

# HHS Online Scheduling

## *Online Scheduling 2021-2021*

- Who will participate in online scheduling?
  - Current 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> graders

# *Online Scheduling 2021-2021*

- What is Online Scheduling?
  - Students will make course selections based on their current transcripts/courses & credits needed.
  - Students will create their schedule for the 2021-2022 school year through Skyward Student Access.
  - Counselors *may* need to make changes over the summer to a schedule due to staff changes or course changes.
  - Schedules will be considered final when working on them. Take this seriously.

# *Online Scheduling 2021-2022*

- When and how do students schedule?
  - Use the Master Schedule to determine when a class is offered, make a list of courses needed and electives.
  - Login to Skyward Student Access during your scheduled days/time.
  - Carefully follow the directions in the next slides to make sure your schedule is accurate.

# *Online Scheduling 2021-2022*

## **Online Scheduling Dates & Times**

### **Current 11<sup>th</sup> graders:**

Monday April 12<sup>th</sup> 3 :00 p.m. – April 15<sup>th</sup> 11:00 p.m.

### **Current 10<sup>th</sup> graders:**

Monday April 19<sup>th</sup> 3:00 p.m. - April 22<sup>nd</sup> 11:00 p.m.

### **Current 9<sup>th</sup> graders:**

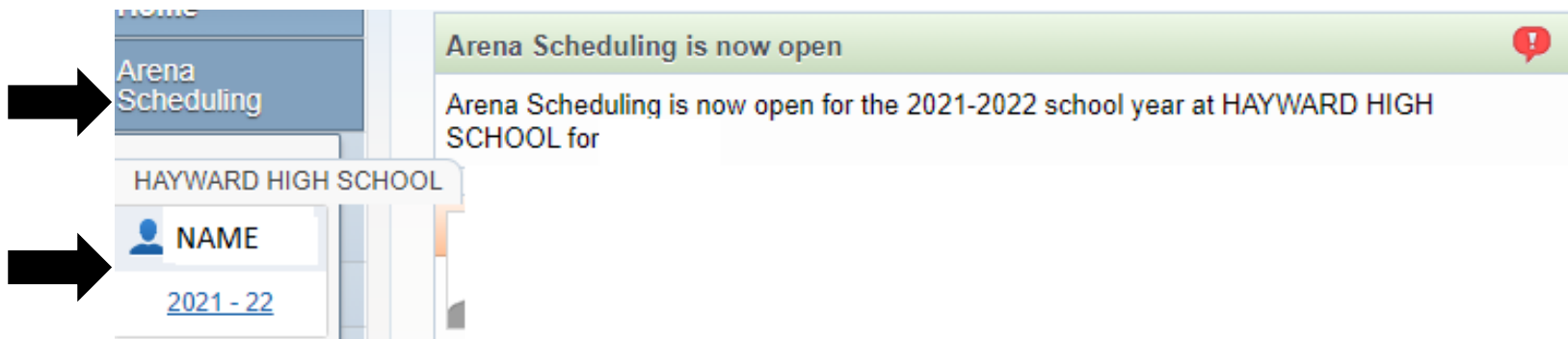
Monday April 26<sup>th</sup> 3:00 p.m. - April 29<sup>th</sup> 11:00 p.m.

# *Online Scheduling 2021-2022*

- Where will students be scheduling?
  - Using their chromebook or personal device, students will schedule from home.
  - If you do not create a schedule, the counselors will create one for you AFTER all other students have scheduled.
  - **Counselors will be available during the weeks of Online Scheduling for assistance.**

# *Online Scheduling 2021-2022*

- Login to Skyward
- Go to Online/Arena Scheduling on the left





### Arena Scheduling

Period:  Subject:

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

- Home
- Arena Scheduling**
- Calendar
- Gradebook
- Attendance
- Student Info
- Busing
- Food Service
- Schedule
- Test Scores
- Fee Management
- Educational Milestones
- Graduation Requirements
- Career Plans
- Academic History

JANE (MY HIGH SCHOOL) [View/Print Schedule](#)

