

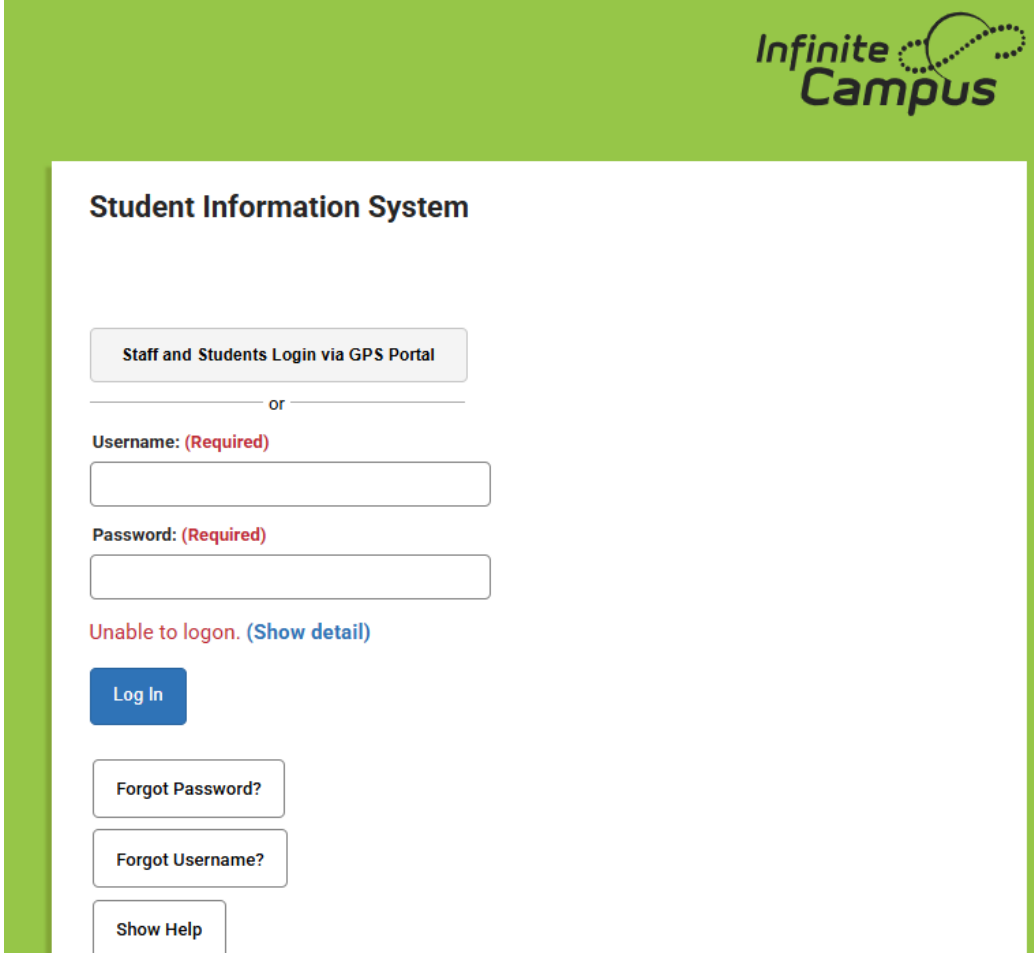
INFINITE CAMPUS COURSE SELECTION INSTRUCTIONS

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

All students will enter their elective 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:



The image shows a screenshot of the Infinite Campus login interface. At the top right, the 'Infinite Campus' logo is displayed. The main content area is titled 'Student Information System'. Below the title, there is a button labeled 'Staff and Students Login via GPS Portal'. Underneath this button is a horizontal line with the word 'or' centered between two short segments. Below the line, there are two input fields: the first is labeled 'Username: (Required)' and the second is labeled 'Password: (Required)'. Below the password field, there is a red error message that reads 'Unable to logon. (Show detail)'. At the bottom of the login area, there is a blue 'Log In' button. Below the 'Log In' button, there are three buttons: 'Forgot Password?', 'Forgot Username?', and 'Show Help'.

Student Sign In

User name: same user name as students use for their Chromebooks <This is the portion of their school email address before the @gilbertschools.net>

Password: gps <first initial> <last four numbers of student ID number>

Example: User name: jdsmith

Password: gpsj7812

Accessing Course Selection Screen

Once a student is logged in, he or she will be taken to the home page. To access the course selection screen, **click More -> Course Registration ->** This will take the student to the **Course Registration Enrollments screen**. Click on junior high school name to begin.

The screenshot shows the Infinite Campus interface. On the left is a dark sidebar with a menu: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and **More** (circled in red). The main content area is titled 'Student Profile' and includes a blue notification bar stating 'Course Registration is currently open.' Below this is a 'Quick Links' section with buttons for 'Report an Absence', 'Complete Annual Update', 'Enroll Online', 'Make a Payment In InTouch(fees)', and 'Graduation Tracker', along with a 'Show More' button. A student profile card for 'Sample Student' shows enrollment at '24-25 Gilbert Elementary Grade 06' and a 'Student Number' of '999'. At the bottom, there is a 'Today's Schedule' section for '24-25 Gilbert Elementary'.

This screenshot shows the 'More' menu from the Infinite Campus interface. The left sidebar is partially visible, showing the 'More' option at the bottom. The main content area is titled 'More' and lists several menu items: Address Information, Assessments, Contact List, **Course Registration** (circled in red), Demographics, Family Information, Important Dates, and Transportation.

