

ARROWHEAD HIGH SCHOOL

COURSE SELECTION 2017-18

ONLINE DIRECTIONS

Please follow the instructions below to complete your course selections. For more details about each class, see the 2017-2018 *Arrowhead High School Course Guide and Summer School Guide* on the school website. Students must have their Skyward Login/Password to complete this process. If you do not have your Skyward login, email FA@arrowheadschoools.org or 262/369-3612 ext. 4004.

NOTE: ALL STUDENTS MUST COMPLETE THE COURSE SELECTION PROCESS ONLINE. The Arrowhead High School Course Selection Worksheet will be helpful as you complete the course selection process.

1. Go to the school website: arrowheadschoools.org
2. Click on the Skyward icon (located at the top right of your screen -3rd from the left).
3. Check to see that your Login Area is set at Family/Student Access.
4. Enter login information (see note above if you do not know login)
5. Skyward Home page appears – on the top of the screen confirm that the correct student name is displayed
6. Click the heading “Schedule,” on the left side of the screen, near the middle, under “Course Requests now open”, click on “Request Courses for 2017-2018 in Arrowhead High School”
7. You are now ready to select your courses - each grade level will have different options
8. Under “Available Courses for 2017-2018” use the scroll bar to find the desired class, highlight the class name and click “Add Course” in the middle of the screen.
9. The course you have chosen will display under “Selected Courses.” Repeat this process until all your courses are displayed under the “Selected Courses” column
10. Be sure to select both semesters for courses that are year-long offerings (Example: Chemistry-1 and Chemistry-2)
11. You should proofread your list of classes displayed under “Selected Courses”
12. There is not a save or submit button...just close the window and exit

SUMMER SCHOOL COURSE SELECTION 2017

ONLINE DIRECTIONS

NOTE: This process is different than the online selection of regular school year courses.

To enroll in a summer school course, all students must register online with their Skyward account. Details about each class (description, date, length, etc) are in the *Arrowhead High School 2017-2018 Course Guide and Summer School Guide* available on the website.

- Go to the school website: arrowheadschoools.org and click on the Skyward icon (located at the top right of your screen – 3rd from the left).
- Check to see that your Login Area is set at Family/Student Access.
- Enter login & password–questions contact FA@arrowheadschoools.org or 262/369-3612 ext. 4004
- Skyward Home page appears – confirm on the top of the screen that your name is correct
- On the left side of the screen, click “Arena Scheduling”. Click “2017-18” below Arrowhead Summer School and your name
- Use the next and previous arrows to see full list of available courses – each grade level has different choices
- To select a course, click the “Add” button left of the course title and the course will be added
- At the top of course listings, click “View/Print Schedule” to verify your summer school selections. You do not need to actually print out the verification.

SUMMER SCHOOL ONLY

Priority Registration by Grade Level – Online Window Opens at 5:00 p.m. on the Date Indicated

1. Seniors ONLY: February 6 (5pm) – February 7
2. Juniors and Seniors ONLY: February 8 (5pm) – February 9
3. Sophomores, Juniors and Seniors: February 10 (5pm) – February 12
4. Freshmen ONLY: February 13 (5pm) – February 15

ONLINE REGISTRATION REMAINS OPEN FOR ADDING & DELETING COURSES UNTIL JUNE 9TH
(AS SPACE PERMITS)