INSTRUCTIONS FOR ENTERING COURSES ON SKYWARD

1. Log into your Skyward account using the **desktop option**
2. Click on SCHEDULE
3. Click on REQUEST COURSES FOR CURRET YEAR IN SHAWANO HIGH SCHOOL
4. Now you can enter classes. A class search may be done by entering in the course number or name. The list of classes will appear on the left side of the screen. Click the class you want and then click ADD. Classes added will appear in the right-hand box.
5. If you are signing up for a yearlong class then, sometimes, you need to add both semesters while other times the computer will automatically add both semesters. For example, math is a two-semester class so you may need to add semester 1 and semester 2 by entering both numbers listed alongside of the course title.
6. You need to enter the expected number of credits for your grade level (7.0 credits for all grades except 6.5 for seniors) but no more than 8. You do not need to add study halls. Study halls will be added wherever there is no class scheduled. Requesting 8 credits leaves no room for study halls. Please review your class request list carefully and double check that you have entered everything.
7. Now, you need to click on the ALTERNATE tab and add the 3 classes you entered in the boxes on the front of the planning worksheet. Alternates are chosen in the event that one of your 1st choice electives is not offered. Review your selections again.
8. Log off. Yes, it is saved!