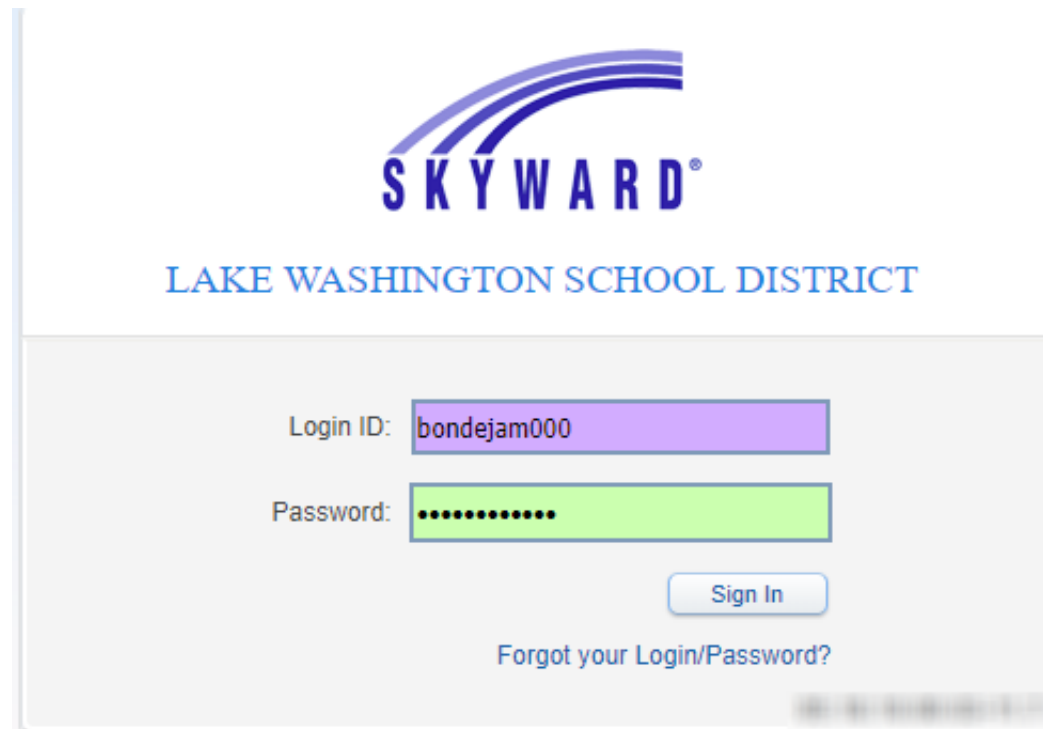

SELECTING COURSES USING SKYWARD

REGISTRATION 2019-2020



Step 1: Login to Skyward



SKYWARD®
LAKE WASHINGTON SCHOOL DISTRICT

Login ID:

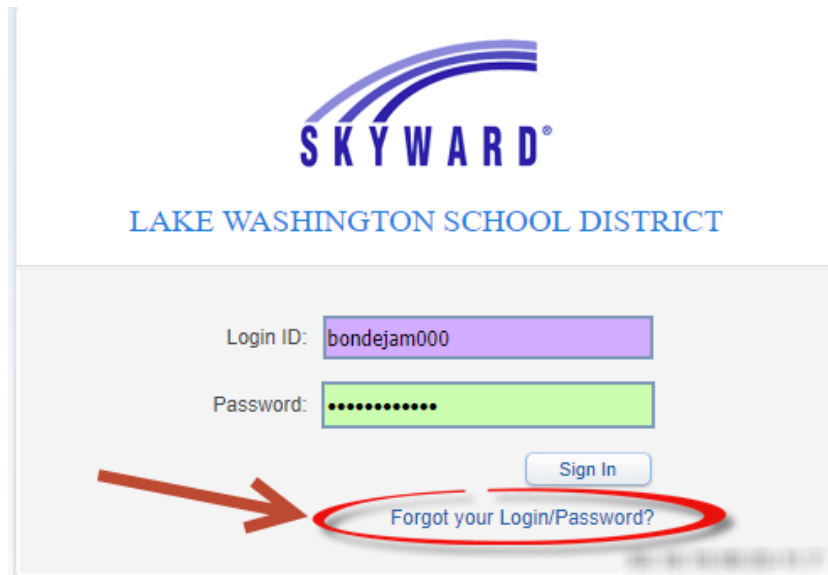
Password:

[Sign In](#)

[Forgot your Login/Password?](#)



- If you do not know your username or if you forget your password
 - Click on the *Forgot your login/password* link.



