

2023/2024

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:

Infinite Campus
Transforming K12 Education®

District Edition

Version: Campus.1649.3
Gilbert, AZ - Sandbox

Username

Password

Sign In >>

[Forgot your password?](#) | [Forgot your username?](#) | [Problems logging in?](#)

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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)>

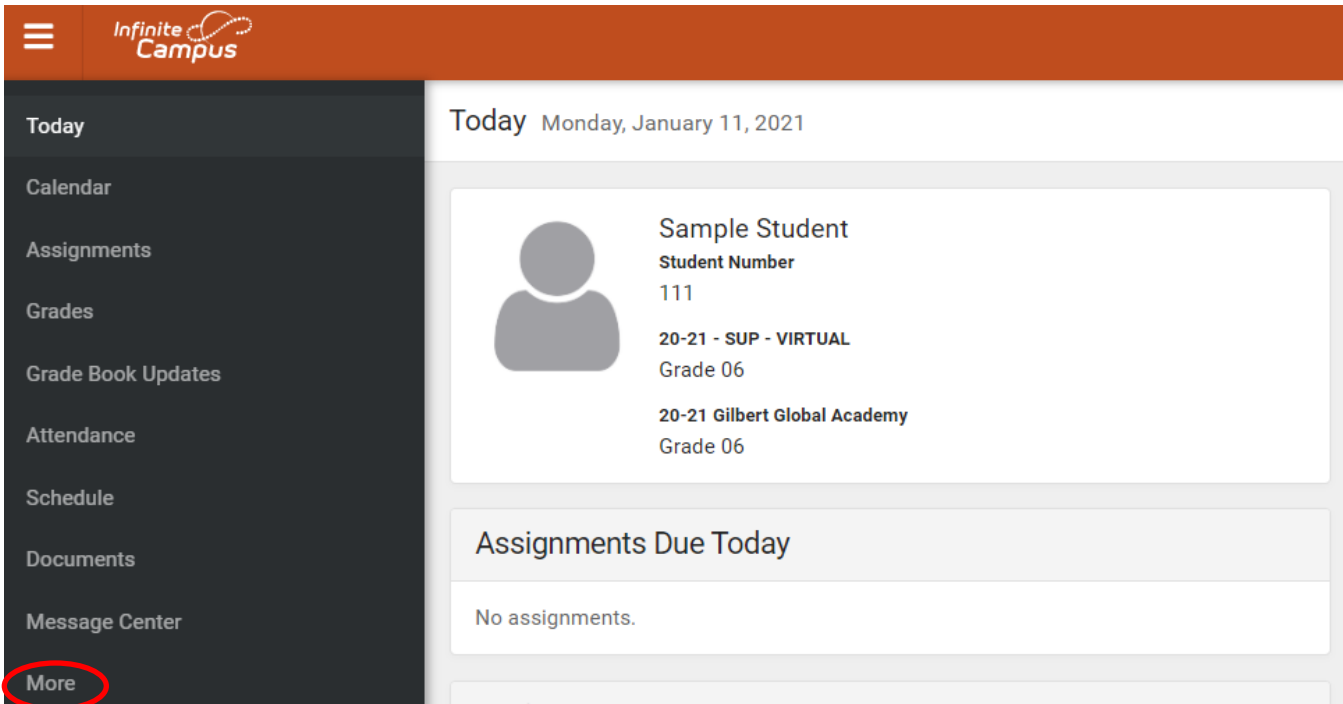
Password: gps <first initial> <last four numbers of student ID number>

