

Merton/Swallow July Virtual Summer School Online Registration Instructions

Important Dates

- June 17 - at 1 pm registration opens (Guitar and MS World Languages are only classes with maximums)
- June 21 - at midnight registration closes
- June 23 - families are notified of canceled classes
- July 6 - supply/packet pick up 8 am - 1 pm
- July 6 - payment due for classes with fees
- July 6 - July classes begin

Use the Merton/Swallow July Virtual Summer School 2020 Booklet, located on the Merton Summer School Webpage (<http://www.merton.k12.wi.us/schools/SummerSchool.cfm>) to see classes and descriptions. Classes do not have a maximum enrollment, except for Guitar (20) and MS World Languages (10). Classes will be canceled if the minimum is not reached (families will be notified through email).

To use Merton's Skyward Family Access Online Registration:



1. Go to <http://www.merton.k12.wi.us>, the Skyward link is located in the top right corner or on the [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 2019-20 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).
 - **You must pick a different period for each class that you take. For example Guitar is Period 1, Summer Math is period 2, Summer Reading is period 3, etc.**
 - **Period (Prd)** is keeping track that you only pick 8 classes total (each class except Guitar and MS World Languages) are listed 8 times (please only pick class once - it does not matter which period you pick for the class).
 - **Term (Trm)** is the Session (S2-July)
 - **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.
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.
7. Click on the **Selected Classes** to verify your student's schedule. There is no final submit button. You may make changes until June 21.

Period	Subject	Apply Filter	Reset Filter	Indicators:		F - Class is Full		C - Class has Co-Prerequisite			
Merton Summer School											
Opt	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Ind	Grades	Subject	Class	Pin #
Add	No	20	3rd Math	MTWRF	2	S1		03-03		3M01B	121
Add	No	20	3rd Math	MTWRF	2	S2		03-03		3M01B	121
Add	No	20	3rd Math	MTWRF	2	S3		03-03		3M01B	118
Add	No	20	3rd Reading & Writing	MTWRF	1	S1		03-03		3RW01A	121
Add	No	20	3rd Reading & Writing	MTWRF	1	S2		03-03		3RW02A	121
Add	No	20	3rd Reading & Writing	MTWRF	1	S3		03-03		3RW03A	118
Remove	Enr	24	American Girl	MTWRF	3	S1		09-05	\$15	Am01C	210
Add	No	25	American Girl	MTWRF	3	S2		09-05	\$15	Am02C	210
Add	No	25	Animal Atlas	MTWRF	2	S1		03-03	\$3.00	AA01B	110
Add	No	25	Animal Detective	MTWRF	2B	S3		02-03	\$3.00	AA03B	110
Add	No	25	Beginning German K-3	MTWRF	3	S1		00-03		BO031C	203
Add	No	25	Beginning German K-3	MTWRF	2	S2		00-03		BO032B	203
Add	No	25	Blast from the Past	MTWRF	3	S2		02-03	\$3.00	BP232C	105
Add	No	25	Challenge	MTWRF	1	S2		03-05	\$2.00	CH02A	105
Add	No	25	Chess Advanced	MTWRF	3	S1		00-07		CA11C	213
Add	No	25	Chess Advanced	MTWRF	2	S2		00-07		CA12B	213
Add	No	25	Chess Advanced	MTWRF	2	S3		00-07		CA13B	213