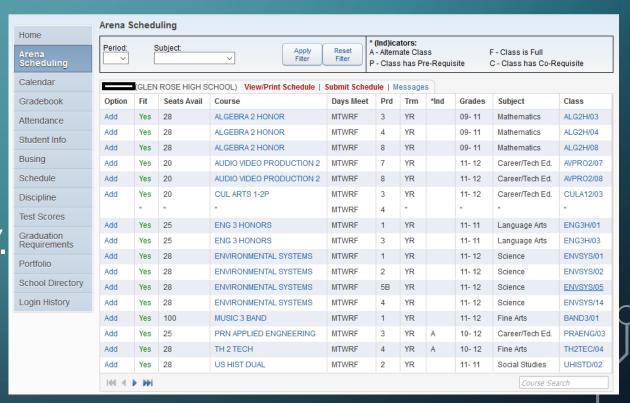


# HOW TO CREATE AND SUBMIT ARENA SCHEDULING

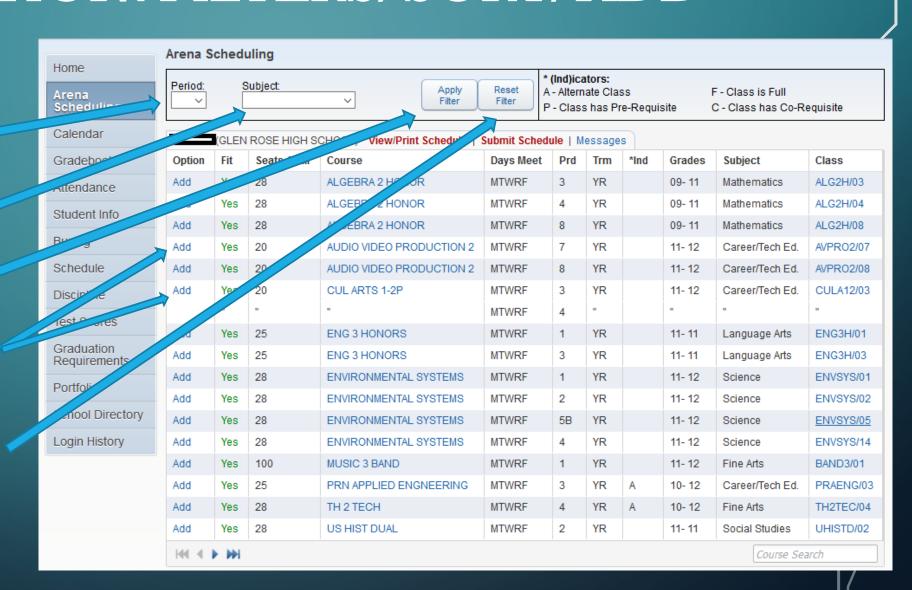
#### STEP 1

- 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



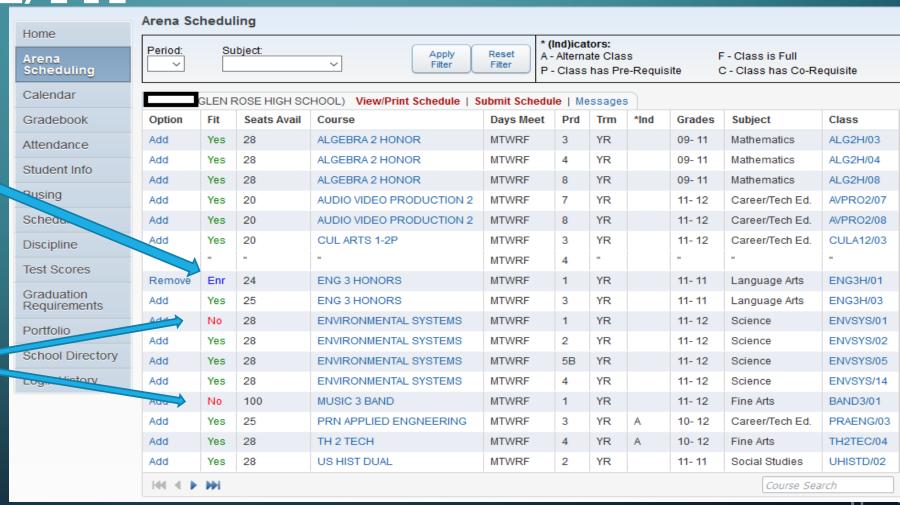
#### NAVIGATION: FILTERS/SORT/ADD

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



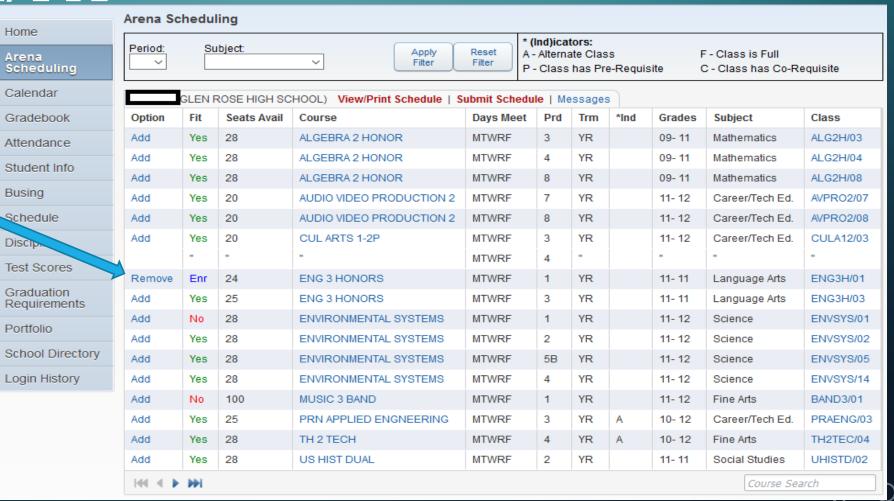
## NAVIGATION EXAMPLE: REMOVE/FIT

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



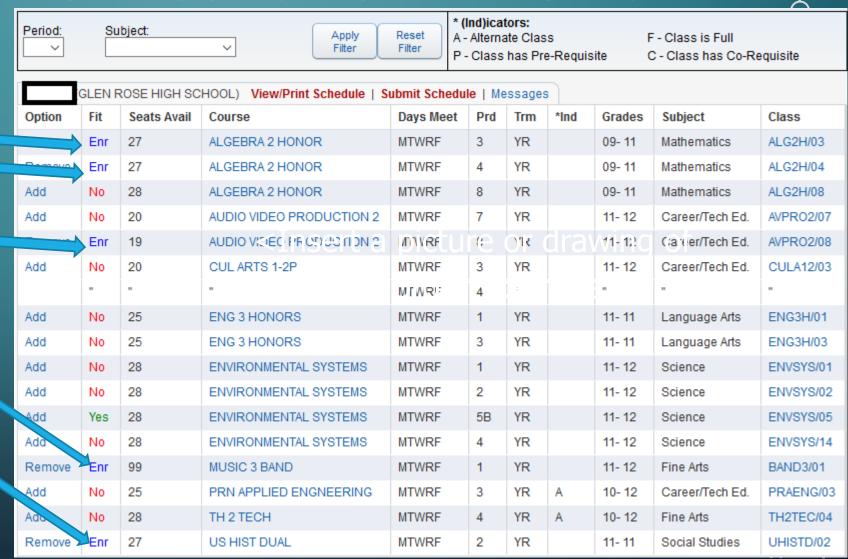
# NAVIGATION EXAMPLE: REMOVE/FIT

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



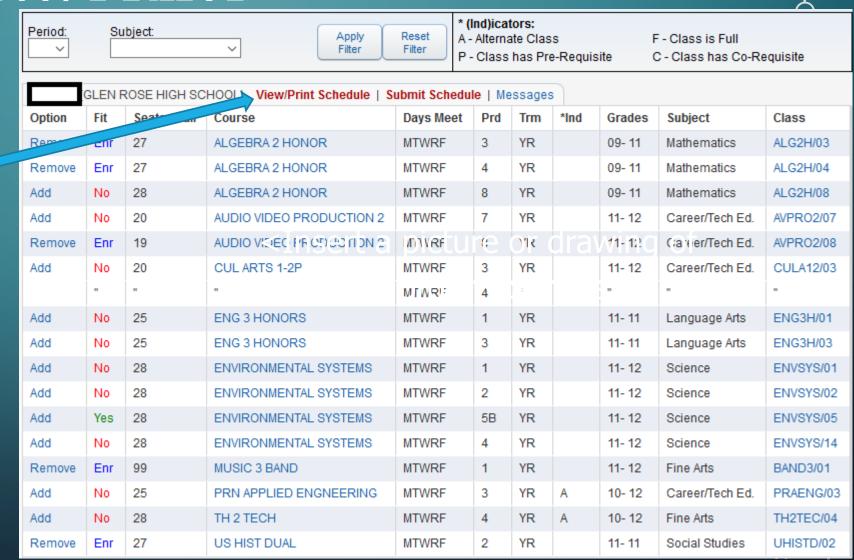
#### STEP 2: ADD CLASSES TO PERIODS

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



#### STEP 2: VIEW/PRINT

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



#### 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:	Su	bject:	Apply Filter	Reset A -		ate Clas	s e-Requis		F - Class is Full C - Class has Co-Re	equisite
	GLEN ROSE HIGH SCHOOL) View/Print Schedule   Submit Schedule   Messages									
Option	Fit	Spate A		Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
кетпоче	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 ENGNEERING	MTWRF	3	YR	Α	10- 12	Career/Tech Ed.	PRAENG/03
Add	No	28	TH 2 TECH	MTWRF	4	YR	Α	10- 12	Fine Arts	TH2TEC/04
Remove	Enr	27	US HIST DUAL	MTWRF	2	YR		11- 11	Social Studies	UHISTD/02

## 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

S	ubmit Sched	lule								
	School Year									
Γ		Term 1	Term 2	Term 3	Term 4	Term 5	Term 6			
	Period 0									
	Period 1	MUSIC 3 BAND (BAND3/01) MTWRF Bldg: 001								
	Period 2	US HIST DUAL (UHISTD/02) MTWRF Bldg: 001								
	Period 3	ALG2 HONOR (ALG2H/03) MTWRF Bldg: 001								
	Period 4	ALG2 HONOR (ALG2H/04) MTWRF Bldg: 001								
	Period 5									
	Period 6									
	Period 7	US HIST DUAL (UHISTD/07) MTWRF Bldg: 001								
	Period 8	AUDIO VIDEO PR2 (AVPRO2/08) MTWRF Bldg: 001								