

2024/2025

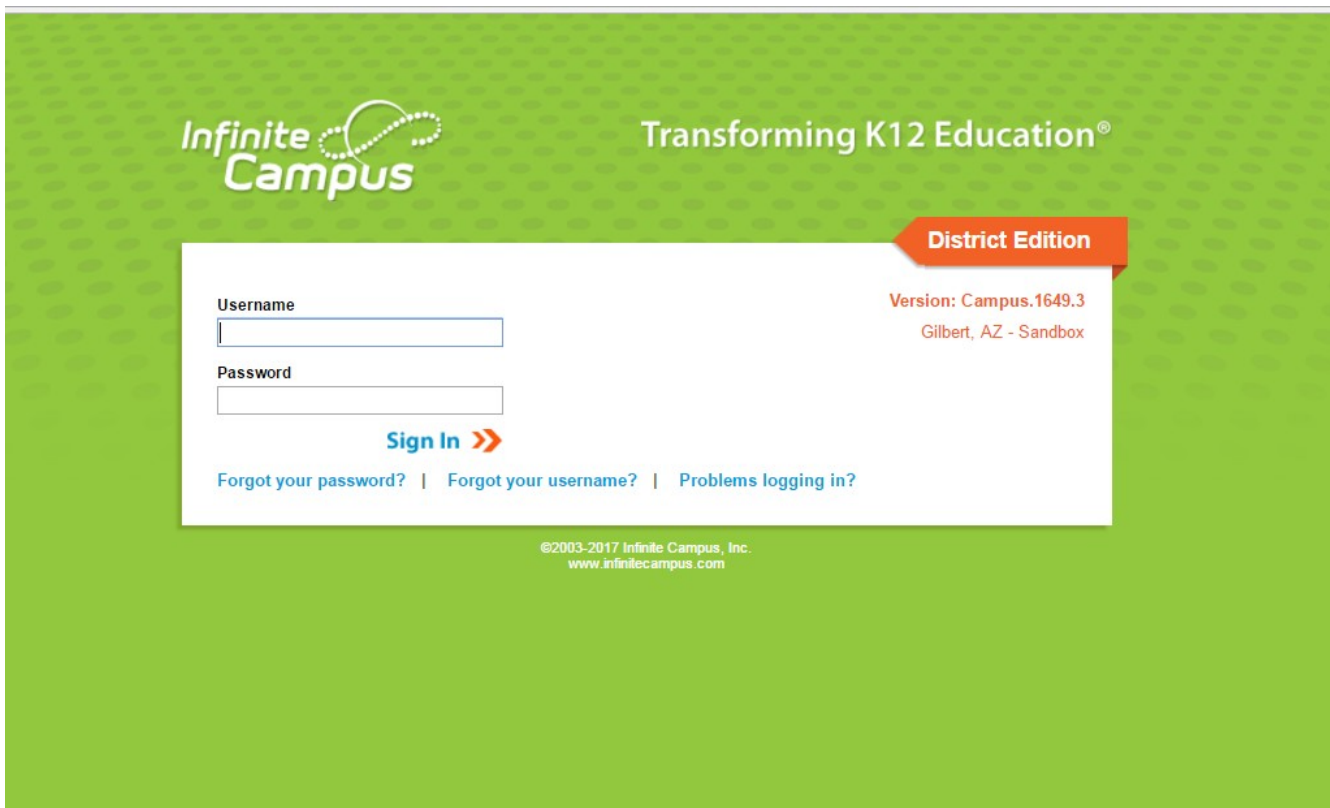
INFINITE CAMPUS COURSE SELECTION INSTRUCTIONS

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](mailto:gilbertschools.net)>

