Skyridge "Arena" Scheduling Instructions for Next Year (2017-18)

Step #1: Locate your **Course Request** handout. These are the classes that you chose with the help of you counselor during your CCR meeting this year. <u>These classes were chosen to help you meet graduation requirement so stick to the plan. However if you do need to make changes, you **do not** need to get your counselor's approval. Check your graduation requirements in Skyward to make sure you are still on track.</u>

If you do not have a Course Request handout or it is incomplete, go to step #5.

Step #2: Locate the **Master Schedule.** This is a list of all classes offered by teacher and period.

Step#3: Locate the **Arena Scheduling Worksheet** on the back of this paper. Now use your Course Request Handout and Master Schedule to pick the classes you need, the teachers you want, and the periods you want to take each class. (Please consult parents and friends; we want you to choose your teacher and be in the time periods you desire). <u>You</u> make your <u>perfect</u> schedule so it will not need to be changed later!

Please take the time to fill out the scheduling worksheet completely as this will allow you to input your classes into the computer effortlessly when it is your date/turn to register on Arena.

Have a few alternative options in mind in case a class that you want does become full and you have to pick a different teacher or period taught.

Step #4: On the day of Arena Scheduling, **Tuesday, April 18th** (3:00 PM) if you will be a senior next year, **Thursday, April 20th** (3:00 PM) if you will be a junior, **Monday, April 24th** (2:30 PM) if you will be a sophomore, and **Thursday, April 27th** (3:00 PM) if you will be a freshman, login to your Skyward Account and click on the top, left "ARENA" tab and input the information from your scheduling worksheet.

You can complete step #4 on any computer (Firefox and Safari are the best browsers to use) at home, office, etc. There will be computers available here at Skyridge (with counselors present to help) in both Lecture Halls (C126 & D153) from 3:00 - 4:30 PM on the 18th & 20th and from 2:30 – 4:00 PM on the 24th. For incoming freshmen, Lehi Junior will have computers and counselors available to help in their computer labs (rooms 130 and 137) from 3:00 - 4:30 PM, and Skyridge will have computers and counselors in both lecture halls from 3:00 – 4:30 PM to provide support.

Step #5: If you do not have a Course Request handout or did not attend your CCR, refer to the **Standard Schedule Guide** and use that to figure out what classes you need to graduate and electives that can fit – then follow the above steps 2-4.

Arena Scheduling Worksheet

PLAN A

		Semester 1		Semester 2	
		Course Name	Teacher Name	Course Name	Teacher Name
A Day	Period 1				
	Period 2				
	Period 3				
	Period 4				
B Day	Period 5				
	Period 6				
	Period 7				
	Period 8				

*Use this Arena Scheduling Worksheet to plan your class schedule. You will need a PLAN B (and even a PLAN C). Use this worksheet to plan out a couple of different schedules in case your first choice is full.

*Full year classes should be the same class period and teacher for the entire year. If you need to move to a different period, you MUST keep the same teacher.

*If you need to make a class change, you can only add something if there is room. Keep checking Skyward to see if there space is available.

*DO NOT drop a class unless you know there is room in the class you want to add!

Standard Schedule Guide

Student Name: _____

**Choose the SAME CLASSES you put into Course Requests (you can refer to the '4-Year College and Career Readiness Plan' you did with your counselor). That way you know you are meeting graduation requirements. You can also find your previous choices for the 2017-18 school year under 'Graduation Requirements' in SKYWARD.

However, if you did not do that, or need to make a valid change, use this as a GUIDE to plan your schedule. **Always** check 'Graduation Requirements' to confirm what you have already completed and what you still need for a diploma.

*We offer EIGHT full year classes per year but require SEVEN credits per year. Release Time/Seminary takes up one class spot but does not earn high school credit.

Standard 9th Grade Schedule:

Credit Category:	Credit:	Recommended Course:	Write Your Selected Course:
English	1.0	English 9 or 9 Honors	
Math	1.0	Secondary 1, 1H, 2H	
Science	1.0	Earth Science/Biology H	
Social Studies	.5/.5	World Civ/World Geography or full year AP Geography	
PE	.5	PE Skills	
Computer Tech	.5	Exploring Computer Science or Computer Tech	
CTE	.5	Various*	
Fine Arts	.5	Various*	
General Elective	1.0	Various*	
Seminary or Elective	(0 – 1.0)		
Total credits	**7 - 8**		

Standard 10th Grade Schedule:

Credit Category:	Credit:	Recommended Course:	Write Your Selected Course:
English	1.0	English 10 or English 10H	
Math	1.0	Secondary 2, Sec 2H, or Sec 3H	
Science	1.0	Biology, Chemistry, or Physics	
Social Studies	.5 – 1.0	SS Elective or AP World History	
PE	.5	PE Fitness	
Health	.5	Health	
Fine Arts	.5	Various*	
CTE	.5	Various*	
General Elective	(1-2.5)	Various*	
Seminary	(0)	(Replaces 1 elective credit)	
Total Credits	**7 -8**		

H = honors
MATH = check with your current math teacher for next year placement recommendation

Standard 11th Grade Schedule:

Credit Category:	Credit:	Recommended Course:	Write your Selected Course:
English	1.0	English 11, 11H (American Studies) or AP Literature	
Math	1.0	Secondary 3, 3H, or AP Calculus	
Science	1.0	Physics, Chemistry, or Science Elective course	
Social Studies	1.0	US History, US HIS Honors (American Studies), AP US HIS	
PE	.5	PE Activities – various choices*	
Financial Literacy	.5	Financial Literacy	
Fine Arts	.5	Various*	
CTE		If requirement not yet met	
General Elective	1.5-2.5	Various*	
Seminary	(0)	(Replaces 1 elective credit)	
Total Credits	7-8		

Standard 12th Grade Schedule:

Credit Category:	Credit:	Recommended Course:	Write your Selected Course:
English	1.0	English 12, AP Lit, AP Language or other Language Art Elective	
Math	1.0	Advanced Math Various*	
Social Studies	.5	Government and Citizenship	
Financial Literacy		If not yet met	
Other Core		Core requirements not yet met	
General Electives	5.5 or less	MATC, Internship, Mentorship, College Credit, anything not yet taken to meet requirements	
Seminary	(0)	(Replaces 1 elective credit)	
Total Credits	4-8		

*Recommended course not listed? See the Course Catalog on the school website or the Class Titles handout for classes that count in that category

*If you are applying for REGENTS Scholarship, YOU are responsible to make sure you choose the appropriate classes to meet their requirements

*See Course Catalog for Course Listings and descriptions

GOALS:
- **Graduation**
- **Customized Senior year**
- **College Ready**
- **Career Exploration**

We strongly encourage you to complete 21-24 "Core" required graduation credits prior to the end of your Junior year. (28 credits required for graduation) This allows you to have mostly GE credits remaining your senior year. You can then customize your senior year and maximize your college & career readiness preparation. You can take advantage of college credit, MATC, Internship, and Mentorship programs. We endorse the Utah Scholars Core Course of study:
- 4 credits of English and Math
- 3.5 credits of Social Science
- 3.0 credits of Science
- 2 Credits of world/classic language
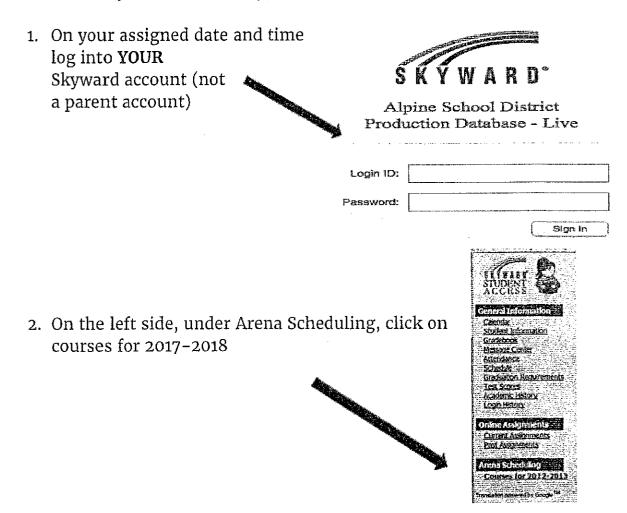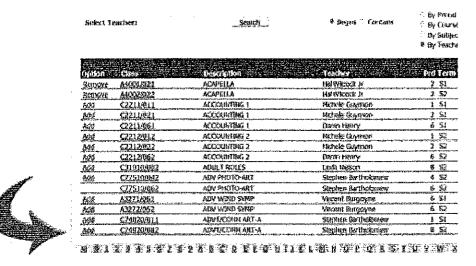- 3.0 minimum GPA

Arena Scheduling Instructions

BEFORE the assigned date and time fill out the Arena Scheduling Worksheet:
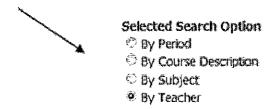
- Use the print out of your course requests and the master schedule to fill out the worksheet
- Full year classes fill 2 slots (1 slot per semester, 1.0 credit)
  *You MUST keep the same teacher and class period all year
- Semester classes fill 1 slot (.5 credit)
- Fill in core classes for graduation requirements **FIRST** then put in electives
- If you take Seminary, remember to write it in as well

1. On your assigned date and time log into **YOUR** Skyward account (not a parent account)

S K Y W A R D°

Alpine School District
Production Database - Live

Login ID:

Password:

Sign In

2. On the left side, under Arena Scheduling, click on courses for 2017-2018

3. On the left side of the list of classes it will say "add". If there is not an add button that means the course is full or that registration has not opened yet.

