

# Skyward Tutorial – Arena Scheduling

Login to Skyward Family Access

Use your Student or Parent Login and Password to access your student's information

The screenshot shows the Skyward Student Access interface. In the left-hand navigation menu, 'Arena Scheduling' is highlighted with a red circle. Below it, a dropdown menu is open, and '2017-18' is selected with a red circle. A red callout box with a white background and black text points to these elements, containing the instruction: 'Click on **Arena Scheduling** in the left hand menu and select the 2017-18 school year.'

To view your generated Skyward Schedule for 2017-18 click on "View/Print Schedule"

The screenshot displays the 'Arena Scheduling' interface. At the top, there are filters for 'Period', 'Subject', and 'Teacher: (Last Name)', along with 'Apply Filter' and 'Reset Filter' buttons. A legend for indicators is provided: A - Alternate Class, F - Class is Full, P - Class has Pre-Requisite, and C - Class has Co-Requisite. A red callout box highlights the 'View/Print Schedule' button, with the instruction: 'Select "View/Print Schedule" to view your scheduled classes'. Below the button is a table of scheduled classes.

Option	Fit	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subject
Add	Yes	3D ANIMATION	A	6	S1	JOEL SMITH		10- 12	Career and Tech
Add	Yes	3D GRAPHICS	A	5	S1	JOEL SMITH		10- 12	Career and Tech
Add	Yes	3D GRAPHICS	A	6	S1	JOEL SMITH		10- 12	Career and Tech
Add	Yes	ACCOUNTING 1	A	6	S1	JOEL SMITH		09- 12	Career and Tech
Add	Yes	AEROBICS/DANCE CONDITIONING	A	6	S1	JOEL SMITH		09- 12	Fine Arts
Add	Yes	AEROBICS/DANCE CONDITIONING	A	6	S1	JOEL SMITH		09- 12	Fine Arts
Add	Yes	AMERICAN SIGN LANG 1	A	1	Y	SARAH GIORGIS-PRATT		09- 12	Foreign Language
Add	Yes	AMERICAN SIGN LANG 1	A	1	Y	SARAH GIORGIS-PRATT		09- 12	Foreign Language
Add	Yes	AMERICAN SIGN LANG 1	A	2	Y	SARAH GIORGIS-PRATT		09- 12	Foreign Language
Add	Yes	AMERICAN SIGN LANG 2	A	6	Y	SARAH GIORGIS-PRATT		10- 12	Foreign Language
Add	Yes	AMERICAN SIGN LANG 2	A	8	Y	SARAH GIORGIS-PRATT		10- 12	Foreign Language

The student's schedule will show the classes currently selected.  
 You can print the schedule from this screen and also drop classes.  
 Be careful – once you drop a class you may not be able to get the class back!

**Selected Classes**  
 Arena Scheduling - Selected Classes for STUDENT ARENA TEST  
 Student Status: Open  
 School Year: 2016  
 Graduation Year: 2017  
 Credits: 8.000

Print Schedule

Use the "Print Schedule" button to print a copy of your schedule once you're finished.

To drop a class click on the class name. You will then be prompted if you are sure you want to remove the class.

Remove Class  
 Are you sure you want to remove SEC MTH 37?

Yes No

To add a class – close the "View/Print Schedule"  
 Search for a classes by period, subject, teacher and click on the add button if available

**Arena Scheduling**

Period:  Subject:  Teacher:(Last Name)

