

On-Line Course Selection Instructions

- Student or Parent needs to Login to Student/Family Access
 - o Go to Exeter Township School District Website - www.exetersd.org
 - o Select: Skyward Family Access (from student quick links)
- Student Access Screen will appear

*Note: 8th graders will need to select “Exeter Senior High School” in the drop down box at the top of the screen. If they remain in “Exeter Junior High School” the “Courses for (future school year)” may not appear. If the “Courses for (future school year)” appear and they select it while in “Exeter Junior High School” they will get a message “Inactive in 030 for school year 20__-__”
- Click on “Courses for 20__-20__” (select the future school year)
- [Available] Screen will appear
 - o This screen shows the student all the courses available to him/her. It tells you the length (Semester or Year), credits and Required/Elective.
- Click on [Selected]
 - o This option will show the student any course(s) that have been requested. This list will include courses that have been requested by the Guidance office or by the student during a previous online session. This will include recommendations that are required such as Math Strategies, as well as other remedial and learning support classes. If the course was selected by Guidance it cannot be removed by the student. Only Guidance can change those requests.
- Click on [Update Request]
 - o This option is where the student will enter his/her course requests.
 - o The student can enter required and elective courses.
 - o Students should first select their major courses (Math, English, Social Studies and Science). Next, students should select fitness & wellness, BCTC-if applicable, foreign language, followed by any music selections and other elective choices.
 - o Once the student reaches 7.0 to 8.0 credits the system will not let them request any other courses.
 - o If a student needs to remove a course request it can only be done from this screen.
 - o The student can now enter 7 Alternate courses. If the student’s schedule cannot accommodate a requested course, an alternate course will be selected. **STUDENTS MUST SELECT ALTERNATE COURSES** (Minimum of 5 alternates).

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- Click on [Alternate]
 - o This option is where the student will enter his/her alternate course requests (electives). These courses are then ranked 1 thru 7.
 - o If a student needs to remove an alternate course it can only be done from this screen.
 - o Requested Course(s) are indicated by an “R” in the Priority column
 - o Alternate Course(s) are indicated by a “number” in the Priority column

Once the student has Course Requests equal to 7.0-8.0 credits and at least 5 Alternate Course Requests he/she is finished with online scheduling.

Adding Course Requests or Course Alternates

Choose [Update Request] option

- Highlight the desired course by clicking on the course under “Course(s) Available.
- Click the [Add Course] button below “Course(s) Available” list to select the course.
 - o Course will now appear in the “Courses Requested” Box.
 - o The credits will increase by the amount of the course selected.

Continue to add Courses until you reach 7.0 to 8.0 credits.

Removing Course Requests or Course Alternates

Choose [Update Request] option to add Course Requests

Choose [Alternate] option to add Course Alternates

- Highlight the desired course by clicking on the course under “Courses Requested”.
- Click the [Remove Course] button below “Courses Requested” list to remove the course.
 - o Course will now be removed from the “Courses Requested” Box.
 - o The credits will decrease by the amount of the course removed.
 - o Remember that you can only remove courses that you the student requested. If you try to remove a course that the Guidance Office has requested for you an error message will appear.

Changing Priority number for Course Alternates

Moving the courses up and down in the list will change the priority number.

Choose [Alternates] option

- Highlight the desired course by clicking on the course under “Alternate Courses Requested.”
- Click the [Move Up] button below “Courses Requested” list to move the course up the list.
- Click the [Move down] button below “Courses Requested” list to move the course down the list.