4. You can search for courses to add by selecting an option under "Selected Search Option" on the top right side.

Selected Search Option
- By Period
- By Course Description
- By Subject
- By Teacher

To add by PERIOD:
- Under "Selected Search Option" click on "By Period"
- On the left, where it says "select period" click on the drop down arrow and select the period you are looking for. Then click "search"
- A list of the classes available will come up
- Click the add button to add the class

Courses for 2012-2013 | Available

Arena Scheduling Available Classes for I

Select Period: 1 ▾ Search

Selected Search Option
- By Period
- By Course Description
- By Subject
- By Teacher

To add by COURSE DESCRIPTION:
- Go to "selected search option", click on "By Course Description"
- To the left of this, click on "contains"

- On the left, type in the course description word you are looking for such as woods, art, math etc.
- Click the add button to add the class

To add by SUBJECT:

- Go to "Selected Search Options" click on "By Subject"
- At the top left, click on the drop down arrow, and select the subject you are looking for
- Click on the add button to add the class

To add by TEACHER:

- Go to "Selected Search Options", click on "By Teacher"
- On the left of this, click on "Contains"
- Type in the last name of the teacher you are looking for
- A list of all courses and periods the teacher teaches will come up
- Click on the add button to add the class

6. When you would like to see what courses are in your schedule, at the top you can click on selected classes

Courses for 2012-2013 | Available | | Selected Classes |

The schedule you see is complete.

	Term1	Term2	Term3	Term4
Period 1	AP STATS Glenn Larson (M8201/011) A	AP STATS Glenn Larson (M8201/011) A	AP STATS Glenn Larson (M8202/012) A	AP STATS Glenn Larson (M8202/012) A
Period 2	ACAPELLA Hal Wilcock Jr (A4001/021) A	ACAPELLA Hal Wilcock Jr (A4001/021) A	ACAPELLA Hal Wilcock Jr (A4002/022) A	ACAPELLA Hal Wilcock Jr (A4002/022) A
Period 3	UVU-ENGL1010 Paula Harline (UEN100/031) A	UVU-ENGL1010 Paula Harline (UEN100/031) A	UVU-ENGL1010 Paula Harline (UEN102/032) A	UVU-ENGL1010 Paula Harline (UEN102/032) A
Period 4	GOV & CIT Nancy Laursen (HGCT0/043) A	GOV & CIT Nancy Laursen (HGCT0/043) A	SEMINARY Staff 03 Staff (XX602/042) A	SEMINARY Staff 03 Staff (XX602/042) A
Period 5	AP PSYCHOLOGY Erik Bayles (HXPSA1/051) B	AP PSYCHOLOGY Erik Bayles (HXPSA1/051) B	AP PSYCHOLOGY Erik Bayles (HXPSA2/052) B	AP PSYCHOLOGY Erik Bayles (HXPSA2/052) B
Period 6	CHEMISTRY David Van Dijk (S4001/063) B	CHEMISTRY David Van Dijk (S4001/063) B	CHEMISTRY David Van Dijk (S4002/064) B	CHEMISTRY David Van Dijk (S4002/064) B
Period 7	RADIO 3 Russell Mayo (C70031/071) B	RADIO 3 Russell Mayo (C70031/071) B	RADIO 3 Russell Mayo (C70032/072) B	RADIO 3 Russell Mayo (C70032/072) B
Period 8	SEMINARY Staff 03 Staff (XX601/081) B	SEMINARY Staff 03 Staff (XX601/081) B	FINANCIAL LT George Durfee (FINLIT/082) B	FINANCIAL LT George Durfee (FINLIT/082) B

How to remove a class:
- Click on "Selected Classes" next to your name to review and print the schedule.
- To remove the class, click on the class description link and then click on the "Yes" button to confirm.

7. Review your graduation requirements
- Make sure to click 'graduation requirements' to see what Skyward has you enrolled in and how it counts towards meeting graduation requirements.
- If you made a mistake and forgot to put in English, math, science, history, etc. Go back and correct it

8. Print out a copy