
Requesting Classes in Student Access

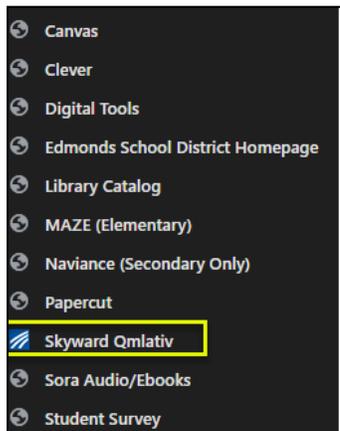
Middle School

You can sign up for electives in Skyward Student Access. Your school's counseling office will review your choices. 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,

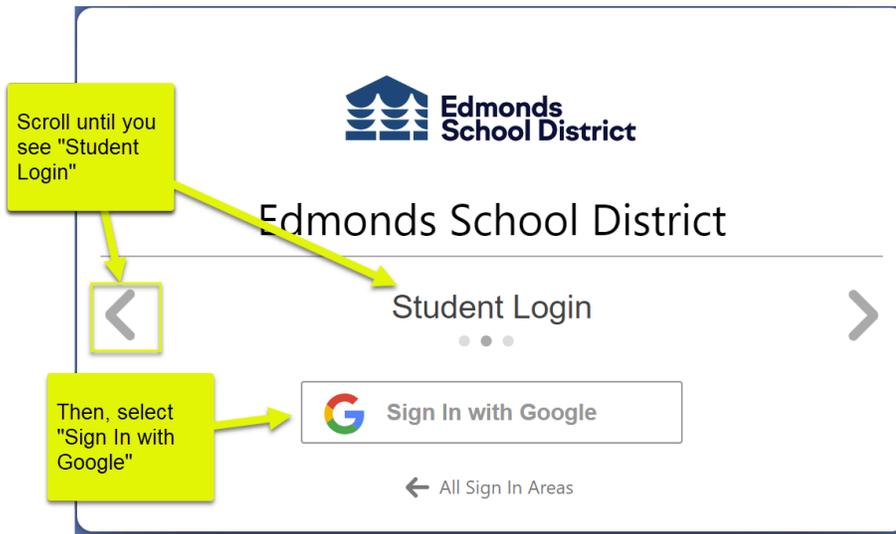
Important After selecting your courses and alternatives, you must select, "Submit Course Requests," to complete the process. If you do not, your requests will not be considered.

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>

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



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



The Course Request screen opens.

AVAILABLE COURSES FOR 2024-2025				
Filter courses by Course Code, Description, or Subject				
↑1 Course Description	↑2 Course Code	Earned Credits	Subject	Description
+ CONCERT BAND S1	DMB785	0.500	MUSIC	
+ CONCERT BAND S2	DMB786	0.500	MUSIC	
+ CONCERT CHOIR S1	DMC800	0.500	MUSIC	
+ CONCERT CHOIR S2	DMC801	0.500	MUSIC	
+ CONCERT ORCHESTRA S1	DMO783	0.500	MUSIC	

MY REQUESTS		ALTERNATES	
Requests:	9	Total Credits Requested:	4.500
Maximum Credits:	2.000		
↑1 Course Description	Course Code	Earned Credits	↑2 Subject Description
- ENGLISH 8 S1	DEN801	0.500	ENGL
- ENGLISH 8 S2	DEN802	0.500	ENGL

6. Select **My Requests** MY REQUESTS

Note You will see Courses already selected for you. These courses are required by your school, and you cannot remove them. If you have questions about a course, please contact your school's counseling office.

7. Search by course description or subject, or scroll to find the desired course.

 Legend

	↑1 Course Description	↑2 Course Code	Earned Credits		
+	CONCERT BAND S1	DMB785	0.500	MUSIC	
+	CONCERT BAND S2	DMB786	0.500	MUSIC	

Search for Course/Class...

or, scroll to browse course list

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

	↑1 Course Description	↑2 Course Code	Earned Credits		Subject Description
+	CONCERT BAND S1	DMB785	0.500	MUSIC	
+	CONCERT BAND S2	DMB786	0.500	MUSIC	

Select the plus "+" button to select a course

The selected course now appears in the My Request list.

MY REQUESTS		ALTERNATES
Requests:	11	Total Credits Requested:
Maximum Credits:	2.000	
↑ 1		
Course Description		
⊖	CONCERT BAND S1	
⊖	CONCERT BAND S2	

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.

Likewise other courses may also be locked because they are required by your school.

9. Select additional courses until you have selected enough per your school's counseling office. You can track your selection total at the top of the My Request tab.

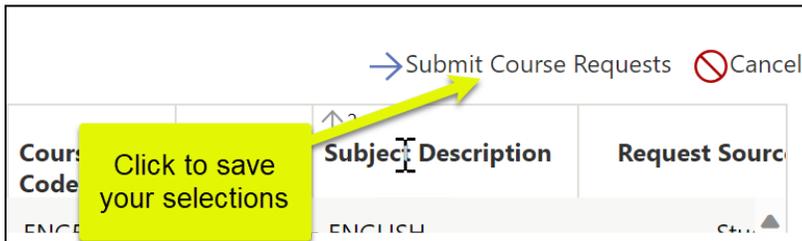
MY REQUESTS		ALTERNATES
Requests:	12	Total Credits Requested:
		6.000
Maximum Credits:	6.000	

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

If applicable, select alternate courses. Ask your counseling office if you need to complete these steps.

10. Select the tab, **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 your electives, 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.