Option	Fit	Seats Avail	Course	Teacher	Days Meet	Prd	Trm	*Ind	Subject
Add	Yes	36	3D ANIMATION	REBECCA RIGBY	B	5	S2		Career and Tech
Add	Yes	36	3D GRAPH						
Add	No	36	3D GRAPH						
Add	Yes	36	ADULT ROU						
Add	Yes	36	ADULT ROU						
Add	No	36	ADULT ROU						
Add	Yes	18	ADV CERAM						
Add	Yes	18	ADV CERAM						
Add	Yes	18	ADV INTER						
Add	Yes	18	ADV INTER						
Add	No	36	ADVANCED						
Add	Yes	36	AMERICAN						
Add	Yes	35	AMER MOD						
Add	Yes	40	AMER SIGN						
Add	No	40	AMER SIGN						

**View/Print Schedule**

Student Status: **Open**  
 School Year: **2020**  
 Graduation Year: **2022**  
 Credits: **8.000**

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Period 0						
Period 1	CHEMISTRY R A (33212A/03) A Bldg: 010	CHEMISTRY R A (33212A/03) A Bldg: 010	CHEMISTRY R A (33212A/03) A Bldg: 010	CHEMISTRY R B (33212B/15) A Bldg: 010	CHEMISTRY R B (33212B/15) A Bldg: 010	CHEMISTRY R B (33212B/15) A Bldg: 010
Period 2	ART I PART A (66412S/04) A Bldg: 010	ART I PART A (66412S/04) A Bldg: 010	ART I PART A (66412S/04) A Bldg: 010	PSYCHOLOGY (42316S/51) A Bldg: 010	PSYCHOLOGY (42316S/51) A Bldg: 010	PSYCHOLOGY (42316S/51) A Bldg: 010
Period 3	SPANISH II R A (77421A/04) A Lunch Code: C Bldg: 010	SPANISH II R A (77421A/04) A Lunch Code: C Bldg: 010	SPANISH II R A (77421A/04) A Lunch Code: C Bldg: 010	SPANISH II R B (77421B/03) A Lunch Code: C Bldg: 010	SPANISH II R B (77421B/03) A Lunch Code: C Bldg: 010	SPANISH II R B (77421B/03) A Lunch Code: C Bldg: 010
Period 4	ChildDevelopmtA (8J310A/03) A Bldg: 010	ChildDevelopmtA (8J310A/03) A Bldg: 010	ChildDevelopmtA (8J310A/03) A Bldg: 010	ChildDevelopmtB (8J310B/04) A Bldg: 010	ChildDevelopmtB (8J310B/04) A Bldg: 010	ChildDevelopmtB (8J310B/04) A Bldg: 010
Period 5	GEOMETRY R A (21410A/50) B Bldg: 010	GEOMETRY R A (21410A/50) B Bldg: 010	GEOMETRY R A (21410A/50) B Bldg: 010	GEOMETRY R B (21410B/50) B Bldg: 010	GEOMETRY R B (21410B/50) B Bldg: 010	GEOMETRY R B (21410B/50) B Bldg: 010
Period 6	ENG II R A (10122A/60) B Bldg: 010	ENG II R A (10122A/60) B Bldg: 010	ENG II R A (10122A/60) B Bldg: 010	ENG II R B (10122B/60) B Bldg: 010	ENG II R B (10122B/60) B Bldg: 010	ENG II R B (10122B/60) B Bldg: 010

Some students will already have classes built into their schedule. This cannot be changed. Click view/print schedule. Any classes that cannot be moved will appear in black.



**Arena Scheduling**

Home  
**Arena Scheduling**  
 Calendar  
 Gradebook  
 Attendance  
 Student Info  
 Busing  
 Food Service  
 Schedule  
 Test Scores  
 Fee Management  
 Educational Milestones  
 Graduation Requirements  
 Career Plans  
 Academic History  
 Report Card/Academic Progress  
 Health Info

Period:  Subject:

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

JANE (MY HIGH SCHOOL) [View/Print Schedule](#)