SKYWARD®
LAKE WASHINGTON SCHOOL DISTRICT

Login ID:

Password:

[Forgot your Login/Password?](#)



SKYWARD®

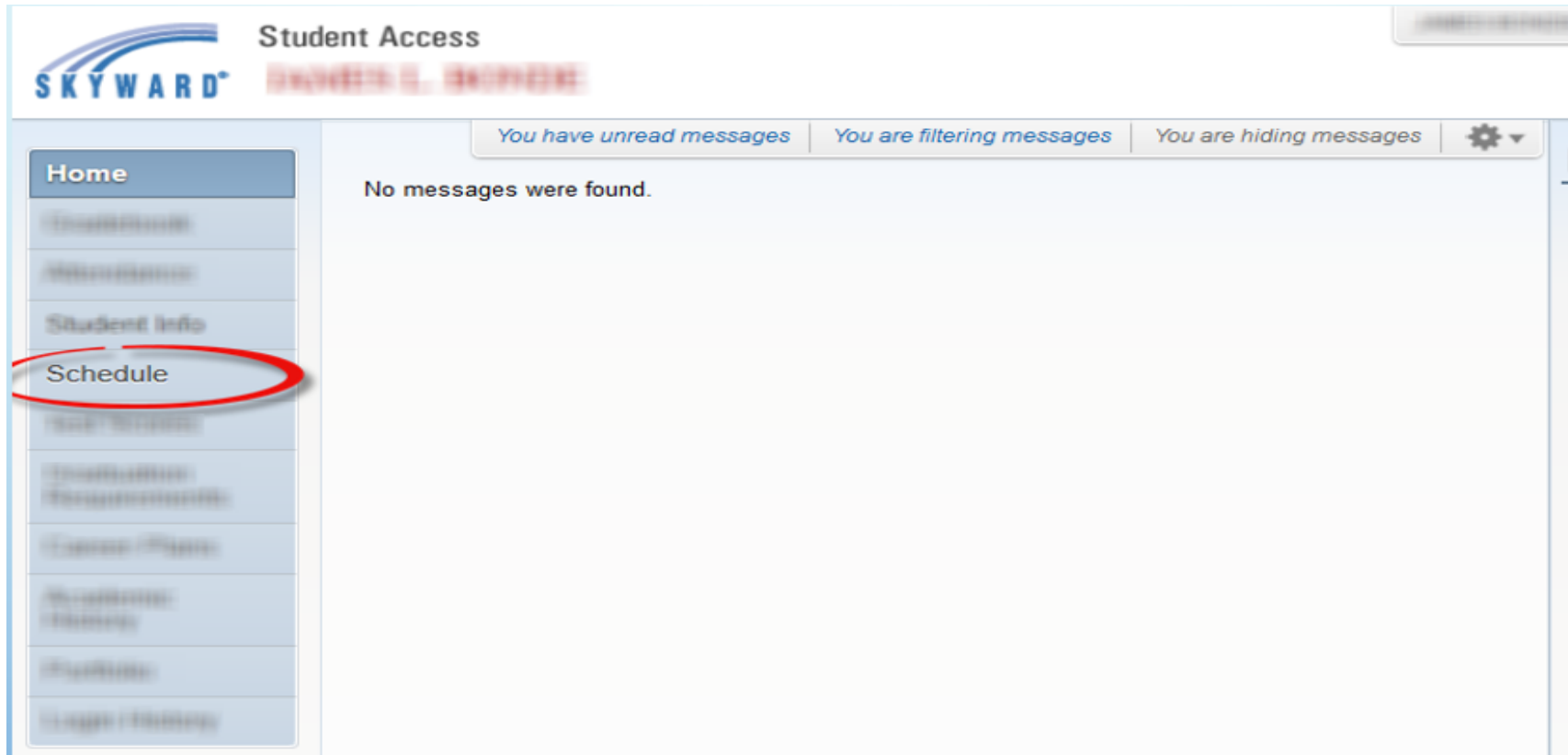
Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Email or User Name:



Step 2: Click on Schedule



The screenshot displays the Skyward Student Access interface. At the top left, the Skyward logo is visible next to the text "Student Access". Below the logo, the name "DANIEL G. BROWN" is partially visible. A navigation menu on the left side contains several items: "Home", "Attendance", "Student Info", "Schedule", "New Student", "Qualification Requirements", "Course Plans", "Academic History", "Profile", and "Login History". The "Schedule" item is highlighted with a red oval. The main content area on the right shows a message notification bar with three items: "You have unread messages", "You are filtering messages", and "You are hiding messages", followed by a gear icon. Below the notification bar, the text "No messages were found." is displayed.



