



HOW TO CREATE AND SUBMIT ARENA SCHEDULING

STEP 1

- Access your Arena Schedule web site. If you are not at Arena Schedule, please see the previous video/pdf “How To Access Arena Scheduling”.
- All video/pdf/help is located at www.grisd.net

Arena Scheduling

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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

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

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Add	Yes	28	ALGEBRA 2 HONOR	MTWRF	3	YR		09- 11	Mathematics	ALG2H/03
Add	Yes	28	ALGEBRA 2 HONOR	MTWRF	4	YR		09- 11	Mathematics	ALG2H/04
Add	Yes	28	ALGEBRA 2 HONOR	MTWRF	8	YR		09- 11	Mathematics	ALG2H/08
Add	Yes	20	AUDIO VIDEO PRODUCTION 2	MTWRF	7	YR		11- 12	Career/Tech Ed.	AVPRO2/07
Add	Yes	20	AUDIO VIDEO PRODUCTION 2	MTWRF	8	YR		11- 12	Career/Tech Ed.	AVPRO2/08
Add	Yes	20	CUL ARTS 1-2P	MTWRF	3	YR		11- 12	Career/Tech Ed.	CULA12/03
	-	-	-	MTWRF	4	-		-	-	-
Add	Yes	25	ENG 3 HONORS	MTWRF	1	YR		11- 11	Language Arts	ENG3H/01
Add	Yes	25	ENG 3 HONORS	MTWRF	3	YR		11- 11	Language Arts	ENG3H/03
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	1	YR		11- 12	Science	ENVSYS/01
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	2	YR		11- 12	Science	ENVSYS/02
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	5B	YR		11- 12	Science	ENVSYS/05
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	4	YR		11- 12	Science	ENVSYS/14
Add	Yes	100	MUSIC 3 BAND	MTWRF	1	YR		11- 12	Fine Arts	BAND3/01
Add	Yes	25	PRN APPLIED ENGINEERING	MTWRF	3	YR	A	10- 12	Career/Tech Ed.	PRAENG/03
Add	Yes	28	TH 2 TECH	MTWRF	4	YR	A	10- 12	Fine Arts	TH2TEC/04
Add	Yes	28	US HIST DUAL	MTWRF	2	YR		11- 11	Social Studies	UHISTD/02

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NAVIGATION: FILTERS/SORT/ADD

- Sort by period
- Sort by Subject
- Apply Filter
- Add Course to Period
- Click RESET FILTER to clear the filter

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Add	Yes	20	AUDIO VIDEO PRODUCTION 2	MTWRF	7	YR		11- 12	Career/Tech Ed.	AVPRO2/07
Add	Yes	20	AUDIO VIDEO PRODUCTION 2	MTWRF	8	YR		11- 12	Career/Tech Ed.	AVPRO2/08
Add	Yes	20	CUL ARTS 1-2P	MTWRF	3	YR		11- 12	Career/Tech Ed.	CULA12/03
Add	Yes	"	"	MTWRF	4	"		"	"	"
Add	Yes	25	ENG 3 HONORS	MTWRF	1	YR		11- 11	Language Arts	ENG3H/01
Add	Yes	25	ENG 3 HONORS	MTWRF	3	YR		11- 11	Language Arts	ENG3H/03
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	1	YR		11- 12	Science	ENVSYS/01
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	2	YR		11- 12	Science	ENVSYS/02
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	5B	YR		11- 12	Science	ENVSYS/05
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	4	YR		11- 12	Science	ENVSYS/14
Add	Yes	100	MUSIC 3 BAND	MTWRF	1	YR		11- 12	Fine Arts	BAND3/01
Add	Yes	25	PRN APPLIED ENGINEERING	MTWRF	3	YR	A	10- 12	Career/Tech Ed.	PRAENG/03
Add	Yes	28	TH 2 TECH	MTWRF	4	YR	A	10- 12	Fine Arts	TH2TEC/04
Add	Yes	28	US HIST DUAL	MTWRF	2	YR		11- 11	Social Studies	UHISTD/02

Course Search

NAVIGATION EXAMPLE: REMOVE/FIT

- Eng 3 HONORS is enrolled (**Enr**) and added to the schedule 1st period by clicking **Add**.
- Notice two classes say **No** in the FIT column. They are offered 1st period, but a first period class is already selected.

