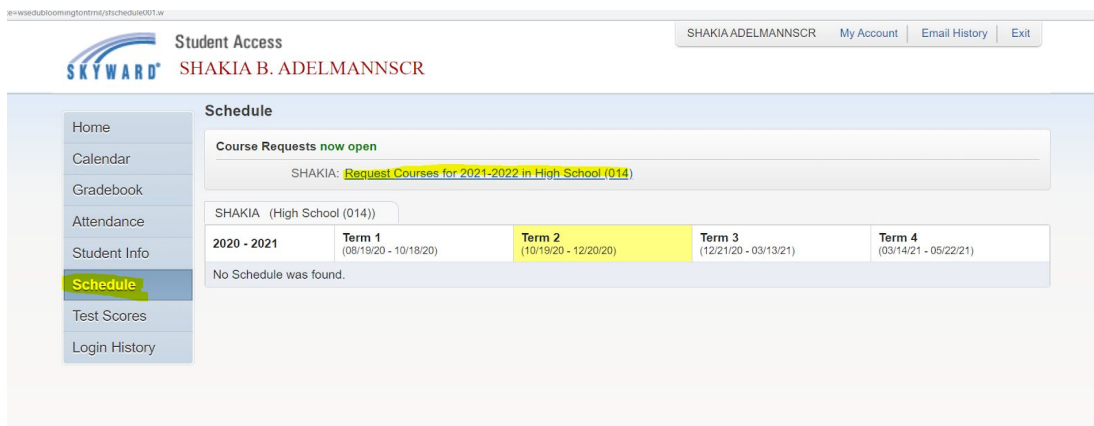
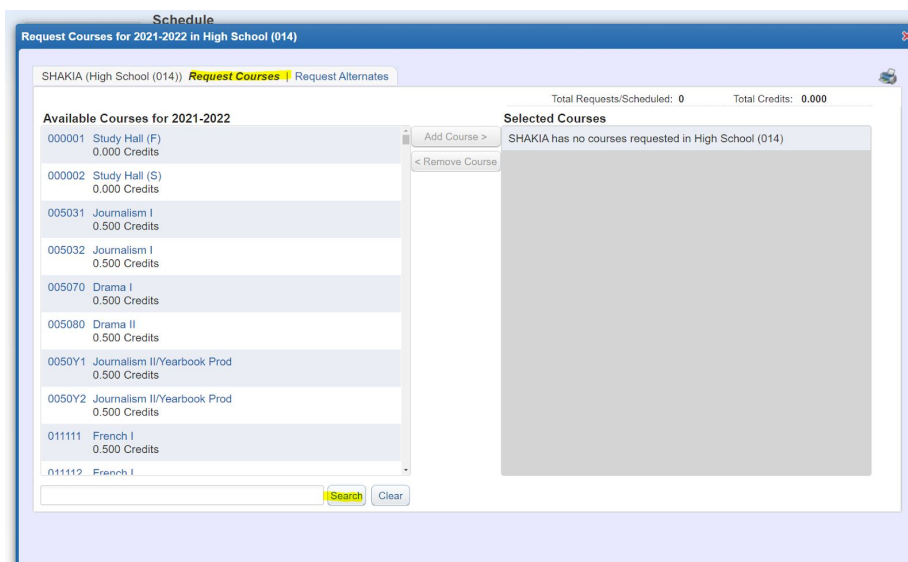


Online Course Selection for 2021-22 – Student Instructions

1. Open your Graphic Organizer or find the note sheet you used to prepare for today’s meeting.
2. Login to [Skyward](#)
3. Click the “Schedule” tab on the left-hand side of the screen
4. Click under “Course Requests now open” - click "Request (or View) Courses for 2020-21 in BLOOMINGTON HIGH SCHOOL"