Apply Filter Reset Filter

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

Selected Classes | Submit Classes

Option	Fit	Course	Days Meet	Prerequisites	Teacher	Room	Section #
Add	No	3-D DESIGN 1	A	1	S2		03
Add	Yes	3-D DESIGN 1	A	1	S1	DAN NEWMAN	03
Add	Yes	3-D DESIGN 1	A	1	S2	DAN NEWMAN	03
Add	Yes	3-D DESIGN 1	A	1	S2	DAN NEWMAN	03
Add	Yes	3D ANIMATION	B	6	S2	JASON HESS	1043/1/01 1803
Add	Yes	3D ANIMATION	B	6	S2	JASON HESS	81311/01 1943
Add	Yes	3D ANIMATION	B	8			81311/02 1943
Add	Yes	3D ANIMATION	B	8			81311/03 1943
Add	Yes	ACCOUNTING 1	B	5			Career and Tech 83001/01 2124
Add	Yes	ACCOUNTING 2	B	5			Career and Tech 83011/01 2124
Add	Yes	ADV STUDIES RESEARCH	B	8			Other 02001/01 2309
Add	Yes	ADV STUDIES RESEARCH	B	5	S1	RACHEL DEFRIEZ	11- 12 Other 02001/02 2216
Add	Yes	ADV STUDIES RESEARCH	B	8	S2	MINDI PASKINS	11- 12 Other 02002/01 2309
Add	Yes	ADV STUDIES RESEARCH	B	8			11- 12 Other 02002/02 2216
Add	No	AEROBICS	B	12			12 Healthy Life 71241/01 1538
Add	No	AEROBICS	B	12			12 Healthy Life 71241/02 1538
Add	Yes	AEROBICS	B	12			12 Healthy Life 71241/03 1538
Add	Yes	AEROBICS	B	12			12 Healthy Life 71241/04 1538

2. Use the filter options at the top of the page to narrow your search by **Period, Subject and/or Teacher.**

3. Select "Add" to add the class to your schedule.

4. To view a description of the course click on the course name

5. Use the "Search" box to search for courses by Course Description.  
 (Note: it will only display those classes that fall within your filtered ranges from step 2.)

Search

There is no “save” button. You are viewing and changing your schedule in real time. When you return to the “View/Print Schedule” tab – That is your schedule.

You are encouraged to check your Graduation Requirements Screen to make sure you have scheduled classes that will help you progress toward earning your high school diploma.

The screenshot shows a student portal interface. On the left is a navigation menu with items like Home, Alerts, Scheduling, Calendar, Coursebook, Attendance, Grades Info, Food Services, Schedule, Test Scores, Fee Management, Activities, Graduation Requirements, and Academic History. A red callout box with a white background and red border points to the 'Graduation Requirements' menu item, containing the text: "Select Graduation Requirements from the left hand menu".

The right side of the screenshot displays the 'Graduation Requirements' page. It features a table with columns: Required, Complete, In Progress, Scheduled, Remaining, and Status. The table lists various course requirements and their current status.

Coursework Requirement Area	Required	Complete	In Progress	Scheduled	Remaining	Status
<b>Carynes District Grad Req's</b>	<b>20,000</b>	<b>15,000</b>	<b>2,500</b>	<b>0,000</b>	<b>12,500</b>	<b>In Progress</b>
Language Arts	4,000	1,750	0,250	0,000	<b>2,000</b>	<b>In Progress</b>
Language Arts 98 (View Courses)	1,000	1,000				Completed
Language Arts 10 (View Courses)	1,000	0,750	0,250			
Language Arts 11 (View Courses)	1,000			1,000	<b>1,000</b>	<b>In Progress</b>
Language Arts 12	1,000				<b>1,000</b>	
Social Studies	2,000	1,000		1,000	<b>2,000</b>	<b>In Progress</b>
Geography 98 (View Courses)	0,500	0,500				Completed
World Civlization (View Courses)	0,500	0,500				Completed
US History (View Courses)	1,000			1,000	<b>1,000</b>	<b>In Progress</b>
US Government & Citizenship	0,500				<b>0,500</b>	
Electives (View Courses)	0,500			0,500	<b>0,500</b>	<b>In Progress</b>
Mathematics	3,000	1,750	0,250		<b>0,000</b>	<b>In Progress</b>
Mathematics Core (View Courses)	2,000	0,750	0,250		<b>1,000</b>	<b>In Progress</b>
Mathematics AM (View Courses)	1,000	1,000				Completed
Science	2,000	1,500	0,250	0,000	<b>0,250</b>	<b>In Progress</b>
Science Core (View Courses)	2,000	1,500	0,250	0,250	<b>0,250</b>	<b>In Progress</b>
Science AM (View Courses)	1,000			0,750	<b>1,000</b>	<b>In Progress</b>
Healthy Lifestyles	2,000	1,250	0,250	0,500	<b>0,000</b>	<b>In Progress</b>