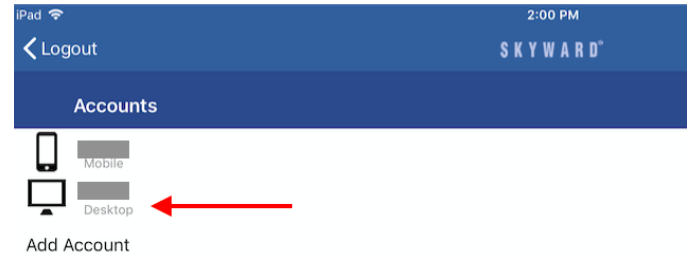


IMS 7th and 8th Grade Course Selection for 2021-2022

1. If you are starting from the Skyward app, click on the Desktop icon (note: will be **student login**, not parent)

Otherwise, students can log in through this website:

<http://mercerislandschools.org/faskyward>



If you need your login and/or password, click on the 'Forgot your Login/Password?' link. Go to <https://www.mercerislandschools.org/Domain/2253> for Password Reset Instructions.

Note: your Login is made up of the first five letters of your last name, the first three letters of your first name and then three digits. **If your last name does not have five letters, there will be spaces in your login! Likewise, if your first name does not have three letters, there will be spaces in your login!**

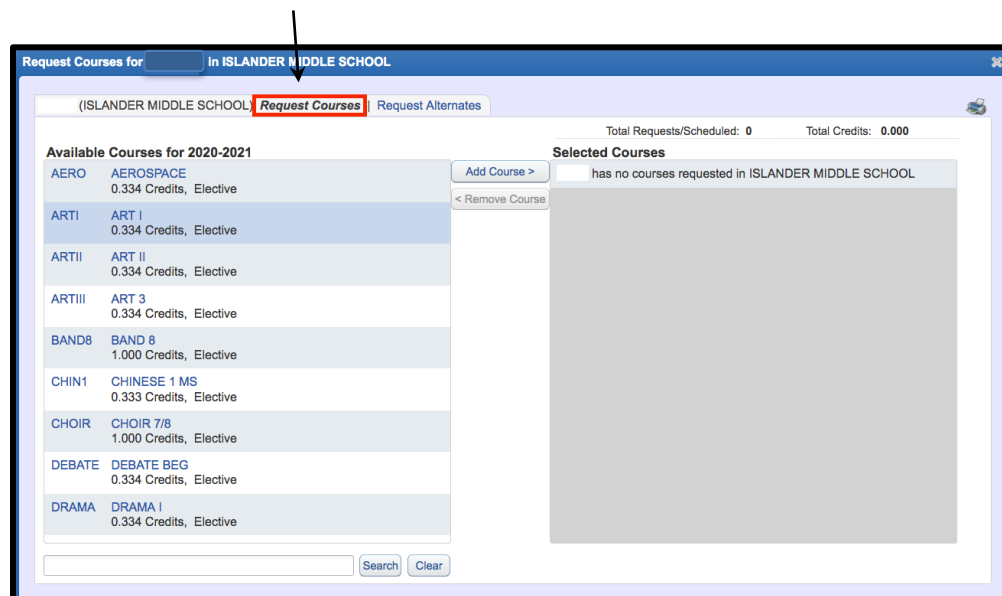
2. Once you log into the system, select the appropriate student in the upper left-hand corner.
3. On the left hand-side menu click: **Schedule**



