## HOW TO REGISTER FOR CLASSES IN SKYWARD

Step 1: Log into Skyward

- www.willowcreek.alpineschools.org
- Under the "Resources" drop down menu, click on "Skyward"
- Log in to Skyward using your student login information

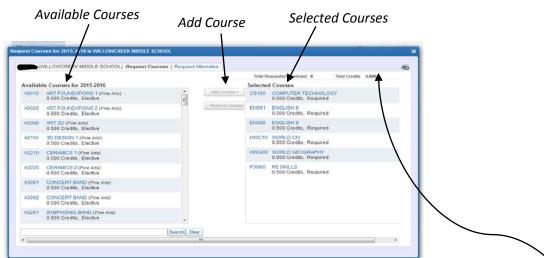
**Step 2:** Click on "Schedule" (to the left of your home page)



Step 3: Click on "Request Courses for 2015-16 in Willowcreek Middle School" (top right of the page)



Step 4: Under "Available Courses"- find the class you would like to take, click on it, then click "Add Course" You will see the class you selected appear on the right under "Selected Courses"



**Step 5:** <u>9<sup>th</sup> Grade</u>--please select your math level first (does not apply to next year 7<sup>th</sup> or 8<sup>th</sup> graders). **Step 6:** Continue to add the following classes—

## <u>9<sup>th</sup> Grade</u> next year classes to add: Math, Science, and Electives 7<sup>th</sup> & 8<sup>th</sup> Grade next year classes to add: Electives

**Note:** check your registration papers for course numbers; checking the course number (to the left of the class) ensures that the class you select is the class you want. Always keep in mind that a full year class will have 2 numbers. When you select one, the other will be added automatically.

Step 7: Add classes until you have a complete schedule- 16 "Total Requests/Scheduled" and 8.00 "Total Credits"

Step 8: Add your 2 Alternate choices. To do this, click on "Request Alternate"

Repeat the steps to add a class

Alternates will be added to the top of your selected courses list

()	MILLOWCREEK MIDDLE SCHOOL) Reques	r Courses   Requ	est Alt	ernates			
						guesta/Scheduled: 6 Total Credits: 3,000	
	le Courses for 2015-2016					I Courses	
A0010	ART FOUNDATIONS 1 (Pine Arts) 0.500 Credits, Elective	1		C5100	0.500 Credits, Required		
A0020	ART FOUNDATIONS 2 (Fine Arts) 0.500 Credits, Elective			A Remove Courses	EN091	ENGLISH 9 0 500 Credits, Required	
A2000	ART 2D (Fine Arts) 0.500 Credits, Elective				EN092	ENGLISH 9 0.500 Credits, Required	
A2110	3D DESIGN 1 (Fine Arts) 0.500 Credits, Elective				HWC10	WORLD CIV 0.500 Credits, Required	
A2210	CERAMICS 1 (Fine Arts) 0.500 Credita, Elective				HWG00	WORLD GEOGRAPHY 0.500 Credits, Required	
A2220	CERAMICS 2 (Fine Arts) 0.500 Credits, Elective				P35K0	PE SKULS 0.500 Credits, Required.	
A3061	CONCERT BAND (Fine Arts) 0.500 Credits, Elective						
A3062	CONCERT BAND (Fine Arts) 0.500 Credita, Elective						
A3261	SYMPHONIC BAND (Fice Arts) 0.500 Credits, Elective						
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When you are done, your requests are saved automatically.

There is no "save" button. Just "log out".