

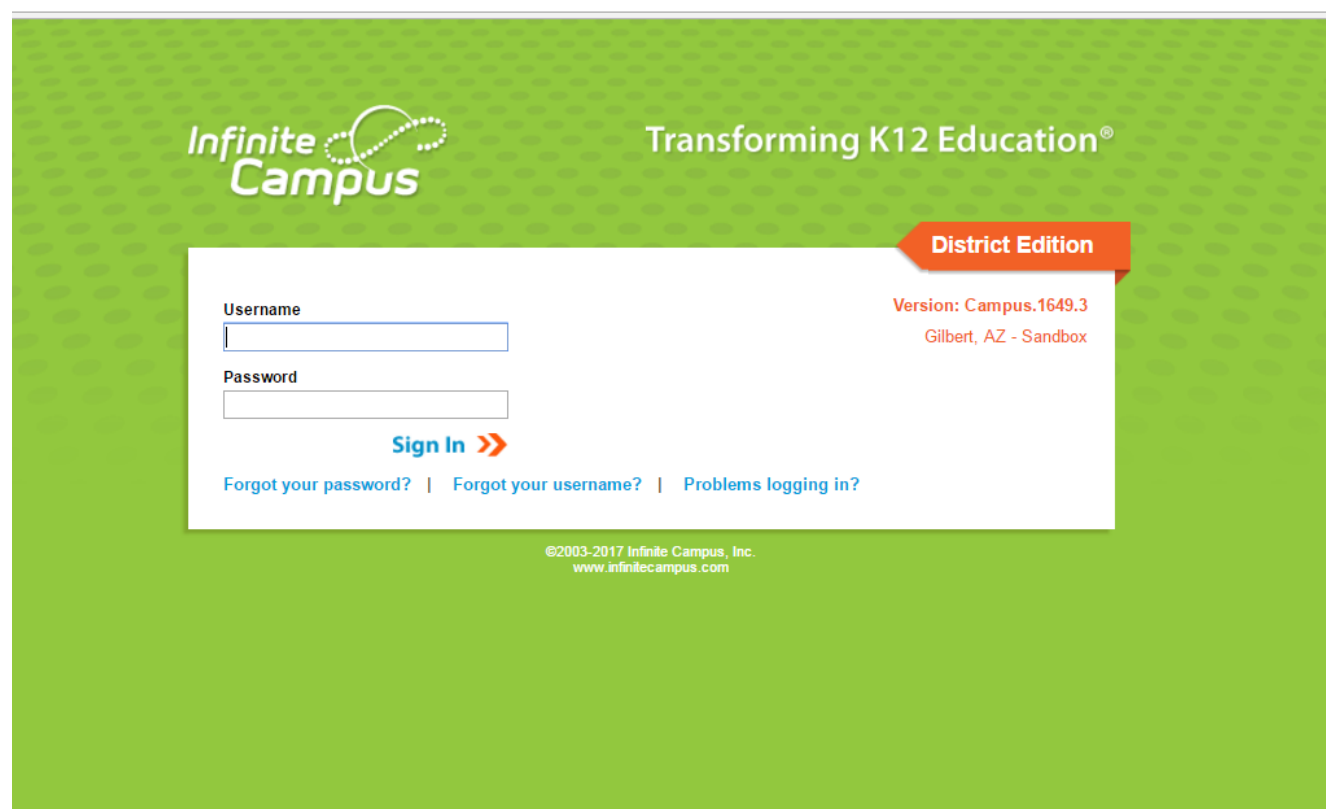
INFINITE CAMPUS COURSE SELECTION INSTRUCTIONS

PLEASE READ **ALL** OF THE DIRECTIONS BEFORE ENTERING DATA ONTO THE COMPUTER.

All students will enter their course requests online in the student portal of Infinite Campus. Please have your course selection form completed prior to entering your course requests on the Infinite Campus Portal.

