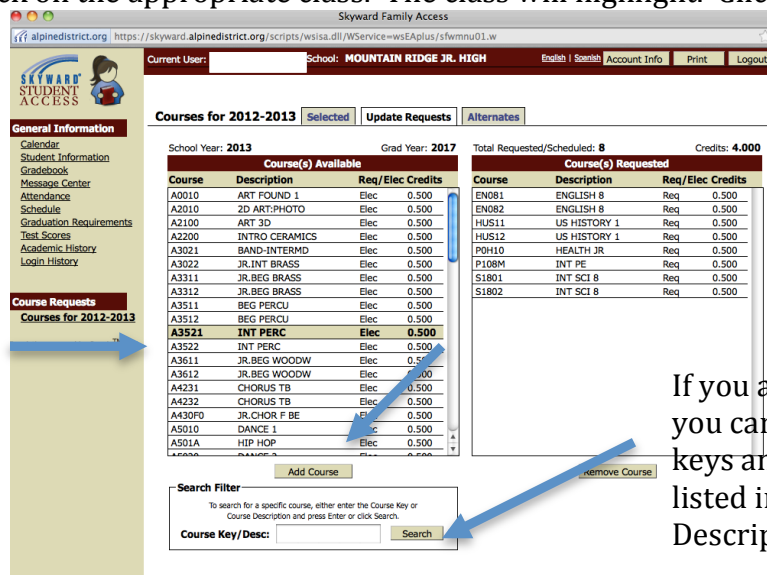
This is the screen you will see.

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.

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".

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.

alpinedistrict.org   https://skyward.alpinedistrict.org/scripts/wsisa.dll/WService=wsEAplus/sfwmnu01.w

SKYWARD STUDENT ACCESS

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

General Information
Calendar
Student Information
Gradebook
Message Center
Attendance
Schedule
Graduation Requirements
Test Scores
Academic History
Login History

Course Requests
Courses for 2012-2013

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Courses for 2012-2013 | Selected | Update Requests | Alternates |

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	P0H10	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	ENCR0	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**