Under Course Requests, click on the “View Available Courses ...” link.

The screenshot shows the Skyward Student Access interface. At the top, there is a navigation bar with the Skyward logo, "Student Access", and user information for "JAMES". There are links for "My Account", "Email History", and "Exit". A "District Links" icon is also present.

The main content area is titled "Schedule". It shows the user's current class: "JAMES Period 04 US HISTORY 2/WA STATE HISTORY". Below this, there is a "Course Requests" section. A link in this section, "View Available Courses for 11/18/19 in SR HIGH", is circled in red.

Below the course requests, there is a table showing the user's schedule for the current year (2018-2019) and the next year (2019-2020). The current year is highlighted in yellow. The table has columns for Term 1, Term 2, Term 3, and Term 4. The rows represent different periods (Period 0 to Period 6) with their respective times, days, and room numbers.

	Term 1 (09/04/18 - 11/06/18)	Term 2 (11/07/18 - 01/25/19)	Term 3 (01/26/19 - 04/05/19)	Term 4 (04/06/19 - 06/19/19)
Period 0	ADMINISTRATOR Days M,T,W,R,F	ADMINISTRATOR Days M,T,W,R,F	ADMINISTRATOR Days M,T,W,R,F	ADMINISTRATOR Days M,T,W,R,F
Period 1 (8:10 AM - 9:05 AM)	DIGITAL MEDIA 1 Days M,T,W,R,F Room 221	DIGITAL MEDIA 1 Days M,T,W,R,F Room 221		
Period 2 (9:10 AM - 10:00 AM)	ENGLISH 8 Days M,T,W,R,F Room 152	ENGLISH 8 Days M,T,W,R,F Room 152		
Period 3 (10:05 AM - 10:55 AM)	SCIENCE 8 Days M,T,W,R,F Room 234	SCIENCE 8 Days M,T,W,R,F Room 234		
Period 4 (10:55 AM - 12:25 PM)	US HISTORY 2/WA STATE HISTORY Days M,T,W,R,F Room 142	US HISTORY 2/WA STATE HISTORY Days M,T,W,R,F Room 142		
Period 5 (12:30 PM - 1:20 PM)	ALGEBRA 1 Days M,T,W,R,F Room P5	ALGEBRA 1 Days M,T,W,R,F Room P5		
Period 6 (1:25 PM - 2:15 PM)	SPANISH 1 Days M,T,W,R,F Room 140	SPANISH 1 Days M,T,W,R,F Room 140		

Below the table, there is a section for "JAMES (SR HIGH)" showing the schedule for the next year (2019-2020). It has columns for Term 1, Term 2, Term 3, and Term 4. The text "No Schedule was found." is displayed below these columns.



Type in part of the course title or course code in the search box and click Search.

The screenshot displays a web application interface for course selection. At the top, a blue header reads "View Available Courses for 2019-2020 in SR HIGH". Below this, a navigation bar shows "JAMES (SR HIGH) Request Courses | View Alternates". The main content area is split into two columns. The left column, titled "Available Courses for 2019-2020", lists several courses with their codes and titles, each followed by "0.500 Credits, Elective". The right column, titled "Selected Courses", is currently empty and displays the message "JAMES has no courses requested in SR HIGH". Above this message are "Add Course >" and "< Remove Course" buttons. At the bottom, a search box contains the text "Algebra", with a "Search" button and a "Search for entered text" button to its right. The interface also shows "Total Requests/Scheduled: 0" and "Total Credits: 0.000" at the top right of the main content area.

Course Code	Course Title	Credits	Elective
ARO151	YEARBOOK	0.500	Elective
ARO152	YEARBOOK	0.500	Elective
ARO251	DRAWING & PAINTING 2	0.500	Elective
ARO311	PHOTOGRAPHY 1	0.500	Elective
ARO321	DIGITAL GRAPHICS	0.500	Elective
ARO795	INDUSTRIAL DESIGN	0.500	Elective
ART011	INTRODUCTION TO ART	0.500	Elective
ART016	ART 1 HONORS	0.500	Elective
ART241	DRAWING & PAINTING 1	0.500	Elective



- Click on the course under Available Courses and click Add Course.
- If this course is a yearlong course Both first and second semester courses will be automatically requested

