

Arena Scheduling

What will be covered:

This session will demonstrate how to access and set up Arena Scheduling to allow students to access course requests through Student Access for scheduling. The session will also discuss a counselor's point of view including tips and troubleshooting while managing students and student questions and scenarios that arise.

- Future Scheduling Utilities
 1. Clone Entity Year and Term Definitions
 2. Clone Calendar Information
 3. Clone Schedule Master Files
- Course Clean Up for Future Year (Counselors)
- Request Processing\Configuration
 1. Online Arena Scheduling Time Periods
 - Select Year
 - Schedule Grad Years
- Request Processing\Utilities
 1. Create Course Availability List
 2. Mass Assign Scheduling Status
 - Individual Kids Added After Must Be Updated
- Student Requests Must Be Entered (We Use Career Cruising)
- Family Access\Entity Configuration
 1. Arena Scheduling (View Previous Year or Clone if Necessary)
 - Available Classes (Hide Rooms)
 - Messages
 - Selected Classes
 - Submit Classes
- Prep Students (Counseling Office)
- Computer Lab Setting & Student Access
- Troubleshoot Students with Issues
- Walk Students Through Steps
- Tips & Tricks
 1. What to Schedule First
 2. Period Sorting
 3. Subject Sorting
- Resolve Conflicts

Links to additional resources:

[Clone Entity Year & Term Definitions](#)

[Clone Calendar Information](#)

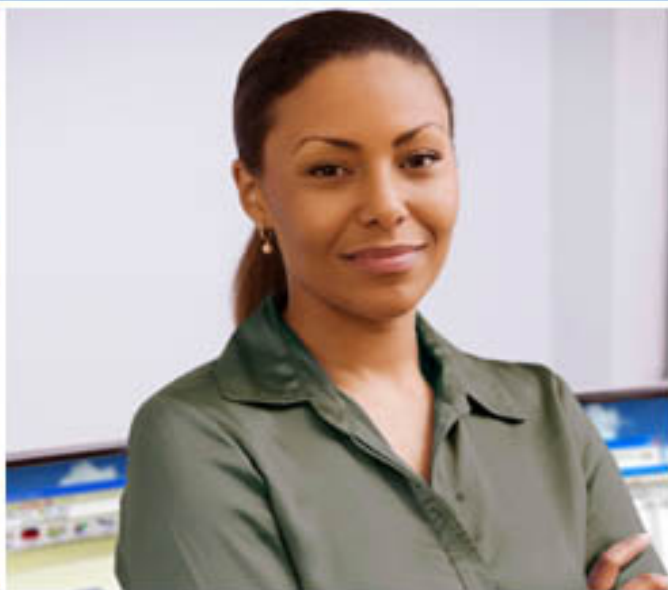
[Clone Schedule Master Files](#)

[Create Course Availability List](#)

[Mass Assign Student Scheduling Status](#)

[Available Classes, Messages, Selected Classes, Submit Classes \(Entity Configuration\)](#)

[Arena Scheduling](#)



Texas Skyward User Group Conference

Arena Scheduling

Shawn Lee (Technology) & Mark Hard (Counseling)

Eagle Mountain-Saginaw ISD



Arena Scheduling



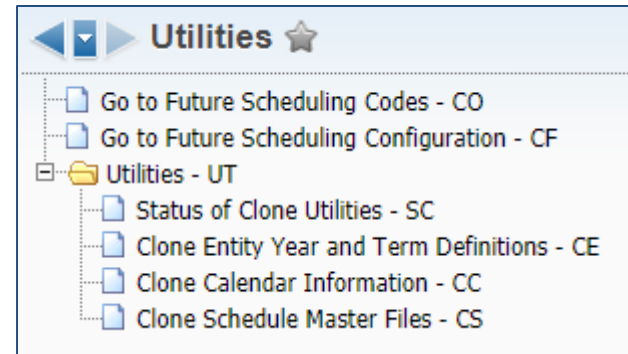
Arena Scheduling

- Future Scheduling Utilities
 - Clone Entity Year and Term Definitions
 - Clone Calendar Information
 - Clone Schedule Master Files
- Course Clean Up for Future Year (Counselors)
- Request Processing\Configuration
 - Online Arena Scheduling Time Periods
- Request Processing\Utilities
 - Create Course Availability List
 - Mass Assign Scheduling Status
- Student Requests Must Be Entered (We Use Career Cruising)
- Family Access\Entity Configuration
 - Arena Scheduling (View Previous Year or Clone if Necessary)
- Prep Students (Counseling Office)
- Computer Lab Setting & Student Access
- Troubleshoot Students with Issues
- Walk Students Through Steps
- Tips & Tricks
- Resolve Conflicts

Arena Scheduling

Maintaining the **Future Scheduling Utility** options to clone information from the **current year** to the **future year**.

