

2022/2023

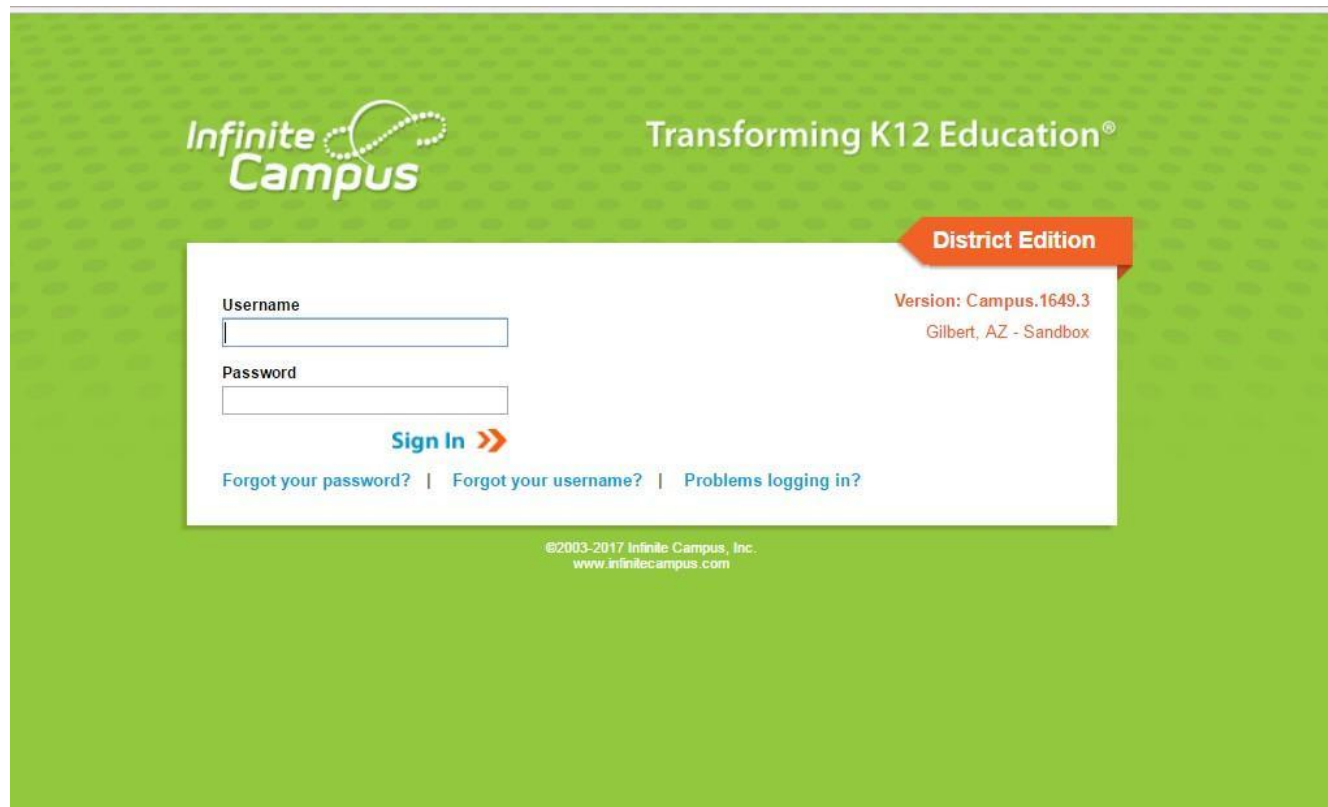
INFINITE CAMPUS COURSE SELECTION INSTRUCTIONS

PLEASE READ ***ALL*** OF THE DIRECTIONS BEFORE ENTERING DATA INTO 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 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>