View Available Courses for 2019-2020 in SR HIGH

JAMES (SR HIGH) Request Courses | View Alternates

Total Requests/Scheduled: 0 Total Credits: 0.000

Available Courses for 2019-2020

MAT241 ALGEBRA 1 0.500 Credits, Required

Selected Courses

JAMES has no courses requested in SR HIGH

< Remove Course

Search Clear





JAMES

Request Courses | Request Alternates



Total Requests/Scheduled: 14

Total Credits: 7.000

Available Courses for 2019-2020

- ARO151 YEARBOOK
0.500 Credits, Elective
- ARO152 YEARBOOK
0.500 Credits, Elective
- ARO251 DRAWING & PAINTING 2
0.500 Credits, Elective
- ARO311 PHOTOGRAPHY 1
0.500 Credits, Elective
- ARO321 DIGITAL GRAPHICS
0.500 Credits, Elective
- ARO795 INDUSTRIAL DESIGN
0.500 Credits, Elective
- ART011 INTRODUCTION TO ART
0.500 Credits, Elective
- ART016 ART 1 HONORS
0.500 Credits, Elective
- ART241 DRAWING & PAINTING 1
0.500 Credits, Elective

Add Course >

< Remove Course



Selected Courses

- CTB711 INTRODUCTION TO MARKETING
0.500 Credits, Elective
- CTB712 INTRODUCTION TO MARKETING
0.500 Credits, Elective
- ENG121 ENGLISH 9
0.500 Credits, Required
- ENG122 ENGLISH 9
0.500 Credits, Required
- FOR511 SPANISH 1
0.500 Credits, Elective
- FOR512 SPANISH 1
0.500 Credits, Elective
- HEA445 LIFETIME FITNESS
0.500 Credits, Elective
- MAT261 ALGEBRA 2
0.500 Credits, Required
- MAT262 ALGEBRA 2
0.500 Credits, Required

Search

Clear



To remove a requested course highlight the course and click
remove course

The screenshot shows a web application interface for course selection. The title bar reads "View Available Courses for 2019-2020 in SR HIGH". Below the title bar, there are tabs for "Request Courses" and "Request Alternates". The user's name "JAMES" is displayed. On the right side, summary statistics show "Total Requests/Scheduled: 16" and "Total Credits: 8.000".

The interface is divided into two main columns:

- Available Courses for 2019-2020:** A list of courses with their IDs and descriptions. The first row is highlighted in light blue. A red circle highlights the "< Remove Course" button next to this row.
- Selected Courses:** A list of courses that have been added to the selection. The first row is highlighted in light green.

Buttons for "Add Course >" and "< Remove Course" are located between the two columns. At the bottom, there are "Search" and "Clear" buttons.

Available Courses for 2019-2020	Selected Courses
ARO151 YEARBOOK 0.500 Credits, Elective	CTB711 INTRODUCTION TO MARKETING 0.500 Credits, Elective
ARO152 YEARBOOK 0.500 Credits, Elective	CTB712 INTRODUCTION TO MARKETING 0.500 Credits, Elective
ARO251 DRAWING & PAINTING 2 0.500 Credits, Elective	ENG121 ENGLISH 9 0.500 Credits, Required
ARO311 PHOTOGRAPHY 1 0.500 Credits, Elective	ENG122 ENGLISH 9 0.500 Credits, Required
ARO321 DIGITAL GRAPHICS 0.500 Credits, Elective	FOR511 SPANISH 1 0.500 Credits, Elective
ARO795 INDUSTRIAL DESIGN 0.500 Credits, Elective	FOR512 SPANISH 1 0.500 Credits, Elective
ART011 INTRODUCTION TO ART 0.500 Credits, Elective	HEA445 LIFETIME FITNESS 0.500 Credits, Elective
ART016 ART 1 HONORS 0.500 Credits, Elective	MAT261 ALGEBRA 2 0.500 Credits, Required
ART241 DRAWING & PAINTING 1 0.500 Credits, Elective	MAT262 ALGEBRA 2 0.500 Credits, Required



- Continue selecting courses until you reach the a total of 7.0 credits
- If you select another course after you reach the maximum an error message will display

View Available Courses for 2019-2020 in JAMES | Request Courses | Request Alternates