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Add	Yes	20	AUDIO VIDEO PRODUCTION 2	MTWRF	7	YR		11- 12	Career/Tech Ed.	AVPRO2/07
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Add	Yes	20	CUL ARTS 1-2P	MTWRF	3	YR		11- 12	Career/Tech Ed.	CULA12/03
	"	"	"	MTWRF	4	"		"	"	"
Remove	Enr	24	ENG 3 HONORS	MTWRF	1	YR		11- 11	Language Arts	ENG3H/01
Add	Yes	25	ENG 3 HONORS	MTWRF	3	YR		11- 11	Language Arts	ENG3H/03
Add	No	28	ENVIRONMENTAL SYSTEMS	MTWRF	1	YR		11- 12	Science	ENVSYS/01
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	2	YR		11- 12	Science	ENVSYS/02
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	5B	YR		11- 12	Science	ENVSYS/05
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	4	YR		11- 12	Science	ENVSYS/14
Add	No	100	MUSIC 3 BAND	MTWRF	1	YR		11- 12	Fine Arts	BAND3/01
Add	Yes	25	PRN APPLIED ENGINEERING	MTWRF	3	YR	A	10- 12	Career/Tech Ed.	PRAENG/03
Add	Yes	28	TH 2 TECH	MTWRF	4	YR	A	10- 12	Fine Arts	TH2TEC/04
Add	Yes	28	US HIST DUAL	MTWRF	2	YR		11- 11	Social Studies	UHHIST/02

Course Search

NAVIGATION EXAMPLE: REMOVE/FIT

- By clicking Remove next to an enrolled class, other classes can be added to that period.

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Arena Scheduling

Period: Subject:

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Add	Yes	20	AUDIO VIDEO PRODUCTION 2	MTWRF	7	YR		11- 12	Career/Tech Ed.	AVPRO2/07
Add	Yes	20	AUDIO VIDEO PRODUCTION 2	MTWRF	8	YR		11- 12	Career/Tech Ed.	AVPRO2/08
Add	Yes	20	CUL ARTS 1-2P	MTWRF	3	YR		11- 12	Career/Tech Ed.	CULA12/03
	"	"	"	MTWRF	4	"		"	"	"
Remove	Enr	24	ENG 3 HONORS	MTWRF	1	YR		11- 11	Language Arts	ENG3H/01
Add	Yes	25	ENG 3 HONORS	MTWRF	3	YR		11- 11	Language Arts	ENG3H/03
Add	No	28	ENVIRONMENTAL SYSTEMS	MTWRF	1	YR		11- 12	Science	ENVSYS/01
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	2	YR		11- 12	Science	ENVSYS/02
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	5B	YR		11- 12	Science	ENVSYS/05
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Add	Yes	25	PRN APPLIED ENGINEERING	MTWRF	3	YR	A	10- 12	Career/Tech Ed.	PRAENG/03
Add	Yes	28	TH 2 TECH	MTWRF	4	YR	A	10- 12	Fine Arts	TH2TEC/04
Add	Yes	28	US HIST DUAL	MTWRF	2	YR		11- 11	Social Studies	UHISTD/02

[Course Search](#)

STEP 2: ADD CLASSES TO PERIODS

- Add courses to your schedule filling out one class for every period.

Period:
Subject:

