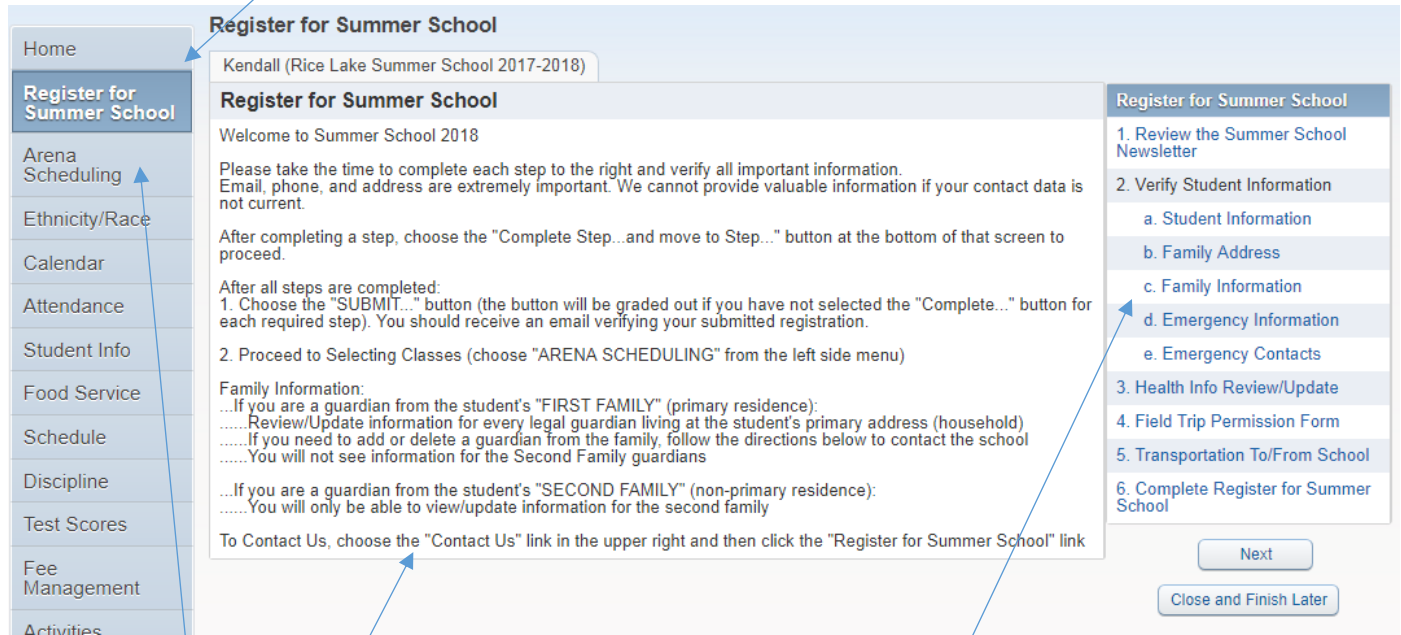


**Instructions: Summer School Online “Registration”** (Registration opens on March 1<sup>st</sup>) - [Click here for video instructions](#)

1. Log into your Skyward Family Access account.
  - a. Go to the district website [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) and choose “Skyward Family Access”, then “[Family Access Login](#)”
  - b. Login with your Family Access username and password. If you do not remember your username or password, click on the link “Forgot your Login/Password?” and follow the instructions.
2. Select “Register for Summer School” from the left menu, then choose the student who you want to register



3. Read the instructions in the center of the window, then select the registration steps and complete them
4. This registration process must be completed for each child in summer school

**Instructions: Summer School Online “Selection of Classes”** (Be sure to complete the “Registration” process above 1<sup>st</sup>)  
[Click here for video instructions](#)

1. Log into your Skyward Family Access account (see #1 above)
2. Select “Arena Scheduling” from the left menu and choose “2017-18” for the desired student
3. Courses will be sorted by “Session” (S1 runs from July 16-27, S2 runs from July 30 – August 10), then by description. Only courses the student can sign up for will be displayed - Click on arrows at the bottom of the list to see more courses.

(More)

4. Click the “Add” button to the left of the course you want to select. Click the “Remove” button to remove a selected course from your student’s schedule. The “Seats Avail” column shows how many seats are available for the class – An “F” indicates that the class is full and you will need to select a different class.

Arena Scheduling												
Home	Period: <input type="text"/>		Subject: <input type="text"/>		Apply Filter	Reset Filter	* (Indicators: A - Alternate Class      F - Class is Full P - Class has Pre-Requisite      C - Class has Co-Requisite					
Register for Summer School	Kendall (Rice Lake Summer School) <a href="#">View/Print Schedule</a>											
Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class	Rm #	
<a href="#">Add</a>	Yes	12	S1 Adventures in Reading Gr4-5	MTWRF	1	S1		04- 05		AIR145/01	132	
<a href="#">Add</a>	Yes	12	S1 Adventures in Reading Gr4-5	MTWRF	2	S1		04- 05		AIR145/02	132	
<a href="#">Add</a>	Yes	12	S1 Adventures in Reading Gr4-5	MTWRF	3	S1		04- 05		AIR145/03	132	

5. Be sure to schedule classes for all 3 periods in the school day. A student may not have an open period.
- a. Note - the following courses span all 3 periods
- 4 Year Olds
  - Kindergarten Here We Come
  - Kindergarten Wrap-Up
  - Fabulous First Grade
  - Class of 2020
  - Let’s Explore Rice Lake

6. Click on “View/Print Schedule” to verify student’s schedule

7. This scheduling process must be completed for each child attending summer school

How do I see my child’s scheduled classes later on?

- Log into Family Access and choose “Schedule” – scroll down to the summer school schedule