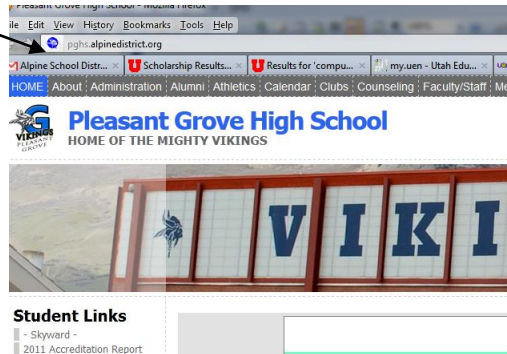# STEP BY STEP SKYWARD REGISTRATION INSTRUCTIONS
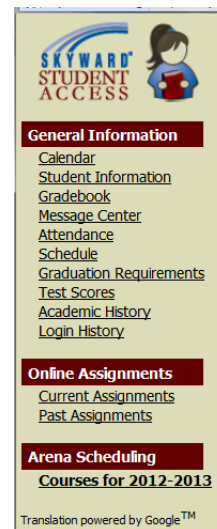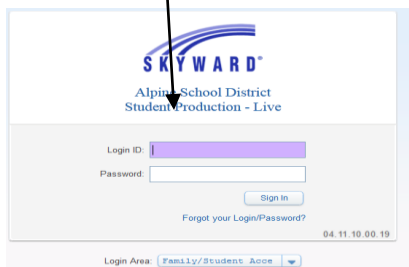
Having a planned schedule on paper, before you begin, will make the process easier

Use internet explorer, Firefox, or safari. Do NOT use Google chrome
Make sure your computer will allow pop ups

1. Go to Pleasant Grove High School web page

2. On the left side, under student links, click on Skyward
3. Use student login and password (Parent login/password is also an option)

4. On the left side, under Arena Scheduling, click on courses for 2012-2013

5. Go to the top and click on drop-down arrow next to Pleasant Grove Junior High School and select Pleasant Grove High School. Should you option be a different school than PGHS go to your registrar and have her/him change the destination school to Pleasant Grove High School, if it is your intention to come here.

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

7. You can search for courses to add by selecting under SELECTED SEARCH OPTION on the top right: Period, Course Description, Subject, Teacher

Selected Search Option
○ By Period
○ By Course Description
○ By Subject
● By Teacher

To Add by PERIOD:
- 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, and click on SEARCH
- A list of all the classes available will come up.
- Click on the add button to add the class

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 English, Art, etc
- Click on the add button to add the class

Courses for 2012-2013 | Available | Selected Classes

Arena Scheduling Available Classes for Brennan Burnett

Course Description: [_____] Search   ◉ Begins ◯ Contains

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

To add by SUBJECT:
- Go to SELECTED SEARCH OPTION, 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

Courses for 2012-2013 | Available | Selected Classes

Arena Scheduling Available Classes for Brennan Burnett

Select Subject: CTE [▼]   Search

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

To add by TEACHER:
- Go to SELECTED SEARCH OPTION, click on BY TEACHER
- On the left of this, click on CONTAINS
- On the left, 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

Courses for 2012-2013 | Available | Selected Classes

Arena Scheduling Available Classes for Brennan Burnett

Select Teacher: [_____] Search   ◉ Begins ◯ Contains

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

7.   When you are selecting a full year class, a pop up window will come up. You will select the second semester of the course, and the computer will add this for the full year. You cannot split a full year class-you cannot take the class at a different time for different semesters.

8. 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.

	Term 1	Term 2	Term 3	Term 4
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