- Future Scheduling Utilities



Arena Scheduling

Course Master cleanup for Future Year by Counselors.

- Course Clean Up

Course Master (2018-19)

Views: Course Details Filters: *All Courses

Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Reqs	Act Nbr Sct	Seats Avail	Has Atd	Has Grd
▶ 1010	ENGLISH 1	1010	A	YR	01		ENG	R	R	N	0	329	13	373	Yes	Yes
▶ 1018C	ENGLISH 1	1010C	A	YR	01		ENG	R	R	N	0	13	2	12	Yes	Yes
▶ 1010E	ENGLISH 1	1010E	A	YR	01		ENG	R	R	N	0				Yes	Yes
▶ 1010I	ENGLISH 1	1010I	A	YR	01		ENG	R	R	N	0	4	1	5	Yes	Yes
▶ 1015	ENGLISH 1 PAP	1015	A	YR	01	Q	ENG	R	R	N	0	168	8	219	Yes	Yes
▶ 1016	ENG I PAP/GT	1016	A	YR	01	Q	ENG	R	R	N	0	15	3	21	Yes	Yes
▶ 1018	ENGLISH 1 BASIC	1018	A	YR	01		ENG	R	R	N	0	11	1	13	Yes	Yes
▶ 1019	ENGLISH 1 ALTER	1019	A	YR	01		ENG	R	R	N	0	8	1	10	Yes	Yes
▶ 1020	ENGLISH 2	1020	A	YR	01		ENG	R	R	N	0	313	12	347	Yes	Yes
▶ 1020C	ENGLISH 2	1020C	A	YR	01		ENG	R	R	N	0	5	1	5	Yes	Yes
▶ 1020E	ENGLISH 2	1020E	A	YR	01		ENG	R	R	N	0				Yes	Yes
▶ 1020I	ENGLISH 2	1020I	A	YR	01		ENG	R	R	N	0	4	2	8	Yes	Yes
▶ 1025	ENGLISH 2 PAP	1025	A	YR	01	Q	ENG	R	R	N	0	197	8	211	Yes	Yes

Switch School Year

Add Course

Edit Course

Delete Course

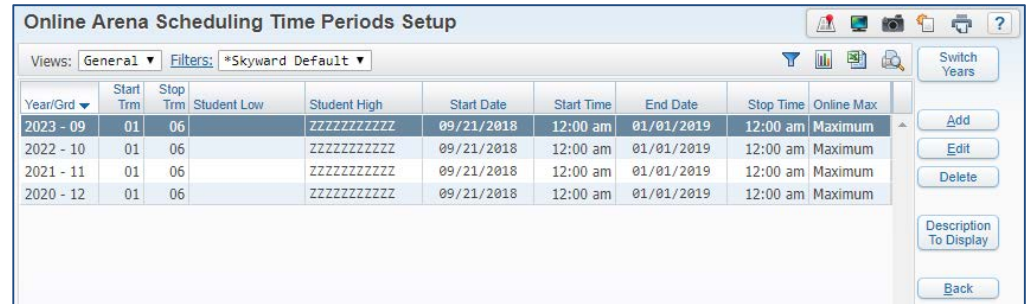
Clone Course

Build Course Timetable

Arena Scheduling

Online Arena Scheduling Time Periods
in **Request Processing\Configuration**.
Select Year and schedule **Grad Years**.

