HHS Online Scheduling

Online Scheduling

➢ Who will participate in online scheduling?

    ➢ Current 9th, 10th, 11th graders

Online Scheduling

➢ What is Online Scheduling?

  ➢ Students will make course selections based on their current transcripts/courses & credits needed.

  ➢ Students will create their schedule for the 2022-2023 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. <u>Take this seriously</u>.

Online Scheduling

➢ 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

Online Scheduling Dates & Times

Current 11th graders:

Wednesday March 16th 8 :00 a.m. – March 22nd 11:00 p.m.

Current 10th graders:

Wednesdasy March 23rd 8:00 - March 30th 11:00 p.m.

Current 9th graders:

Monday March 31st 8:00 - April 6th 11:00 p.m.

Online Scheduling

➢ 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

➢ Login to Skyward

➢ Go to Online/Arena Scheduling on the left

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

Period: [dropdown] **Subject:** [dropdown] [text field]

[Apply Filter] [Reset Filter]

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

JANE (MY HIGH SCHOOL)   View/Print Schedule

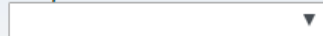| Option	Fit	Seats Avail	Course	Teacher	Days Meet	Prd	Trm	*Ind	Subject
Add	Yes	36	3D ANIMATION	REBECCA RIGBY	B	5	S2		Career and Tech
Add	Yes	36	3D GRAPHICS	REBECCA RIGBY	B	5	S1		Career and Tech
Add	No	36	3D GRAPHICS	REBECCA RIGBY	B	6	S2		Career and Tech
Add	Yes	36	ADULT ROLES & RESPONSIBILITIES	HILARY 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	AM__ __ANG 1	TIFFANY DODGE	A	1	Y		World Language
Add	No	40	__SIGN LANG 1	TIFFANY DODGE	A	3A	Y		World Language
Add	Ye_		AMER SIGN LANG 1	TIFFANY DODGE	A	4	Y		World Language

|◄◄ ◄ ►

Page forward here

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	* (Ind)icators:
▼	▼			A - Alternate Class F - Class is Full P - Class has Pre-Requisite 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								
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.

| Schedule With Selected Class | Cancel Add |

If seats are available for a class then an "add" will show on the left side under option. 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 (partner class) 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.

Some courses might require that you have met a pre-requisite. A warning will pop up if this has not been met. For more information about what course to take click VIEW PRE-REQUISITES. You must take and pass one of this courses on the pre-requisite list first.

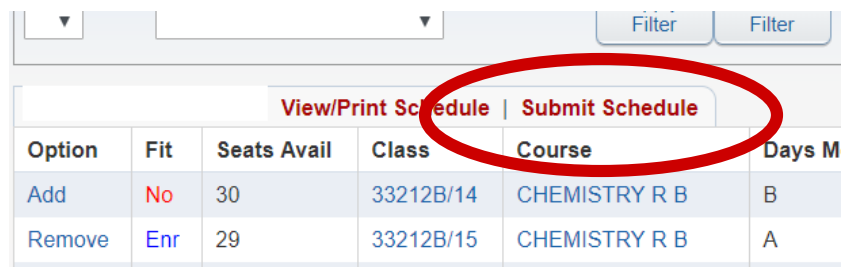To remove a class, go to VIEW/PRINT Schedule, select the class and confirm by clicking YES

An academic history is available to view all courses that have been passed/failed. This can be helpful to reference when decided what courses to schedule. From the home screen of student skyward select Academic History.

Online Scheduling

➢ 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

➢ If you cannot schedule all of your classes don't worry! Please email your guidance counselor and they will try and help. **This is NOT a guaranteed way of getting the courses you want! Please attempt to complete scheduling online first.**

➢ If you don't finish your schedule courses will be chosen for you!

➢ Once finished click the submit button at the top.