

Arena Scheduling

Allen High School

Canvas Module Articulated for Parent Consumption

Graduate Profile

Effective Problem-Solvers

Effective Communicators

Responsible & Engaged Citizen

Academically Prepared for Future Pursuits

What is Arena Scheduling:

- Course scheduling system for high school that empowers students to create their own schedules that meets their individual needs
- The master schedule is built based on courses selected
- Students will see courses with open seats available each period
- Class availability is on a first-come, first-served basis

Why Arena Scheduling?

- Students are more engaged in their academics when they are provided the opportunity to have more control over their schedule
- Replacing the computer-built schedules with student-built schedules
 - Students are able to problem solve issues based on their needs
 - Provided an unofficial schedule before they leave for summer break
- Important for students to have choice and voice in creating their schedule

All Students

Every student is guaranteed the courses needed for graduation

- Period, teacher, and section may not be guaranteed
- The master schedule is built with courses and privilege periods throughout the school day
- Students may have to move courses (including privilege periods) within their schedule to be able to submit a completed schedule

Agenda

- Timeline
- Arena Details
- Processes
- Resources
- FAQ's
- Important Dates

Timeline

- **December**
 - Students completed course requests
- **September - February**
 - Counselors individually reviewed & adjusted course requests with students
- **February**
 - Master Schedule built based on student requests
 - Computer Science students created app for building sample schedules
- **March**
 - Sample schedule app opens for students to plan possible schedules

March - April = Arena window opens by grade level

STEAM Center/CTC (Dual Credit Campus)

- Types of courses
 - Science, Math, Engineering, CTE courses, Graphic Arts, Dual Credit
- Schedule
 - The majority of Dual Credit courses will occur during STEAM period blocks
- Transportation
 - Shuttle service is provided between AHS, STEAM and the Dual Credit Center for periods 1-8.
 - Students are responsible for transportation to STEAM for 0 period
 - No bus directly to/from STEAM home 1st and 8th periods
 - No bus from STEAM to LFC or from LFC to STEAM

Scheduling Rules


- Students must be scheduled as a full-time student.
 - Privilege Period Restrictions - the following are NOT allowed:
 - 1st + 8th + block period (2nd, 4th, 5th, or 7th)
 - Two block periods on:
 - A-day (2nd + 4th) or
 - B-day (5th + 7th)
- AHS, STEAM, and Dual Credit classes cannot overlap

*More specific combination guidelines provided in Arena Resources

**If you cannot make a requested course work in the schedule you will need to make a different plan.

Example of Scheduling Constraint

AHS	1st Period 8:50-9:45		STEAM	1st Period 8:20-9:15
2nd Period 9:50-11:25		5th Period 9:50-11:25	2nd Period 9:25-11:00	5th Period 9:25-11:00
4th Period 1:35-3:10		7th Period 1:35-3:10	4th Period 1:55-3:30	7th Period 1:55-3:30
	8th Period 3:15-4:10			8th Period 3:35-4:30



Sample Schedule APP

AHS Computer Science Students developed an APP for students to create sample schedules prior to Arena opening.

- Students should generate *several* mock schedules to use during Arena Scheduling.
 - Allows students to identify any potential scheduling conflicts
 - Communicate necessary changes to counselors prior to Arena opening eliminating a potential help ticket
 - Course offerings based on Master Schedule as of March
 - Master Schedule is always subject to change
 - **Does not replace Arena Scheduling**

Accessing Alternates

Students will only have access to schedule their selected course list during Arena Scheduling

- **USE** the Sample Scheduling App to be aware of potential conflicts
- Student selections were FINALIZED in February
- Help Tickets to change a course selection should only be entered and will only be honored for the following issues:
 - Physical Conflict in the schedule
 - Change in UIL Sport or UIL Fine Art commitment/eligibility
 - Change in Dual Credit commitment
- **Students cannot voluntarily change their selections at this time**
 - There will be a change request window in May

