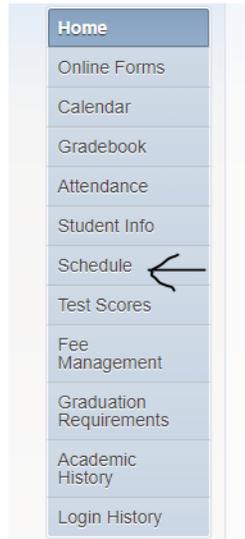


How to Review Academic Course Requests and Select Elective Courses in Skyward

Step #1: Login to your Parent or Student Skyward Family Access account.

Step #2: Click on the “Schedule” tab in the menu.



Step #3: Click on the Course Requests “View Available Courses for 2021-2022 in Lyman High” link.



Step #4: Click on “Request Courses”



Step #5: Academic Course Review – In the Column on the Right under **Selected Courses**, review the Core Academic Courses that were pre-loaded for your student for the 21-22 School Year. If you believe there is an error or desire to make a change to one of these courses, complete the [Change Request/Override](#) Form.

JAMES (Lyman High) Request Courses | Request Alternates

Total Requests/Scheduled: 6 Total Credits: 5.000

Available Courses for 2021-2022		Selected Courses	
0100300	AP ART HISTORY 1.000 Credits	1001380	ENGLISH 3 HON 1.000 Credits
0101300	ART 2D 1.000 Credits	1200330	ALGEBRA 2 1.000 Credits
0101330	ART 3D 1.000 Credits	2003380	PHYSICS 1 1.000 Credits
0104300	AP ART/DRAWING 1.000 Credits	2100320	US HISTORY HON 1.000 Credits
0109310	PORTFOLIO DRAW HON 1.000 Credits	EGS1006	INTRO ENGIN PRO 0.500 Credits
0109320	PORTFOLIO 2D DES HON 1.000 Credits	MTB1329	APPLIED MATH/ENGIN 0.500 Credits
0109350	AP STUDIO ART 2D 1.000 Credits		
0109360	AP STUDIO ART 3D 1.000 Credits		
0200320	AP COMPUTER SCI A 1.000 Credits		
0200335	AP COMP SCI PRINC		

Search Clear

Step #6: Searching For Electives – You can search for electives in several ways. You can type the course name or course code in the search bar and click the **Search** button. Or you can simply scroll through the list to see what electives are available to you. ****Please remember that not all electives are available to every grade level.** Please refer to the [Curriculum Guide](#) , if you are not seeing a course on your list.

JAMES (Lyman High) Request Courses | Request Alternates

Total Requests/Scheduled: 6 Total Credits: 5.000

Available Courses for 2021-2022		Selected Courses	
0100300	AP ART HISTORY 1.000 Credits	1001380	ENGLISH 3 HON 1.000 Credits
0101300	ART 2D 1.000 Credits	1200330	ALGEBRA 2 1.000 Credits
0101330	ART 3D 1.000 Credits	2003380	PHYSICS 1 1.000 Credits
0104300	AP ART/DRAWING 1.000 Credits	2100320	US HISTORY HON 1.000 Credits
0109310	PORTFOLIO DRAW HON 1.000 Credits	EGS1006	INTRO ENGIN PRO 0.500 Credits
0109320	PORTFOLIO 2D DES HON 1.000 Credits	MTB1329	APPLIED MATH/ENGIN 0.500 Credits
0109350	AP STUDIO ART 2D 1.000 Credits		
0109360	AP STUDIO ART 3D 1.000 Credits		
0200320	AP COMPUTER SCI A 1.000 Credits		
0200335	AP COMP SCI PRINC		

Art Search Clear

Step #7: Adding Electives – Simply click to the right of the course name so the line is highlighted in **Blue**. Then click the

Add Course >

button to move it to the “Selected Courses” area in the right column. To remove a course, repeat the same process in reverse by clicking the **Remove Course** button.

*Most Academic courses will not be listed. If you want to add an additional academic course (i.e. you want to take two science classes), complete [Course Change Request/Override](#) Form. Put N/A in the Drop question and put the course you want to add in the Add question.

The screenshot shows the 'Request Courses' interface for JAMES (Lyman High). It features two main columns: 'Available Courses for 2021-2022' on the left and 'Selected Courses' on the right. The 'Available Courses' list includes AP ART HISTORY, ART 2D, ART 3D, AP ART/DRAWING, PORTFOLIO DRAW HON, PORTFOLIO 2D DES HON, AP STUDIO ART 2D, AP STUDIO ART 3D, CULINARY ARTS 2, and CULINARY ARTS 3. The 'Selected Courses' list includes ART 3D, ENGLISH 3 HON, ALGEBRA 2, PHYSICS 1, US HISTORY HON, INTRO ENGIN PRO, and APPLIED MATH/ENGIN. A search bar and 'Search'/'Clear' buttons are at the bottom left. In the top right corner, it displays 'Total Requests/Scheduled: 7' and 'Total Credits: 6.000'. A blue highlight is on the 'ART 3D' course in the available list, with an arrow pointing to the 'Add Course >' button above it. Another arrow points to the 'Remove Course' button below it.