Total Requests/Scheduled: 14 Total Credits: 7.000

Available Courses for 2019-2020

- ARO151 YEARBOOK 0.500 Credits, Elective
- ARO152 YEARBOOK 0.500 Credits, Elective
- ARO251 DRAWING & PAINTING 2 0.500 Credits, Elective
- ARO311 PHOTOGRAPHY 1 0.500 Credits, Elective
- ARO321 DIGITAL GRAPHICS 0.500 Credits, Elective
- ARO795 INDUSTRIAL DESIGN 0.500 Credits, Elective
- ART011 INTRODUCTION TO ART 0.500 Credits, Elective
- ART016 ART 1 HONORS 0.500 Credits, Elective
- ART241 DRAWING & PAINTING 1 0.500 Credits, Elective

Selected Courses

- CTB711 INTRODUCTION TO MARKETING 0.500 Credits, Elective
- CTB712 INTRODUCTION TO MARKETING 0.500 Credits, Elective
- ENG121 ENGLISH 9 0.500 Credits, Required
- ENG122 ENGLISH 9 0.500 Credits, Required
- FOR511 SPANISH 1 0.500 Credits, Elective
- FOR512 SPANISH 1 0.500 Credits, Elective
- HEA445 LIFETIME FITNESS 0.500 Credits, Elective
- MAT261 ALGEBRA 2 0.500 Credits, Required
- MAT262 ALGEBRA 2 0.500 Credits, Required

View Available Courses for 2019-2020 in JAMES (REDMOND SR HIGH) | Request Courses | Request Alternates

Total Requests/Scheduled: 14 Total Credits: 7.000

Available Courses for 2019-2020

- ARO151 YEARBOOK 0.500 Credits, Elective
- ARO152 YEARBOOK 0.500 Credits, Elective
- ARO251 DRAWING & PAINTING 2 0.500 Credits, Elective
- ARO311 PHOTOGRAPHY 1 0.500 Credits, Elective
- ARO321 DIGITAL GRAPHICS 0.500 Credits, Elective
- ARO795 INDUSTRIAL DESIGN 0.500 Credits, Elective
- ART011 INTRODUCTION TO ART 0.500 Credits, Elective
- ART016 ART 1 HONORS 0.500 Credits, Elective
- ART241 DRAWING & PAINTING 1 0.500 Credits, Elective

Selected Courses

- CTB711 INTRODUCTION TO MARKETING 0.500 Credits, Elective
- CTB712 INTRODUCTION TO MARKETING 0.500 Credits, Elective
- ENG121 ENGLISH 9 0.500 Credits, Required
- ENG122 ENGLISH 9 0.500 Credits, Required
- FOR511 SPANISH 1 0.500 Credits, Elective
- FOR512 SPANISH 1 0.500 Credits, Elective
- HEA445 LIFETIME FITNESS 0.500 Credits, Elective
- MAT261 ALGEBRA 2 0.500 Credits, Required
- MAT262 ALGEBRA 2 0.500 Credits, Required

This request cannot be added because it will cause the credit request limit of 7,000 credits to be exceeded



Step 3: Selecting alternates

Click on request alternates

View Available Courses for 2019-2020 in [dropdown]

JAMES [dropdown] Request Courses | **Request Alternates**

Total Requests/Scheduled: 14 Total Credits: 7.000

Available Courses for 2019-2020	Selected Courses
ARO151 YEARBOOK 0.500 Credits, Elective	CTB711 INTRODUCTION TO MARKETING 0.500 Credits, Elective
ARO152 YEARBOOK 0.500 Credits, Elective	CTB712 INTRODUCTION TO MARKETING 0.500 Credits, Elective
ARO251 DRAWING & PAINTING 2 0.500 Credits, Elective	ENG121 ENGLISH 9 0.500 Credits, Required
ARO311 PHOTOGRAPHY 1 0.500 Credits, Elective	ENG122 ENGLISH 9 0.500 Credits, Required
ARO321 DIGITAL GRAPHICS 0.500 Credits, Elective	FOR511 SPANISH 1 0.500 Credits, Elective
ARO795 INDUSTRIAL DESIGN 0.500 Credits, Elective	FOR512 SPANISH 1 0.500 Credits, Elective
ART011 INTRODUCTION TO ART 0.500 Credits, Elective	HEA445 LIFETIME FITNESS 0.500 Credits, Elective
ART016 ART 1 HONORS 0.500 Credits, Elective	MAT261 ALGEBRA 2 0.500 Credits, Required
ART241 DRAWING & PAINTING 1 0.500 Credits, Elective	MAT262 ALGEBRA 2 0.500 Credits, Required

