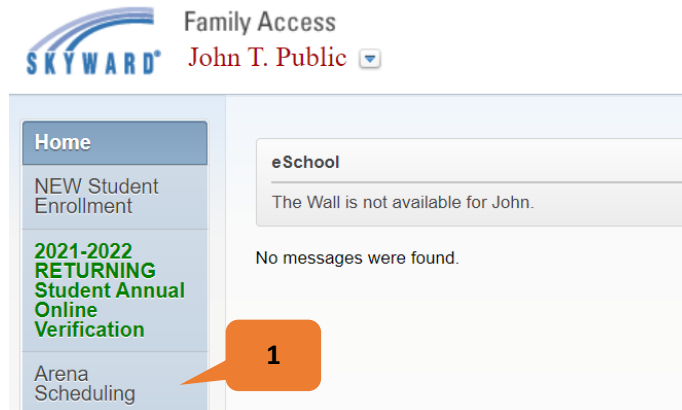


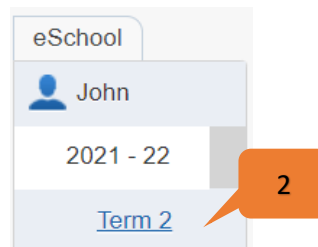
eSchool Arena Scheduling & Fee Management

To choose eSchool courses using Skyward Arena Scheduling, log onto Skyward Family Access and follow these steps below. Once courses have been scheduled in Arena Scheduling, proceed to Fee Management to pay for the courses (step #10). Payments not received within 48 hours after course is approved will drop the student from the course. **Any changes to schedules after payment has been made need to be requested through the eSchool/Summer Programs office.**

1. To access Arena Scheduling, click the **Arena Scheduling** tab.



2. Click on **2021-22** and **Term 2** for the student you want to enroll. Term 2 = spring semester.



3. On the next screen you will see a listing of courses. These are grade specific, so the list shows all courses available for your student. (*For a description of the courses, refer to the eSchool Enrollment Information webpage [HERE](#).)* You can only select one period, 1 or 2; maximum of two courses.

The screenshot shows the course listing page in Skyward Family Access. The page displays a table of courses with columns for Option, Fit, Section, Course, Days Meet, Prd, Tr, Class, and Rm. The table lists several courses, including 'ES Art History - Spring Sem' and 'ES Fitness for Life - Spring'. An orange callout bubble points to the course name 'ES Art History - Spring Sem' with the text 'Click the name of the Course to get details about the course.' Another callout bubble points to the 'ES2' indicator with the text 'ES2 = Spring Semester'. A third callout bubble points to the search bar with the text 'You can also search by the Course Name'. The page also includes a 'Teacher: (Last Name)' search field and 'Apply Filter' and 'Reset Filter' buttons.

Option	Fit	Section	Course	Days Meet	Prd	Tr	Class	Rm
Add	Yes	63	ES Art History - Spring Sem	MTWRF	1	ES2	09-12	E27615/201
Add	Yes	64	ES Art History - Spring Sem	MTWRF	2	ES2	09-12	
Add	Yes	65	ES Fitness for Life - Spring	MTWRF	1	ES2	09-12	
Add	Yes	64	ES Fitness for Life - Spring	MTWRF	2	ES2	09-12	
Add	Yes	64	ES HEALTH - Spring Semester	MTWRF	1	ES2	09-12	E292
Add	Yes	65	ES HEALTH - Spring Semester	MTWRF	2	ES2	09-12	E292/202

eSchool Arena Scheduling & Fee Management

- Once you have determined which course(s), to enroll in, click **Add** next to the Course(s) and the FEE(S) will automatically be added.

NOTE: Once you click Add, you will be charged for this course. You can follow the steps to remove the course (instructions later in this document), but **please choose courses carefully. The fee should be removed if a course is removed if payment has not been made, but please check to be sure. Any course changes AFTER payment is made should be completed through the eSchool/Summer Programs office.**

- Now you will see **Enr** next to the Course(s) you chose. You will also see **No** next to any Course that is now unavailable because it falls in the same time slot.

