

School District of Manawa Online Scheduling Guide

1. From the School District of Manawa [home page](#), click on the Our Programs tab on the top of the page.

OUR DISTRICT

OUR SCHOOLS

OUR PROGRAMS

OUR COMMUNITY

2. On the left panel, click on Summer School.

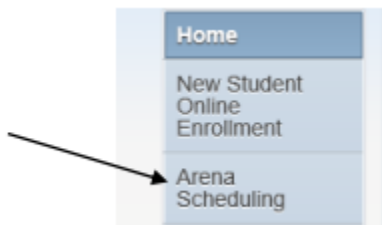
3. **Grades K-8**, click on the Family Skyward link. ([Or click here directly.](#))

Skyward Family Access

***Grades 9-12 only**- Students can enroll in summer school courses independently through their Skyward Student Access. For specific instructions, [click here](#).

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

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



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

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

8. Note:

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

9. 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 [Redacted] My Account | Exit

Arena Scheduling

Period: Subject: * (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	-		-	-	-	-

10. 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 [Redacted] My Account | Exit

Arena Scheduling

Period: Subject: * (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	-		-	-	-	-

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

Student Access

Arena Scheduling

Period: Subject:

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

Sophia (HASD Elementary Summer School) | Selected Classes | Substit Classes | Messages

Options	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class	Rtn #
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							03-04		H125/1	
Remove	Enr							03-04		H125/2	
Add	No							03-04		H125/3	
Add	No							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

	Term 1	Term 2
Period 0		
Period 1	HES Art Wks 4.5 (H101/1) MTWRF Bldg: 100 Rm:	
Period 2	HES K'Wks (H125/2) MTWRF Bldg: 100 Rm:	
Period 3	HES Mad Sci (H111/3) MTWRF Bldg: 100 Rm:	
Period 4	HES Edu Gms 4.5 (H105/2) MTWRF Bldg: 100 Rm:	

12. 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 to carry with them, and one for your refrigerator.

Student Access

Arena Scheduling

Period: Subject:

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

Sophia (HASD Elementary Summer School) | Selected Classes | Substit Classes | Messages

Options	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class	Rtn #
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							03-04		H125/1	
Remove	Enr							03-04		H125/2	
Add	No							03-04		H125/3	
Add	No							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 - Selected Classes for [Redacted]

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

	Term 1	Term 2
Period 0		
Period 1	HES Art Wks 4.5 (H101/1) MTWRF Bldg: 100 Rm:	
Period 2	HES K'Wks (H125/2) MTWRF Bldg: 100 Rm:	
Period 3	HES Mad Sci (H111/3) MTWRF Bldg: 100 Rm:	
Period 4	HES Edu Gms 4.5 (H105/2) MTWRF Bldg: 100 Rm:	

If you are having any difficulties, please contact:

Manawa Elementary School Office

920-596-5700

Little Wolf High School / Manawa Middle School

920-596-5800