Edmonds School District

Requesting Classes in Student Access

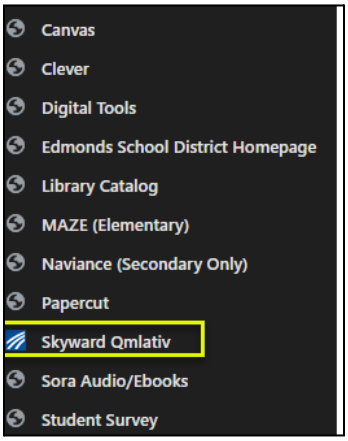
High School

You can sign up for classes/courses in Skyward Student Access. Your school's counseling office will review your choices for several aspects, including prerequisites, academic goals, and scheduling conflicts. As such, your requests may not be included in your final schedule. Your school will communicate timelines with you.

To request classes for next school year,

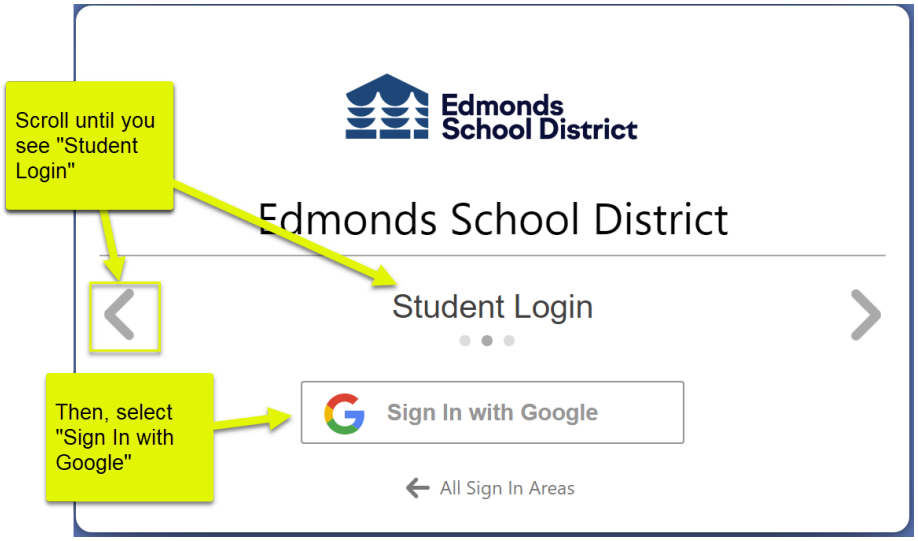
Important	After selecting your courses and alternatives, you must select, "Submit Course Requests," to complete the process. If you do not, your requests will not be considered.

1. Log into your Chromebook.
2. Open Chrome.
3. Select Edmonds Bookmark > Skyward Qmlativ.

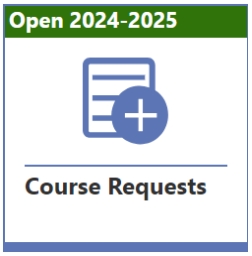


Alternatively, use this URL: https://www.q.wa-k12.net/edmondSTS#3

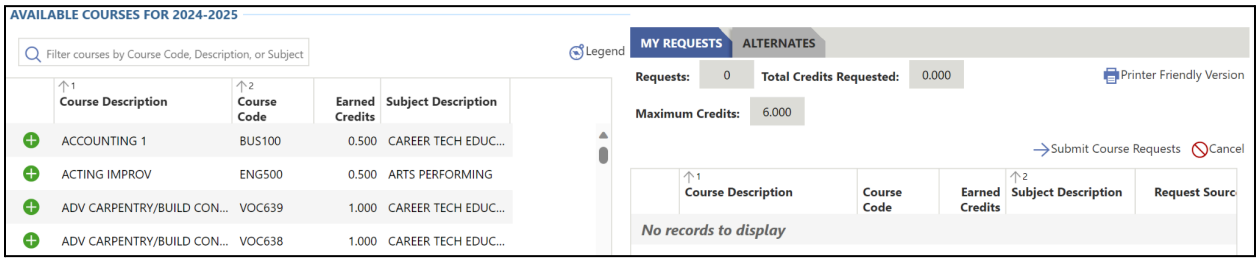
4. From the Skyward sign-in screen, scroll until you see “Student Login” and select **Sign In with Google**.



