

# Instructions for Online Class Scheduling for Students

- Log into your Student Access account (Skyward)
- On the left-hand side under the home tab, select “Schedule”
- A current schedule will appear. (*Core classes and/or other classes scheduled based on student grade level and needs have already been scheduled*)
  - Please review that schedule.
  - Schedules run 7 periods a day earning .50 credit per semester. 8<sup>th</sup> period is an Advisory period which will earn .25 credit for the year.
- You can then select “Arena Scheduling” This is what you should see when you open this tab.

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades
Add	Yes	10	ADULTING 101	MTWRF	7	YR	TRACY WILSON		09-12
Add	Yes	15	AG SCIENCE III	MTWRF	4	YR	AMY JUDGE		09-12
Add	Yes	15	AG SCIENCE III	MTWRF	6	YR	AMY JUDGE		09-12
Add	Yes	10	BUSINESS LAB -USE ONLY FOR SCH	MTWRF	4	YR	JACQUELINE FLOETKE		07-12
Add	Yes	20	BUSINESS LAB -USE ONLY FOR SCH	MTWRF	6	YR	JACQUELINE FLOETKE		07-12
Add	Yes	15	CHEMISTRY - 11TH/12TH GRADE	MTWRF	4	YR	CHRISTINA CHRISTOPHERSON	P	11-12
Add	Yes	30	CHORUS	MTWRF	6	YR	GAYNOR EDWARDS		09-12
Add	Yes	25	INTRO TO COMPUTER PROGRAM	MTWRF	6	YR	ANNA THOMAS		09-12
Add	Yes	18	CRIMINAL JUSTICE	MTWRF	7	S1	NICHOLAS WEITZEL		09-12
Add	Yes	20	DIGITAL MEDIA	MTWRF	5	YR	ANNA THOMAS		11-12
Add	Yes	25	ENTREPRENEURSHIP	MTWRF	5	S1	CHRISTINA CHRISTOPHERSON		10-12
Add	Yes	25	ENTREPRENEURSHIP	MTWRF	5	S2	CHRISTINA CHRISTOPHERSON		10-12
Add	Yes	20	HORTICULTURE I	MTWRF	5	YR	AMY JUDGE		08-12
Add	Yes	30	HORTICULTURE II	MTWRF	5	YR	AMY JUDGE	P	10-12
Add	Yes	18	ONLINE SPANISH I	MTWRF	5	YR	JACQUELINE FLOETKE		10-12
Add	Yes	25	ONLINE SPANISH II	MTWRF	5	YR	JACQUELINE FLOETKE		10-12
Add	Yes	25	POP CULTURE STUDIES	MTWRF	7	S2	ALEXANDER ATACADOR		09-12

**To add a class-** You can search for a class by period, subject, teacher and click on the add button if available.

1. Use the filter options at the top of the page to narrow your search by **Period, Subject and/or Teacher.**

2. Use the filter options at the top of the page to narrow your search by **Period, Subject and/or Teacher.**

3. Select **"Add"** to add the class to your schedule.

4. To view a description of the course click on the course name.

5. Use the **"Search"** box to search for courses by Course Description.  
(Note: It will only display those classes that fall within your filtered ranges from step 2.)

There is no “save” button. You are viewing and changing your schedule in real time. When you return to the View/Print Schedule Tab-That is your schedule. If you have any problems or concerns, please contact the office at 509-345-2541 or [acook@wilsoncreek.org](mailto:acook@wilsoncreek.org) .