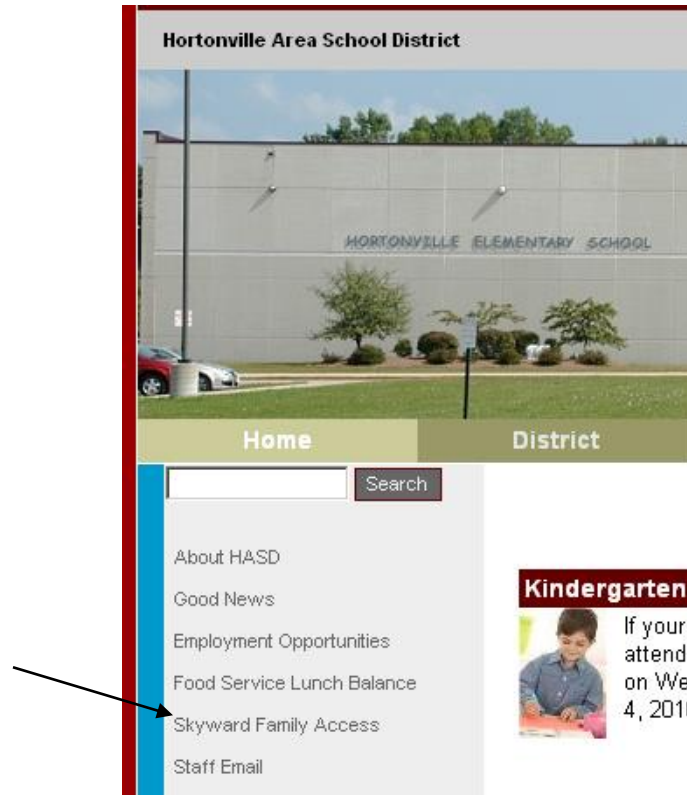
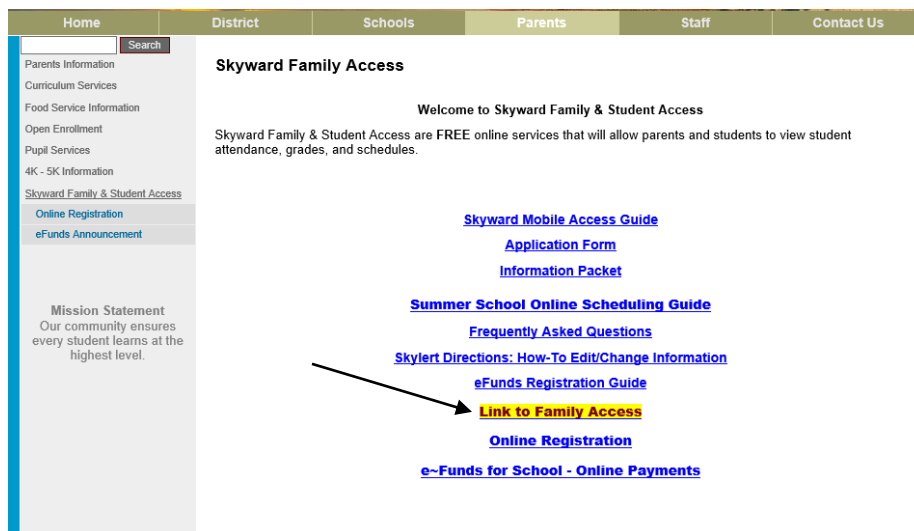


HASD Summer School Online Scheduling Guide

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

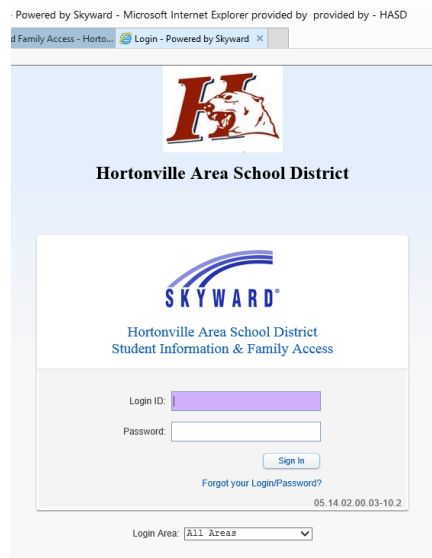


2. Click 'Link to Family Access' to enter Family Access. *Note: There are also links to directions on how to use Skyward this page.*

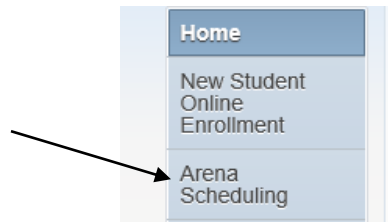


HASD Summer School Online Scheduling Guide

3. Log into Family/Student Access with your parent account.



4. Click Arena Scheduling from the menu on the left-hand side of the page.



5. From the window that appears, find your student and click the year that is under their name.

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

Student Access Arena Scheduling - Microsoft Internet Explorer provided by provided by - HASD

ing001.w

Student Access My Account Exit

Arena Scheduling

Period: 1 Subject: ▼ Apply Filter Reset Filter

* (Indicators:
A - Alternate Class
P - Class has Pre-Requisite
F - Class is Full
C - Class has Co-Requisite