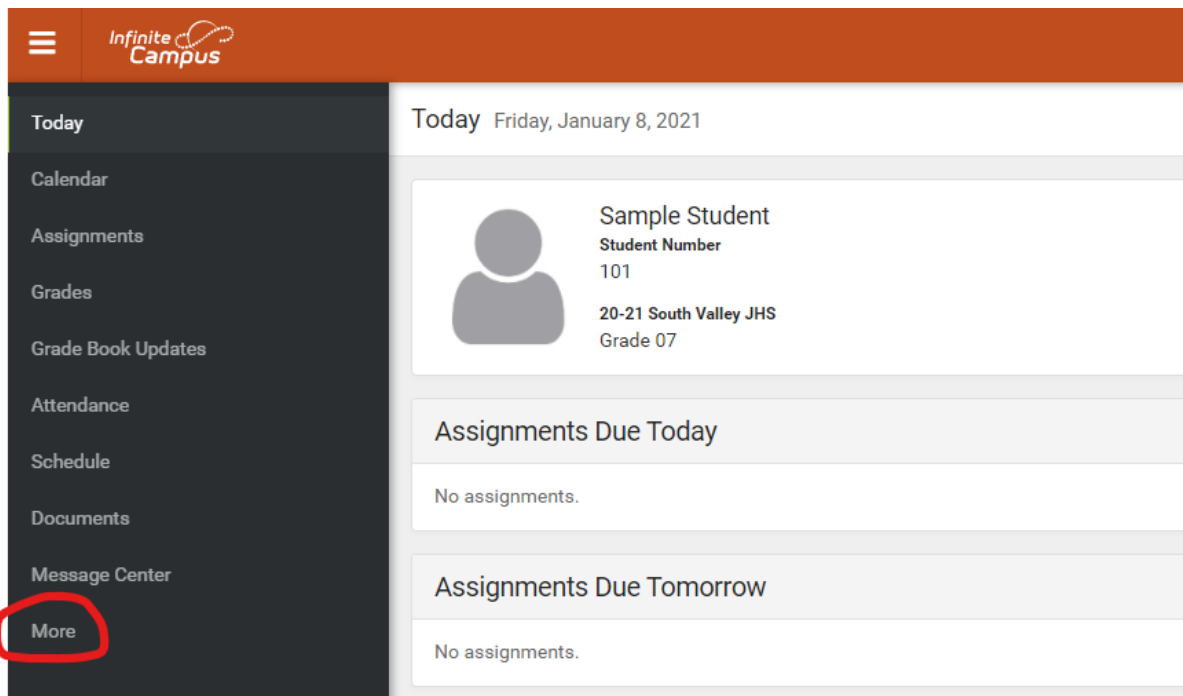
Password: gps <first initial> <last four numbers of student ID number>

