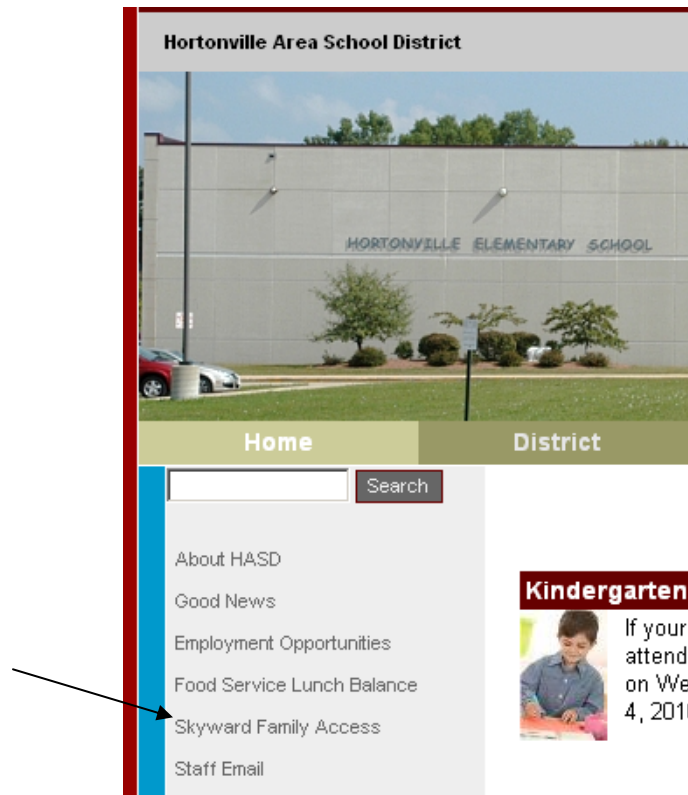
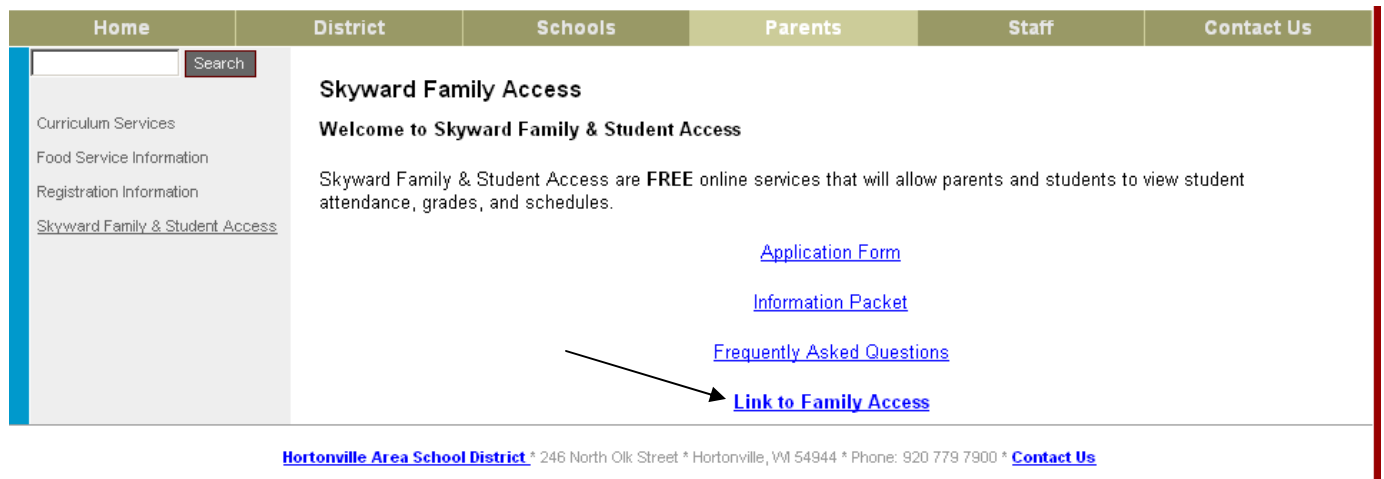


HASD Summer School Online Scheduling Guide

1. From the Hortonville Area School District home page, www.hasd.org, click 'Skyward Family Access'.

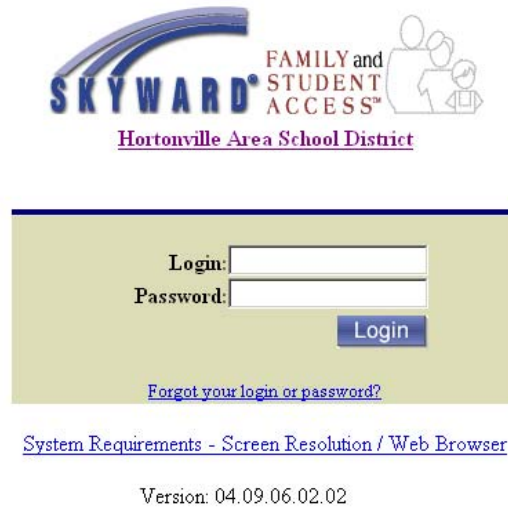


2. Click 'Link to Family Access' to enter Family Access. *Note: There are also links to directions on how to use Skyward this page.*



HASD Summer School Online Scheduling Guide

3. Log into Family/Student Access as your student.



4. Find your student and select HASD Elementary Summer School from the School drop-down menu.



5. Click the link for Courses for 2009-2010.



HASD Summer School Online Scheduling Guide

6. From the Select Period drop-down menu, select Period 1 and click Search. *Note: Continue the process to view classes for Periods 2, 3 & 4.*

Current User: [redacted] School: HASD Elementary Summer School Account Info Print Logout

Courses for 2009-2010 Available Selected Classes Submit Classes

Arena Scheduling Available Classes for [redacted]

Select Period: [0] Search

Selected Search Option
 By Period
 By Course
 By Subject

Option	Class	Description	Prd Term	Subject	Grades	Seats Avail	Days Meet
No classes available based on your information and search criteria.							

