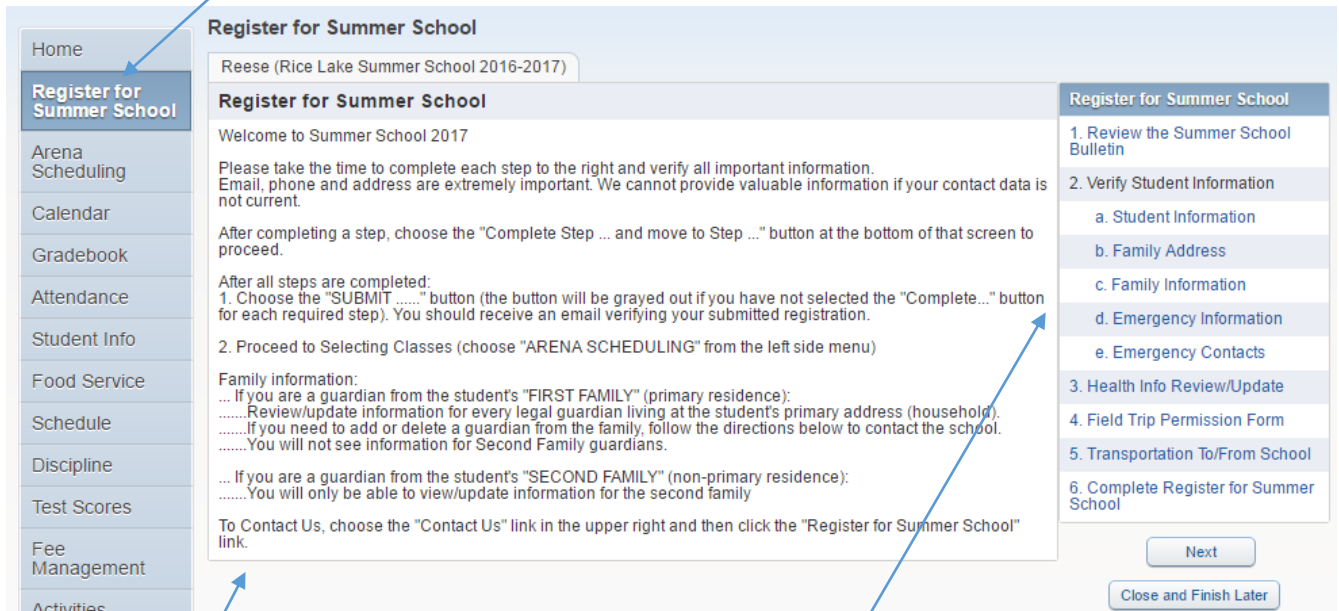


Instructions: Summer School Online “Registration” (Registration opens on March 1st) - [Click here for video instructions](#)

1. Log into your Skyward Family Access account.
 - a. Go to the district website 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 1st)
[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 “2016-17” for the desired student
3. Courses will be sorted by “Session” (S1 runs from July 17-28, S2 runs from July 31 – August 11), 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.

The screenshot shows the 'Arena Scheduling' interface. At the top, there are fields for 'Period' and 'Subject', along with 'Apply Filter' and 'Reset Filter' buttons. Below these are links for 'View/Print Schedule' and 'Submit Schedule'. The main part of the interface is a table with the following columns: Option, Fit, Seats Avail, Course, Days Meet, Prd, Trm, *Ind, Grades, Subject, Class, and Rm #. The table lists three courses: 'S1 Archery 2 Gr4-7', 'S1 Art Projects Galore Gr3-7', and 'S1 Building Bridges Gr5-7'. The 'Add' button for the second course is highlighted with a blue arrow. Another blue arrow points to the 'Seats Avail' column header.

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class	Rm #
Add	Yes	30	S1 Archery 2 Gr4-7	MTWRF	3	S1		04- 07		AR2147/1	Gym2
Add	Yes	25	S1 Art Projects Galore Gr3-7	MTWRF	3	S1		03- 07		APG137/1	209
Add	Yes	25	S1 Building Bridges Gr5-7	MTWRF	3	S1		05- 07		BB 157/1	1077

5. Be sure to schedule classes for all 3 periods in the school day. A student may not have an open period.
- Note - the following courses span all 3 periods
 - 4 Year Olds
 - Kindergarten Here We Come
 - Kindergarten Wrap-Up
 - Fabulous First Grade
 - Class of 2020)
6. Click on **“View/Print Schedule”** to verify student’s schedule
7. Click on **“Submit Schedule”** to finish
8. This scheduling process must be completed for each child attending summer school