

PSD Summer School Class Sign-Up Directions

To use Pewaukee's Skyward Family Access for online class selection:

1. **Go to <http://pewaukee.schoolwires.net/domain/39>**, click on the parents tab in the upper righthand corner, then click on Skyward Family Access under the Quicklinks.
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 2020-21 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 20-21). Period (Prd) is what time the class meets, Term (Trm) is the Session, and 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 the 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. Cancel will keep the class 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 April 10th at 4pm. Please note: schedules will be mailed and can be available at the summer school Open House night or in the summer school office located at PLE on the first day of classes. Payments will not be taken until all classes are finalized.