



Arena Scheduling Frequently Asked Questions

Question	Answer
I do not know my login/password.	If you need help with your login ID or password, contact the registrar at (801) 412-2455
My browser doesn't work.	Google Chrome has a pop-up blocker for Skyward. You will need to disable the pop-up blocker or use another browser.
I do not see anything for Arena Scheduling in Skyward.	Log into Skyward. Select Fort Herriman Middle School at the top of the screen, in the field to the right of your name.
I am new to the district/school and don't know how to use Arena Scheduling.	Visit our Arena scheduling link on our website for a step by step tutorial on how to schedule your classes. We strongly encourage you to also print out and use the planning worksheets.
When will the Course Master Schedule open up for viewing?	The Course Master schedule will open up on March 7th. To view this schedule log into your skyward account and click on the Arena tab on the top left of your screen, and begin to plan your schedule. We recommend you use these if you are new to Arena Scheduling.
There is a class listed in the "Course Offerings" that is not on the Master Schedule.	The class was most likely offered for students to request, but in most cases not enough students requested the class and it had to be canceled. Only classes listed on the Master Schedule are available for scheduling. Not all classes listed on the "Course Offerings" will be available to schedule, based on student requests if we do not have enough interest in the course.
All the class selections for a particular course are full and I am not able to get into a class I need.	After the initial Arena Scheduling window, Administration will add and/or drop classes as necessary based on enrollment. Schedules will be adjusted as needed to ensure you are in any required classes.
I do not have enough classes.	After the initial Arena Scheduling window,

	Administration will add and/or drop classes as necessary based on enrollment. Schedules will be adjusted as needed to ensure you have a full schedule. Unless you have completed a Student Enrollment Release form through the counseling office.
I was accepted for an audition/application/tryout class.	When you audition or tryout for one of these courses the teacher/advisor will submit your name to the Registrar. The course will be added to your schedule so that you can build your schedule around it. If you decide that you don't want to take the class please notify the advisor and call the registrar office at 801-412-2455 to have it dropped from your schedule.
I can't find Seminary.	Seminary is called Release Time.
How do I sign up for early morning seminary?	You will need to enroll directly with seminary in order to attend early morning class. Early morning seminary is not during the school day, therefore, if you are in early morning seminary it does not need to be added to your schedule.
I can't find a class in the Course Description.	The course description that you type in must match what is on the Master Schedule. The Master Schedule is posted on our website under the Registration Link. For example: you will not find "English" because the name on the Master Schedule is "Language Arts."
I can't find a class by subject.	Try one of the other subjects that it may be listed under. "Subject" is identified by graduation requirement codes. Some subjects can be credited to more than one graduation, i.e. Dance Company can be credited to either Healthy Lifestyles or Fine Arts.
I can't find a TA class.	TA classes will be added for you. You do not need to add your TA during Arena Scheduling.
The "add" button doesn't work.	The class is full. Select a different teacher or period. If there are no other options, then schedule an alternative course. If the class is required for graduation it is possible that more classes are being added and will be added to your schedule for you.
What if I don't build my schedule?	A schedule will be built for you based on available classes. There is a high likelihood that you will dislike some of your classes and

	will not be able to change them.
I need to schedule a full year class into different periods for each semester.	Many of our year long classes can be split into different periods. If you have a class you would like to split and are not able to, reach out to your counselor.
“Add/remove” option is not available.	Your Arena Scheduling window is not available. Please double check you are doing your scheduling during your grade specific dates and times. Check the website if you are unsure. If you are attempting to build your schedule a minute or so before the window opens try refreshing your screen and then click on “Arena Scheduling.”
I can't Move one of my classes around in my schedule.	If your Counselor added you in a class then that class is locked and cannot be moved around Please contact your Counselor if you need to change it.
A class is showing up in my schedule I did not sign up for.	You may have been put in a different class than what you originally requested because we either had to eliminate a class or the class was added/recommended by your Counselor to meet grade/graduation requirements.
I cannot find a course under description search.	Click on “Next” to see more courses.
How do I see what my schedule looks like?	Click on “Selected Classes.” Click on “Available” to return to available classes.
Two or more of my classes I want/need to take are only offered the same period.	You will have to make a choice. Every effort was made to build the Master Schedule with as few conflicts as possible. However, there will still be conflicts between certain combinations of courses.
What if I miss my Arena Scheduling window for my grade?	If you miss your Arena Scheduling window, a schedule will be built for you based on available classes. There is a high likelihood that you will not be able to change them.
Can I create a schedule during the Arena window and change it later? Or is it final once it's submitted?	You may request changes during the schedule change windows. Changes will be based on availability.
What if I'm interested in attending online school?	Jordan School District has online options to give students flexibility for when, where, and how they learn through virtual learning. If you are in 7th or 8th grade you can reach out to Kelsey Peak Middle School. Their

website is
<https://kelseypeak.jordandistrict.org/>

If you are in 9th Grade you can reach out to
Kings Peak High School. Their website is
<https://kingspeak.jordandistrict.org/>