Arena Scheduling

Period: Subject: Teacher: (Last Name) * (Indicators):
A - Alternate Class
P - Class has Pre-Require

John (eSchool) [View/Print Schedule](#) | [Submit Schedule](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades
Add	No	63	ES Art History - Spring Sem	MTWRF	1	ES2			09- 12
Add	Yes	64	ES Art History - Spring Sem	MTWRF	2	ES2			09- 12
Add	No	65	ES Fitness for Life - Spring	MTWRF	1	ES2			09- 12
Add	Yes	64	ES Fitness for Life - Spring	MTWRF	2	ES2			09- 12
Remove	Enr	63	ES HEALTH - Spring Semester	MTWRF	1	ES2			09- 12
Add	Yes	65	ES HEALTH - Spring Semester	MTWRF	2	ES2			09- 12

- If you change your mind and choose to Add a Course that does not fit in your student's schedule, you'll get the message below.

Arena Scheduling

Period: Subject: Teacher: (Last Name) * (Indicators):
A - Alternate Class
P - Class has Pre-Require

John (eSchool) [View/Print Schedule](#) | [Submit Schedule](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades
Add	No	63	ES Art History - Spring Sem	MTWRF	1	ES2			09- 12

Issues with Adding Class

Adding class ES Fitness for Life - Spring causes conflicts with the following class(es) you have already scheduled:
E29220/201-ES HEALTH

If you continue with adding, then the class(es) it conflicts with will be removed, do you wish to continue?

Remember, choosing **YES** removes the previous Course (See instructions below).

eSchool Arena Scheduling & Fee Management

7. If you choose to remove your student from an enrolled course, click **Remove**. *Remember, the fee should be removed if a course is removed IF payment has not been made, but please check to be sure. Any course change AFTER payment is made should be made through the eSchool/Summer Programs office.*

IMPORTANT: Clicking **Remove** will remove the course!

Option	Fit	Seats Avail	Course
Add	No	63	ES Art I
Add	Yes	64	ES Art I
Add	No	65	ES Fitn
Add	Yes	64	ES Fitn
Remove	Enr	63	ES HEA
Add	Yes	65	ES HEA

8. **It is very important** when you are finished selecting courses that you submit your schedule for approval. *You must click Submit Schedule two times and then click "Yes".* See steps below.

- Step 1, click **Submit Schedule**.

Period: Subject: Teacher: (Last Name)

John (eSchool) [View/Print Schedule](#) [Submit Schedule](#)

Fit	Seats Avail	Course	Days Meet
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- Step 2, click **Submit Schedule**.

Submit Schedule

Arena Scheduling - Submit Classes for Joh

Student Status: Open
School Year: 2022
Graduation Year: 2025
Credits: 0.500

[Print Schedule](#) [Submit Schedule](#)

	Term 1	Term 2
Period 0		
Period 1		ES HEALTH (E29220/201) MTWRF

- Step 3, click **Yes**.

Submit Schedule

Are you sure you want to submit your schedule?

[Yes](#) [No](#)

eSchool Arena Scheduling & Fee Management

- The school counselor will need to approve your student's eSchool course(s).
 - Within the Arena Scheduling tab, you will see the course(s) and Scheduling Status.
 - The Scheduling Status will be set to "Waiting" until the counselor has approved.
 - When Counselor has approved, the status will change to "Approved".

Family Access
John Public

Home
NEW Student Enrollment
Arena Scheduling
Calendar
Gradebook
Attendance
Student Info

Arena Scheduling
Arena Scheduling is unavailable for John to Schedule
John's Scheduling Status is Waiting

Period: Subject: Teacher: (Last Name) Apply Filter

John (eSchool) View/Print Schedule | Submit Schedule

Fit	Seats Avail	Course	Days Meet	Prd	Trm
Enr	32	ES AMER GOVT - Spring Semester	MTWRF	1	ES2

Family Access
John Public

Home
NEW Student Enrollment
Arena Scheduling
Calendar
Gradebook
Attendance
Student Info

Arena Scheduling
Arena Scheduling is unavailable for John to Schedule
John's Scheduling Status is Approved

Period: Subject: Teacher: (Last Name)

John (eSchool) View/Print Schedule | Submit Schedule

Fit	Seats Avail	Course
Enr	32	ES AMER GOVT - Spring Semester

- If you have selected a wrong course, the counselor should communicate to you and reopen the system so you may remove the incorrect course (which should remove the fee) and select the correct course.
- If you need to enroll in additional courses after this point, you must request from the eSchool office that your arena scheduling status be unlocked or enroll in person at your high school.
- **Course(s) must show approved before you proceed to pay.**

9. Once you are finished enrolling and have submitted the schedule, you can view the completed schedule, or print it, by clicking **View/Print Schedule**. The Scheduling Status will be set at "Waiting". Once a counselor has approved the course, Student Status will show as "Approved".