Example: User name: jsmith

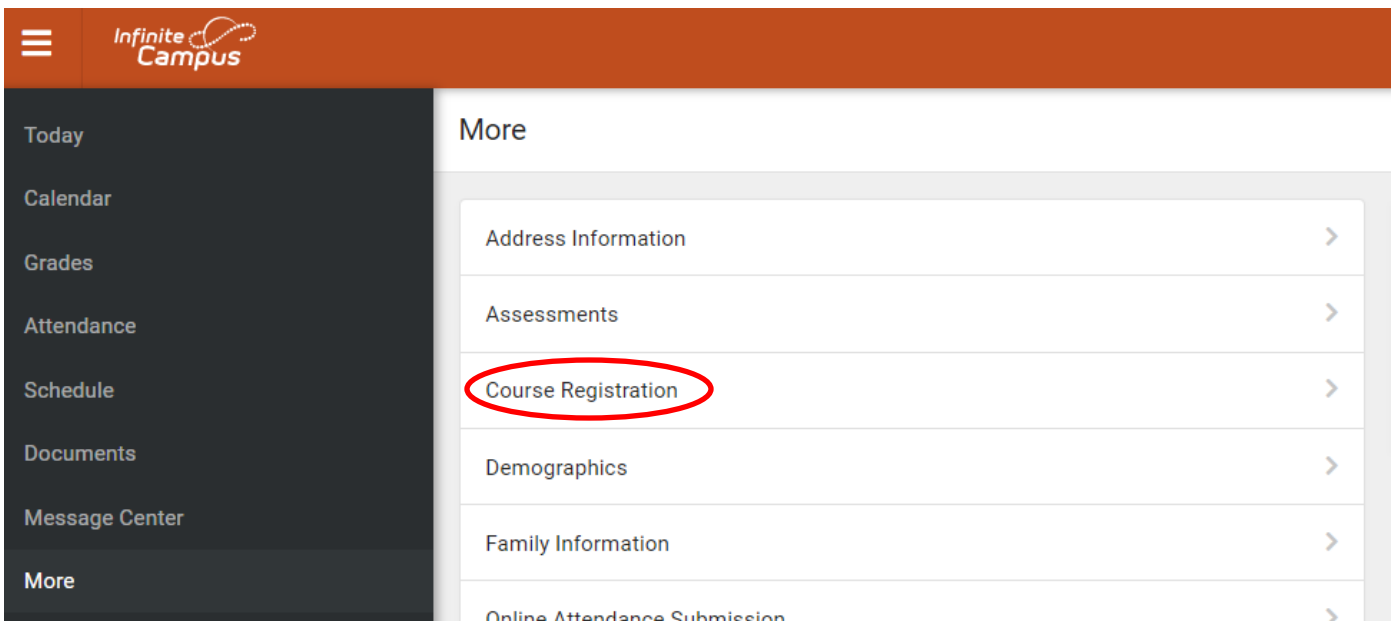
Password: gpsj7812

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.

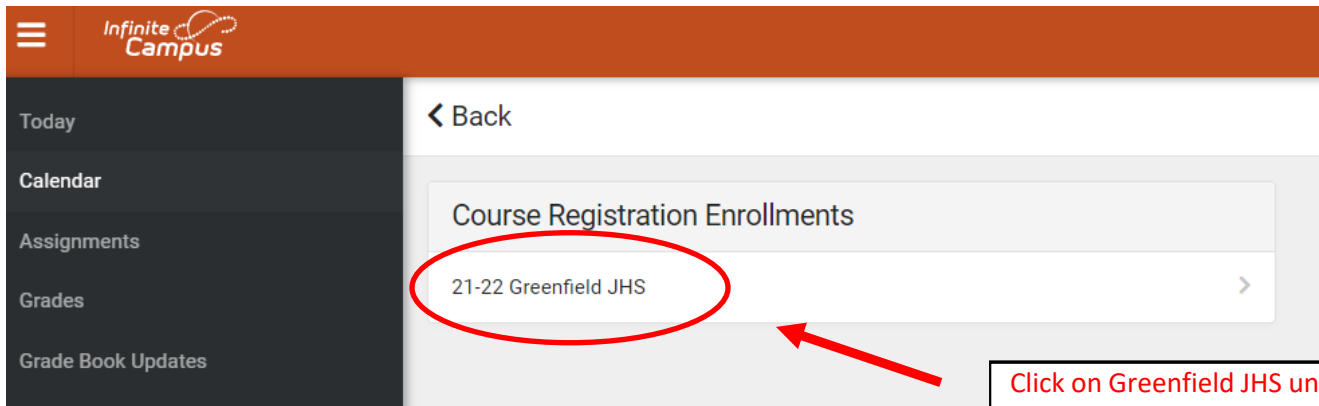


The screenshot shows the Infinite Campus interface. At the top is an orange header with the Infinite Campus logo. Below the header is a dark grey sidebar menu with the following items: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Documents, Message Center, and More. The 'More' item is circled in red. The main content area shows the date 'Today Monday, January 11, 2021', a student profile for 'Sample Student' (Student Number 111, 20-21 - SUP - VIRTUAL, Grade 06, 20-21 Gilbert Global Academy, Grade 06), and a section for 'Assignments Due Today' which currently shows 'No assignments.'