Example: User name: jdsmith

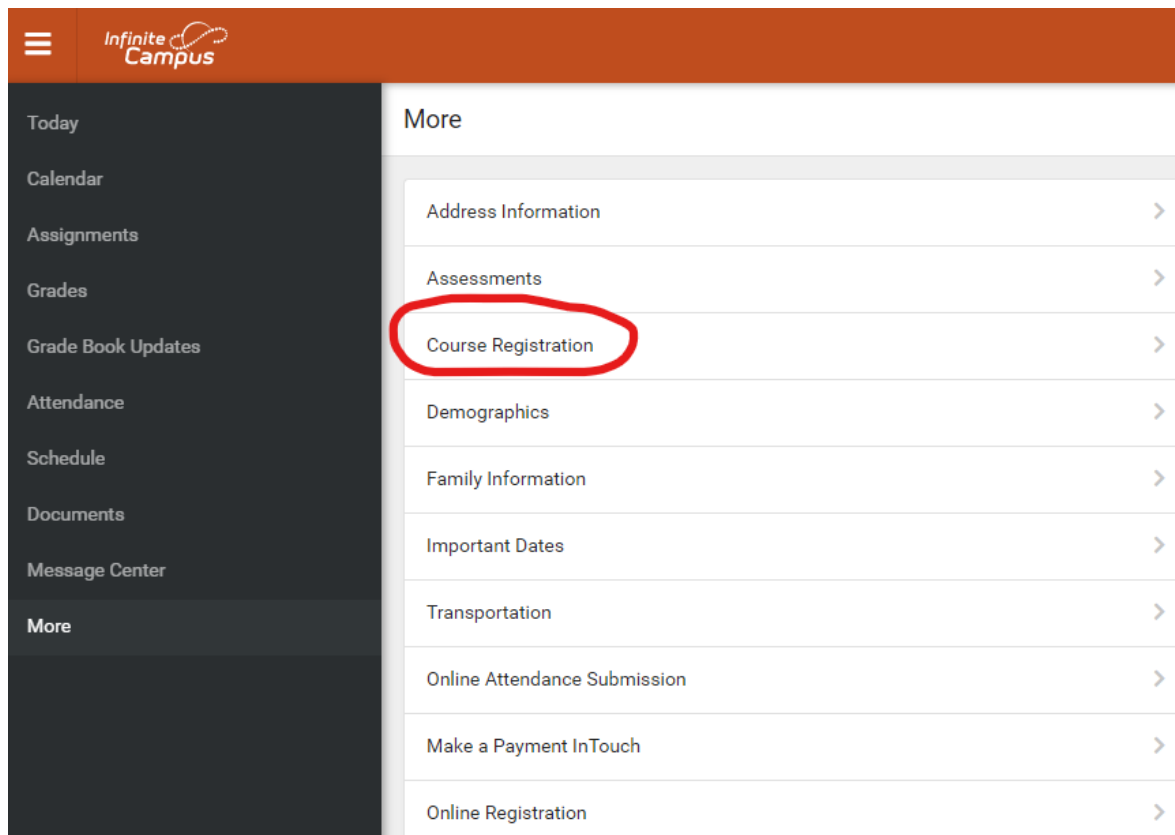
Password: gpsj7812

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. The top header is orange with the Infinite Campus logo. A dark sidebar on the left contains navigation options: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Documents, Message Center, and More. The 'More' option is circled in red. The main content area shows the date 'Today Friday, January 8, 2021', a student profile for 'Sample Student' (Student Number 101, 20-21 South Valley JHS, Grade 07), and sections for 'Assignments Due Today' and 'Assignments Due Tomorrow', both showing 'No assignments.'



The screenshot shows the 'More' menu expanded. The left sidebar now has 'More' highlighted. The main content area lists various options with right-pointing chevrons: Address Information, Assessments, Course Registration (circled in red), Demographics, Family Information, Important Dates, Transportation, Online Attendance Submission, Make a Payment InTouch, and Online Registration.

The screenshot shows the Infinite Campus interface. On the left is a navigation menu with options: Today, Calendar, Assignments, Grades, Grade Book Updates, and Attendance. The main content area has a 'Back' button and a title 'Course Registration Enrollments'. Below the title, the school name '21-22 South Valley JHS' is displayed and circled in red. A red arrow points from this text to a callout box.

Click on (Jr High Name) under Course Registration Enrollments for current year.

Course Selection Screen

The screenshot shows the 'Course Selection Screen' in Infinite Campus. It features a progress bar at the top indicating '75% complete' and 'Units: 24/32'. Below this is a 'Course Requests' section with a table of course requests. A 'REQUIRED' button is visible above the table. At the bottom, there is an 'Add Course' button circled in red. A red arrow points from the 'Add Course' button to a callout box.

COURSE NAME	UNITS
ENGLISH 8 JEN800	4
MATH 8 JMA800	4
SCIENCE 8 JSC800	4
HISTORY & SOCIAL SCIENCES 8 JSS800	4
LUNCH JXLN	4
PLACEHOLDER 01 PHJ01	4

Required Courses have been entered based on student's current coursework.
Placeholder classes may be listed for Registrar use only and will NOT be part of your child's final schedule.

To begin entering 8th gr. Electives, click on "Add Course" button.

Selecting Elective Courses

8th grade students will be scheduled in two electives.

After clicking Add Course, click on your 1st elective choice. Then **Add Request**. Repeat the process for your 2nd choice.

For example, Sample Student would like to take Girls Choir 8 as her first choice. She has added Girls Choir 8 first and then added Orchestra 8 because it is her second choice.