- Online Area Scheduling Time Periods



Year/Grd	Start Trm	Stop Trm	Student Low	Student High	Start Date	Start Time	End Date	Stop Time	Online Max
2023 - 09	01	06		ZZZZZZZZZZ	09/21/2018	12:00 am	01/01/2019	12:00 am	Maximum
2022 - 10	01	06		ZZZZZZZZZZ	09/21/2018	12:00 am	01/01/2019	12:00 am	Maximum
2021 - 11	01	06		ZZZZZZZZZZ	09/21/2018	12:00 am	01/01/2019	12:00 am	Maximum
2020 - 12	01	06		ZZZZZZZZZZ	09/21/2018	12:00 am	01/01/2019	12:00 am	Maximum

Arena Scheduling

Mass Assign Scheduling Status under Request Processing\Utilities.

- Mass Assign Scheduling Status

Mass Assign Student Scheduling Status

This utility will mass assign student scheduling status for Online Arena Scheduling.

School Year: 2018-19

Student Ranges

Low High
 Name Key: ZZZZZZZZZZ
 Grade/Grad Yr: 09 2022 12 2019
 Advisor Key: ZZZZZZZZZZ
 CY Scheduling Team: ZZZ

<p>CY Status</p> <p><input checked="" type="radio"/> Both <input type="radio"/> Active <input type="radio"/> Inactive</p>	<p>NY Status</p> <p><input checked="" type="radio"/> Both <input type="radio"/> Active <input type="radio"/> Inactive</p>	<p>CY Member</p> <p><input checked="" type="radio"/> Both <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Special Ed Students</p> <p><input checked="" type="radio"/> Include <input type="radio"/> Exclude <input type="radio"/> Only</p>
--	--	---	--

<p>CY Scheduling Status</p> <p><input checked="" type="checkbox"/> Include All Status Values</p> <p><input checked="" type="checkbox"/> Include 'Locked'</p> <p><input checked="" type="checkbox"/> Include 'Open'</p> <p><input checked="" type="checkbox"/> Include 'Waiting'</p> <p><input checked="" type="checkbox"/> Include 'Approved'</p>	<p>NY Scheduling Status</p> <p><input checked="" type="checkbox"/> Include All Status Values</p> <p><input checked="" type="checkbox"/> Include 'Locked'</p> <p><input checked="" type="checkbox"/> Include 'Open'</p> <p><input checked="" type="checkbox"/> Include 'Waiting'</p> <p><input checked="" type="checkbox"/> Include 'Approved'</p>
--	--

<p>Change Options</p> <p>CY Scheduling Status</p> <p><input checked="" type="checkbox"/> No Change</p> <p>New Value</p> <p><input type="radio"/> Locked <input type="radio"/> Open <input type="radio"/> Waiting <input type="radio"/> Approved</p>	<p>NY Scheduling Status</p> <p><input checked="" type="checkbox"/> No Change</p> <p>New Value</p> <p><input type="radio"/> Locked <input type="radio"/> Open <input type="radio"/> Waiting <input type="radio"/> Approved</p>
---	--

Run Run using Processing List Back

Arena Scheduling



Maintain student **Course Requests** for **Future Year**.

- Course Requests

Future Scheduling (2019-20) Official Custom Transcript Unofficial Custom Transcript

View: List Matrix Semester-Day Options Email Legend History

Scheduling Status: **O - Open**

Views: General Filters: *00-06 (YR = Year)

Prd	Trm	Str Trm*	Stp Trm*	Course	Description	Days	Bldg	Room	Teacher	Credits
	YR			1030	ENGLISH 3					1.000
	YR			1220	GEOMETRY					1.000
	YR			1330	PHYSICS					1.000
	YR			1420	WORLD HISTORY					1.000
	YR			2131	TECH THEATRE 1					1.000
	YR			3163	BOYS INT GYM 3					1.000
	YR			5097	COMPUTER TECH					2.000
	YS1	01	03	1385	AQUATIC SCIENCE					0.500
	YS2	04	06	1510	SPANISH 1					0.500

9 records displayed

Quick Print Edit Add Course Build Schedule Drop Chng Sect Req Alt Unschedule Walk-In Scheduler Request Quick Entry Alternates View Trans

Arena Scheduling



Enable **Arena Scheduling** through **Family Access\Entity Configuration**. Set up **Available Classes**, **Messages**, **Selected Classes**, and **Submit Classes**.

