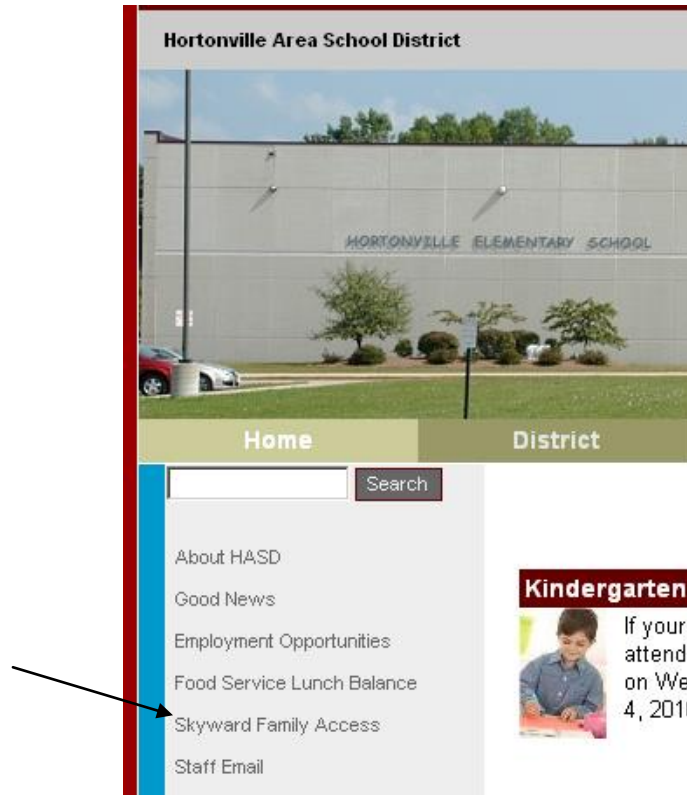
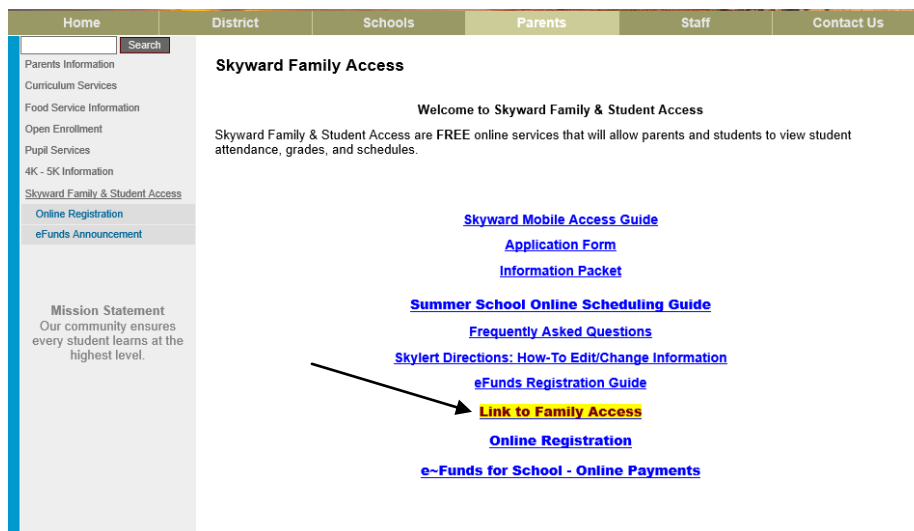


