Skyward Scheduling Process:

1. Students must have their Skyward login ID and password *(family login will not work)*
   If you need this information, please contact the Student Services Center at your students' school

2. Please access the School District of New London site www.newlondon.k12.wi.us

3. Click on the **'For Students'** tab at the top of the page

4. Click on the **'Skyward'** link in the drop down box

5. Login to Skyward using the student's **Login** and **Password**

6. On the left side of the screen, choose the tab that says **'Schedule'**

7. Choose **'View Available Courses for the 2023-2024 school year'** at the top of the page

8. On the next screen, please note that you are in the **'request courses'** area

9. On the left-hand side, you will see the **'Available Courses for 2023-2024'**

10. On the right-hand side, you will see **'Selected Courses'**

11. Click to highlight the course you want on the left side, then click the **'add course'** tab in the middle of the screen. Courses added will move to the right side under **'selected courses'**

12. All students must register for a minimum of 6.0 credits total. As you are selecting courses, the number of credits you are registering for can be found in the upper right-hand side of the screen next to **'total credits'**

13. If a course is listed twice, it is a year-long course. Selecting one of the courses will move both over. If a course is listed once, it is a semester only course

14. If you are interested in having a study hall for the full year, register for 6.0 credits total. If you are interested in having a study hall for one semester of the year, register for 6.5 credits total. If you are not interested in a study hall, register for 7.0 credits total. Students can register for a **maximum of 8.0 credits;** this would include an Early Bird course

15. Once you have scheduled your requested courses (which must be a minimum of 6.0 credits), please select the **'Request Alternates'** tab at the top of the screen. Alternate courses are courses that students must select in the event their requested courses are unable to be scheduled for. For example, a course is canceled due to low enrollment

16. **A maximum of 6 alternative courses** can be selected. All students, however, must register for a **minimum of 3 alternative courses**. These courses must be 3 different courses.

17. When selecting alternative courses, you will notice that they will be listed above the requested courses and can be recognized by the number assigned to them. Using the arrows denoted, you can change the rank of the alternative courses in order of preference--1 being the highest preference.

18. If you select a course and then decide you no longer want the course, click to highlight the course in the **'selected courses'** column and click the **'Remove Course'** tab in the middle of the screen.

19. Skyward will automatically save your course requests and alternates. There is no 'submit' button. **Closing out the window automatically saves your requests and alternates.**