The screenshot shows the Infinite Campus interface. On the left is a dark sidebar with navigation options: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area is titled "Course Registration" and contains an "Enrollments" section. A red circle highlights the text "25-26 South Valley JHS" in the enrollments list. A red arrow points from a text box to this circle. The text box contains the instruction: "Click on (Jr High Name) under Course Registration Enrollments."

Course Selection Screen

The screenshot shows the "Course Requests" screen. At the top, it says "< Back | Course Requests". Below this is a progress indicator showing "88% complete" and "Units: 28/32" with a yellow progress bar. A section titled "Courses" has a sub-section "Required" highlighted with a red arrow. A text box with a red arrow pointing to the "Required" section contains the text: "Required Courses have been entered based on student's current coursework." Below the "Required" section is a table of courses, each with 4 units:

Course Name	Units
JADV700 - ADVISORY PERIOD	4 Units
JXLNA - LUNCH A	4 Units
JPE701 - PHYSICAL EDUCATION	4 Units
JEN700 - ENGLISH LANGUAGE ARTS 7	4 Units
JMA700 - MATH 7	4 Units
JSC700 - SCIENCE 7	4 Units
JSS700 - HISTORY & SOCIAL SCIENCES 7	4 Units

At the bottom of the screen, there are two buttons: "Add Course" (circled in red) and "Print".

Selecting Elective Courses

Click on the elective title to see the course description. Then **Add** elective request in order of preference. Add your 1st choice as a **Request**. Then add the next two as an **Alternate**. For example, Sample Student would like to take Orchestra I. It is her first choice.

< Back | Add Course

88% complete Units: 28/32

Courses

Search Courses

 Q

JMU760 - BAND 7 BRASS	4 Units	Add
JMU780 - BAND 7 WOODWINDS	4 Units	Add
JMU740 - BAND PERCUSSION 7	4 Units	Add
JMU982 - CHOIR I	4 Units	Add
JBMI710 - INTRODUCTION TO ART	4 Units	Add
JMU730 - ORCHESTRA I	4 Units	Add
JCDR700 - THEATRE I	4 Units	Add
JYUE902 - UNIFIED FACS	4 Units	Add

**Be sure to enter your
elective requests
IN ORDER OF PREFERENCE.**

JMU730 - ORCHESTRA I

Semester Grade - JHS Electives Credits: 0.500
Units: 4

Click on the course title to see a description of the course.

This course covers fundamental and intermediate orchestra skills including tuning, vibrato, scales and basic shifting. Repertoire for this class may include classical, fiddling, and pop music. Performance attendance is required.

Add Request Add Alternate

7th graders will have 1 "Requested" Elective.

100% Does not mean you are done with registration.

100% complete Units: 32/32

JMU730 - ORCHESTRA I ✓ REQUEST

Semester Grade - JHS Electives Credits: 0.500
Units: 4

This course covers fundamental and intermediate orchestra skills including tuning, vibrato, scales and basic shifting. Repertoire for this class may include classical, fiddling, and pop music. Performance attendance is required.

★ **100%** Does NOT mean you are done with your registration. ★

You MUST select Alternates!

7th graders should select a total of 2 alternates.

1

Add Course ×

Would you like to add this course as a Request or an Alternate?

JCDR700 - THEATRE I

Request Alternate Cancel

Add Course ×

Would you like to add this course as a Request or an Alternate?

JBMI710 - INTRODUCTION TO ART

2

Example

100% complete Units: 32/32

Courses

Search Courses

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If you have successfully added your 2 alternate electives, your screen should look similar to the one above.

Select BACK for a final check of your selections



Print

When all courses are entered, your screen should look somewhat similar to the example below. After you have carefully reviewed your selections, you may click print for

100% complete Units: 32/32

Courses

Required

JADV700 - ADVISORY PERIOD	4 Units
JXLNA - LUNCH A	4 Units
JPE701 - PHYSICAL EDUCATION	4 Units
JEN700 - ENGLISH LANGUAGE ARTS 7	4 Units
JMA700 - MATH 7	4 Units
JSC700 - SCIENCE 7	4 Units
JSS700 - HISTORY & SOCIAL SCIENCES 7	4 Units

Requests

JMU730 - ORCHESTRA I	4 Units
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Alternates

JCDR700 - THEATRE I	4 Units
JBMI710 - INTRODUCTION TO ART	4 Units

***Please be sure that you have selected two Alternate Courses. These are required in the event that your 1st choice is not available. Otherwise, electives will be selected for you at random.**

Student, Sample
Student Number: 999
Grade: 07

Requested Courses:

- JADV700 ADVISORY PERIOD
- JEN700 ENGLISH LANGUAGE ARTS 7
- JSS700 HISTORY & SOCIAL SCIENCES 7
- JXLNA LUNCH A
- JMA700 MATH 7
- JMU730 ORCHESTRA I
- JPE701 PHYSICAL EDUCATION
- JSC700 SCIENCE 7

Alternate Courses:

- JBMI710 INTRODUCTION TO ART
- JCDR700 THEATRE I

Courses with program priority displayed in bold.

Note: Even though Alternate Courses print in alphabetical order here, your order of preference from above has been recorded in Infinite Campus.

***Sign and return Request Summary if required by your classroom teacher.**