Rockford High School 2019-2020 Arena Scheduling Instructions

During the scheduling window, log in to Skyward Student Access. You can find it by going to the Rockford Public Schools website (www.rockfordschools.org) and selecting Student Resources, then Student Access.

Log in to your Student Access account.

If you need to see the list of courses you selected during registration, click on Scheduling. On the right in bold, you will see Course Requests. Select View Requests for 2019-2020 in HIGH SCHOOL CAMPUS and your list of requests will appear. It may be helpful to print this list in order to work from it as you schedule your classes in Arena Scheduling.

From the home screen, choose the Arena Scheduling tab on the left hand side.

During the first phase, only the classes you selected during registration will be listed. During the second phase, you will be able to add any classes that are still open after the first phase is complete. You can filter classes by Period, Subject or Teacher from the drop downs at the top by selecting those and clicking on Apply Filter.

When you see the class you want, select Add. Once you have added a class, it will appear on your schedule and you can see it by choosing View/Print Schedule. **As you add classes, they are automatically saved**. Continue adding classes until you have a complete schedule. You should have five classes (2.5 credits) each trimester.

If you run into a scheduling conflict, where core classes will not fit because they are offered at the same time, please email your counselor. While you will be able to schedule all of your graduation requirements, it may not be possible to schedule all of them in the trimester, hour, and with the teacher you want.

Detailed instructions are available on the Guidance Office website, and were sent as attachments via Family Access and Schoology messages. Please review these if you get stuck.

Seniors: Special opportunities (Co-Op, internships, independent studies, etc.) cannot be added at this time as they require additional paperwork for permission. You can schedule electives in the spots for those opportunities for now to hold a place, and the electives can be dropped later when the special opportunity is added.