Option	Fit	Seas Avail	Course	Teacher	Days Meet	Prd	Trm	*Ind	Subject
Add	Yes	36	3D ANIMATION	REBECCA RIGBY	B	5	S2		Career and Tech
Add	Yes	36	3D GRAPHICS	REBECCA RIGBY	B	5	S1		Career and Tech
Add	No	36	3D GRAPHICS	REBECCA RIGBY	B	6	S2		Career and Tech
Add	Yes	36	ADULT ROLES & RESPONSIBILITIES	HILARY HANSEEN	B	5	S1		Career and Tech
Add	Yes	36	ADULT ROLES & RESPONSIBILITIES	HILARY HANSEEN	B	7B	S1		Career and Tech
Add	No	36	ADULT ROLES & RESPONSIBILITIES	HILARY HANSEEN	B	8	S2		Career and Tech
Add	No	36	ADULT ROLE/FIN	HILARY HANSEEN	A	2	Y		Career and Tech
Add	Yes	18	ADV CERAMICS 3/4	ANDREW BIRD	A	1	S1		Fine Arts
Add	Yes	18	ADV CERAMICS 3/4	ANDREW BIRD	A	1	S2		Fine Arts
Add	Yes	18	ADV INTERIOR DSGN	HILARY HANSEEN	A	4	S1		Career and Tech
Add	Yes	18	ADV INTERIOR DSGN	HILARY HANSEEN	A	4	S2		Career and Tech
Add	No	36	ADVANCED PERCUSSION ENSEMBLE	DARIN GRABER	A	3A	Y		Fine Arts
Add	Yes	36	AMERICAN GOV/POL AP	CAROL SHACKELFORD	B	5	S1		Social Studies
Add	Yes	35	AMER MUSIC 20TH CENTURY	JAMES THOMPSON	A	4	S1		Fine Arts
Add	Yes	40	AMER SIGN LANG 1	TIFFANY DODGE	A		Y		World Language
Add	No	40	AMER SIGN LANG 1	TIFFANY DODGE	A	3A			World Language
Add	Yes	40	AMER SIGN LANG 1	TIFFANY DODGE	A	4	Y		World Language

Course Search

Classes can be searched by period or subject. Select search options then click the “apply filter” button. To locate a course by name, enter the name of the course in the lower right. A list of classes will display. Click on the page forward to view more classes.

## Arena Scheduling

Period:

Subject:

Apply Filter

Reset Filter

\* (Indicators:

A - Alternate Class

P - Class has Pre-Requisite

F - Class is Full

C - Class has Co-Requisite

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

Option	Fit	Seats Avail	Class	Course	Days Meet	Subject	Prd	Trm	*Ind	Grades
Add	No	30	33212B/14	CHEMISTRY R B	B	SCIENCE	5	S2	C	10- 12
Remove	Enr	29	33212B/15	CHEMISTRY R B	A	SCIENCE	1	S2	C	10- 12
Add	No	30	33212B/16	CHEMISTRY R B	A	SCIENCE	3D	S2	C	10- 12
Add	No	30	33212B/17	CHEMISTRY R B	A	SCIENCE	4	S2	C	10- 12
	No	Closed								
Add	No	30								
Add	No	30								
Remove	Enr	29								
Add	No	30								
Add	No	30								
Remove	Enr	29								
Add	No	30								

**Co-Requisite Selection** ✕

**Class being Added: ENG II R A**

Please choose one ENG II R B class

Fit	Seats Avail	Class	Course	Days Meet	Subject	Prd	Term
Yes	30	10122B/60	ENG II R B	B	ENGLISH LANGUAG	6	S2
Yes	30	10122B/70	ENG II R B	B	ENGLISH LANGUAG	7B	S2
Yes	30	10122B/80	ENG II R B	B	ENGLISH LANGUAG	8	S2

**The class you selected requires you to also select one of the classes listed above.**

If seats are available for a class then an “add” will show on the left side. The **FIT** heading will tell if the course will fit or is already enrolled (enr). Under the **TRM** classes are identified as S1 (semester 1) S2 (semester 2) or Term class. Click the “add” to place a class in the schedule. Continue this process until the schedule is FULL.

Classes with a Co-Requisite will be forced to schedule it before continuing. Two classes will then be added to a schedule. A warning will appear like the one above.