HASD Summer School Online Scheduling Guide

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

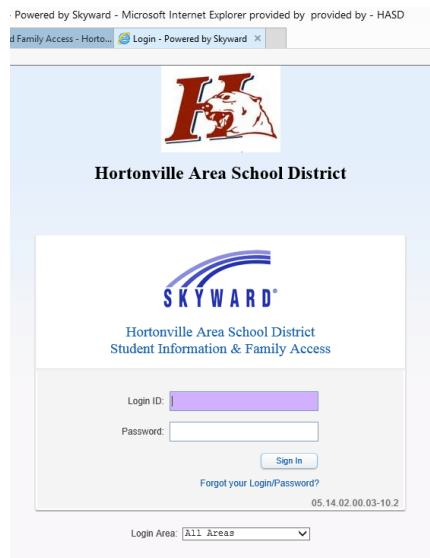


2. Click 'Link to Family Access' to enter Family Access. *Note: There are also links to directions on how to use Skyward this page.*

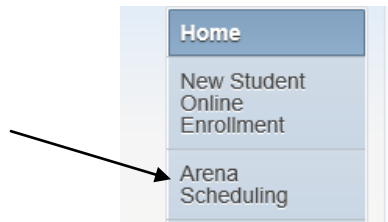


HASD Summer School Online Scheduling Guide

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



4. 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.*

The screenshot shows the "Student Access Arena Scheduling" interface. At the top, it says "Student Access Arena Scheduling - Microsoft Internet Explorer provided by provided by - HASD". Below that is the "SKYWARD® Student Access" header with a user name and "My Account" and "Exit" links. On the left is a navigation menu with "Arena Scheduling" selected. The main area has a "Period:" dropdown menu with "1" selected, a "Subject:" dropdown, and "Apply Filter" and "Reset Filter" buttons. Below this is a table of classes with columns: Option, Fit, Seats Avail, Course, Days Meet, Prd, Trm, *Ind, Grades, Subject, Class, and Rtn #. The table lists several classes, including "HES Art Works 4-5" and "HES Education Gms Online 4-5".

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

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

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.

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

301.w

Student Access My Account Exit

Arena Scheduling

Period: Subject: Apply Filter Reset Filter

Indicators:
 A - Alternate Class
 P - Class has Pre-Requisite
 F - Class is Full
 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	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		Period 2	HES K'Nex (H125/2) MTWRF Bldg: 100 Rm:				03-04		H125/2	
Add	No		Period 3	HES Mad Sci (H111/3) MTWRF Bldg: 100 Rm:				03-04		H125/3	
Add	No		Period 4	HES Edu Gms 4-5 (H105/2) MTWRF Bldg: 100 Rm:				03-04		H125/4	
Add	No							03-04		H111/1	
Add	No							03-04		H111/2	
Remove	Enr							03-04		H111/3	

Selected Classes

Arena Scheduling - Selected Classes for [Redacted]

Student Status: Open
 School Year: 2014
 Graduation Year: 2022
 Credits: 0.000

Print Schedule

Term 1	Term 2
Period 0	
Period 1	
Period 2	
Period 3	
Period 4	

Search

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.

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

301.w

Student Access My Account Exit

Arena Scheduling

Period: Subject: Apply Filter Reset Filter

Indicators:
 A - Alternate Class
 P - Class has Pre-Requisite
 F - Class is Full
 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	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	
			Period 1	HES Art Wks 4-5 (H101/1) MTWRF Bldg: 100 Rm:				03-04		H125/1	
Remove	Enr		Period 2	HES K'Nex (H125/2) MTWRF Bldg: 100 Rm:				03-04		H125/2	
Add	No		Period 3	HES Mad Sci (H111/3) MTWRF Bldg: 100 Rm:				03-04		H125/3	
Add	No		Period 4	HES Edu Gms 4-5 (H105/2) MTWRF Bldg: 100 Rm:				03-04		H125/4	
Add	No							03-04		H111/1	
Add	No							03-04		H111/2	
Remove	Enr							03-04		H111/3	

Submit Classes

Arena Scheduling - Submit Classes for [Redacted]

Student Status: Open
 School Year: 2014
 Graduation Year: 2022
 Credits: 0.000

Print Schedule **Submit Schedule**

Term 1	Term 2
Period 0	
Period 1	
Period 2	
Period 3	
Period 4	

Search