School District of Manawa Online Scheduling Guide

1.From the School District of Manawa <u>home page</u>, click on the Our Programs tab on the top of the page.



- 2. On the left panel, click on Summer School.
- 3. Grades K-8, click on the Family Skyward link. (Or click here directly.)



***Grades 9-12 only**- Students can enroll in summer school courses independently through their Skyward Student Access. For specific instructions, <u>click here</u>.

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'.*

Period repo cholution pudent into opin History Subject: - Apply History - Apply Filter Processing		Arena 5	chedu	ling									
Audent Inito 2 0 pt/ASD Elementary Summer School, Selected Classes Submit Classes Messages Chodule Fit Setts Avail Course Days Most Prid Tim Hid Grades Subject Class Rm / Rm / Rm / Rm / Rm / Rm / Rm / Rm /	Home Arena Scheduling	Periot	84	bject	V Apply Filter	Reset Filter P - (d)icato Viernab Diass he	ns: a Class as Pre-R	equisite	F - C -	Class is Full Class has C	o-Requisite	
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Add Yes 22 HES Art Works 4-5 NTWRF 4 T1 03-04 H1014 Add Yes 24 HES Education Girs Online 4-5 NTWRF 1 T1 03-04 H105/1	Student Access	Add	Yes	22	HES Art Works 4-5	MTWRF	3	T1		03-04		H101/3	
Add Yes 24 HES Education Gins Online 4-5 MTWRF 1 T1 03-04 H105/1		Add	Yes	22	HES Art Works 4-5	MTWRF	4	T1		03-04		H101/4	
		Add	Yes	24	HES Education Gros Online 4-5	MTWRF	1	T1		03-04		H105/1	
	Back to Prior Student Access	Add Add Add Add	Yes Yes Yes	22 22 24	HES Att Works 4-5 HES Att Works 4-5 HES Education Girls Online 4-5	MTWRF MTWRF MTWRF	2 3 4 1	T1 T1 T1		03-04 03-04 03-04 03-04		H101/3 H101/4 H105/1	

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.

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	Arena So	hedul	ing									
nome Arena Scheduling	Period	Sub	iject.	Apply Filter	Reset Filter P - C	d)icator /ternate :lass ha	s: Class s Pre-Re	quisite	F - (C -)	Class is Full Class has C	o-Requisite	
Student Info	Sophia (H	ASD EK	ementary 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 #
Login History	Remove	Enr	22	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	
	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.

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Home Arena Scheduling	Arena So	shedul Sut	ing ject. V	Apply Filter	Read Filter	Alternation Class ha	rik: e Class is Pre-R	equiste	F-I C-	Class is Full Class has C	o-Requisite	,
Student info	Sophia (H	ASD ER	ementary Summer Sc	hool) Selected Classes	Submit Classes	Mess	nges					
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Login History	Remove	Enr	22 HE	S Art Works 4-5	MTWRF	1	T1		03-04		H101/1	
Back to Prior	Add	No	Selected Classes					ж	03-04		H101/2	
Student Access	Add	No	Arena S	cheduling - Selected Clas	ises for t				03-04		H101/3	
	Add	No	Student Status:	Student Status: Open							H101/4	
	Add	No	School Year: 2014 Graduation Year: 2022 Credits: 0.000						03-04		H105/1	
	Remove	Enr							03-04		H105/2	
	Add	No	Print Schedule	Print Schedule							H135/1	
		-		Term 1		Term 2			-	-	-	-
	Add	No -	Period 0						03-04		H135/2	
	Add	No	Period 1	HES Art Wks 4-5 (H101/1) MTWRF					03-04		H125/1	
	Remove			Bidg: 100 Rm:					03-04		H125/2	
	Add	No		HES K'Nex					03-04		H125/3	
	Add	No	Period 2	(H120/2) MTWRF Bidg: 100 Rm:					03-04		H125/4	
	Add	No		HES Mad Sci					03-04		H111/1	
	Add	No	Period 3	(H111/3) MTWRF Block 150 Bwy					03-04		H111/2	
	Remove	Enr		Stage Free Free A.A.					03-04		H111/3	
	101 - •	H HI	Period 4	Appty Rest File * Outfortation: * Alternate Closs F - Class is Ful P - Class has Pie-Requiring any Summer School) Selected Classes Submit Classes Messages sx Vall Course Days Meet Pd Tm *Ind Grades Subject bit Avail Course Days Meet Pd Tm *Ind Grades Subject bit Avail Course Days Meet Pd Tm *Ind Grades Subject Bit School Selected Classes for 03-04 03-04 03-04 03-04 Subset Status Open 03-04 03-04 03-04 03-04 Period 0 MES Art Wes 4-5 03-04 03-04 03-04 03-04 Period 1 MIGMOND MITWARP 03-04	Sec	arch						

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.

LTBARD .								,				
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Areas Scheduling	2	24	ed. V	Auguste Faller	Read Film	1	Cana A Pra-A	equiste	F.	Class is Full Class has C	-Faquiste	
Student Info	Sophia (H	A50 (3	omentary Summer Sch	oil) Selected Charges (Submit Careful	Merro	pin 1					
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ogin History	Remove	Ew.	22 163	ALT INVESTIG: 0-5	NUMBER	1	11		03-04		H10111	
Rarik In Dune	AM	140	Submit Classes						03-04		H1012	
Student Access	Att	-	Arena S	theduling - Submit Clar	uses for Se				03-04		H10103	
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	AN	-	School Year: 201 Graduation Year	School Year: 2014 Graduater Year: 2022					03-04		H105/1	
	Famore	6w	Credit: 0.800						03-04		11105/2	
	Att	10	Past Schedule	Submit Schoolule	indunit Schoolule				03-04		H135/1	
		-		Term 1		Tann 2			-	-	-	-
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	Alt	10	Period 1	OPIDIN'D MTWRF					03-04		H125/1	
	Remove	Ew.	Preset	Blog: 100 Rm:					03-04		H1250	
	Add	-		HES KINER					03-04		H125/3	
	Att	-	140001	ühtig 100 Pan.					03-04		H1254	
	AB	-		HES Mud Sci					03-04		H1191	
	AM	-	Period 3	(HTTM2) MTWRF (Index 100 Part)					03-04		H1152	
	Famove	Ew		NES Edu Com 4.5					03-04		H11103	
	101.4.8	101	Period 4	(HTMS/2) MTWRF							arch .	

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