1. From the Hortonville Area School District home page, <u>www.hasd.org</u>, 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.*



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.*

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Student Info	2 3 ia (HASD E	lementary Sumr	ner School) Selected Classes S	ubmit Classes	Mess	ages					
Schedule	4 Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class	Rm #
Login History	Add	Yes	23	HES Art Works 4-5	MTWRF	1	T1		03-04		H101/1	
Back to Prior	Add	Yes	25	HES Art Works 4-5	MTWRF	2	T1		03-04		H101/2	
Student Access	Add	Yes	22	HES Art Works 4-5	MTWRF	3	T1		03-04		H101/3	
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Student Access	Add	res	h. h.									
Siddeni Access	Add Add	Yes	24	HES Education Gms Online 4-5	MTWRF	1	T1		03-04		H105/1	

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'*.

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Schedule	4 Option	Fit	Seats Avail	Course	Apply File Reset Filt * (Ind)icators: A - Alternate Class P - Class has Pre-Requisite F - Class is Full C - Class has Co-Requisite) Selected Classes Subject Class in S Co-Requisite Days Meet Prd Trm *Ind Grades Subject Class Rm #/ Works 4-5 MTWRF 1 T1 03 · 04 H101/1 Works 4-5 MTWRF 2 T1 03 · 04 H101/2 Works 4-5 MTWRF 3 T1 03 · 04 H101/3 Works 4-5 MTWRF 4 T1 03 · 04 H101/3 Works 4-5 MTWRF 1 T1 03 · 04 H101/3							
Login History	Add	Yes	23	HES Art Works 4-5	MTWRF	1	T1		03-04		H101/1	
Back to Brion	Add	Yes	25	HES Art Works 4-5	MTWRF	2	T1		03-04		H101/2	
KYWARD Home Arena Scheduling Student Info Schedule Login History Back to Prior Student Access	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	
r.	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	
					MTMPE	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.

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Scheduling					P - C	lass ha	s Pre-Re	equisite	C - (Class has C	o-Requisite		
Student Info	Sophia (H	IASD Ele	mentary Summ	er School) Selected Classes Su	Ibmit Classes	Messa	ges						
Schedule	Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class	Rm	
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Back to Prior	Add	Yes	25	HES Art Works 4-5	MTWRF	2	T1		03-04		H101/2		
Student Access	Add	Yes	22	HES Art Works 4-5	MTWRF	3	T1		03- 04		H101/3		
		Yes	22	HES Art Works 4-5	MTWRF	4	T1		03-04		H101/4		
	Add												
	Add	No	24	HES Education Gms Online 4-5	MTWRF	1	T1		03-04		H105/1		

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

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	-			Term 1			Term 2				-	-					
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	144 4 🕨	m	Period 4	HES Ed (H105/2) Bidg: 10	HES Edu Gms 4-5 (H105/2) MTWRF						Sei	arch					

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.

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Schedule	Option	Fit	Seats Avail	Course		Days Meet	Prd	Trm	"Ind	Grades	Subject	Class	Rm #	
Login History	Remove	Enr	22	HES AN	Works 4-5	MTWRF	1	T1		03-04		H101/1		
Back to Prior Student Access	Add	No	Submit Clas	ses					88	03-04		H101/2		
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	Add	No	Period 0							03-04		H135/2	4	
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	Add	No			HES K'Nex					03-04		H125/3		
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	Add	No			HES Mad Sci					03-04		H111/1		
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