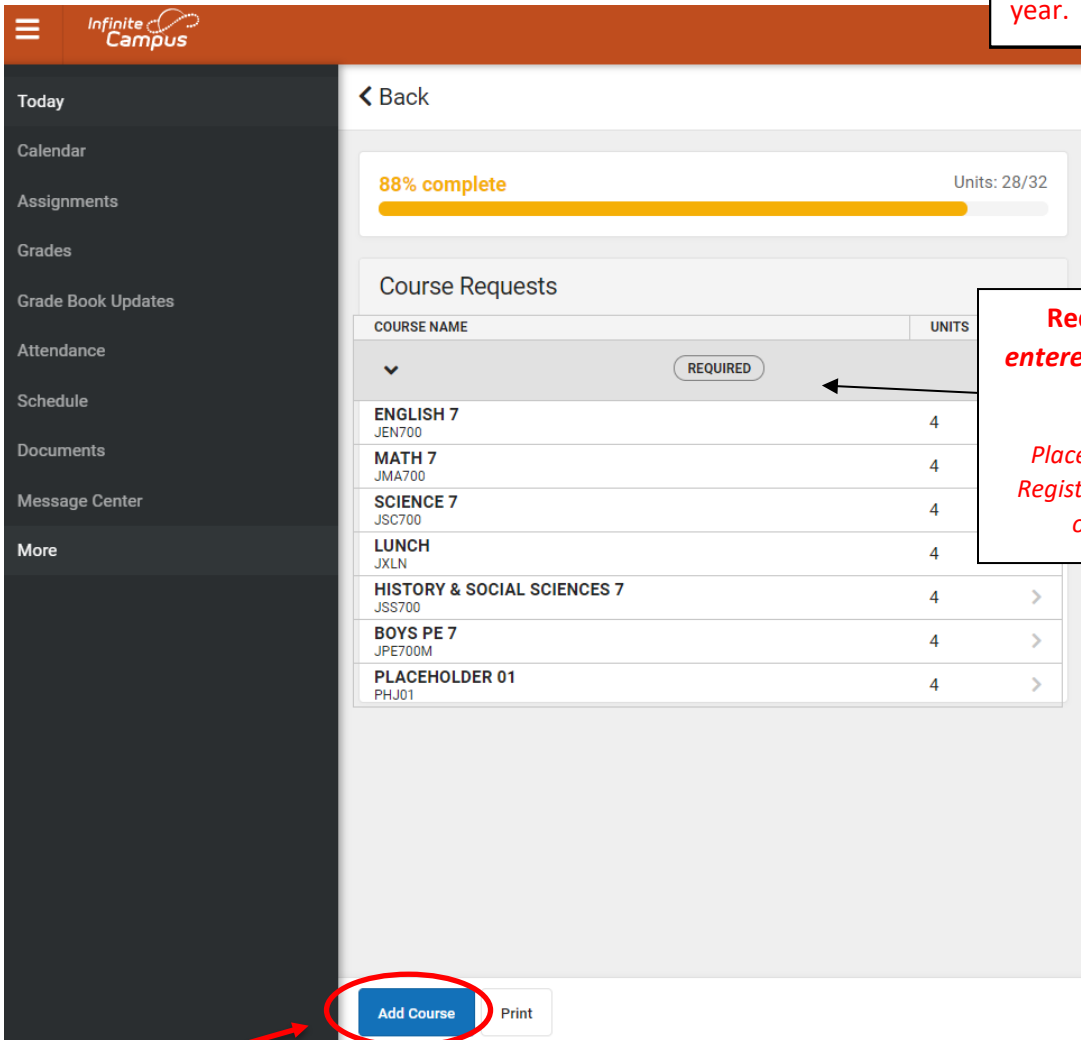


The screenshot shows the Infinite Campus 'More' menu. The sidebar menu is the same as in the previous screenshot, but the 'More' item is selected and highlighted in a darker grey. The main content area is titled 'More' and contains a list of menu items, each with a right-pointing chevron: Address Information, Assessments, Course Registration (circled in red), Demographics, Family Information, and Online Attendance Submission.

Course Selection Screen



Click on Greenfield JHS under Course Registration Enrollments for the upcoming year.



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.

Click on **Add Course**.

Selecting Elective Courses

7th grade students will be scheduled in one elective for the 23-24 school year. After clicking Add Course, select your 1st elective choice.