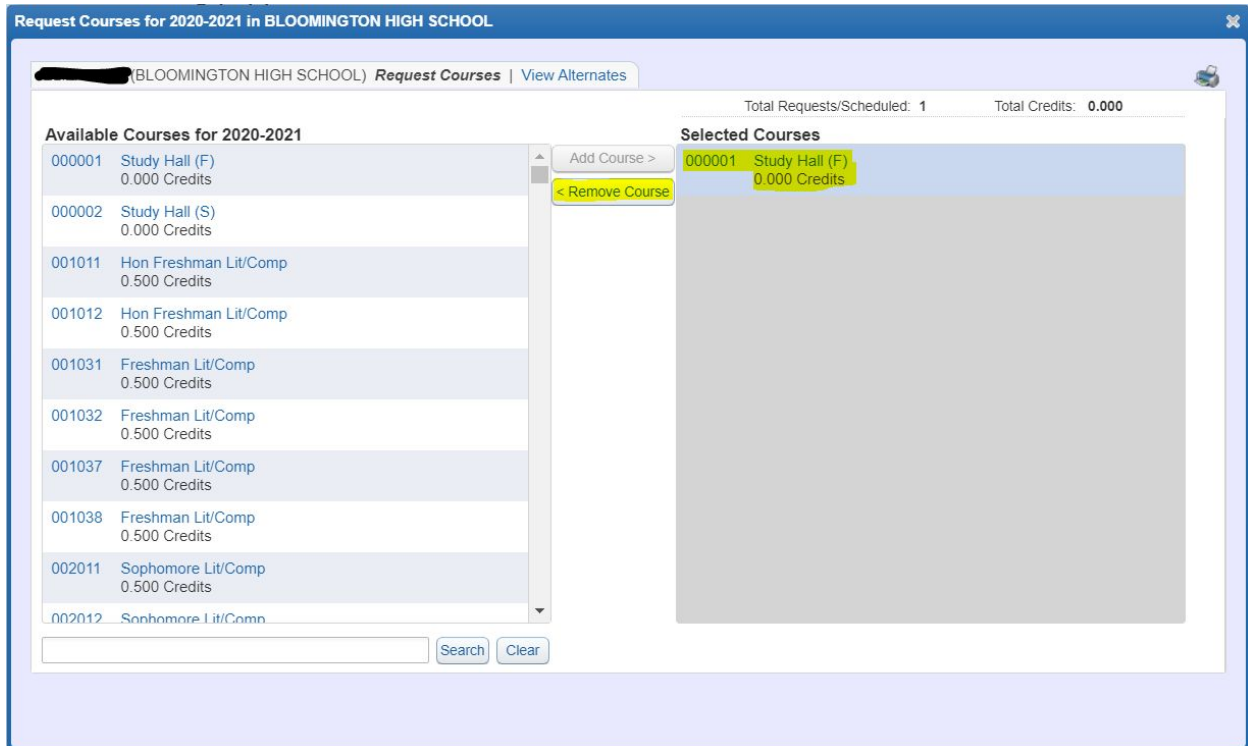
5. Click on “Request Courses” at the top of the screen and on the course you want to request. You may search by course number or name/term)



6. Click “Add Course”

After added, the course will appear under “Selected Courses”

If you need to remove a course, click on the course name under “Selected Courses”, and then click “Remove Course”



Students can select courses totaling up to seven credits and two alternates.

Alternates

Students are allowed to choose up to two alternate courses. These courses are ones the advisor will put into a student's schedule if the requested ones are not available or there is a conflict.

In order to request two alternate courses, click "Request Alternates" at the top of the screen. Then, follow the instructions explained previously in this document to add and remove courses.

The screenshot displays a web application interface for managing course requests. The title bar reads "View Requests for 2020-2021 in BLOOMINGTON HIGH SCHOOL". Below the title bar, there is a navigation menu with "Request Courses" and "Request Alternates" (highlighted in yellow). The main content area is divided into two sections: "Available Alternate Courses for 2020-2021" and "Selected Alternate Courses".

Available Alternate Courses for 2020-2021

000001	Study Hall (F)	0.000 Credits
000002	Study Hall (S)	0.000 Credits
001011	Hon Freshman Lit/Comp	0.500 Credits
001012	Hon Freshman Lit/Comp	0.500 Credits
001031	Freshman Lit/Comp	0.500 Credits
001032	Freshman Lit/Comp	0.500 Credits
001037	Freshman Lit/Comp	0.500 Credits
001038	Freshman Lit/Comp	0.500 Credits
002011	Sophomore Lit/Comp	0.500 Credits
002012	Sophomore Lit/Comp	0.500 Credits

Below the list is a search bar with "Search" and "Clear" buttons. To the right of the list are "Add Course >" and "< Remove Course" buttons.

Selected Alternate Courses

Total Requests/Scheduled: 0 Total Alternates: 0 Total Credits: 0.000

[Redacted] has no courses requested in BLOOMINGTON HIGH SCHOOL

A maximum of 4 Alternate Courses can be assigned.