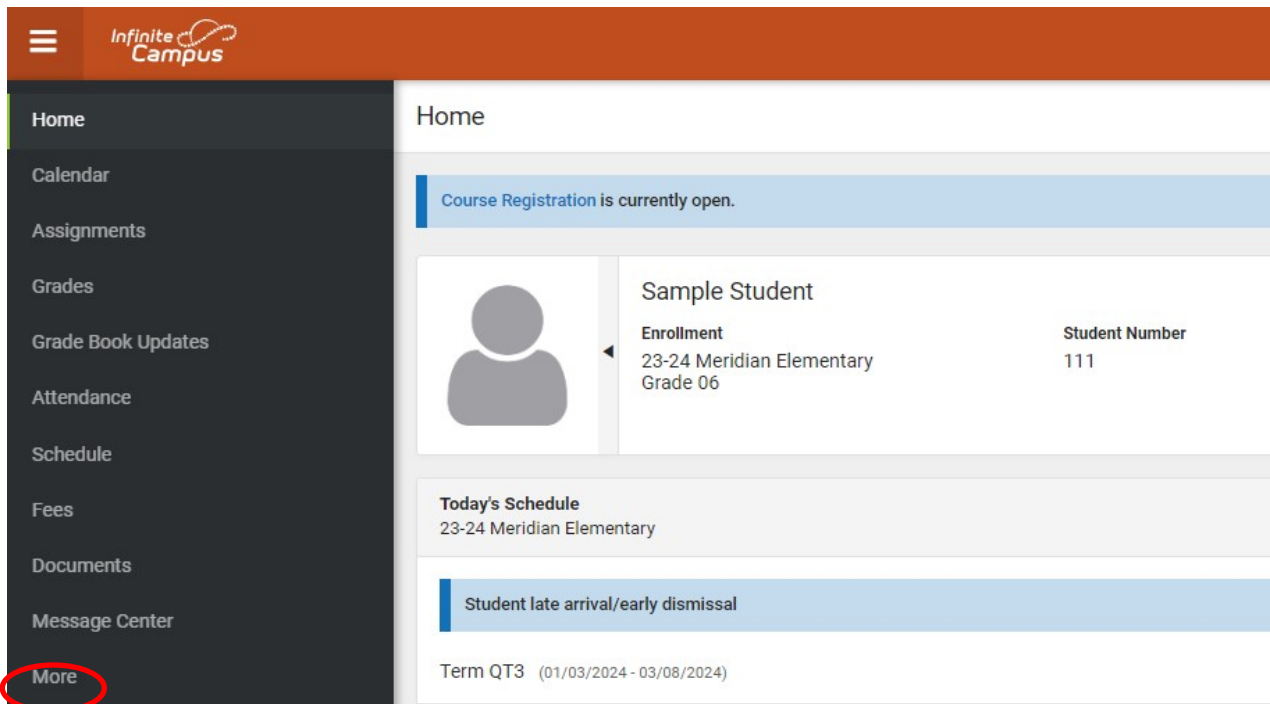
Password: gps <first initial> <last four numbers of student ID number>

