

# ALTA HIGH SCHOOL

## ARENA SCHEDULING – Useful Tips

Alta High School uses Arena Scheduling as a way for students to schedule their own classes. The Skyward Arena Scheduling is only open for students to make changes during specific times throughout the year. **DO NOT WAIT** until the last session as classes will not be available. Those dates are as follows:

**May 21<sup>st</sup> - June 3 = for seniors only**

**May 28<sup>th</sup> – June 3 = for all grades**

**August 2<sup>nd</sup> - 15<sup>th</sup> (tentative) = for all grades**

For more detailed instructions you can review the Arena Scheduling Tutorial posted on the Alta High School website <http://ahs.canyonsdistrict.org>

1. Log into Skyward – [www.skyward.canyonsdistrict.org](http://www.skyward.canyonsdistrict.org)
2. Review **Graduation Requirements** (tab on the left-hand side) to ensure you do not DROP classes that are required for graduation
3. Click on **Arena Scheduling** – select “2018-19”
4. Select red tab **“View/Print Schedules”**. Print your schedule to use as a reference.
5. Choose which class you want to drop or move by clicking on that class. **IF** you **DROP** a class you risk not being able to reschedule it in another period if those classes are **FULL**.
  - A dialogue box will appear to confirm you really want to delete that class
6. Close that window
7. To ADD classes you can search by either *period, subject or teacher last name*. Once you select one then press **“APPLY FILTER”**
8. Under options tab select **“ADD”**.
  - Below the **“FIT”** tab will indicate whether it will fit into your schedule or not. If it says **“YES”** you know it will be a good class to add.
9. Return to **“View/Print Schedules”** to review your schedule.
10. Repeat steps 5 through 9 until satisfied with schedule.