

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. Take this seriously.

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

The screenshot displays the Skyward Student Access interface. At the top left is the Skyward logo, followed by the text "Student Access" and "STUDENT NAME". In the top right corner, there is a notification bar that says "You have unread messages" next to a gear icon. On the left side, there is a vertical navigation menu with the following items: "Home", "Online Forms", "Arena Scheduling", and a user profile section labeled "NAME" with a black redaction box below it. Two large black arrows point to the "Arena Scheduling" menu item and the user profile section. The main content area on the right features a green notification banner that reads "Arena Scheduling is now open" with a red exclamation mark icon. Below this banner, a message states "Arena Scheduling is now open for the [redacted] school year".



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Period: Subject:

Apply Filter

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* (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 GRAPH						
Add	No	36	3D GRAPH						
Add	Yes	36	ADULT RO						
Add	Yes	36	ADULT RO						
Add	No	36	ADULT RO						
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**
[Print Schedule](#)

	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.

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Period: Subject:

*** (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	AMER SIGN LANG 1	TIFFANY DODGE	A	1	Y		World Language
Add	No	40	AMER SIGN LANG 1	TIFFANY DODGE	A	3A	Y		World Language
Add	Yes	40	AMER SIGN LANG 1	TIFFANY DODGE	A	4	Y		World Language

Page forward here

Course Search

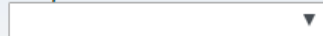
Classes can be searched by period or subject. Select search options then click the "apply filter" button. To locate a course by name, enter the name of the course in the lower right. A list of classes will display. Click on the page forward to view more classes.

Arena Scheduling

Period:



Subject:



Apply
Filter

Reset
Filter

* (Ind)icators:

A - Alternate Class

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								
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.

A screenshot of a course selection interface. A blue modal box with a close button (X) is displayed in the foreground, containing the text "Pre-Requisite Not Met". The background shows a table with columns for "Period:", "Su", "BIOLOGY SCIENCE", "MTWRF", "5", "S2", and "ss". To the right of the table, there are two lines of text: "F - Class is Full" and "C - Class has Co-Requisite".

Su

MTWRF

5

S2

SS

SS


SS

F - Class is Full

Prerequisite

C - Class has Co-Requisite

✕



OK

MTWRF

5

Pre-Requisites			
You must have or will earn 0.500 credits from this group of courses:			
Entity	Year	Course	Status
400	2016	001-ART FUNDAMENTA	
400	2016	014-ART FUND SK	
400	2017	001-ART FUNDAMENTA	
400	2017	014-ART FUND SK	
400	2018	001-ART FUNDAMENTA	
400	2018	014-ART FUND SK	
400	2019	001-ART FUNDAMENTA	
400	2019	014-ART FUND SK	
400	2020	001-ART FUNDAMENTA	
400	2021	001-ART FUNDAMENTA	
Met: no			

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.

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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 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: SP
School Year: **2016**
Graduation Year: **2017**
Credits: **7.000**

Print Schedule

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

Are you sure you want to remove APPAREL DSGN 1?

Yes

No

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

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CANE CAREER ADVISEMENT- 11	1 - 4											
CERAMICS I	4 - 4							A	A			A
HONORS AMERICAN LITERATURE	2 - 2			A	A							A
MEDICAL TERMINOLOGY TC	1 - 2	A-	A-	B+	A							A
PRE CAL 1/COMP SC 1	1 - 2	A	A	A	A						A-	A
PRE CAL 2/COMP SC 2	3 - 4					A	A	A	A		A	A
SOCIOLOGY & THE WORLD	3 - 3					A	A				A	A
SPEECH	1 - 1	A	A									A

2017 - 2018, Grade 10

Class	Terms	MT1	TM1	MT2	TM2	MT3	TM3	MT4	TM4	EX	FN
AP HISTORY I	1 - 2	A	A	A	A						A
AP HISTORY II	3 - 4					C	A	B	A		A
CANE CAREER ADVISEMENT- 10	1 - 4										
CULINARY FOODS	4 - 4							A	A		A
FIT FOR LIFE I	3 - 3					A	A				A
GEOMETRY	3 - 4					A	A	A	A	A	A
HONORS BIOLOGY	1 - 2	A	A	A	A						A
HONORS CHEMISTRY	1 - 2	A	A	A	A						A
HONORS ENGLISH 10	3 - 4					A	A	A-	A		A
SPANISH I	1 - 2	C	B	A	A						B

2016 - 2017, Grade 09

Class	Terms	MT1	TM1	MT2	TM2	MT3	TM3	MT4	TM4	EX	FN
ALGEBRA IIA	1 - 2	A	A	A	A					A	A
ALGEBRA IIB	3 - 4					A	A	A	A	A	A
ART FUNDAMENTALS	1 - 1	A	A								A
FINANCIAL LITERACY & ECON	3 - 3					A	A				A
HEALTH	4 - 4							A	A		A
HOMEROOM 9	1 - 4										
HONORS ENGLISH 9	3 - 4					A	A	A-	A-		A
INTRO TO BUSINESS	1 - 1	A	A							A	A
INTRO TO MEDIA PRODUCTION	2 - 2			A	A						A
NUTRITION & WELLNESS	3 - 3					A	A				A

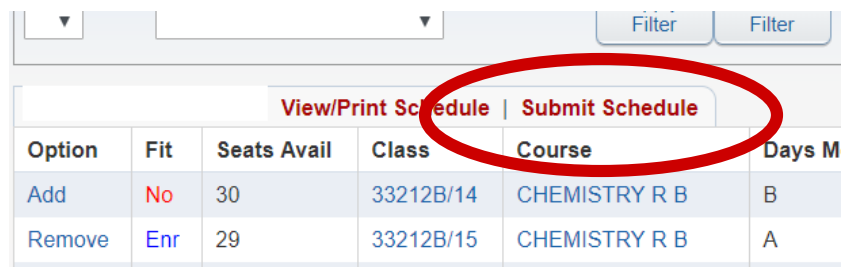
An academic history is available to view all courses that have been passed/failed. This can be helpful to reference when decided what courses to schedule. From the home screen of student skyward select Academic History.

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.



		View/Print Schedule		Submit Schedule	
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