Example: User name: jdsmith

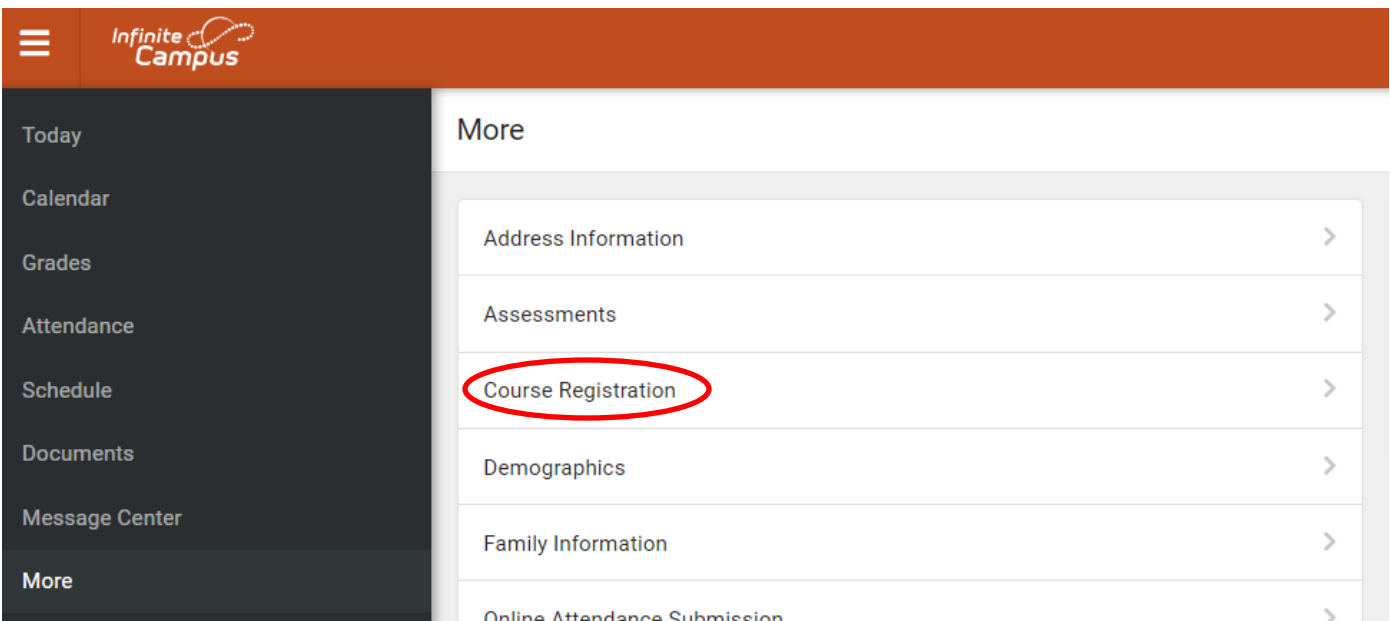
Password: gpsj7812

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.

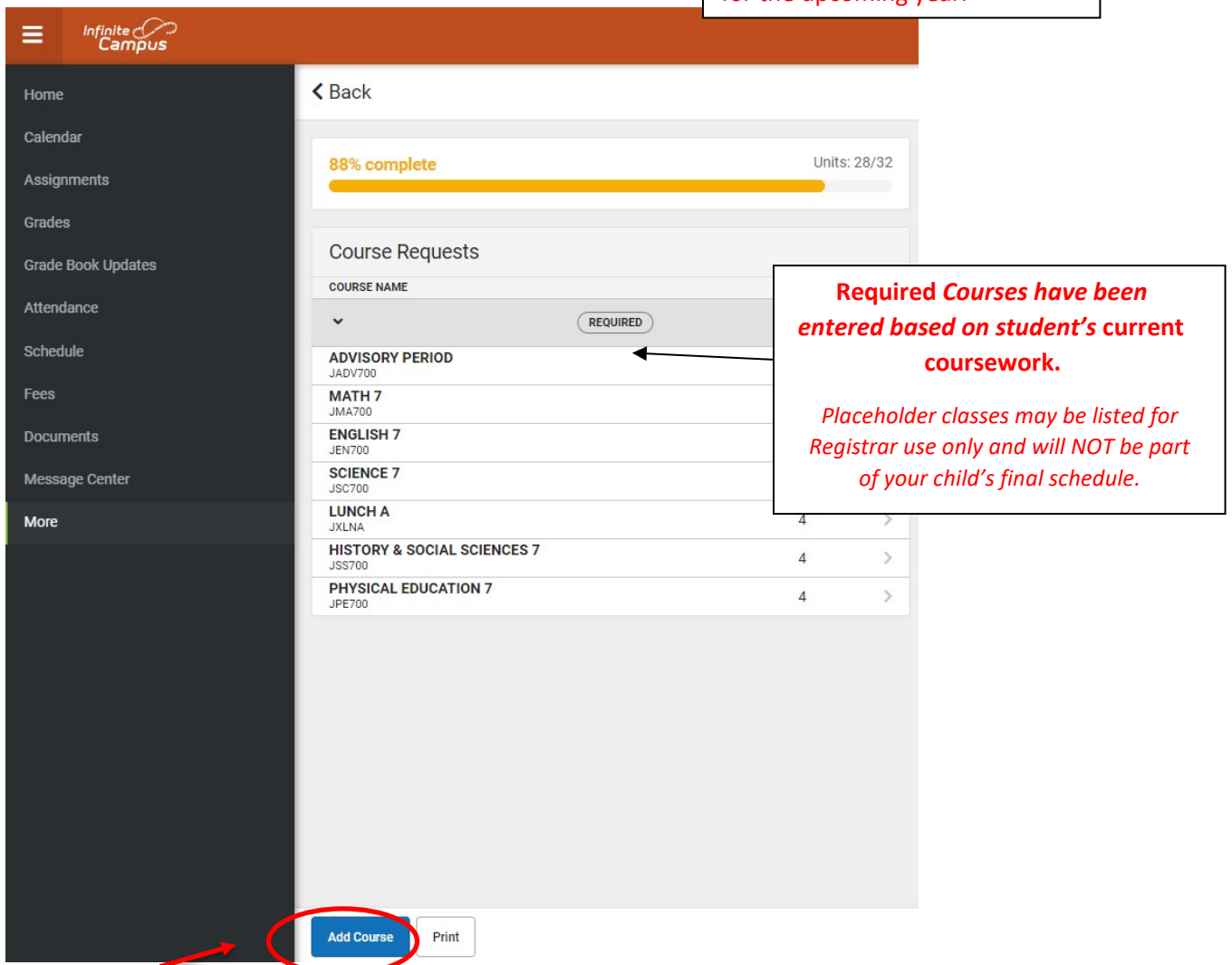
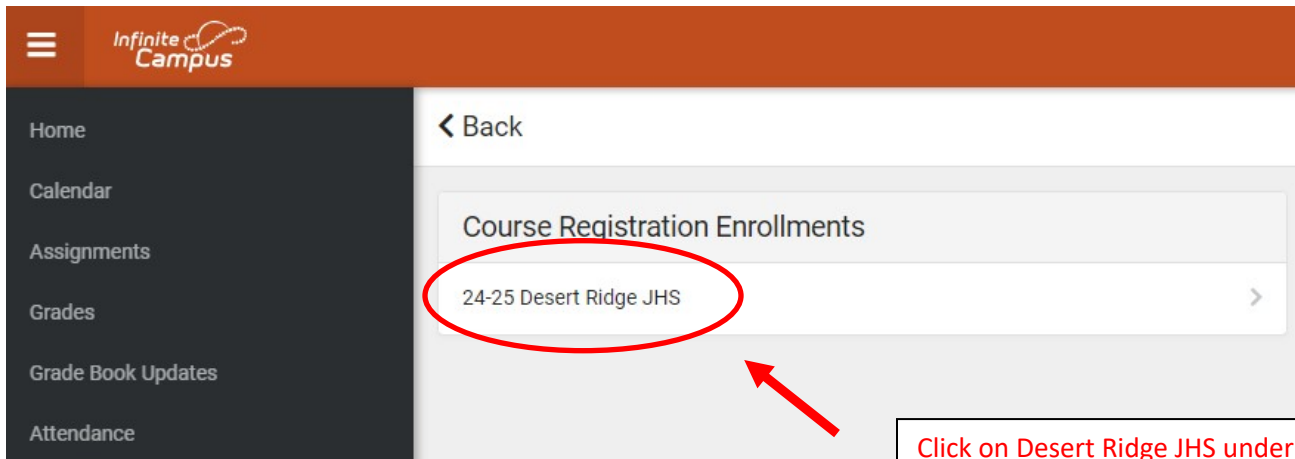


