## 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 <u>student login information</u>

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

Home Calendar Gradebook Attendance Student Info Schedule Test Scores Graduation Requirements Academic History Portfolio Login History

Step 3: Click on "Request Courses for 2017-18 in Willowcreek Middle School" (top right of the page)

Course Requests now open		
NAME Request Courses for	2017-18	WILLOWCREEK MIDDLE

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"

A	wailable Courses	Ad	d Course	Selected	Courses
est Cour	rees for 2015-2/16 in WILLOWCREEK MIDDLE SCH WILLOWCRE/K MIDDLE SCHOOL) Request Court	00L kes   Request	Alternates		6
vailab	le Courses for 2015-2016		<b>V</b>	Selected Courses	tal Credits: 3.000
A0010	ART FOUNDATIONS 1 (Fine Arts) 0.500 Credits, Elective	-	Add Course =	CS100 COMPUTER TECHNOLOGY 0.500 Credits, Required	
A0020	ART FOUNDATIONS 2 (Fine Arts) 0.500 Credits, Elective		< Remove Course	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 (Five Arts) 0.500 Credits, Elective			HWC10 WORLD CIV 0.500 Credits, Required	
A2210	CERAMICS 1 (Fine Arts) 0.500 Credits, Elective			HWG00 WORLD GEOGRAPHY 0.500 Credits, Required	
A2220	CERAMICS 2 (Fine Arts) 0.500 Credits, Elective			P3SK0 PE SKILLS 0.500 Credits, Required	
A3061	CONCERT BAND (Fine Arts) 0.500 Credits, Elective				
A3062	CONCERT BAND (Fine Arts) 0.500 Credits, Elective				
A3261	SYMPHONIC BAND (Fine Arts) 0.500 Credits, Elective	2			
		Search Cle	ar		
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**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 3 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

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				Total Re	quests/Scheduled 6	Total Credita:	3.000		
vailab	le Courses for 2015-2016			Selected	I Courses				
A0010	ART FOUNDATIONS 1 (Pine Arts) 0.500 Credits, Elective	in a	Add Course *	C5100	0.500 Credits, Required				
A0020	ART FOUNDATIONS 2 (Fine Arts) 0.500 Credits, Elective			EN091	ENGLISH 9 0 500 Credits, Required	a			
A2000	ART 2D (Fine Arts) 0.500 Credito, 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 Credito, Elective			HWG00	WORLD GEOGRAPHY 0.500 Credits, Required				
A2220	CERAMICS 2 (Fine Arts) 0.500 Credits, Elective			P35K0	PE SKILLS 0.500 Credits, Required				
A3061	CONCERT BAND (Fine Arts) 0.500 Credits, Elective								
A3062	CONCERT BAND (Fine Arts) 0.500 Gredita, Elective								
A3261	SYMPHONIC BAND (Fine 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".