Period: Subject: Teacher: (Last Name)

John (eSchool) View/Print Schedule | Submit Schedule

Fit	Seats Avail	Course	Days Meet
No	63	ES Art History - Spring Sem	MTWR

Once payment has been made, all class changes, drops and refunds should be requested from the eSchool/Summer Programs office.

Payments must be made within 48 hours after course approval or student will be dropped from class(es).

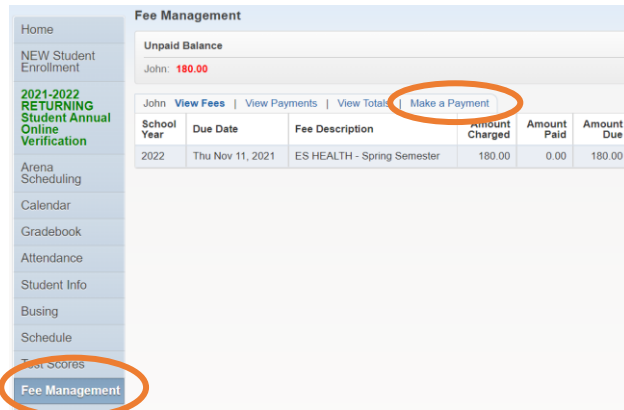
Continue



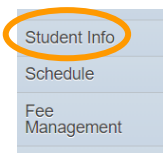
eSchool Arena Scheduling & Fee Management

10. To pay for the courses online, go to the Skyward Family Access main menu and click the **Fee Management** tab, then **Make a Payment**. **Payments must be made within 48 hours after course is approved or student will be dropped from class(es)**. If the fees do not match the number of courses selected, please email our office. **Once payment has been made, all class changes, drops and refunds should be requested from the eSchool/Summer Programs office.**

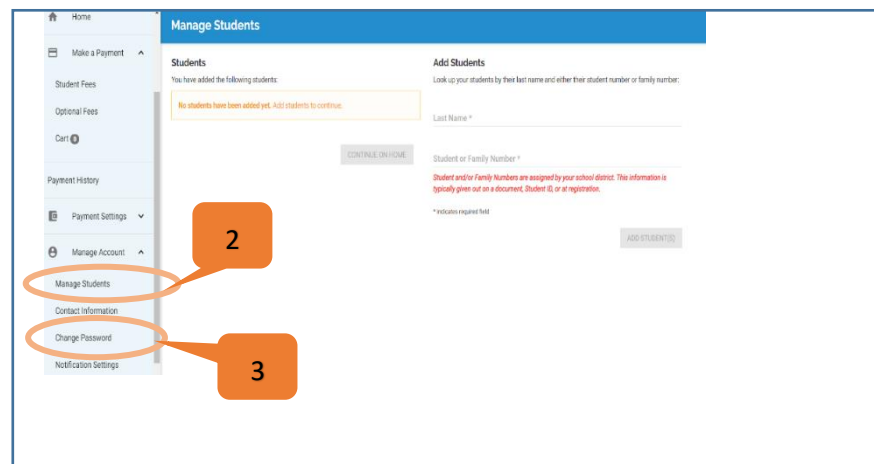
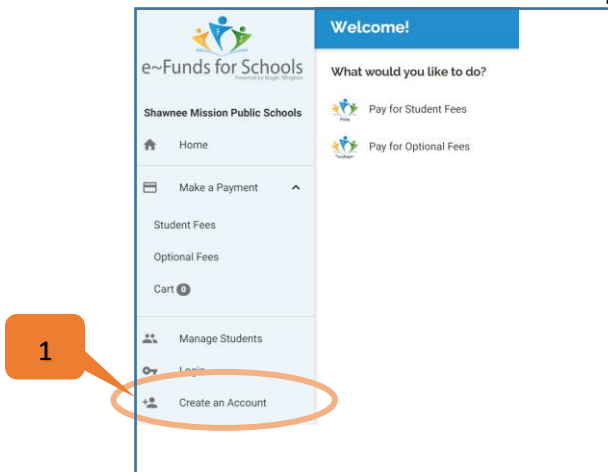
➔ Please review fees carefully.




