



Glen Rose High School would like to help students become familiar with college scheduling and on-line scheduling, GRHS will be implementing what is called “Arena Scheduling” which will allow the students to create their own schedule on-line for the 2019-2020 school year. Just like in college, the schedule is NOT a guarantee. There is a lot that can change from the April to August; however, every effort will be made to maintain the schedule that was requested.

This is the timeline for the Spring arena scheduling:

February 19 – March 22	Meet with counselors for updated plans, grad requirements, and course selections
April 1	Preview window to view course selections on-line for the 2019-2020 school year and self-prepare schedule plans
April 4 and 5	Arena Scheduling Open for Current Junior’s (6:30 AM)
April 8 and 9	Arena Scheduling Open for Current Sophomore’s (6:30 AM)
April 10 and 11	Arena Scheduling Open for Current Freshmen’s (6:30 AM)
April 17, 18, 23, 24	Eight grade course selection
May 2 and 3	Arena Scheduling Open for Current Eight Grade (6:30 AM)

How to Prepare Now for Arena Scheduling Online

1. Students will need to be able to access their on-line Skyward Gradebook. They will need their user name and password. There are several easy ways to retrieve your account, if you do not know it.
  - To reset password: [www.grisd.net](http://www.grisd.net)- Applications- Skyward-Gradebook/Family Access Account Recovery (you will need school email or username)
  - If you don’t know your school email or user name for Skyward, see high school office staff, counselors, or librarian for assistance (example: Harry.Potter000 note that it is the first 5 letter of your first name)
2. Check the website page devoted to arena scheduling.
  - [www.grisd.net](http://www.grisd.net)- Campuses-Glen Rose High School- GRHS Academics- GRHS Arena Scheduling
  - Watch How-to Videos: How to Access Arena Scheduling, How to Prepare Your Schedule Template, How to Create and Submit Your Arena Schedule.

### What To Do During Preview Window

1. Prepare schedule templates (paper copy given with course selection sheet or digital copy on arena scheduling website) to help you understand which periods that classes are offered and how to put a schedule together that fills 8 periods.
2. Prepare schedule template by referring back to “How to Prepare Your Schedule Template” video.

### What To Do During Scheduling Window

1. Add classes in Skyward and submit schedule by referring back to schedule template and “How to Create and Submit Your Arena Schedule” video.
2. Students that don't submit a schedule by designated window, will be called out of class to complete schedule in May.

### How to Get Help with Schedule Issues:

1. Not all schedules will work, and issues will arise. First rule: fill out every period that you can, even if some periods are empty. If you can fill out more periods simply by changing the period of one class, do it. That will be the first thing the counselors will do.
2. View “How to Get Help with Schedule Issues” video.
3. **DO NOT GO TO THE COUNSELORS FOR SCHEDULE CHANGES. YOU MUST SUBMIT SCHEDULE ISSUES ON-LINE.** During the scheduling window, counselors will be watching for request on-line and will work on those FIRST for solutions. Counselors will email you back when they have a solution or call you up to talk about possible solutions.
4. Make sure you **SUBMIT** your schedule when you are complete. Even if it is not perfect and has issues, still submit. This will help in fixing issues.

Should you have issues, please refer to the website, videos, click-sheets. Use email as much as possible. Counselors will be happy to help you in person, as time allows.