Access the Student Portal through Infinite Campus:

Below is an image of what the login screen should look like:



Student Log on

Username: This is the same username you use to login to your Chromebook

Password: gps + first initial of your name + last 4 digits of your student ID number

Example: User name: jdsmith

Password: gpsj7812

Accessing Course Selection Screens

Once a student is logged in, he or she will be taken to the home page. To access the course selection screen **click on "Course Registration: 18-19 (Jr High Name)"**. This will take the student to the **course selection screen**.

Sample Student

Welcome Sample Student

17-18 Islands Elementary
Student Number: 123321
Grade: 06

Sample

- Course Registration: 18-19 South Valley JHS
- Calendar
- Schedule
- Responsive Schedule
- Attendance
- Grades
- Assessment
- Transportation
- To Do List
- Reports
- Demographics
- Family
- Messages
- Discussions
- Household Information
- Family Members

District Announcements - 0 messages

School Announcements - 0 messages

Click on "Course Registration: 18-19 (Jr High Name) under the student name.

Course Selection Screen

Sample Student

Welcome Sample Student

17-18 Islands Elementary
Student Number: 123321
Grade: 06

Sample

- Course Registration: 18-19 South Valley JHS
- Calendar
- Schedule
- Responsive Schedule
- Attendance
- Grades
- Assessment
- Transportation
- To Do List
- Reports
- Demographics
- Family
- Messages
- Discussions

Course Registration

Sample Student 18-19 South Valley JHS

COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (28/32)

Required Courses

- JEN700 ENGLISH 7
- JMA700 MATH 7
- JPE700M BOYS PE 7
- JSC700 SCIENCE 7
- JSS700 SOCIAL STUDIES 7
- JXLN7 LUNCH 7

PHJ01 PLACEHOLDER 01

Requested Courses

Alternate Courses

Your required, academic courses have already been added.

The "placeholder" is for the Registrar's use only. Students should disregard this entry.

Searching Courses

Click on the COURSE SEARCH at the top of the page as shown below. Then click the GO button.

The screenshot shows the Infinite Campus interface for a sample student. The top navigation bar includes 'Sample Student', 'Welcome Sample Student', and a 'Sign Out' button. The left sidebar contains a 'Sample' menu with options like 'Course Registration', 'Calendar', 'Schedule', etc. The main content area is titled 'Course Registration' and shows 'Sample Student 18-19 South Valley JHS'. A red circle highlights the 'COURSE SEARCH' link in the top navigation bar. A black arrow points from this link to a text box that says 'Step 1: Click on COURSE SEARCH.' Another black arrow points from the 'Go' button in the search form to a text box that says 'Step 2: Click on Go.' The search form includes fields for 'Course Name' and 'Course Number'.

Select Elective Choices in Preference Order

This screenshot shows the same Infinite Campus interface, but with the search results displayed. A red circle highlights the list of elective options, which are listed in alphabetical order of their course codes. A black arrow points from a text box to this list. The text box says 'Elective options will appear in alphabetical order of the course code.' The list of options includes: JAAR800 ART I, JACA800 COMPUTERS I, JAIT800 INDUSTRIAL TECH I, JALS800 LIFE SKILLS I, JBM1720 MINI COMPUTERS, JCDR700 DRAMA 7, JCDR800 DRAMA I, JMA700ADLF MATH 7 A, JMU700 CHORUS 7, JMU730 ORCHESTRA 7, JMU740 BAND PERCUSSION 7, JMU760 BAND 7 BRASS, JMU780 BAND 7 WOODWINDS, JMU800 CHORUS 8, JMU830 ORCHESTRA 8, JMU850 BAND 8, JMU900 BOYS CHORUS 7/8, and JPE105 BEGINNING DANCE.