Dual Credit (DC) Courses

- **February** ~ Complete the dual credit process in order to have your DC course reflected on your schedule during Arena Scheduling.
- **March** ~ FINAL deadline to complete DC instructions to take DC classes.
- Please reference the Dual Credit website for specific due dates. <https://www.allenisd.org/Page/21663>

Privilege Periods (PP)

- Are earned and offered throughout the day (except 3rd and 6th)
 - **Sophomores** - will have one PP
 - **Juniors** - can *earn* up to two PP
 - **Seniors** - can *earn* up to three PP

Privilege Period Reminders:

- All students must have one PP scheduled
- Once a PP is full it will no longer be available to schedule
- Students will need to problem solve their schedule if unable to schedule their desired PP(s)

Importance of Submitting

- **During the Arena Window:**

- Submitted schedules will be run through an algorithm to check for:
 - Missing periods
 - Campus Overlap Conflicts
 - Students that are not scheduled into 240 minutes of academic time per day.
- If an issue is found:
 - Students receive a notification via **AHS student email**
 - Schedule is reopened
 - Student must resolve issue in Skyward

Help Ticket Process

- **When to submit a help ticket:**

- Will only be active during the Arena window by grade
- Encounter technical Issues
- Need an alternate option
- Submitted in error/want to make a change

- **Where to submit a help ticket:**

- The help ticket link (under Arena Resources in the APG)
- Phone calls/emails/walk ins are not accepted in lieu of a help ticket

- **Tickets are addressed in the order received**

- Do not submit multiple tickets for the same issue
- Class/PP being full is not a help ticket

Important Reminders

- **Sample Schedules:**
 - Make several versions of your schedule
 - During Arena, students can only schedule the courses in the selected course list; not alternates
 - Some courses are only offered during one period
- **Arena scheduling is on a first come first serve basis**
 - Problem solve when 1st choice class period is full
- **Submit completed schedules**
 - Do not leave blanks in your schedule
- **Submit a help desk ticket**
 - Counselors will only work from help tickets

Resources

Available On <https://www.allenisd.org/allenhs>

- Academics Tab on AHS main page
 - Click on Arena Scheduling
 - Resources on right hand side of screen
 - <https://www.allenisd.org/Page/52516>

NOTICE:

- Arena Help Ticket Link will only be active during the Arena window by grade level
- Only enter on your open day

ARENA

SCHEDULING

FAQ's

FAQ's

Can my parent do my Arena Scheduling?

~Arena scheduling is only be available through the **student** skyward account - not via Family Access

Can I use the Skyward Mobile APP to complete Arena Scheduling?

~Students should use a **desktop/laptop computer**. Skyward mobile does not support Arena scheduling and those who have tried it experienced many errors.

FAQ's

Can students pick their teacher / lunch?

~No, teacher names / lunch times are not available to choose during Arena scheduling.

What if a student misses Arena scheduling?

~Students who choose not to create their schedule will have a schedule created for them based on course availability.

FAQ's

What happens if I submit an incomplete schedule?

~The system will automatically send you an email letting you know your schedule is incomplete and your schedule will be reopened for you to go back in and make the necessary adjustments.

Note: If you do not schedule 8 periods, you risk losing the partial schedule you have created

FAQ's

Will my schedule change if the master schedule is adjusted after Arena?

~After Arena Scheduling, schedules are subject to change *if* the master schedule is adjusted.

How can I schedule an alternate course?

~You cannot unless dropping a UIL sport or UIL Fine Art

~You need to put in a help ticket to address physical scheduling conflicts only

FAQ's

How can I contact someone about an issue or question?

~Counselors will only communicate via help ticket during Arena windows.

~Students who have questions outside of an Arena Window should expect a delay in response time as the focus will be on those with an open window.

~Help tickets are answered in order received. Submitting multiple questions only slows down our response time.

For questions about Arena scheduling, who do you ask?

~Your current campus counselor is happy to assist with any questions.