The screenshot shows the Infinite Campus Home page. The left sidebar contains the following menu items: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The 'More' option is circled in red. The main content area displays a notification: 'Course Registration is currently open.' Below this is a student profile for 'Sample Student' with enrollment information: '23-24 Meridian Elementary, Grade 06' and 'Student Number 111'. Further down, there is a section for 'Today's Schedule' for '23-24 Meridian Elementary' and a notification: 'Student late arrival/early dismissal'. At the bottom, it shows 'Term QT3 (01/03/2024 - 03/08/2024)'.



The screenshot shows the Infinite Campus 'More' page. The left sidebar contains the following menu items: Today, Calendar, Grades, Attendance, Schedule, Documents, Message Center, and More. The 'More' option is selected. The main content area displays a list of options: Address Information, Assessments, Course Registration, Demographics, Family Information, and Online Attendance Submission. The 'Course Registration' option is circled in red.

Course Selection Screen



Selecting Elective Courses

7th grade students will be scheduled in one elective for the 24-25 school year. After clicking Add Course, select your 1st elective choice.

The screenshot shows the Infinite Campus interface. On the left is a navigation menu with options: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area is titled 'Add Course' and features a progress bar at the top showing '88% complete' and 'Units: 28/32'. Below the progress bar is a search bar labeled 'Search Courses'. A table lists available elective courses, each with a plus sign in the 'ACTION' column and a right arrow in the 'UNITS' column. A red arrow points to the 'CHOIR 7' row. Two callout boxes provide instructions: one above the table says 'Be sure to enter your elective requests IN ORDER OF PREFERENCE.' and another to the right of the 'CHOIR 7' row says 'Click on the course title to see a description of the course. Courses shown here may vary to what is displayed in IC.'

ACTION	COURSE NAME	UNITS
+	AVID 7 JAVD700	4
+	BAND 7 BRASS JMU760	4
+	BAND 7 WOODWINDS JMU780	4
+	BAND PERCUSSION 7 JMU740	4
+	BEGINNING ORCHESTRA JMU955	
+	CHOIR 7 JMU777	
+	INTRODUCTION TO ART JBMI710	
+	ORCHESTRA I JMU730	
+	SPANISH I FL109A	4
+	STEM JBMI760	1
+	STUDENT COUNCIL JCSC900	4
+	YEARBOOK JCYB900	4

Then **Add Request.**

7th graders will have 1 "Requested" Elective.

