

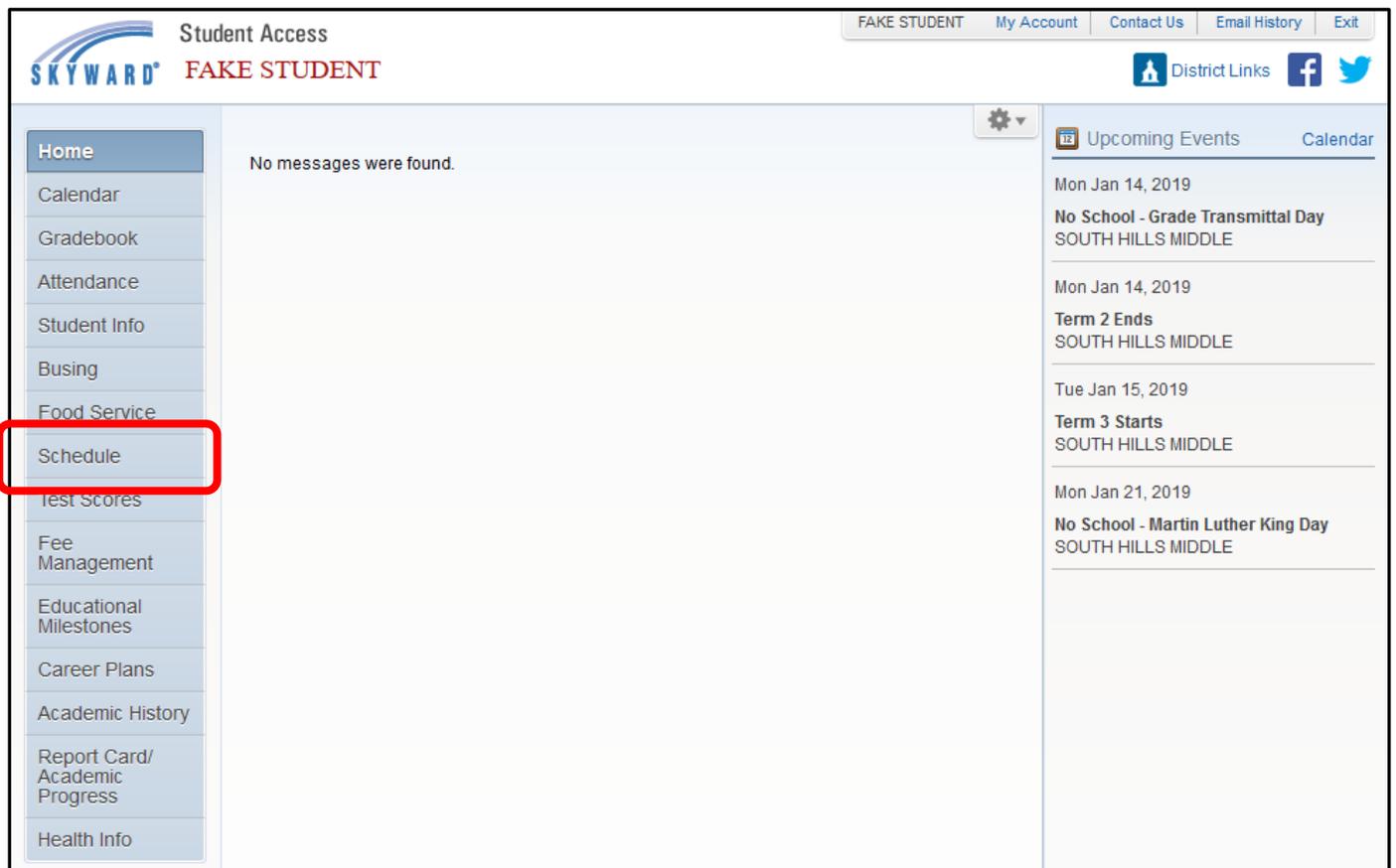
# Student Tutorial: Online Course Requests

1. Log student into Skyward



The image shows the Skyward login interface for the Jordan School District Student System. At the top is the Skyward logo. Below it, the text reads "Jordan School District Student System". There are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. A link for "Forgot your Login/Password?" is located below the sign-in button. A version number "05.13.10.00.07-10.2" is displayed below the forgot password link. At the bottom, there is a "Login Area:" dropdown menu currently set to "Family/Student Access". A copyright notice "© 2013 Skyward, Inc. All rights reserved." is at the very bottom.

2. Click **Schedule**



The image is a screenshot of the Skyward Student Access dashboard for a user named "FAKE STUDENT". The top navigation bar includes links for "FAKE STUDENT", "My Account", "Contact Us", "Email History", and "Exit". On the right side of the top bar are "District Links" and social media icons for Facebook and Twitter. A left-hand navigation menu lists various options: Home, Calendar, Gradebook, Attendance, Student Info, Busing, Food Service, **Schedule** (highlighted with a red box), Test Scores, Fee Management, Educational Milestones, Career Plans, Academic History, Report Card/Academic Progress, and Health Info. The main content area displays "No messages were found." On the right side, there is an "Upcoming Events" section with a "Calendar" link. The events listed are: "No School - Grade Transmittal Day SOUTH HILLS MIDDLE" on Mon Jan 14, 2019; "Term 2 Ends SOUTH HILLS MIDDLE" on Mon Jan 14, 2019; "Term 3 Starts SOUTH HILLS MIDDLE" on Tue Jan 15, 2019; and "No School - Martin Luther King Day SOUTH HILLS MIDDLE" on Mon Jan 21, 2019.