5. From the Student Access home page, select **Course Requests**.



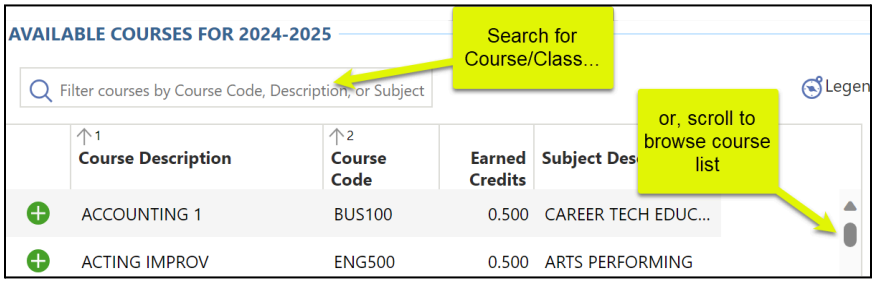
The Course Request screen opens.



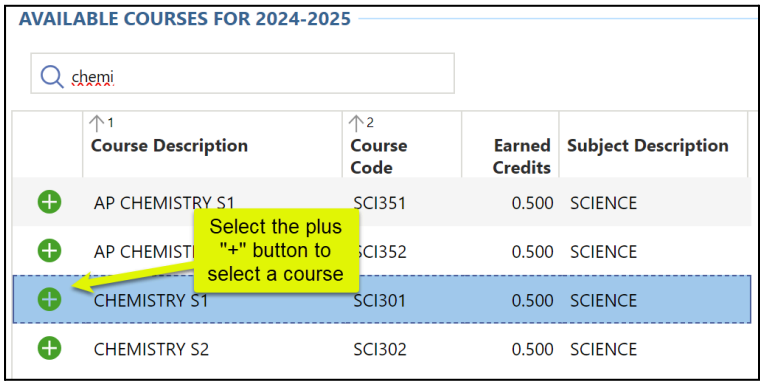
6. Select **My Requests** 

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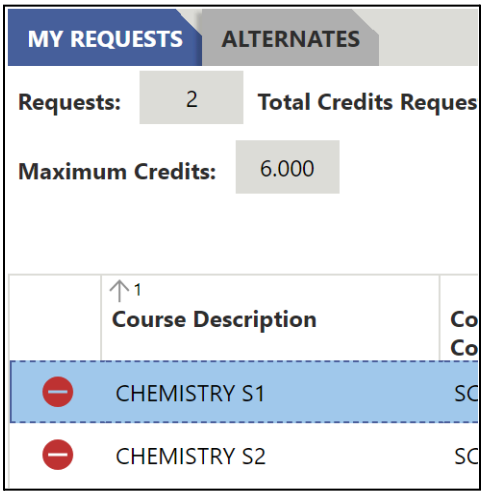
7. Search or scroll to find the desired course.



8. To add a course to the My Request list, click the plus icon .



The selected course now appears in the My Request list.

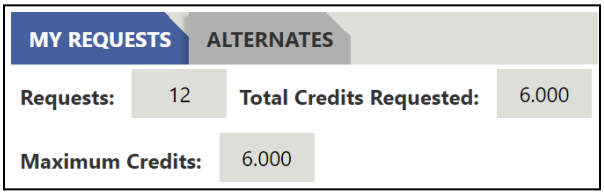


Note	When you select a course, another course may automatically be added to the My List because they are linked for year-long classes.

To remove a selected course, click the minus icon .

Note	If a course has a lock next to it, then your school selected this course for you, and you must talk with your school's counseling team if you wish to change it.

9. Select additional courses until you have 12 requests and 6 credits, which may include requests that your school's counseling office has selected for you.



Important	If you need to finish selecting courses at another time, select, **Submit Course Requests**, Submit Course Requests to save your current selections. You will be able to add and edit your courses until your school closes course requests.

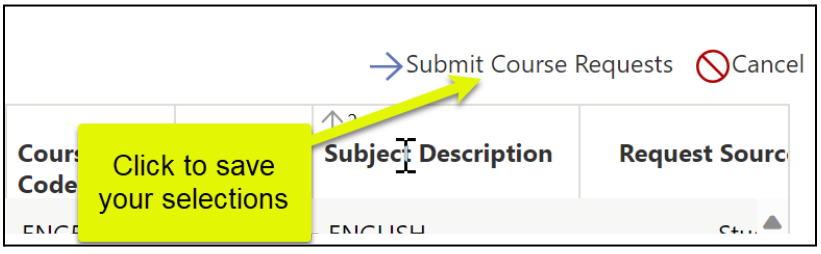
Adding Alternates

Next, select alternative courses in case your school is unable to accommodate your main course requests. For example, you may want to add other electives in case your primary choices are not viable.

10. Select the tab, **Alternates** REQUESTS ALTERNATES .

11. From the *Available Courses* list, select courses for your Alternates list (search and select courses like you did for your main course requests).

12. After selecting 6 courses of 12 credits and alternates, select **Submit Course Requests** to save your selections.



Important	You may make changes until your school closes course requests. Ensure you click, **Submit Course Request**, to save your changes.