



HOW TO PREPARE YOUR SCHEDULE TEMPLATE

STEP 1

- Access your Arena Scheduling in Skyward (Gradebook). If you are not at Arena Scheduling, please see the previous video/pdf "How To Access Arena Scheduling".
- All video/pdf/help is located at www.grisd.net, search "Arena Scheduling"



SKYWARD®

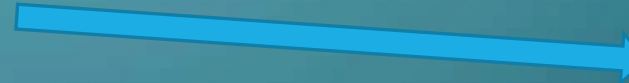
Glen Rose ISD
GLEN ROSE ISD - TX - Student

Login ID:

Password:

Sign In

05.18.10.00.10-11.7



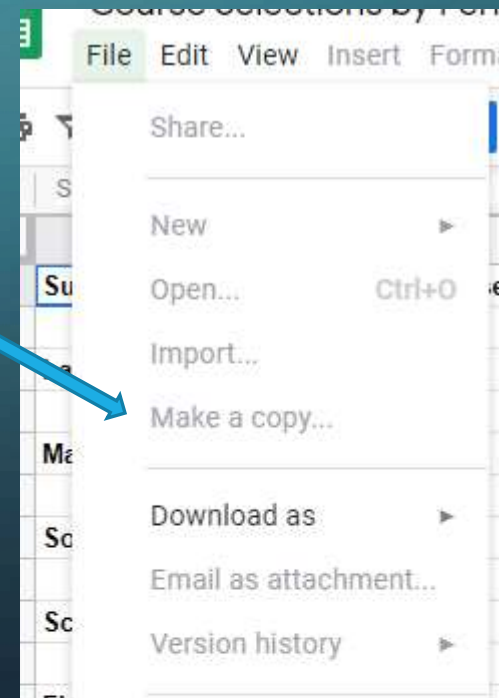
Home
Arena Scheduling
Calendar
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Attendance
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Busing
Schedule
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Test Scores
Portfolio
Login History

STEP 2 (OPTIONAL)

- If you prefer to use the paper template located on your course selection sheet or use your own, please feel free to skip this step. **NOTE: Use a pencil!!!**
- The Google Sheet "Schedule Template" link can be found on the GRHS Arena Scheduling web page.
- Click on the Google Sheet "Schedule Template" and make a copy. You'll need to login to your school Gmail account after opening the template, then FILE, MAKE A COPY.

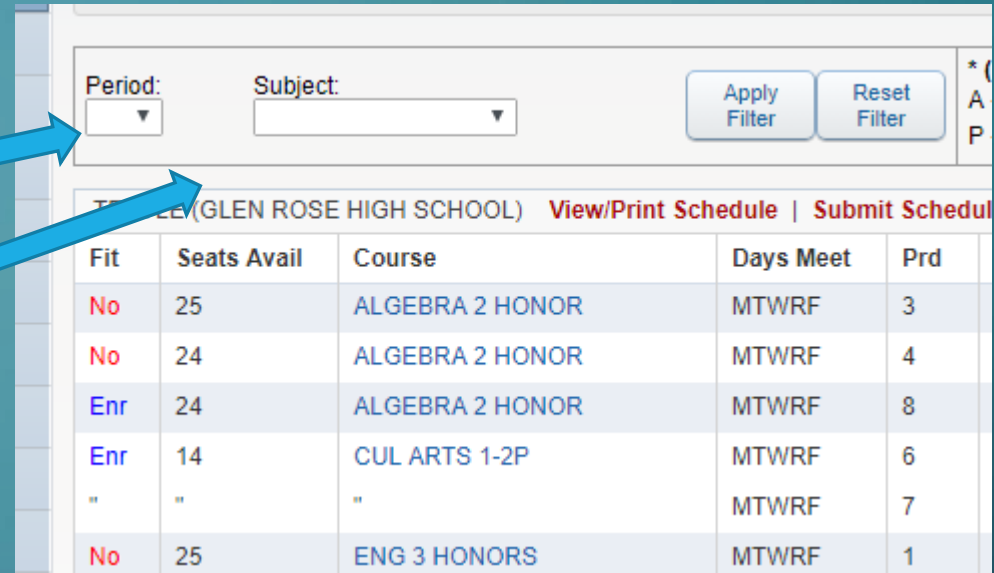
MENU

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- GETTING HELP
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- HOW TO VIDEOS/CLICK SHEETS ON ARENA SCHEDULING
 - How to Access Arena Scheduling
 - How to Prepare Your Schedule Template
 - How to Create and Submit Your Arena Schedule



STEP 3

- In Arena Scheduling, sort list of classes by period OR Sort by Subject.
- Some users have said sorting by period is easier.
- When you are viewing all classes, if you do not see a class you believe should be there, there may be multiple "sheets" of classes. Look towards the bottom and click the arrows to see more classes.



Period: Subject: [Apply Filter](#) [Reset Filter](#) * (A P

TABLE (GLEN ROSE HIGH SCHOOL) [View/Print Schedule](#) | [Submit Schedule](#)

Fit	Seats Avail	Course	Days Meet	Prd
No	25	ALGEBRA 2 HONOR	MTWRF	3
No	24	ALGEBRA 2 HONOR	MTWRF	4
Enr	24	ALGEBRA 2 HONOR	MTWRF	8
Enr	14	CUL ARTS 1-2P	MTWRF	6
"	"	"	MTWRF	7
No	25	ENG 3 HONORS	MTWRF	1

IMPORTANT NOTES

- Some classes have unfamiliar names or are listed as semester courses. See class list for “Unusual or Unfamiliar Names and Paired Semester Classes” for help. The class list can be found on “Arena Scheduling” web page at www.grisd.net
- For semester courses, both semester must be added. You may get an error message, just continue adding second semester.

STEP 4

- Put the **course name** and the **period(s)** offered into the template.

The image shows a screenshot of a spreadsheet application with a toolbar at the top. The spreadsheet has columns labeled A through J and rows numbered 1 through 17. The data is organized into subject categories and their respective course names and periods. Two blue arrows point from the text above to the 'Course Name' and 'Period(s)' columns in the spreadsheet.

	A	B	C	D	E	F	G	H	I	J
1	Subject Categories	Course Name	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
2										
3	Language Arts (English)	English 1 Honors						6	7	
4										
5	Mathematics	Geometry Honors	1	2						
6		(Geometry)	1	2	3	4		6		
7	Social Studies (History)	World Geography	1	2	3			6	7	
8										
9	Science	Biology		2	3		5			7
10										
11	Fine Arts (Band, Art, Choir)	Music-Band	1							
12										
13	Foreign Language (Spanish)	Spanish 2	1	2	3	4	5	6	7	
14										
15	P.E. / Equivalent (Athletics)	Athletics Boy-1								
16										
17	Career and Technology	Principles of Business					5			7