Buttons: Add Course > < Remove Course

Buttons: Search Clear



- Select a course under *Available Alternate Courses* and click add course
- **Yearlong alternate courses will not add both semesters, YOU will need to select each semester separately.**

View Available Courses for 2019-2020 in [User Name]

JAMES (I [User Name]) Request Courses **Request Alternates** ←

Total Requests/Scheduled: 14 Total Alternates: 6 Total Credits: 7.000

Available Alternate Courses for 2019-2020

ARO151	YEARBOOK	0.500 Credits, Elective
ARO152	YEARBOOK	0.500 Credits, Elective
ARO251	DRAWING & PAINTING 2	0.500 Credits, Elective
ARO311	PHOTOGRAPHY 1	0.500 Credits, Elective
ARO321	DIGITAL GRAPHICS	0.500 Credits, Elective
ARO795	INDUSTRIAL DESIGN	0.500 Credits, Elective
ART011	INTRODUCTION TO ART	0.500 Credits, Elective
ART016	ART 1 HONORS	0.500 Credits, Elective
ART241	DRAWING & PAINTING 1	0.500 Credits, Elective

Selected Alternate Courses

1	↓	ARO151	YEARBOOK	0.500 Credits, Elective
2	↑ ↓	ARO152	YEARBOOK	0.500 Credits, Elective
3	↑ ↓	ARO251	DRAWING & PAINTING 2	0.500 Credits, Elective
4	↑ ↓	ARO321	DIGITAL GRAPHICS	0.500 Credits, Elective
5	↑ ↓	MUS411	CHORUS 1	0.500 Credits, Elective
6	↑	MUS412	CHORUS 1	0.500 Credits, Elective
R		ENG121	ENGLISH 9	0.500 Credits, Required
R		ENG122	ENGLISH 9	0.500 Credits, Required
R		FOR511	SPANISH 1	0.500 Credits, Elective

A maximum of 6 Alternate Courses can be assigned.



When you have finished selecting your courses click the printer icon in the top right corner and print your course selections.

The screenshot displays a web interface for selecting alternate courses. At the top, there are tabs for 'Request Courses' and 'Request Alternates', with the latter being active. A printer icon in the top right corner is circled in red, with a red arrow pointing to it. Below the tabs, summary statistics show 'Total Requests/Scheduled: 14', 'Total Alternates: 6', and 'Total Credits: 7.000'. The main area is divided into two columns: 'Available Alternate Courses for 2019-2020' and 'Selected Alternate Courses'. The 'Available' column lists courses like ARO151 YEARBOOK, ARO152 YEARBOOK, ARO251 DRAWING & PAINTING 2, ARO311 PHOTOGRAPHY 1, ARO321 DIGITAL GRAPHICS, ARO795 INDUSTRIAL DESIGN, ART011 INTRODUCTION TO ART, ART016 ART 1 HONORS, and ART241 DRAWING & PAINTING 1. The 'Selected' column lists the chosen courses: 1 ARO151 YEARBOOK, 2 ARO152 YEARBOOK, 3 ARO251 DRAWING & PAINTING 2, 4 ARO321 DIGITAL GRAPHICS, 5 MUS411 CHORUS 1, 6 MUS412 CHORUS 1, R ENG121 ENGLISH 9, R ENG122 ENGLISH 9, and R FOR511 SPANISH 1. A red circle highlights the 'Add Course >' button in the 'Available' column. At the bottom, there are 'Search' and 'Clear' buttons, and a note stating 'A maximum of 6 Alternate Courses can be assigned.'

You will staple this sheet to the top of your colored course selection sheet.



This PowerPoint as well as written directions are available on the Counseling PowerSchool page under the “Registration” tab.

The screenshot displays the PowerSchool interface for the Lake Washington School District Counseling Center. The header features the district logo and a wolf mascot. The navigation bar includes tabs for Pages, Calendar, Messages, Activities, Grades, Share, Focus, What's New?, and Manage Class. The main content area is titled "Registration 2019-2020" and includes a "Show: All Sections" dropdown menu. Below the title are buttons for "Add Content Block", "Publish", and "Manage Page". A sidebar on the left lists "COUNSELING CENTER WELCOME", "Registration 2019-2020", and "Incoming 9th Grade Students". The main content area shows a "Registration Timeline" section with a post dated "February 20th, UW/AP Night: There will be a presentation in the EHS Theater" and an "AP/UW Night" section with a post dated "AP/UW Night is February 20th".