Apply Filter
Reset Filter

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GLEN ROSE HIGH SCHOOL)
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Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Remove	Enr	27	ALGEBRA 2 HONOR	MTWRF	3	YR		09- 11	Mathematics	ALG2H/03
Remove	Enr	27	ALGEBRA 2 HONOR	MTWRF	4	YR		09- 11	Mathematics	ALG2H/04
Add	No	28	ALGEBRA 2 HONOR	MTWRF	8	YR		09- 11	Mathematics	ALG2H/08
Add	No	20	AUDIO VIDEO PRODUCTION 2	MTWRF	7	YR		11- 12	Career/Tech Ed.	AVPRO2/07
Remove	Enr	19	AUDIO VIDEO PRODUCTION 2	MTWRF	8	YR		11- 12	Career/Tech Ed.	AVPRO2/08
Add	No	20	CUL ARTS 1-2P	MTWRF	3	YR		11- 12	Career/Tech Ed.	CULA12/03
				MTWRF	4					
Add	No	25	ENG 3 HONORS	MTWRF	1	YR		11- 11	Language Arts	ENG3H/01
Add	No	25	ENG 3 HONORS	MTWRF	3	YR		11- 11	Language Arts	ENG3H/03
Add	No	28	ENVIRONMENTAL SYSTEMS	MTWRF	1	YR		11- 12	Science	ENVSYS/01
Add	No	28	ENVIRONMENTAL SYSTEMS	MTWRF	2	YR		11- 12	Science	ENVSYS/02
Add	Yes	28	ENVIRONMENTAL SYSTEMS	MTWRF	5B	YR		11- 12	Science	ENVSYS/05
Add	No	28	ENVIRONMENTAL SYSTEMS	MTWRF	4	YR		11- 12	Science	ENVSYS/14
Remove	Enr	99	MUSIC 3 BAND	MTWRF	1	YR		11- 12	Fine Arts	BAND3/01
Add	No	25	PRN APPLIED ENGINEERING	MTWRF	3	YR	A	10- 12	Career/Tech Ed.	PRAENG/03
Add	No	28	TH 2 TECH	MTWRF	4	YR	A	10- 12	Fine Arts	TH2TEC/04
Remove	Enr	27	US HIST DUAL	MTWRF	2	YR		11- 11	Social Studies	UHISTD/02

STEP 2: VIEW/PRINT

- Before submitting your schedule, view your schedule to make sure it looks correct.

Period:

▼

Subject:

▼

Apply Filter

Reset Filter

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GLEN ROSE HIGH SCHOOL

[View/Print Schedule](#) | [Submit Schedule](#) | [Messages](#)

Option	Fit	Seats	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
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Remove	Enr	27	ALGEBRA 2 HONOR	MTWRF	4	YR		09- 11	Mathematics	ALG2H/04
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Add	No	20	AUDIO VIDEO PRODUCTION 2	MTWRF	7	YR		11- 12	Career/Tech Ed.	AVPRO2/07
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	"	"	"	MTWRF	4	"		"	"	"
Add	No	25	ENG 3 HONORS	MTWRF	1	YR		11- 11	Language Arts	ENG3H/01
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Add	No	28	ENVIRONMENTAL SYSTEMS	MTWRF	4	YR		11- 12	Science	ENVSYS/14
Remove	Enr	99	MUSIC 3 BAND	MTWRF	1	YR		11- 12	Fine Arts	BAND3/01
Add	No	25	PRN APPLIED ENGINEERING	MTWRF	3	YR	A	10- 12	Career/Tech Ed.	PRAENG/03
Add	No	28	TH 2 TECH	MTWRF	4	YR	A	10- 12	Fine Arts	TH2TEC/04
Remove	Enr	27	US HIST DUAL	MTWRF	2	YR		11- 11	Social Studies	UHISTD/02

IMPORTANT NOTE

In the next two steps, you will be SUBMITTING your schedule. You'll do that two times in a row.

ONCE YOU SUBMIT YOUR SCHEDULE, YOU CAN NOT CHANGE IT;
HOWEVER, TO RESERVE YOUR CLASSES, YOU **MUST** SUBMIT

All schedules changes must be submitted to the counselor's office AFTER you submit. See Video "How to Create and Submit Schedule Changes and Issues Report" for more information.

STEP 3: SUBMIT SCHEDULE, FIRST TIME

- After completing your schedule, click the Submit Schedule link.
- This finalizes your schedule and submits it for review.
- You will submit TWICE

Period:
Subject:

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Reset Filter

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STEP 4: SUBMIT SCHEDULE, SECOND TIME

- After you click the first Submit Schedule button, you will get a preview.
- Click Submit Schedule once more to finalize your schedule

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