Sample Student
17-18 Islands Elementary
Student Number: 123321
Grade: 06

Welcome Sample Student

Sample
Course Registration: 18-19 South Valley JHS
Calendar >
Schedule >
Responsive Schedule >
Attendance >
Grades >
Assessment >
Transportation >
To Do List >
Reports >
Demographics >
Family >
Messages >
Discussions >
Household Information >
Family Members >
User Account >
Account Settings >
Contact Preferences >

Course Registration
Sample Student 18-19 South Valley JHS COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (28/32)

Required Courses
JEN700 ENGLISH 7
JMA700 MATH 7
JPE700M BOYS PE 7
JSC700 SCIENCE 7
JSS700 SOCIAL STUDIES 7
JXLN7 LUNCH 7
PHJ01 PLACEHOLDER 01

Requested Courses

Alternate Courses

Search By:
Course Name
Course Number
Go

Select a course to view
JAAR800 ART I
JACA800 COMPUTERS I
JAIT800 INDUSTRIAL TECH I
JALS800 LIFE SKILLS I
JBMI720 MINI COMPUTERS
JCDR700 DRAMA 7
JCDR800 DRAMA I
JMA700ADLF MATH 7 A
JMU700 CHORUS 7
JMU730 ORCHESTRA 7
JMU740 BAND PERCUSSION 7
JMU760 BAND 7 BRASS
JMU780 BAND 7 WOODWINDS
JMU800 CHORUS 8
JMU830 ORCHESTRA 8
JMU850 BAND 8
JMU900 BOYS CHORUS 7/8
JPE105 BEGINNING DANCE

STEP 3
Make your 1st elective selection by clicking on the course name.

JMU730 ORCHESTRA 7 (The course you selected will appear here.)
7TH GRADE ELECTIVE
This string ensemble covers fundamental and intermediate orchestra skills including tuning, vibrato, scales, third and second positions. Concerts will include classical, fiddling, and pop music.

STEP 4
Then click "Request this Course".

Scheduling Units: 4
Request this Course Request as an Alternate

Step 5 Once a student requests an elective course, it will appear in the **Requested Courses** list.
REPEAT this step until you reach 32 Units.
Then continue with Alternates.

Sample Student
17-18 Islands Elementary
Student Number: 123321
Grade: 06

Welcome Sample Student

Sample
Course Registration: 18-19 South Valley JHS
Calendar >
Schedule >
Responsive Schedule >
Attendance >
Grades >
Assessment >
Transportation >
To Do List >
Reports >
Demographics >
Family >
Messages >
Discussions >
Household Information >
Family Members >

Course Registration
Sample Student 18-19 South Valley JHS COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (32/32)

Required Courses
JEN700 ENGLISH 7
JMA700 MATH 7
JPE700M BOYS PE 7
JSC700 SCIENCE 7
JSS700 SOCIAL STUDIES 7
JXLN7 LUNCH 7
PHJ01 PLACEHOLDER 01

Requested Courses
JMU730 ORCHESTRA 7

Alternate Courses

You are finished entering "Requested Courses" when your units = 32/32.

7th grade students should have ONE course appear under "Requested Courses".
8th grade students should have TWO courses appear under "Requested Courses"

STEP 6

Selecting Alternate Courses You will now select your elective alternates.

7th graders will enter TWO (2) alternate classes.

8th graders will enter THREE (3) alternate classes.

The screenshot shows the Infinite Campus interface for a sample student. The left sidebar contains a 'Sample' menu with options like Calendar, Schedule, Responsive Schedule, Attendance, Grades, Assessment, Transportation, To Do List, Reports, Demographics, Family, Messages, Discussions, Household Information, Family Members, User Account, Account Settings, Contact Preferences, and Access Log. The main content area is titled 'Course Registration' and shows the student's current courses: JEN700 ENGLISH 7, JMA700 MATH 7, JPE700M BOYS PE 7, JSC700 SCIENCE 7, JSS700 SOCIAL STUDIES 7, JXLN7 LUNCH 7, PHJ01 PLACEHOLDER 01, and JMU730 ORCHESTRA 7. The 'Requested Courses' section shows '1.) JBM720 MINI COMPUTERS'. The 'Alternate Courses' section is empty. The 'Search By' section has fields for Course Name and Course Number, with a 'Go' button. The 'Select a course to view' section lists various courses, including JMU900 BOYS CHORUS 7/8. A yellow callout box highlights the details for JMU900 BOYS CHORUS 7/8, including its description and scheduling units. A red circle highlights the 'Request as an Alternate' button, and a red arrow points to it with the text 'd.) Click on REQUEST AS ALTERNATE'.

a.) Click on COURSE SEARCH

b.) Click GO

c.) Click on name of your course selection.

d.) Click on REQUEST AS ALTERNATE

Dropping a Course

If an incorrect class is requested, click on the incorrect class under the requested or alternate courses. A pop up option to drop this class will appear. Click "Drop this Request".