88% complete Units: 28/32

Add Course

Search Courses

ACTION	COURSE NAME	UNITS
+	ART I JAAR800	4
+	BAND 7 BRASS JMU760	4
+	BAND 7 WOODWINDS JMU780	4
+	BAND PERCUSSION 7 JMU740	
+	BOYS CHOIR JMU900	
+	GIRLS CHOIR 7 JMU700	
+	MINI COMPUTERS JBMI720	
+	NEWSPAPER JCNP900	4
+	ONLINE LEARNING PHJ05	0
+	ORCHESTRA 7 JMU730	4
+	SPANISH IA JFL800A	4
+	YEARBOOK JCYB900	4

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

Click on the course title to see a description of the course. Courses shown here may vary from those available in IC.

Then **Add Request.**

7th graders will have 1 "Requested" Elective.

Example: Sample Student would like to take Boys Choir as his 1st choice.

The screenshot shows the Infinite Campus interface. On the left is a dark sidebar with navigation options: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Documents, Message Center, and More. The main content area has a white background with a grey header containing a back arrow and the text '< Back'. Below this is a progress bar showing '88% complete' in orange text and 'Units: 28/32' in grey text. The course title 'JMU900 - BOYS CHOIR' is displayed in a grey box. Below the title, the semester grade is 'Semester Grade - JHS Electives Credits: 0.500' and the units are 'Units: 4'. A paragraph of course description follows. At the bottom, there are two buttons: 'Add Request' (highlighted with a red circle) and 'Add Alternate'.

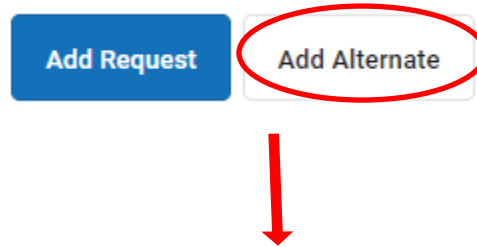
100% Does not mean you are done with registration.



This screenshot shows the same course details as the previous one, but the progress bar is now green and labeled '100% complete' in green text, with 'Units: 32/32' in grey text. The course title 'JMU900 - BOYS CHOIR' is in a grey box, and a green button with a checkmark and the text 'REQUEST' is visible in the top right corner of the course details section. The semester grade and units information remain the same.

★ 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 options like Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Documents, Message Center, and More. The main content area has a 'Back' button and a progress bar showing '100% complete' with 'Units: 32/32'. Below this is the 'Add Course' section, which includes a search bar and a table of available courses.

ACTION	COURSE NAME	UNITS
+	ART I JAAR800	4
+	BAND 7 BRASS JMU760	4
+	BAND 7 WOODWINDS JMU780	4
+	BAND PERCUSSION 7 JMU740	4
×	BOYS CHOIR JMU900	4
+	GIRLS CHOIR 7 JMU700	4
×	MINI COMPUTERS JBM1720	4
+	NEWSPAPER JCNP900	4
+	ONLINE LEARNING PHJ05	0
×	ORCHESTRA 7 JMU730	4
+	SPANISH IA JFL800A	4
+	YEARBOOK JCYB900	4

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

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.

Course Requests	
COURSE NAME	UNITS
REQUIRED	
ENGLISH 7 JEN700	4
MATH 7 JMA700	4
SCIENCE 7 JSC700	4
LUNCH JXLN	4
HISTORY & SOCIAL SCIENCES 7 JSS700	4
BOYS PE 7 JPE700M	4
PLACEHOLDER 01 PHJ01	4
REQUESTS	
BOYS CHOIR JMU900	4
ALTERNATES	
MINI COMPUTERS JBM1720	4
ORCHESTRA 7 JMU730	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: 333
 Grade: 07

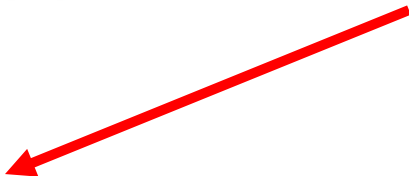
Requested Courses:

- JMU900 BOYS CHOIR
- JPE700M BOYS PE 7
- JEN700 ENGLISH 7
- JSS700 HISTORY & SOCIAL SCIENCES 7
- JXLN LUNCH
- JMA700 MATH 7
- PHJ01 PLACEHOLDER 01
- JSC700 SCIENCE 7

Alternate Courses:

- JBM1720 MINI COMPUTERS
- JMU730 ORCHESTRA 7

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.

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

Parent/Guardian Signature _____ Date _____