

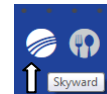
Merton/Swallow Summer School Online Registration Instructions

Important Dates

- April 12th - at 5:00 pm registration opens
- April 29th - at midnight registration closes
- May 3rd - alternate class scheduling opens
- May 6th - alternate class scheduling closes
- May 14th - payment for classes opens (directions posted in May)
- June 3rd - payment for classes closes

Use the Merton/Swallow Summer School 2018 Booklet, located on the Merton Summer School Webpage (<http://www.merton.k12.wi.us/schools/SummerSchool.cfm>) to see classes and descriptions. All classes have enrollment minimums and maximums. Classes will be canceled if the minimum is not reached (families will be notified through email) and alternate classes can be registered online May 3-6. Classes are also closed when full.

To use Merton's Skyward Family Access for Online Registration:



1. Go to <http://www.merton.k12.wi.us>, the Skyward link is located in the top right corner [Summer School website](#) or on the Families tab, then click on the **Skyward Family Access**.
2. Login with your Skyward username and password. If you do not remember your username and password, click on the link **Forgot your login or password** and follow the instructions.
3. Click **Arena Scheduling** (left column). Click on 2017-18 under the child's name that you want to schedule classes for Summer School.
4. Only courses the student can sign up for will be displayed (current grade level 17-18).
 - **Period (Prd)** is what time the class meets
 - **Term (Trm)** is the Session (S1-June, S2-July, S3-August)
 - **Subject** is the charge for material fees for the class.
5. Schedule your child's classes.
 - Click the **Add** link in front of the course number to select the courses you would like to enroll in and click Ok.
 - Click **Remove** link to remove a selected course from your student's schedule.
 - The **Fit** column displays if the class will fit in the schedule.
 - **Enr** is displayed when you have selected (enrolled) the class.
 - Use the **blue arrows** (bottom left) to move to the next set of classes.
 - Or start typing in the name of a course in the **search box** (bottom right) and press enter to go directly to the class.
 - The **Seats Avail** column shows how many seats are available for the class. If it is full (0 available), the class is closed and you will need to choose a different class.
6. If you select a class that will not fit or overlaps, you will receive a warning message.
 - **Ok** will change it to the new class.
 - Or **cancel** will keep the class already at that session and time.

Period	Subject	Seats Avail	Course	Days Meet	Prd	Trm	Ind	Grades	Subject	Class	Rm #
01	Math	20	3rd Math	MTWRF	2	S1	03-03			3M1B	121
01	Math	20	3rd Math	MTWRF	2	S2	03-03			3M2B	121
01	Math	20	3rd Math	MTWRF	2	S3	03-03			3M3B	118
01	Reading & Writing	20	3rd Reading & Writing	MTWRF	1	S1	03-03			3RW1A	121
01	Reading & Writing	20	3rd Reading & Writing	MTWRF	1	S2	03-03			3RW2A	121
01	Reading & Writing	20	3rd Reading & Writing	MTWRF	1	S3	03-03			3RW3A	118
01	American Govt	24	American Govt	MTWRF	3	S1	00-05	\$15		Am01C	210
01	American Govt	25	American Govt	MTWRF	3	S2	00-05	\$15		Am02C	210
01	Animal Artics	25	Animal Artics	MTWRF	2	S1	02-03	\$3.00		AA01B	110
01	Animal Detective	25	Animal Detective	MTWRF	2B	S3	02-03	\$3.00		AA03B	110
01	Beginning German K-3	25	Beginning German K-3	MTWRF	3	S1	00-03			B0K31C	203
01	Beginning German K-3	25	Beginning German K-3	MTWRF	2	S2	00-03			B0K32B	203
01	Blast from the Past	25	Blast from the Past	MTWRF	3	S2	02-03	\$3.00		BP230C	105
01	Challenge	25	Challenge	MTWRF	1	S2	03-05	\$2.00		CH2A	105
01	Chess Advanced	25	Chess Advanced	MTWRF	3	S1	00-07			CA01C	213
01	Chess Advanced	25	Chess Advanced	MTWRF	2	S2	00-07			CA02B	213
01	Chess Advanced	25	Chess Advanced	MTWRF	2	S3	00-07			CA03B	213

7. Click on the **Selected Classes** to verify your student's schedule. There is no final submit button. You may make changes until April 29th. Please note: **Each student needs to bring a copy of their schedule to the first day of each session**. Please click on **Print Schedule** to obtain a copy of your student's schedule. If classes are canceled, and changes are made, please return here to print a new copy.
8. Payments will not be taken until all classes are finalized. No refunds will be given.