# Arena Scheduling

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Period:  Subject:

**\* (Indicators:**  
A - Alternate Class      F - Class is Full  
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JANE (MY HIGH SCHOOL) [View/Print Schedule](#)

Option	Fit	Seats Avail	Course	Teacher	Days Meet	Prd	Trm	*Ind	Subject
Add	Yes	36	3D ANI						
Add	Yes	36	3D GR						
Add	No	36	3D GR						
Add	Yes	36	ADULT						
Add	Yes	36	ADULT						
Add	No	36	ADULT						
Add	No	36	ADULT						
Add	Yes	18	ADV CE						
Add	Yes	18	ADV CE						
Add	Yes	18	ADV IN						
Add	Yes	18	ADV IN						
Add	No	36	ADVAN						
Add	Yes	36	AMERI						
Add	Yes	35	AMERI						
Add	Yes	40	AMERI						
Add	No	40	AMERI						
Add	Yes	40	AMERI						

**View/Print Schedule**

**Arena Scheduling - Selected Classes for JANE DOE**

To remove a class from your schedule, click the class description if it is a link

Student Status:   
School Year: 2016  
Graduation Year: 2017  
Credits: 7.000

	Term 1	Term 2	Term 3	Term 4
Period 1	<a href="#">CALCULUS AB AP WELLS, REBECCA (51350/01) A</a> Bldg: 704 Rm: M108			<a href="#">CALCULUS BC AP WELLS, REBECCA (51360/21) A</a> Bldg: 704 Rm: M108
Period 2	<a href="#">APPAREL DSGN 1 VANDEN BRINK, MALLORY (87251/02) A</a> Bldg: 704 Rm: H105	<a href="#">APPAREL DSGN 1 VANDEN BRINK, MALLORY (87251/02) A</a> Bldg: 704 Rm: H105	<a href="#">APPAREL DSGN 1 KELLY, DAWN (31411/22) A</a> Bldg: 704 Rm: S104	<a href="#">ASTRONOMY KELLY, DAWN (31411/22) A</a> Bldg: 704 Rm: S104
Period 3	<a href="#">LANG ARTS 11 ARBOGAST, JEFFREY (46110/03) A</a> Lunch Code: B Bldg: 704 Rm: E223	<a href="#">LANG ARTS 11 ARBOGAST, JEFFREY (46110/03) A</a> Lunch Code: B Bldg: 704 Rm: E223	<a href="#">LANG ARTS 11 ARBOGAST, JEFFREY (46110/03) A</a> Lunch Code: B Bldg: 704 Rm: E223	<a href="#">LANG ARTS 11 ARBOGAST, JEFFREY (46110/03) A</a> Lunch Code: B Bldg: 704 Rm: E223
Period 4	<a href="#">POLS 1100/AMERI FERLO, JEFF (61581/04) A</a>	<a href="#">POLS 1100/AMERI FERLO, JEFF (61581/04) A</a>	<a href="#">DRAWING 2 JAMES, JAIME (10451/24) A</a>	<a href="#">DRAWING 2 JAMES, JAIME (10451/24) A</a>

To remove a class, go to VIEW/PRINT Schedule, click the class description and confirm by clicking YES

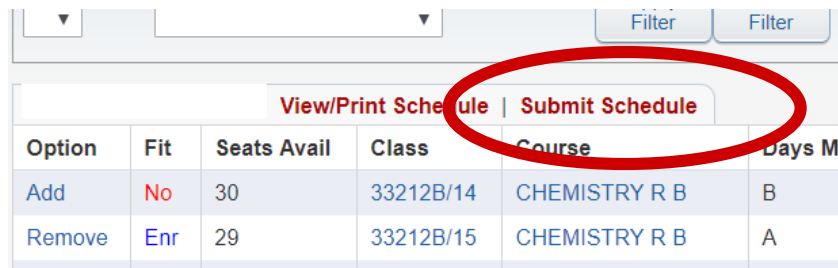


# *Online Scheduling 2021-2022*

- Use the View/Print Schedule link throughout the process to remind you what class periods and classes you still need to schedule.
- Schedule the hard to schedule classes first. These are the classes that don't have many class periods offered.
- If you have a conflict, schedule the course you most want to have a seat in.
- Double check that you didn't schedule a course more than once.

# Online Scheduling 2021-2022

- If you don't finish your schedule courses will be chosen for you!
- Once finished click the submit button at the top.



The screenshot shows a web interface for online scheduling. At the top, there are two dropdown menus and two 'Filter' buttons. Below this is a navigation bar with two buttons: 'View/Print Schedule' and 'Submit Schedule'. The 'Submit Schedule' button is circled in red. Below the navigation bar is a table with the following data:

Option	Fit	Seats Avail	Class	Course	Days M
Add	No	30	33212B/14	CHEMISTRY R B	B
Remove	Enr	29	33212B/15	CHEMISTRY R B	A