Step #8: Make sure you have 7.000 Total Credits!

Continue to add courses until you have **7.000 total Credits** as indicated in the top right corner. (Be careful of .5 credit classes like PE classes to make sure you have selected enough to equal 7 credits)

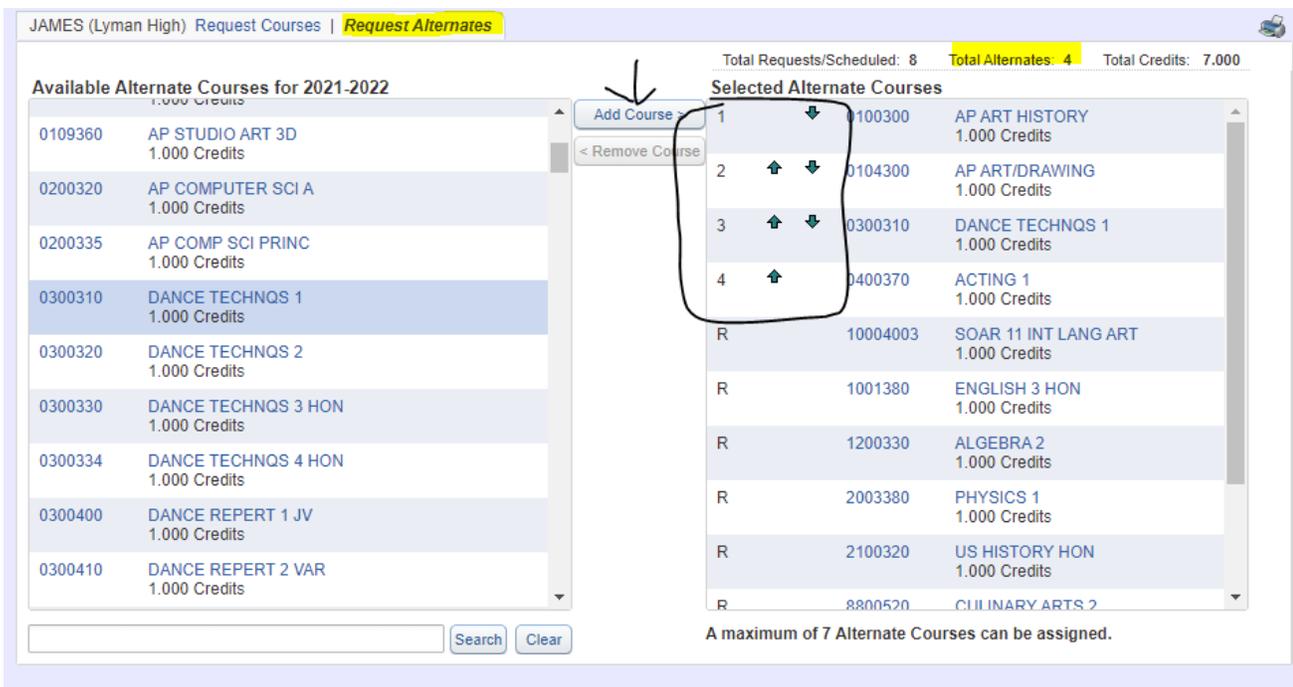
This screenshot shows the 'Request Courses' interface after adding more courses. The 'Available Courses' list now includes AP COMPUTER SCI A and AP COMP SCI PRINC. The 'Selected Courses' list remains the same as in the previous screenshot. In the top right corner, the 'Total Credits' has increased to 7.000, which is highlighted with a yellow box and circled in black. The 'Total Requests/Scheduled' is now 8. The search bar and 'Search'/'Clear' buttons are still present at the bottom left.

Step #9: Adding Alternate Courses – These are important in case your schedule ends up with a conflict and gives the school some additional choices you'd like to take. **The more alternates you have listed the better!!!!**

- Click the **“Request Alternates”** link:



- Search and Select your Alternate Elective courses the same way you did in **Step #7**. Simply click on the row and click on **Add Course >** to add it to the **“Selected Alternate Courses”** column on the right. The courses will populate at the top and have #s in front of them (1, 2, 3, 4 etc). This is the rank order of preference. To change this simply click the up/down arrows.



Step #10: Congratulations you did it!

Once you have finished adding **7.000 Credits** under the **“Requested Courses”** link, and at least **4 alternate course credits** on the **“Request Alternates”** link, you are finished!

Simply close out of the window. You do NOT need to hit a save button.