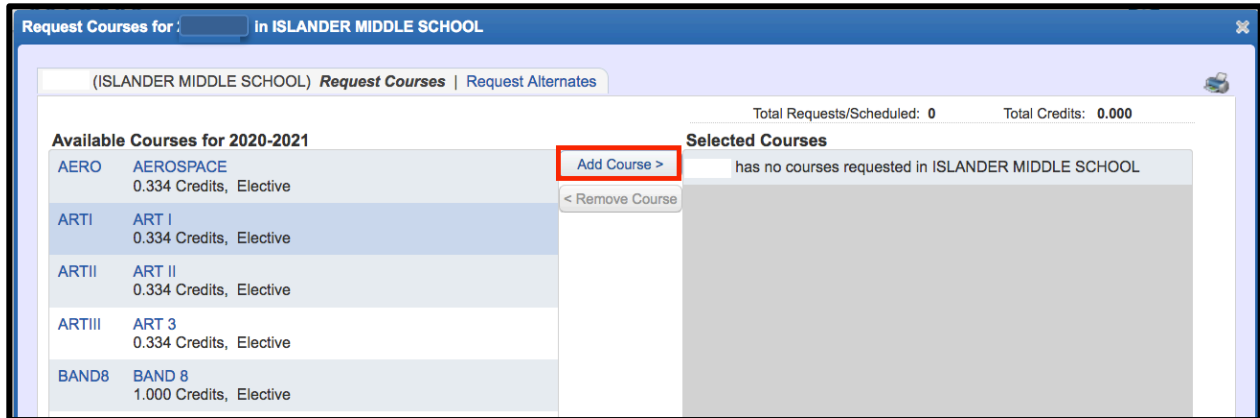
4. In the Course Requests box, click the link: **Request Courses for 2021-2022 in ISLANDER MIDDLE SCHOOL**



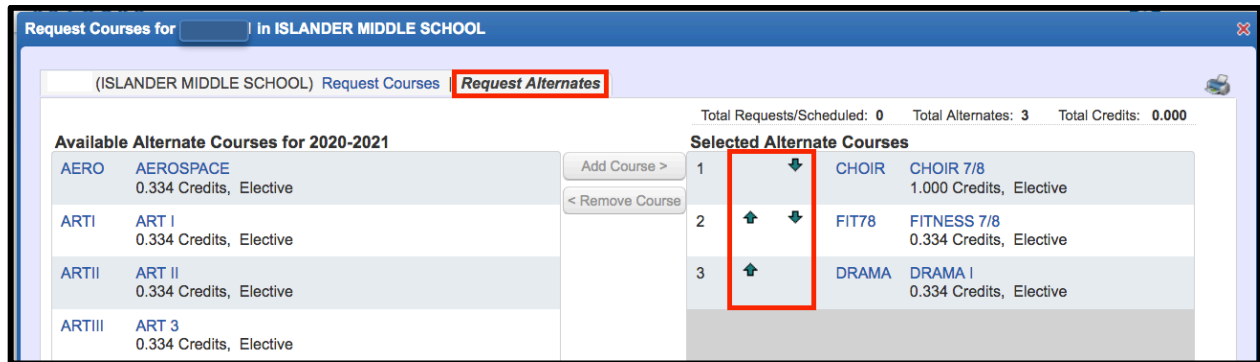
5. At the top of the screen you have two options: Request Courses and Request Alternates. Click: **Request Courses**.



6. In the 2021-2022 Available Courses screen **highlight your desired course** in the left-hand column. Then click **Add Course** button to move the course to your Requested Courses list in the right-hand column. Do this for each course request. There is no save or submit button, once your request is in the Selected Courses column your course is saved automatically.

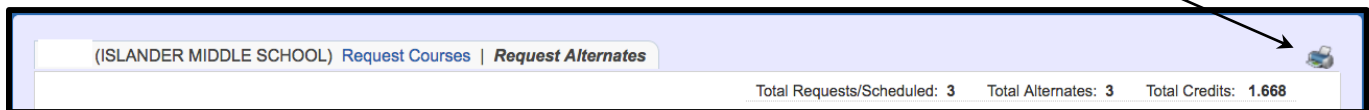


When this is complete, **select the Request Alternates** link to select 3 alternate electives. Again, highlight the appropriate course and **select Add Course** to move it from the **Available Alternate Courses** list to the **Selected Alternate Courses** list. The alternates will prioritize as you select them, you can change the priority by highlighting the course and using the Move Up or Move Down buttons.



Every effort is made to place students into their first choices for electives, but because of scheduling constraints and the possibility of requests exceeding capacity, three alternates are required.

7. When your requested course selections are complete, click the **printer icon** to print out a copy of the request for your records.



8. **Reminder that there is no Save or Submit button, as selected courses are saved automatically. Remember to exit out** (“Exit” button is located in the upper right-hand corner of the screen).