The screenshot shows the Infinite Campus interface for a sample student. The left sidebar contains a 'Sample' menu with options like Calendar, Schedule, Responsive Schedule, Attendance, Grades, Assessment, Transportation, To Do List, Reports, Demographics, Family, Messages, Discussions, Household Information, Family Members, User Account, Account Settings, Contact Preferences, and Access Log. The main content area is titled 'Course Registration' and shows the student's current courses: JEN700 ENGLISH 7, JMA700 MATH 7, JPE700M BOYS PE 7, JSC700 SCIENCE 7, JSS700 SOCIAL STUDIES 7, JXLN7 LUNCH 7, PHJ01 PLACEHOLDER 01, and JMU730 ORCHESTRA 7. The 'Requested Courses' section shows '1.) JBM720 MINI COMPUTERS' and '2.) JMU900 BOYS CHORUS 7/8'. The 'Alternate Courses' section is empty. The 'Drop This Request' button is highlighted with a red circle. A red arrow points to the 'Drop This Request' button with the text 'Click on the incorrect class, and then click "Drop This Request".'

Print Request Summary

When all courses are entered, your screen should look somewhat similar to the example below. After you have carefully reviewed your selections, click on the PRINT REQUEST SUMMARY link at the top of the page as shown below.

Print, sign and return to your classroom teacher if required to do so. (You may also print a copy for your own records.)

The screenshot shows the Infinite Campus interface for a 'Sample Student' (17-18 Islands Elementary, Student Number: 123321, Grade: 06). The 'Course Registration' section for '18-19 South Valley JHS' is active. A red circle highlights the 'PRINT REQUEST SUMMARY' link in the top navigation bar. The left sidebar contains a menu with options like Calendar, Schedule, Responsive Schedule, Attendance, Grades, Assessment, Transportation, To Do List, Reports, Demographics, Family, Messages, Discussions, Household Information, Family Members, and User Account. The main content area lists 'Required Courses' (JEN700 ENGLISH 7, JMA700 MATH 7, JPE700M BOYS PE 7, JSC700 SCIENCE 7, JSS700 SOCIAL STUDIES 7, JXLN7 LUNCH 7, PHJ01 PLACEHOLDER 01), 'Requested Courses' (JMU730 ORCHESTRA 7), and 'Alternate Courses' (1.) JBMI720 MINI COMPUTERS, 2.) JMU900 BOYS CHORUS 7/8). Red text annotations state: 'Be sure you have selected the correct number of Alternate Courses.' and '7th graders: TWO (2) alternate classes. 8th graders: THREE (3) alternate classes.' with an arrow pointing to the alternate courses list.

The printed summary shows student information: 'Student, Sample', 'Student Number: 123321', 'Grade: 07'. It lists 'Requested Courses' in bold: JPE700M BOYS PE 7, JEN700 ENGLISH 7, JXLN7 LUNCH 7, JMA700 MATH 7, JMU730 ORCHESTRA 7, PHJ01 PLACEHOLDER 01, JSC700 SCIENCE 7, and JSS700 SOCIAL STUDIES 7. It also lists 'Alternate Courses': JMU900 BOYS CHORUS 7/8 and JBMI720 MINI COMPUTERS. A note in a box states: 'Note: Even though Alternate Courses print in alphabetical order here, your order of preference from above has been recorded in Infinite Campus.' A footer note says: 'Courses with program priority displayed in bold.'

RETURN YOUR ORIGINAL COURSE CARD TO TEACHER.

Completed & Signed by Parent