

2024/2025

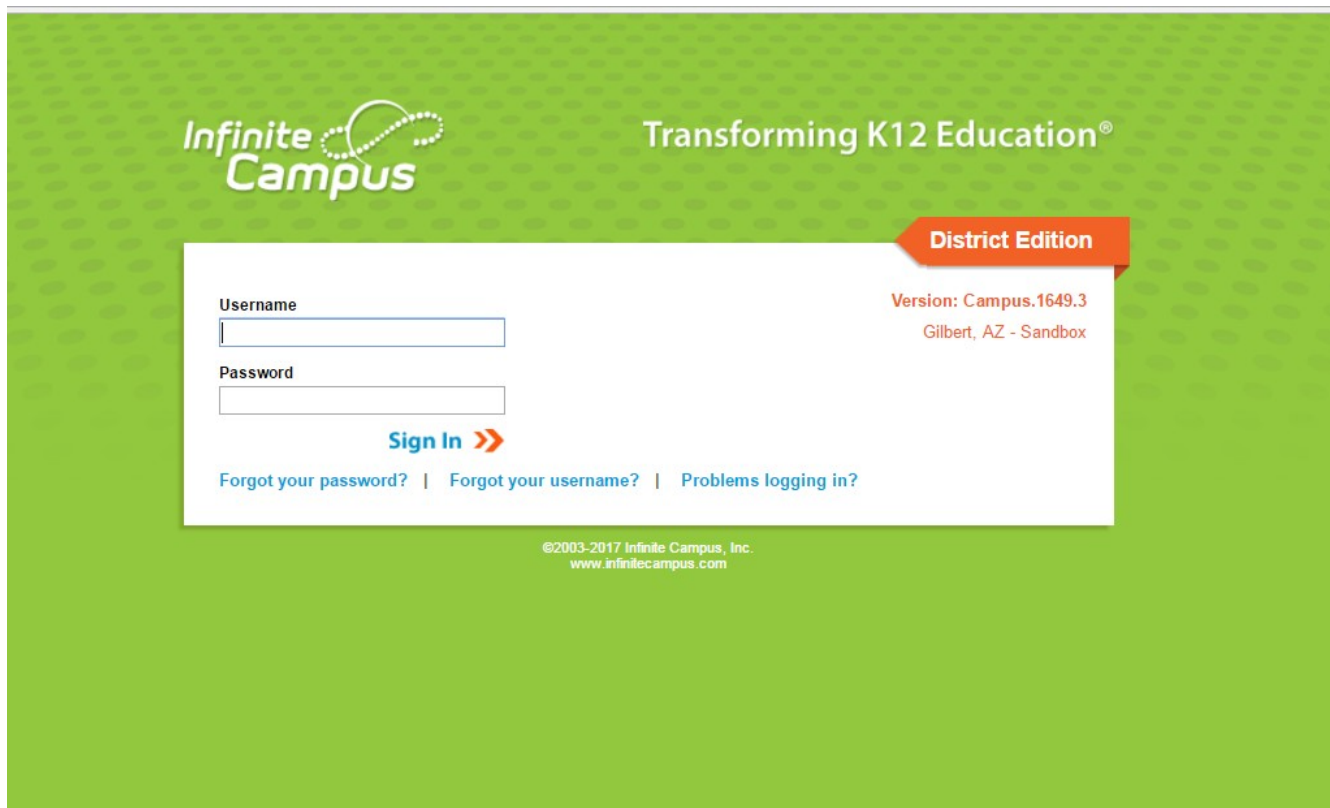
INFINITE CAMPUS COURSE SELECTION INSTRUCTIONS

