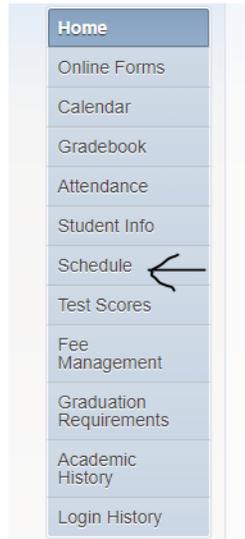**How to Review Academic Course Requests and Select Elective Courses in Skyward**

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

Step #2: Click on the "**Schedule**" tab in the menu.

Home
Online Forms
Calendar
Gradebook
Attendance
Student Info
Schedule ←
Test Scores
Fee Management
Graduation Requirements
Academic History
Login History

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

Course Requests

JAMES: View Available Courses for 2021-2022 in Lyman High ←

Step #4: Click on "**Request Courses**"

View Available Courses for 2021-2022 in Lyman High

JAMES (Lyman High) *Request Courses* | Request Alternates

Available Courses for 2021-2022

0100300	AP ART HISTORY 1.000 Credits
0101300	ART 2D 1.000 Credits
0101330	ART 3D 1.000 Credits
0104300	AP ART/DRAWING

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.

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.

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.

Step #8: <mark>Make sure you have 7.000 Total Credits!</mark>

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)

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. <mark>The more alternates you have listed the better!!!!</mark>

> ➤ 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.
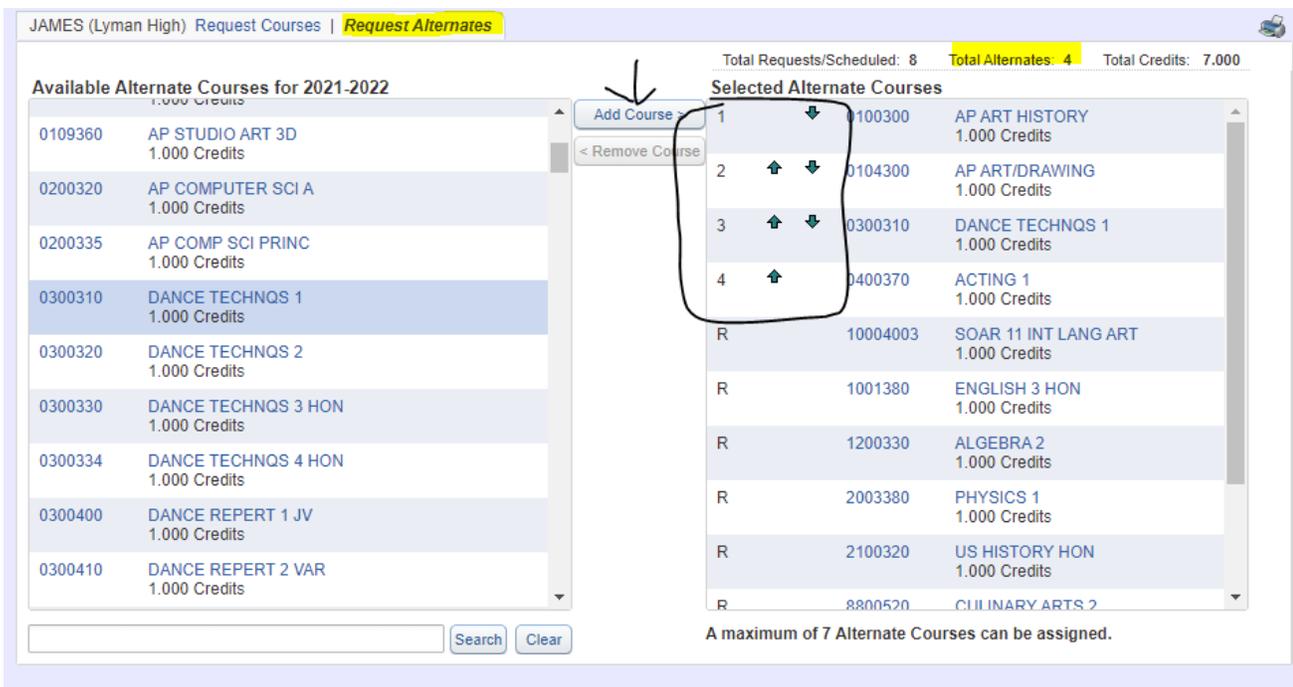
Step #10: Congratulations you did it!

Once you have finished adding <mark>7.000 Credits</mark> under the "**Requested Courses**" link, and at least <mark>4 alternate course credits</mark> on the "**Request Alternates**" link, you are finished!

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