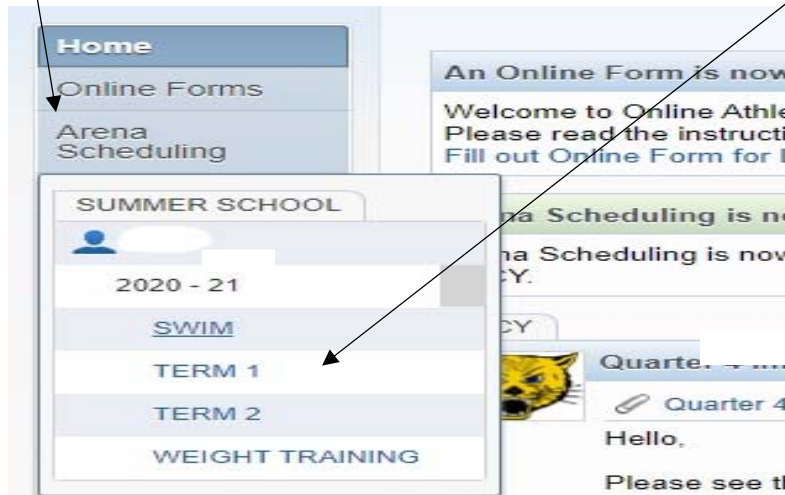


Online Course Selection Directions for Skyward

Opens: April 5 at 5 p.m. Closes: April 15 at 9 p.m.

1. Login to Skyward Family Access at www.lakemills.k12.wi.us
 - Families – Skyward Family Access
2. Select Arena Scheduling on the left hand side.
3. Select the student you would like to schedule classes for by clicking on Term 1, Term 2, SWIM or Weight Training under the student's name.
 - Term 1 = Session 1 Term 2 =Session 2 Swim = Swim lessons Weight Training = HS/MS Weight Training



You will see a list of all of the class options available based on the selected child's **current** grade level.

Schedule your child based on their current grade level.

4. Select the "period" drop down to sort classes by class periods and then Apply Filter. **Double Period & Both Session Classes:** Skyward will automatically schedule these classes (both terms OR double periods) if you select one of these classes. **"Both Session" classes will only appear in Term 1 for scheduling.**
5. Select **Add** to add a class – If you change your mind once you have added a class you can select **Remove** if you would like to remove the class from your schedule.

Arena Scheduling

Period: Subject:

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

Susie Sushine

Option	Fit	Seats Avail	Course	Prd	Grades	Subject	*Ind	Days Meet	Trm	Class
Add	No	24	ADV GYMNASTICS 4-8 SESSION 1	3	04- 08	\$5		MTWRF	T1	A481/01
	"	"	"	4	"	"		MTWRF	"	"
Add	No	25	ALGEBRA GEOMETRY 8-9	3	08- 09	\$0		MTWRF	BT	A89B/01
Add	No	26	BABYSITTING 5-8	1	05- 08	\$15		MTWRF	BT	BB58P1/01
Add	No	27	BABYSITTING 5-8	2	05- 08	\$15		MTWRF	BT	BB58P2/01
Add	No	20	BAKING 101 6-8	3	06- 08	\$5		MTWRF	T1	B681/01
Remove	Enr	24	BASKETBALL 7-8	4	07- 08	\$0		MTWRF	T1	B781/01
Add	No	25	BOOK CLUB FANATICS 6-8	2	06- 08	\$0		MTWRF	T1	B681P1/01
Add	No	25	BOWLING 4-8	3	04- 08	\$20		MTWRF	T1	B481/01
	"	"	"	4	"	"		MTWRF	"	"

6. Continue this process until you have selected courses for all four periods. Periods 5-6-7-8-9-10 are all swim periods.
7. If you would like a quick view of what you have schedule *select view/print schedule*
8. Once you have registered for all of session 1 classes, select Arena Scheduling again and select classes for Term 2.
9. Your registration process is COMPLETE! Simply logout and you can revisit/revise your child's schedule until April 15. There is not a save or a submit button, the schedule is automatically saved.

Don't forget to sign up for swim lessons, they fill up quickly! Remember, ONE session time per child.

Schedules will be open until April 15, which means you will have the ability to change classes until that date. If a class is full, keep checking back, it might open up if another student changes their mind and drops a class. On April 15, we will turn off Arena Scheduling and schedules will be locked.

DROPPED CLASSES: In the event a class is dropped due to low enrollment, the parent/guardian will be contacted and asked to select a different class.

NEW THIS YEAR!

FEES: You will now receive your student's summer school fee statements by email, which you will receive the week of April 19. **Cash or check payments must include the fee statement, which ensures timely payment!** All summer school fees are due by May 4, and for your convenience can be turned in at any office in the district or mailed to Lake Mills High School, 615 Catlin Dr.

*****FEE STATEMENTS MUST BE INCLUDED WITH PAYMENT*****

QUESTIONS:

Nate Grundahl, Summer School Director

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