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)>

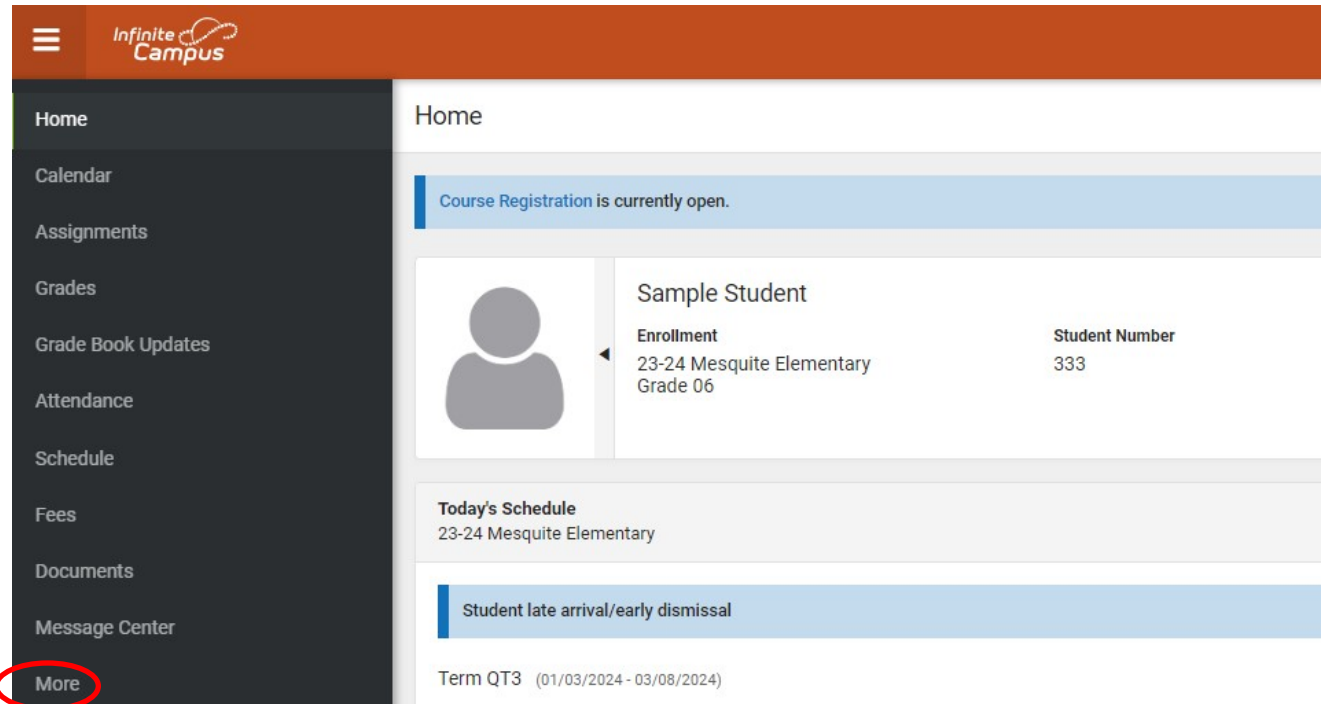
Password: gps <first initial> <last four numbers of student ID number>