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1
 2
 3
 4

| Option | Fit | Seats Avail | Course | Days Meet | Prd | Trm | *Ind | Grades | Subject | Class | Rtn # |
|--------|-----|-------------|------------------------------|-----------|-----|-----|------|--------|---------|--------|-------|
| Add | Yes | 23 | HES Art Works 4-5 | MTWRF | 1 | T1 | | 03-04 | | H101/1 | |
| Add | Yes | 25 | HES Art Works 4-5 | MTWRF | 2 | T1 | | 03-04 | | H101/2 | |
| Add | Yes | 22 | HES Art Works 4-5 | MTWRF | 3 | T1 | | 03-04 | | H101/3 | |
| Add | Yes | 22 | HES Art Works 4-5 | MTWRF | 4 | T1 | | 03-04 | | H101/4 | |
| Add | Yes | 24 | HES Education Gms Online 4-5 | MTWRF | 1 | T1 | | 03-04 | | H105/1 | |
| Add | Yes | 21 | HES Education Gms Online 4-5 | MTWRF | 4 | T1 | | 03-04 | | H105/2 | |
| Add | Yes | 17 | HES Green Energy | MTWRF | 1 | T1 | | 03-04 | | H135/1 | |
| | | | | MTWRF | 2 | | | | | | |

HASD Summer School Online Scheduling Guide

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: To the next page of classes click 'Next'.

Student Access Arena Scheduling - Microsoft Internet Explorer provided by provided by - HASD

ing001.w

Student Access My Account Exit

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Arena Scheduling

Period: Subject: Apply Filter Reset Filter ***(Indicators: A - Alternate Class F - Class is Full P - Class has Pre-Requisite C - Class has Co-Requisite)**

Sophia (HASD Elementary Summer School) Selected Classes Submit Classes Messages

| Option | Fit | Seats Avail | Course | Days Meet | Prd | Trm | *Ind | Grades | Subject | Class | Rm # |
|--------|-----|-------------|------------------------------|-----------|-----|-----|------|--------|---------|--------|------|
| Add | Yes | 23 | HES Art Works 4-5 | MTWRF | 1 | T1 | | 03- 04 | | H101/1 | |
| Add | Yes | 25 | HES Art Works 4-5 | MTWRF | 2 | T1 | | 03- 04 | | H101/2 | |
| Add | Yes | 22 | HES Art Works 4-5 | MTWRF | 3 | T1 | | 03- 04 | | H101/3 | |
| Add | Yes | 22 | HES Art Works 4-5 | MTWRF | 4 | T1 | | 03- 04 | | H101/4 | |
| Add | Yes | 24 | HES Education Gms Online 4-5 | MTWRF | 1 | T1 | | 03- 04 | | H105/1 | |
| Add | Yes | 21 | HES Education Gms Online 4-5 | MTWRF | 4 | T1 | | 03- 04 | | H105/2 | |
| Add | Yes | 17 | HES Green Energy | MTWRF | 1 | T1 | | 03- 04 | | H135/1 | |
| | " | " | " | MTWRF | 2 | " | | " | " | " | " |

8. Repeat steps 6-7 for each additional period you wish to select a class. To change a class click the Remove button and reselect a class.

Student Access Arena Scheduling - Microsoft Internet Explorer provided by provided by - HASD

g001.w

Student Access My Account Exit

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Arena Scheduling

Period: Subject: Apply Filter Reset Filter ***(Indicators: A - Alternate Class F - Class is Full P - Class has Pre-Requisite C - Class has Co-Requisite)**

Sophia (HASD Elementary Summer School) Selected Classes Submit Classes Messages

| Option | Fit | Seats Avail | Course | Days Meet | Prd | Trm | *Ind | Grades | Subject | Class | Rm # |
|--------|-----|-------------|------------------------------|-----------|-----|-----|------|--------|---------|--------|------|
| Remove | Enr | 22 | HES Art Works 4-5 | MTWRF | 1 | T1 | | 03- 04 | | H101/1 | |
| Add | Yes | 25 | HES Art Works 4-5 | MTWRF | 2 | T1 | | 03- 04 | | H101/2 | |
| Add | Yes | 22 | HES Art Works 4-5 | MTWRF | 3 | T1 | | 03- 04 | | H101/3 | |
| Add | Yes | 22 | HES Art Works 4-5 | MTWRF | 4 | T1 | | 03- 04 | | H101/4 | |
| Add | No | 24 | HES Education Gms Online 4-5 | MTWRF | 1 | T1 | | 03- 04 | | H105/1 | |
| Add | Yes | 21 | HES Education Gms Online 4-5 | MTWRF | 4 | T1 | | 03- 04 | | H105/2 | |
| Add | No | 17 | HES Green Energy | MTWRF | 1 | T1 | | 03- 04 | | H135/1 | |
| | " | " | " | MTWRF | 2 | " | | " | " | " | " |

