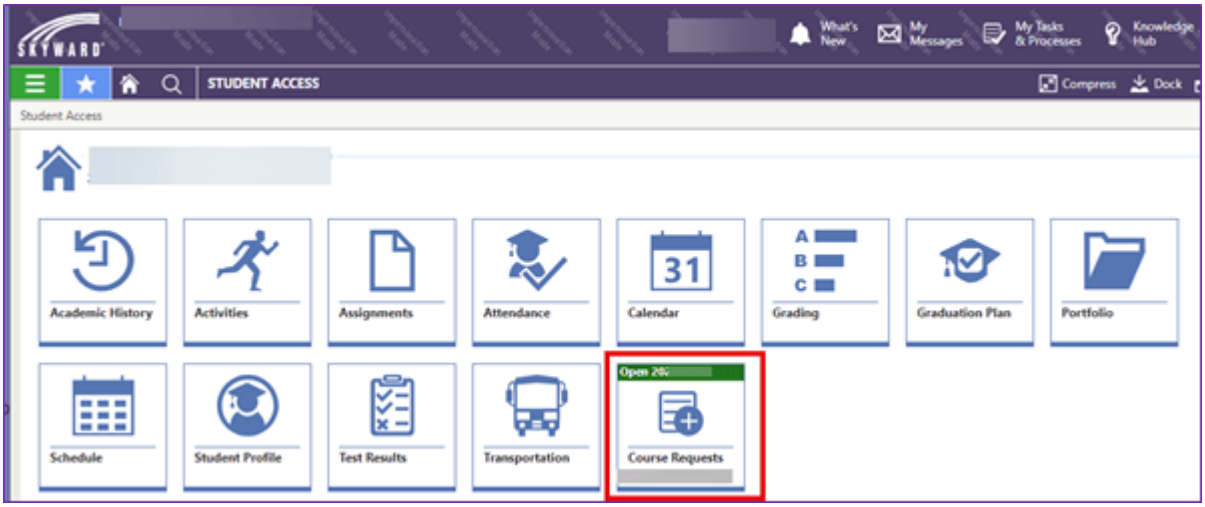
VALLEY VIEW MIDDLE SCHOOL ONLINE COURSE REQUEST FOR 26-27

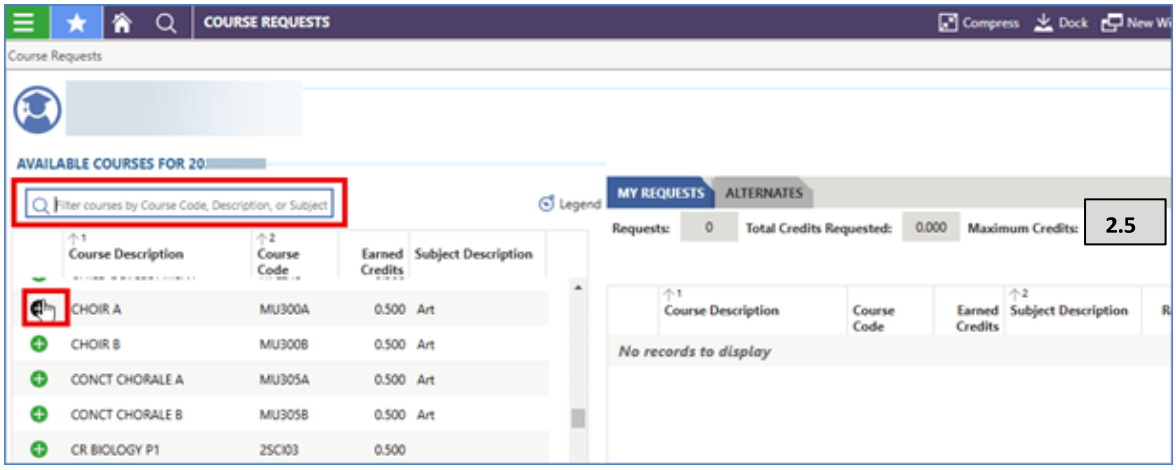
This is the process for requesting courses for the next school year in Skyward/Qmlativ

To begin the Online Course Request Process, sign into Hello ID. **To Add Requests:**

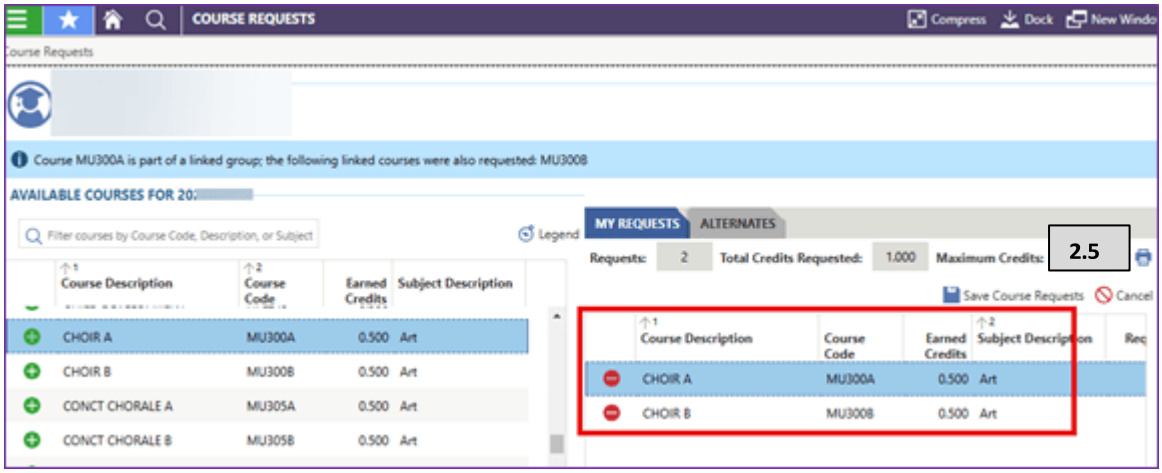
Log into Skyward/Qmlativ and select the Course Requests tile.



