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:

![Login Screen](image)

**Student Log on**

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 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: 19-20 (Jr High Name)”**. This will take the student to the **course selection screen**.

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**Course Selection Screen**

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

Select Elective Choices in Preference Order
Step 1: Click on COURSE SEARCH.
Step 2: Click on Go.
Step 3: Elective choices are shown here. Click on your first elective choice.
**Step 4:** Click on “Request this Course” which is located at the bottom of the screen.

**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 (DRJHS will have 36 units). Then continue with Alternates.

Your elective choices will show up here until you have reached 32 units (DRJHS will have 36 units.) The rest of your choices will be under Alternate courses.
**Selecting Alternate Courses**
Click on Course Search, click Go, click on the class, and then click on “Request as an Alternate” (as shown below). 8th graders should select a total of 3 alternates. 7th graders should select a total of 2 alternates.

**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”.
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.)

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.

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

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