Note:

Period	Time
1	8:00-8:55
2	9:00-9:55
3	10:00-10:55
4	11:00-11:55

7. The list that appears contains classes offered Period 1. To schedule a class, click the 'Add' button. *Note: There are two pages of classes to choose from.*

Current User: [redacted] School: HASD Elementary Summer School Account Info Print Logout

Courses for 2009-2010 Available Selected Classes Submit Classes

Arena Scheduling Available Classes for [redacted]

Select Period: [1] Search

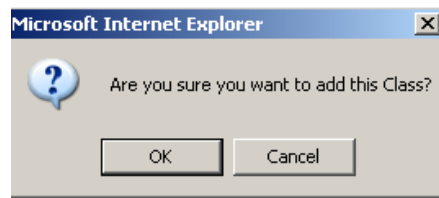
Selected Search Option
 By Period
 By Course
 By Subject

Option	Class	Description	Prd Term	Subject	Grades	Seats Avail	Days Meet
+ Add	011/1	Edu. Games 4-6	1 T1		03-05	25	MTWRF
+ Add	012/1	Exp. Comput II	1 T1		03-05	25	MTWRF
+ Add	017/1	On With The Sho	1 T1		-02-06	25	MTWRF
"	"	"	2	"	"	"	"
+ Add	022/1	Paper Mache & S	1 T1		03-05	25	MTWRF
+ Add	001/1	Reading For Suc	1 T1		01-06	10	MTWRF
"	"	"	2	"	"	"	"
+ Add	001/2	Reading For Suc	1 T1		01-06	10	MTWRF
"	"	"	2	"	"	"	"
+ Add	001/3	Reading For Suc	1 T1		01-06	10	MTWRF
"	"	"	2	"	"	"	"
+ Add	001/4	Reading For Suc	1 T1		01-06	10	MTWRF
"	"	"	2	"	"	"	"
+ Add	001/5	Reading For Suc	1 T1		01-06	10	MTWRF
"	"	"	2	"	"	"	"

Previous 1 2 Next

HASD Summer School Online Scheduling Guide

8. Click OK to confirm.



9. Repeat steps 6-8 for each additional period you wish to select a class. To change a class click the Remove button and reselect a class.

Current User: [redacted] school: HASD Elementary Summer School

Account Info Print Logout

Courses for 2009-2010 Available Selected Classes Submit Classes

Arena Scheduling Available Classes for [redacted]

Select Period: 1 Search

Selected Search Option
 By Period
 By Course
 By Subject

Option	Class	Description	Prd	Term	Subject	Grades	Seats Avail	Days Meet
+ Add	011/1	Edu. Games 4-6	1	T1		03-05	25	MTWRF
+ Add	012/1	Exp. Comput II	1	T1		03-05	25	MTWRF
+ Add	017/1	On With The Sho	1	T1		-02-06	25	MTWRF
"	"	"	2	"	"	"	"	"
+ Add	022/1	Paper Mache & S	1	T1		03-05	25	MTWRF
+ Add	001/1	Reading For Suc	1	T1		01-06	10	MTWRF
"	"	"	2	"	"	"	"	"
- Remove	001/2	Reading For Suc	1	T1		01-06	9	MTWRF
"	"	"	2	"	"	"	"	"
+ Add	001/3	Reading For Suc	1	T1		01-06	10	MTWRF

10. To view the classes you have added, click the Selected Classes tab. You may still remove a selection on this screen, by clicking the class link, however you must go back to the Available tab to select another class.

Current User: [redacted] school: HASD Elementary Summer School

Account Info Print Logout

Courses for 2009-2010 Available Selected Classes Submit Classes

Arena Scheduling select Classes for [redacted]

Student Status: Open
 School Year: 2010
 Graduation Year: 2018
 Credits: 0.000

Print

	Term 1
Period 0	
Period 1	Reading For Suc (001/2) MTWRF
Period 2	Reading For Suc (001/2) MTWRF
Period 3	Exp. Comput II (012/2) MTWRF
Period 4	Number Mania (023/2) MTWRF

Click Class Description of underlined classes to delete it from your schedule.

HASD Summer School Online Scheduling Guide

11. When you have completed selecting your classes, click the Submit Classes tab. (This will be your last chance to go back and make changes.) When satisfied with your schedule click the Submit Schedule button to forward your selections to the Summer School office.

Note: Print off 2 schedules, one for your student and the other to send or drop off with your class fees.

Submit Schedule Print

	Term 1
Period 0	
Period 1	Reading For Suc (001/2) MTWRF
Period 2	Reading For Suc (001/2) MTWRF
Period 3	Exp. Comput II (012/2) MTWRF
Period 4	Number Mania (023/2) MTWRF