Select a new course by clicking the plus sign next to the course title. You also can use the search bar to find a course. **Make sure you select 2.5 Credits – 1.0 English credit and 1.5 Elective credits**.



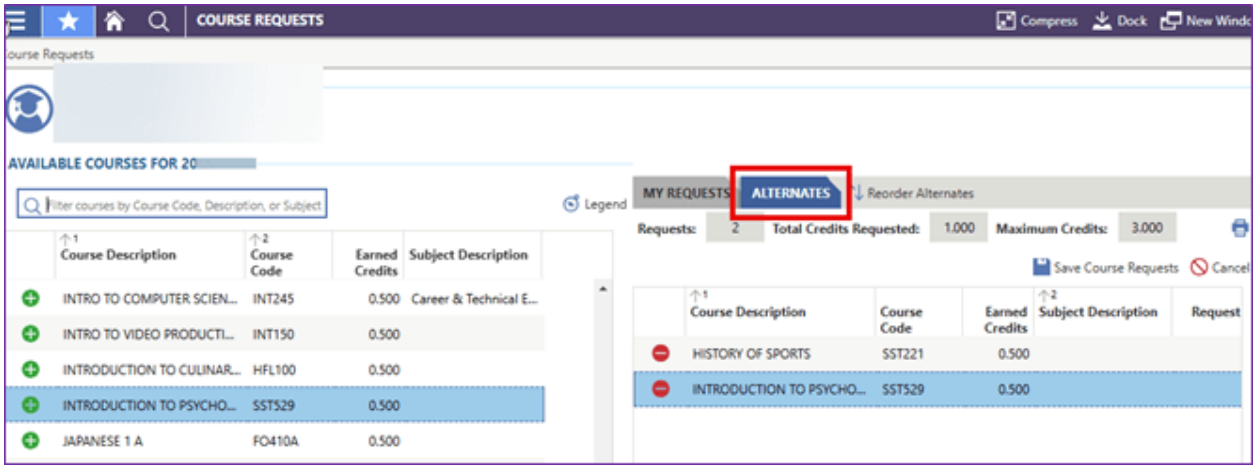
The courses you selected will appear on the right side of the screen under "My Requests". If it is a 2-semester course, both semesters should appear.



Please refer to the copy of the registration form for courses that will be added for you by the registrar or counselor. Continuing adding requests until you reach 2.5 credits.

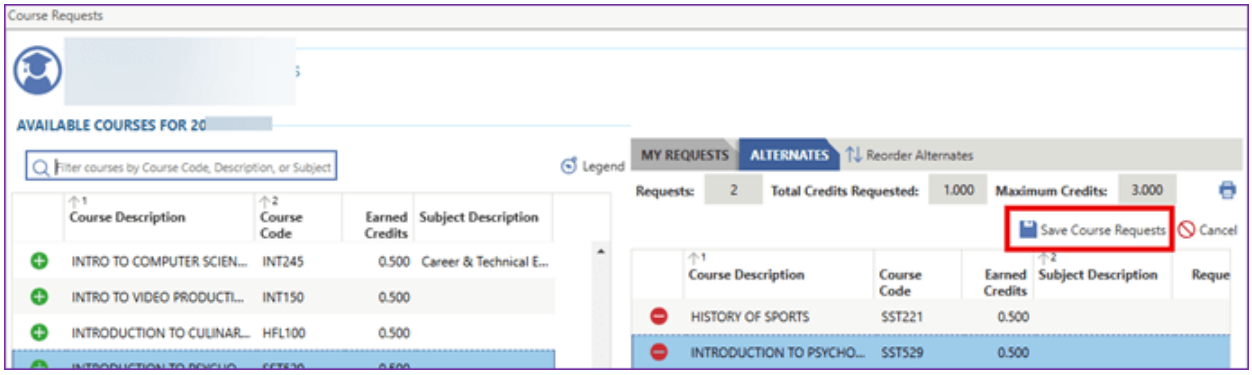
To Add Alternates:

Click on the **Alternates** tab and follow the same process to request Alternates. Please select at least 3 alternate elective courses.



To Finish Course Request Process:

When you are finished, click **Save Course Requests**



A message will appear saying that the course requests have been saved, and you can log out of Student Access.