HASD Summer School Online Scheduling Guide

10. To view the classes you have added, click the Selected Classes link.

The screenshot shows the 'Student Access Arena Scheduling' interface. A modal window titled 'Selected Classes' is open, displaying the student's current schedule. The window includes a 'Print Schedule' button and a table of classes for Term 1 and Term 2. The background shows a table of available classes with columns for Option, Fit, Seats Avail, Course, Days Meet, Prd, Trm, *Ind, Grades, Subject, Class, and Rm #.

| Option | Fit | Seats Avail | Course | Days Meet | Prd | Trm | *Ind | Grades | Subject | Class | Rm # |
|--------|-----|-------------|-------------------|--|-----|-----|------|--------|---------|--------|------|
| Remove | Enr | 22 | HES Art Works 4-5 | MTWRF | 1 | T1 | | 03-04 | | H101/1 | |
| Add | No | | | | | | | 03-04 | | H101/2 | |
| Add | No | | | | | | | 03-04 | | H101/3 | |
| Add | No | | | | | | | 03-04 | | H101/4 | |
| Add | No | | | | | | | 03-04 | | H105/1 | |
| Remove | Enr | | | | | | | 03-04 | | H105/2 | |
| Add | No | | | | | | | 03-04 | | H135/1 | |
| | | | | | | | | " | " | " | " |
| Add | No | | | | | | | 03-04 | | H135/2 | |
| | | | | | | | | " | " | " | " |
| Add | No | | Period 1 | HES Art Wks 4-5 (H101/1) MTWRF Bldg: 100 Rm: | | | | 03-04 | | H125/1 | |
| Remove | Enr | | | | | | | 03-04 | | H125/2 | |
| Add | No | | Period 2 | HES K'Nex (H125/2) MTWRF Bldg: 100 Rm: | | | | 03-04 | | H125/3 | |
| Add | No | | | | | | | 03-04 | | H125/4 | |
| Add | No | | Period 3 | HES Mad Sci (H111/3) MTWRF Bldg: 100 Rm: | | | | 03-04 | | H111/1 | |
| Add | No | | | | | | | 03-04 | | H111/2 | |
| Remove | Enr | | Period 4 | HES Edu Gms 4-5 (H105/2) MTWRF Bldg: 100 Rm: | | | | 03-04 | | H111/3 | |

11. When you have completed selecting your classes, click the Submit Classes link. (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.

The screenshot shows the 'Student Access Arena Scheduling' interface. A modal window titled 'Submit Classes' is open, displaying the student's current schedule. The window includes a 'Print Schedule' button and a 'Submit Schedule' button. The background shows a table of available classes with columns for Option, Fit, Seats Avail, Course, Days Meet, Prd, Trm, *Ind, Grades, Subject, Class, and Rm #.

| Option | Fit | Seats Avail | Course | Days Meet | Prd | Trm | *Ind | Grades | Subject | Class | Rm # |
|--------|-----|-------------|-------------------|--|-----|-----|------|--------|---------|--------|------|
| Remove | Enr | 22 | HES Art Works 4-5 | MTWRF | 1 | T1 | | 03-04 | | H101/1 | |
| Add | No | | | | | | | 03-04 | | H101/2 | |
| Add | No | | | | | | | 03-04 | | H101/3 | |
| Add | No | | | | | | | 03-04 | | H101/4 | |
| Add | No | | | | | | | 03-04 | | H105/1 | |
| Remove | Enr | | | | | | | 03-04 | | H105/2 | |
| Add | No | | | | | | | 03-04 | | H135/1 | |
| | | | | | | | | " | " | " | " |
| Add | No | | Period 0 | | | | | 03-04 | | H135/2 | |
| | | | | | | | | " | " | " | " |
| Add | No | | Period 1 | HES Art Wks 4-5 (H101/1) MTWRF Bldg: 100 Rm: | | | | 03-04 | | H125/1 | |
| Remove | Enr | | | | | | | 03-04 | | H125/2 | |
| Add | No | | Period 2 | HES K'Nex (H125/2) MTWRF Bldg: 100 Rm: | | | | 03-04 | | H125/3 | |
| Add | No | | | | | | | 03-04 | | H125/4 | |
| Add | No | | Period 3 | HES Mad Sci (H111/3) MTWRF Bldg: 100 Rm: | | | | 03-04 | | H111/1 | |
| Add | No | | | | | | | 03-04 | | H111/2 | |
| Remove | Enr | | Period 4 | HES Edu Gms 4-5 (H105/2) MTWRF Bldg: 100 Rm: | | | | 03-04 | | H111/3 | |