3. Click **Request Courses for [next school year]** in **[your school]**

Student Access  
FAKE STUDENT

FAKE STUDENT My Account Contact Us Email History Exit

District Links

Home  
Calendar  
Gradebook  
Attendance  
Student Info  
Busing  
Food Service  
Schedule

**Schedule**

Currently Scheduled Class: Mon Jan 7, 2019 9:05am  
FAKE Period 02 UTAH STUDIES 7

**Course Requests**  
FAKE: Request Courses for 2019-2020 in SOUTH HILLS MIDDLE

SHAE (SOUTH HILLS MIDDLE) Display Options Current Year Weekday By Term Matrix The current term is highlighted.

2018 - 2019 Print Schedule	Term 1 (08/21/18 - 10/25/18)	Term 2 (10/29/18 - 01/11/19)	Term 3 (01/15/19 - 03/21/19)	Term 4 (03/25/19 - 05/31/19)
Period 1 (8:00 AM - 8:47 AM)	LANGUAGE ARTS 7	LANGUAGE ARTS 7	LANGUAGE ARTS 7	LANGUAGE ARTS 7
Period 2 (8:52 AM - 9:38 AM)	UTAH STUDIES 7	UTAH STUDIES 7	UTAH STUDIES 7	UTAH STUDIES 7

4. **Request Courses**

Selected Courses may have already been pre-loaded by the school. These can only be removed by school personnel.

On the **Request Courses** tab, there are two options for searching courses:

- Enter 5 digit course key, then click on **Search**. When course appears, click the course then click **Add Course**  
OR
- Click on a course in **Available Courses for [next school year]** area, then click **Add Course**

Courses will appear in the **Selected Course** area. Use **Remove Course** to delete courses from your list.

When complete, verify the **Total Credits** = 8.00 (high school), 7.00 (middle school)

Request Courses for 2019-2020 in SOUTH HILLS MIDDLE

SHAE (SOUTH HILLS MIDDLE) Request Courses Request Alternates

Total Requests/Scheduled: 6 Total Credits: 5.500

**Available Courses for 2019-2020**

- 00011 AIDE TEACHER 0.500 Credits
- 02071 PEER TUTORING 0.500 Credits
- 10251 DIGITAL ART Adv Found 2-D Art 0.500 Credits
- 10261 ART FOUNDATIONS 1 0.500 Credits
- 10271 ART FOUNDATIONS 2 0.500 Credits
- 10291 CERAMICS 1 0.500 Credits
- 10331 SCULPTURE I 0.500 Credits
- 10441 DRAWING 1 0.500 Credits
- 10461 PAINTING 1 0.500 Credits

**Selected Courses**

- 0510 INTGRD SCIENCE 8 1.000 Credits
- 11800 SPANISH 1 1.000 Credits
- 45240 LANGUAGE ARTS 8 1.000 Credits
- 52100 8 GRADE MATH 1.000 Credits
- 60110 US HISTORY 8 1.000 Credits
- 70111 FITNESS 8 0.500 Credits

Search Clear

## 5. Request Alternate Courses

On the **Request Alternates** tab, there are two options for requesting alternate courses:

- Enter 5 digit course key, then click on **Search**. When course appears, click the course then click **Add Course**  
OR
- Click on a course in **Available Alternate Courses for [next school year]** area, then click **Add Course**

Courses will appear in the **Selected Alternate Courses** area.

Requested courses have an "R" priority. Alternate courses receive a priority number. Priority can be changed by using the arrow buttons. Use **Remove Course** to delete courses from your list.

Request Courses for 2019-2020 in SOUTH HILLS MIDDLE

FAKE (SOUTH HILLS MIDDLE) Request Courses **Request Alternates**

Total Requests/Scheduled: 9 Total Alternates: 2 Total Credits: 7.000

**Available Alternate Courses for 2019-2020**

13462	BAND 2 - PERCUSSION 2	1.000 Credits
13490	BAND 3-SYMPHONIC	1.000 Credits
16001	INTRO to THEATRE	0.500 Credits
16011	ACTING CLASS - INTRMED THEATRE	0.500 Credits
16015	Musical theatre THEATRE	0.500 Credits
16309	STAGE/THEATRE DESIGN StageTech	0.500 Credits
41000	FRENCH 1	1.000 Credits
41010	FRENCH 2	1.000 Credits
41030	FRENCH 3H	1.000 Credits

**Selected Alternate Courses**

1	71461	DANCE I	0.500 Credits
2	41000	FRENCH 1	1.000 Credits
R	10261	ART FOUNDATIONS 1	0.500 Credits
R	30510	INTGRD SCIENCE 8	1.000 Credits
R	41800	SPANISH 1	1.000 Credits
R	45240	LANGUAGE ARTS 8	1.000 Credits
R	52100	8 GRADE MATH	1.000 Credits
R	60110	US HISTORY 8	1.000 Credits
R	70001	HEALTH	0.500 Credits

A maximum of 2 Alternate Courses can be assigned.