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

75% complete Units: 24/32

Add Course

Search Courses

ACTION	COURSE NAME	UNITS
+	ART I JAAR800	4 >
+	BAND 8 JMU850	4 >
+	BEGINNING DANCE JPE105	4 >
+	BOYS CHOIR JMU900	4 >
+	DRAMA I JCDR800	4 >
+	FIELD AND TEAM SPORTS JPE240	4 >
+	GIRLS CHOIR 8 JMU800	4 >
+	INDUSTRIAL TECH I JAIT800	4 >
+	INTRO TO WEIGHT TRAINING JPE220	4 >
+	LIFE SKILLS I JALS800	4 >
+	ONLINE LEARNING PHJ05	4 >
+	ORCHESTRA 8 JMU830	4 >
+	STEM EXPLORATION I JAST800	4 >

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

88% complete Units: 28/32

JMU800 - GIRLS CHOIR 8 ✓ REQUEST

Semester Grade - JHS Electives Credits: 0.500
Units: 4

This course is a study of intermediate music fundamentals: sight-reading skills with emphasis on solfège, intonation, appropriate performance techniques, and good sound production. The intent of this course is to encourage students to achieve competency in three-to-four-part choral singing. The chorus also serves as a school representative at various community, district and statewide events.

Add Request

8th graders will have 2 "Requested" Electives.

100% Does not mean you are done with registration.

100% complete Units: 32/32

JMU830 - ORCHESTRA 8 ✓ REQUEST

Semester Grade - JHS Electives Credits: 0.500
Units: 4

This course is a continuation of intermediate scales, bowings, and techniques including fourth position, as well as chamber music ensemble experience. Performance attendance is required.



You MUST select Alternates!



8th graders should select a total of 3 alternates.

Add Request

↓

Example 8th

ACTION	COURSE NAME	UNITS
×	ART I JAAR800	4
+	BAND 8 JMU850	4
+	BEGINNING DANCE JPE105	4
+	BOYS CHOIR JMU900	4
+	DRAMA I JCDR800	4
+	FIELD AND TEAM SPORTS JPE240	4
×	GIRLS CHOIR 8 JMU800	4
+	INDUSTRIAL TECH I JAIT800	4
+	INTRO TO WEIGHT TRAINING JPE220	4
×	LIFE SKILLS I JALS800	4
+	ONLINE LEARNING PHJ05	4
×	ORCHESTRA 8 JMU830	4
×	STEM EXPLORATION I JAST800	4

8th Grade:
Check that
you have two
REQ courses
and 3 ALT
courses
selected.

If you have successfully added your 3 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**.

Course Requests	
COURSE NAME	UNITS
REQUIRED	
ENGLISH 8 JEN800	4 >
MATH 8 JMA800	4 >
SCIENCE 8 JSC800	4 >
HISTORY & SOCIAL SCIENCES 8 JSS800	4 >
LUNCH JXLN	4 >
PLACEHOLDER 01 PHJ01	4 >
REQUESTS	
GIRLS CHOIR 8 JMU800	4 >
ORCHESTRA 8 JMU830	4 >
ALTERNATES	
LIFE SKILLS I JALS800	4 >
STEM EXPLORATION I JAST800	4 >
ART I JAAR800	4 >

***Please be sure that you have selected enough Alternate Courses in the event that your top 2 choices are not available. Otherwise, electives will be selected at random.**

***You may print and keep for your records.**

Student, Sample
Student Number: 101
Grade: 08

Requested Courses:

- JEN800 ENGLISH 8
- JMU800 GIRLS CHOIR 8
- JSS800 HISTORY & SOCIAL SCIENCES 8
- JXLN LUNCH
- JMA800 MATH 8
- JMU830 ORCHESTRA 8
- PHJ01 PLACEHOLDER 01
- JSC800 SCIENCE 8

Alternate Courses:

- JAAR800 ART I
- JALS800 LIFE SKILLS I
- JAST800 STEM EXPLORATION I

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

Courses with program priority displayed in bold.