When you make a payment, you will be taken to the eFunds for Schools page for Shawnee Mission Public Schools. Log in, or you may need to create an account and set up your student with a SMSD student ID number (this can be found in Skyward under the Student Info tab). Payments may also be made as a guest. New students added to Skyward will be added to eFunds daily. New accounts may need to wait an additional 24 hours before adding students and making payment.

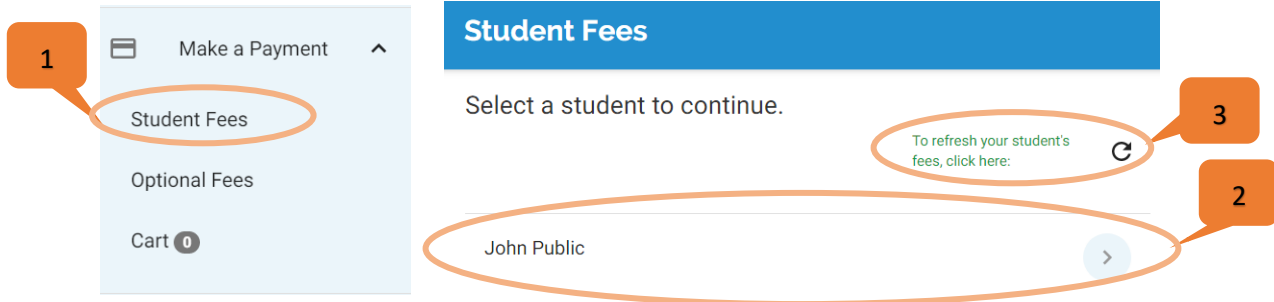


To create an account, click on **Create an Account**. Then you will need to add your student(s) with last name and student ID number. Click **Manage Account**, then **Manage Students**.

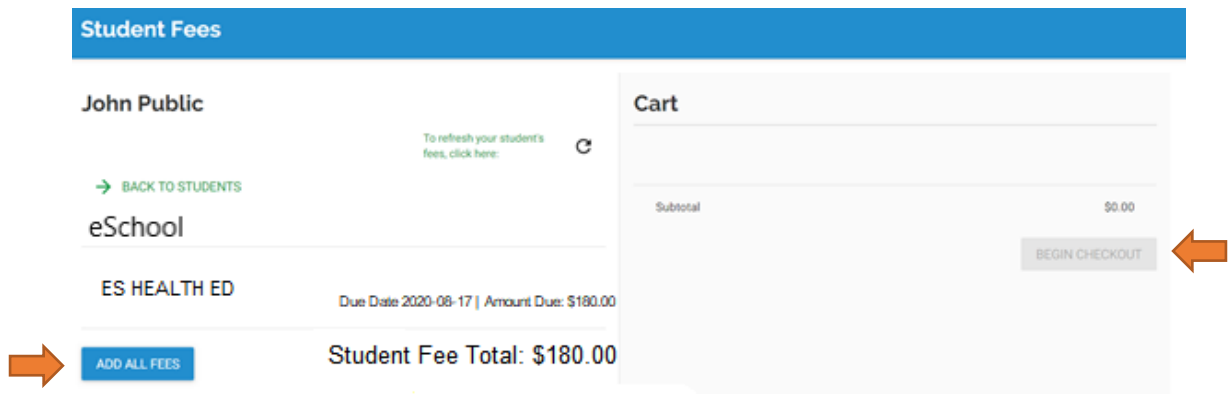


eSchool Arena Scheduling & Fee Management

Click **Pay for Student Fees**. You should see your student(s) name(s) with an arrow > to the right; click the arrow > and you should see the fees and be able to add them to your cart. If you do not see any fees, you may need to find the green text at the top of the page, "To refresh your student's fees, click here", and click the round arrow  for your fees to appear.



Then click **Add All Fees** to add them to your cart for each student. Once fees are in your cart, you may **Begin Checkout**.



Once payment has been made, all class changes, drops and refunds should be requested from the eSchool/Summer Programs office.

For additional assistance with eFunds, click here:

<https://payments.efundsforschools.com/v3/Content/resources/efunds-for-schools-guide-18.06.pdf>