- Enable Arena Scheduling

▼ Arena Scheduling							
	Year	Sem/Term	Application Name	Family Access		Student Access	
				Enabled	Display Message	Enabled	Display Message
Edit	2019		Available Classes	NO	NO	NO	NO
Edit	2019		Messages	NO	NO	NO	NO
Edit	2019		Selected Classes	NO	NO	NO	NO
Edit	2019		Submit Classes	NO	NO	NO	NO
Edit	2020		Available Classes	NO	NO	YES	N/A
Edit	2020		Messages	NO	NO	NO	NO
Edit	2020		Selected Classes	NO	NO	YES	N/A
Edit	2020		Submit Classes	NO	NO	YES	N/A

Arena Scheduling



Access **Student Access** to manage individual student scheduling using **Arena Scheduling**.

- Student Access for Arena Scheduling

Student Access
ROSS GELLAR
My Account
Email History
Exit

[Student Bus Information](#)

Arena Scheduling

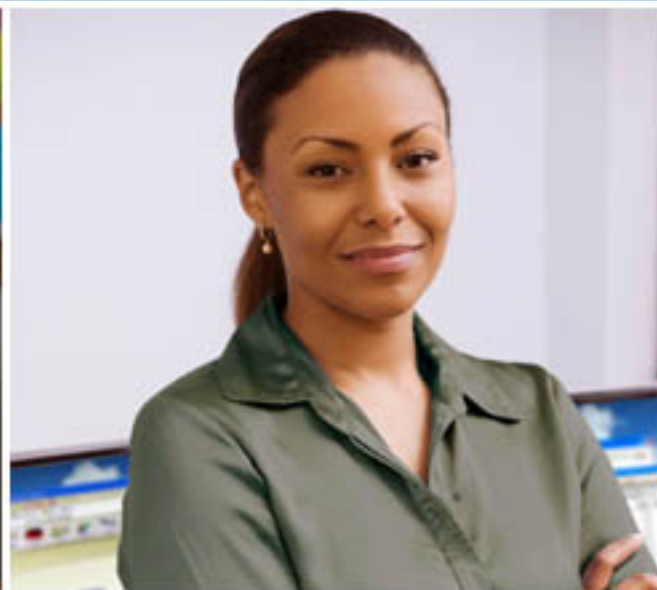
Period: Subject:

*** (Indicators):**
 A - Alternate Class F - Class is Full
 P - Class has Pre-Requisite C - Class has Co-Requisite

ROSS (CHISHOLM TRAIL HIGH SCHOOL)
[View/Print Schedule](#) | [Submit Schedule](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Add	Yes	25	AQUATIC SCIENCE	MTWRF	6	Y		11- 12	Science	1385/01
Add	Yes	30	AQUATIC SCIENCE	MTWRF	2	Y		11- 12	Science	1385/02
Add	Yes	20	BOYS INT GYMNASTICS 3	MTWRF	2	Y		10- 12	P.E./Equivalent	3163/01
Add	Yes	8	COMPUTER TECHNICIAN	MTWRF	5	Y		11- 12	Career/Tech Ed.	5097/01
	"	"	"	MTWRF	6	"		"	"	"
Add	Yes	8	COMPUTER TECHNICIAN	MTWRF	7	Y		11- 12	Career/Tech Ed.	5097/02
	"	"	"	MTWRF	8	"		"	"	"
Add	Yes	30	ENGLISH 3	MTWRF	7	Y		11- 12	Language Arts	1030/01
Add	Yes	30	ENGLISH 3	MTWRF	3	Y		11- 12	Language Arts	1030/02
Add	Yes	26	ENGLISH 3	MTWRF	2	Y		11- 12	Language Arts	1030/03
Add	Yes	30	ENGLISH 3	MTWRF	6	Y		11- 12	Language Arts	1030/04
Add	Yes	30	ENGLISH 3	MTWRF	1	Y		11- 12	Language Arts	1030/05
Add	Yes	26	ENGLISH 3	MTWRF	5	Y		11- 12	Language Arts	1030/06
Add	Yes	30	ENGLISH 3	MTWRF	4	Y		11- 12	Language Arts	1030/07
Add	Yes	30	ENGLISH 3	MTWRF	8	Y		11- 12	Language Arts	1030/08
Add	Yes	25	ENGLISH 3	MTWRF	2	Y		11- 12	Language Arts	1030/09
Add	Yes	30	ENGLISH 3	MTWRF	3	Y		11- 12	Language Arts	1030/10

⏪ ⏩ ⏴ ⏵



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

