

Instructions for entering courses on Skyward

1. Go to the high school website
2. Click on “Skyward Family Access” under the Families tab
3. Enter your Skyward username/password
4. Click on Schedule
5. Click on “Request Courses for 2019-2020 in Shawano High School” (upper right)
6. 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.
7. If you are signing up for a yearlong class, then you need to add both semesters. For example, math is a two semester class so you must sign up for semester 1 and semester 2.
8. Students requesting classes for grade 9, 10, or 11 need to add at least 7 credits (1 study hall each semester) and students requesting classes for grade 12 need to enter at least 6.5 credits. You don’t 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’ve entered the minimum expectations.
9. Now, you need to click on “alternates” and add 3 classes. Remember alternates are chosen in the event that one of your 1st choice electives isn’t offered. Review again.
10. Share your request choice with your parent/guardian.
11. Log off computer. Yes it is saved!