Example: Sample Student would like to take Choir 7 as her 1st choice.

The screenshot shows the Infinite Campus interface. On the left is a navigation menu with items like Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area shows a course page for JMU777 - CHOIR 7. At the top, there is a progress bar labeled '88% complete' and 'Units: 28/32'. Below the course title, it says 'Semester Grade - JHS Electives Credits: 0.500' and 'Units: 4'. A note states: 'NOTE: THIS COURSE MAY BE CO-ED AND/OR A MULTI-GRADE COURSE PENDING INTEREST.' Underneath, it says 'BEGINNING CHOIR (CHOIR 7)' and shows a table with 'Grade: 7/8' and '1 year' above '1 credit'. A description of the course follows. At the bottom, there are two buttons: 'Add Request' (circled in red) and 'Add Alternate'.

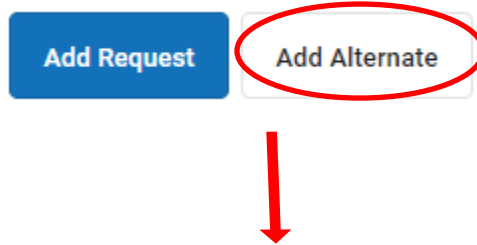
100% Does not mean you are done with registration.



This screenshot shows the same course page for JMU777 - CHOIR 7, but now the progress bar is green and labeled '100% complete' with 'Units: 32/32'. A 'REQUEST' button with a checkmark is visible in the top right corner of the course details section. The rest of the page content, including the course title, semester grade, units, note, and description, remains the same as in the previous screenshot.

★ You MUST select Alternates! ★

7th graders should select a total of 2 alternates. Select alternates in the same manner as "requested" courses.



Check that you have 1 REQ courses and 2 ALT courses selected.

The screenshot shows the Infinite Campus interface. On the left is a navigation menu with items like Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area is titled 'Add Course' and shows a progress bar at '100% complete' with 'Units: 32/32'. Below the progress bar is a search bar and a table of courses.

ACTION	COURSE NAME	UNITS
+	AVID 7 JAVD700	4
+	BAND 7 BRASS JMU760	4
×	BAND 7 WOODWINDS JMU780	4
+	BAND PERCUSSION 7 JMU740	4
+	BEGINNING ORCHESTRA JMU955	4
×	CHOIR 7 JMU777	4
+	INTRODUCTION TO ART JBM1710	4
+	ORCHESTRA I JMU730	4
×	SPANISH I FL109A	4
+	STEM JBM1760	1
+	STUDENT COUNCIL JCSC900	4
+	YEARBOOK JCYB900	4

Select BACK for a final check of your selections. After you have made all of your selections, you may click PRINT to keep a copy for your records.

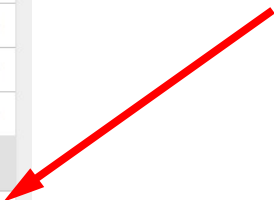
100% complete Units: 32/32

Course Requests

COURSE NAME	UNITS
REQUIRED	
ADVISORY PERIOD JADV700	4
MATH 7 JMA700	4
ENGLISH 7 JEN700	4
SCIENCE 7 JSC700	4
LUNCH A JXLNA	4
HISTORY & SOCIAL SCIENCES 7 JSS700	4
PHYSICAL EDUCATION 7 JPE700	4
REQUESTS	
CHOIR 7 JMU777	4
ALTERNATES	
BAND 7 WOODWINDS JMU780	4
SPANISH I FL109A	4

DOUBLE CHECK

*Please be sure that you have selected enough Alternate Courses in the event that your 1st choices are not available. Otherwise, electives will be selected at random.



Student, Sample
 Student Number: 111
 Grade: 07

Requested Courses:

JADV700 ADVISORY PERIOD
JMU777 CHOIR 7
JEN700 ENGLISH 7
JSS700 HISTORY & SOCIAL SCIENCES 7
JXLNA LUNCH A
JMA700 MATH 7
JPE700 PHYSICAL EDUCATION 7
JSC700 SCIENCE 7

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

Alternate Courses:

JMU780 BAND 7 WOODWINDS
FL109A SPANISH I

Courses with program priority displayed in bold.

Parent/Guardian Signature _____ Date _____

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