

SKYWARD INSTRUCTIONS FOR SCHEDULING COURSE REQUESTS

(Must be a current Sehome student to access online scheduling)

- 1) Log into Skyward.
- 2) Click on “Schedule” on the left-hand side.
- 3) Near the top right of the page, click on the link “*Request Courses for 2021-22 in Sehome High School.*”
- 4) The window called “*Selected Courses*” shows courses already scheduled by the office.

The “*Available Courses*” window on the left is an alphabetical list of courses you may select.

Highlight the desired class and click on “add course.” Continue adding until you have a full schedule of choices.

- 5) Click “*Request Alternates*” tab and add 6 additional courses that would be 2nd choices if you don’t get your first choice.

You can use the arrow icons to order your Alternate choices in your order of priority.

- 6) Review your choices and then to end the session click the “X” on the header bar of the screen

Reminders...

- 1) This is year-long scheduling so you should have a total of 16 classes listed.
- 2) Add at least 6 alternate course choices.