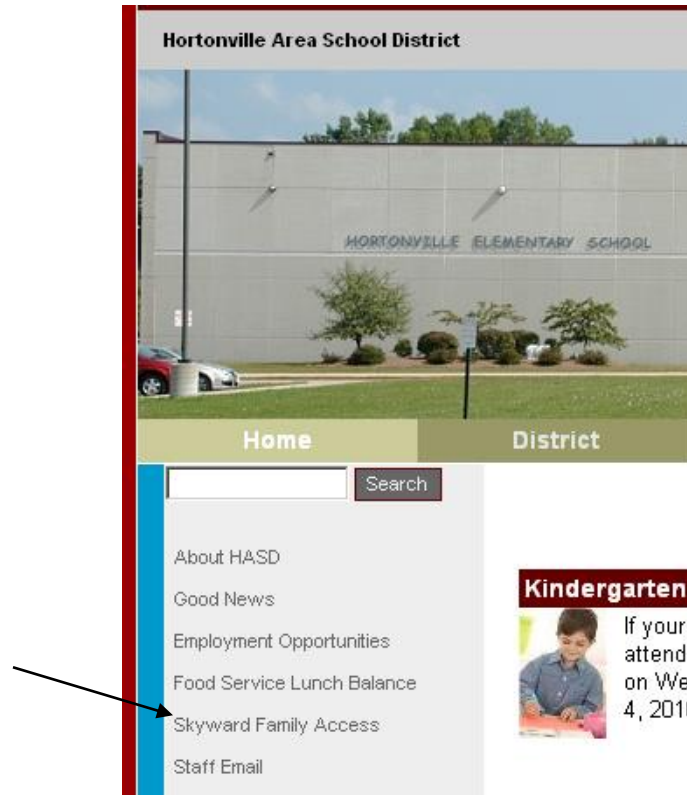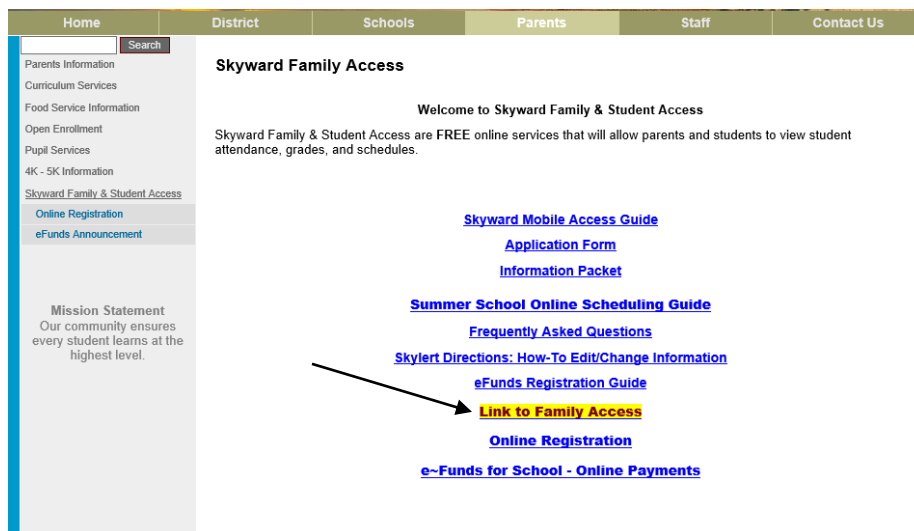# HASD Summer School Online Scheduling Guide

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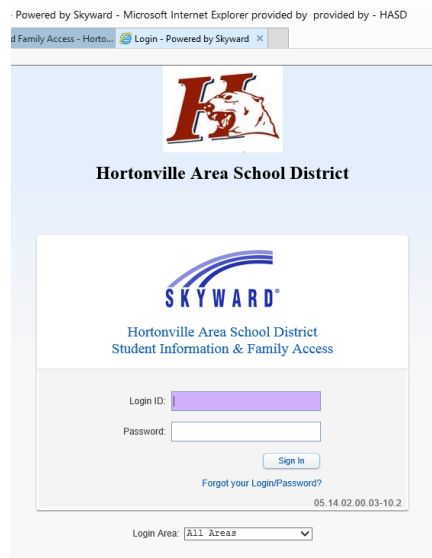

2. Click 'Link to Family Access' to enter Family Access. *Note: There are also links to directions on how to use Skyward this page.*
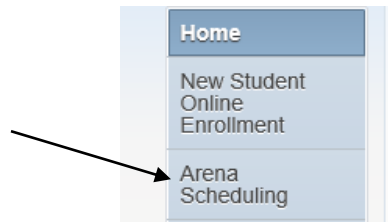
HASD Summer School Online Scheduling Guide

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.*

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'.*

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.

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

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.