Example: User name: jsmith

Password: gpsj7812

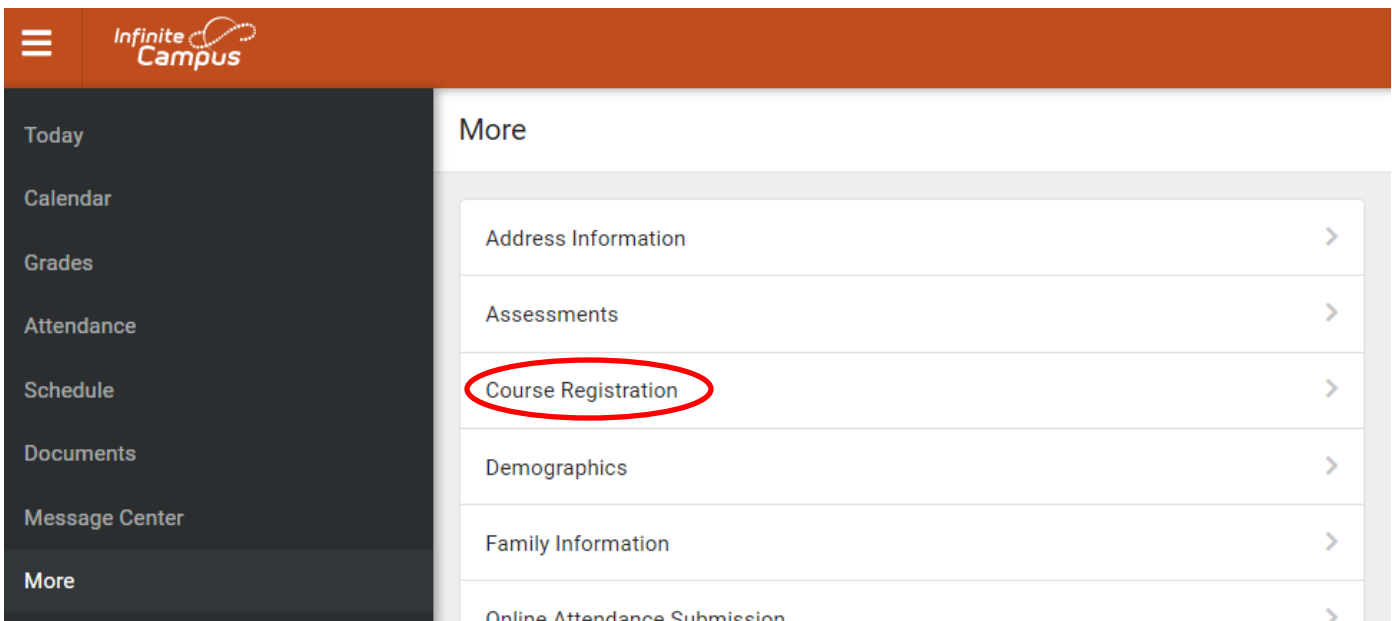
Accessing Course Selection Screen

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 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** (circled in red). The main content area displays the following information:

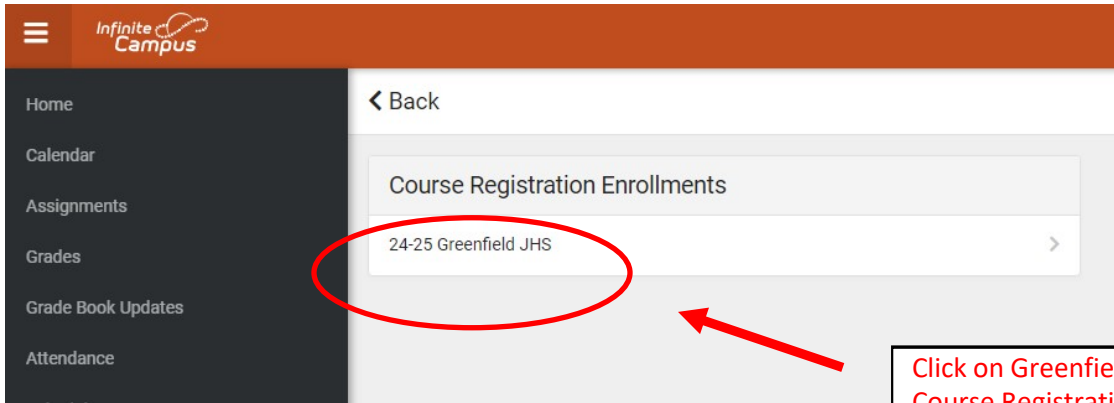
- Home
- Course Registration is currently open.
- Sample Student profile:
 - Enrollment: 23-24 Mesquite Elementary, Grade 06
 - Student Number: 333
- Today's Schedule: 23-24 Mesquite Elementary
- Student late arrival/early dismissal
- Term QT3 (01/03/2024 - 03/08/2024)



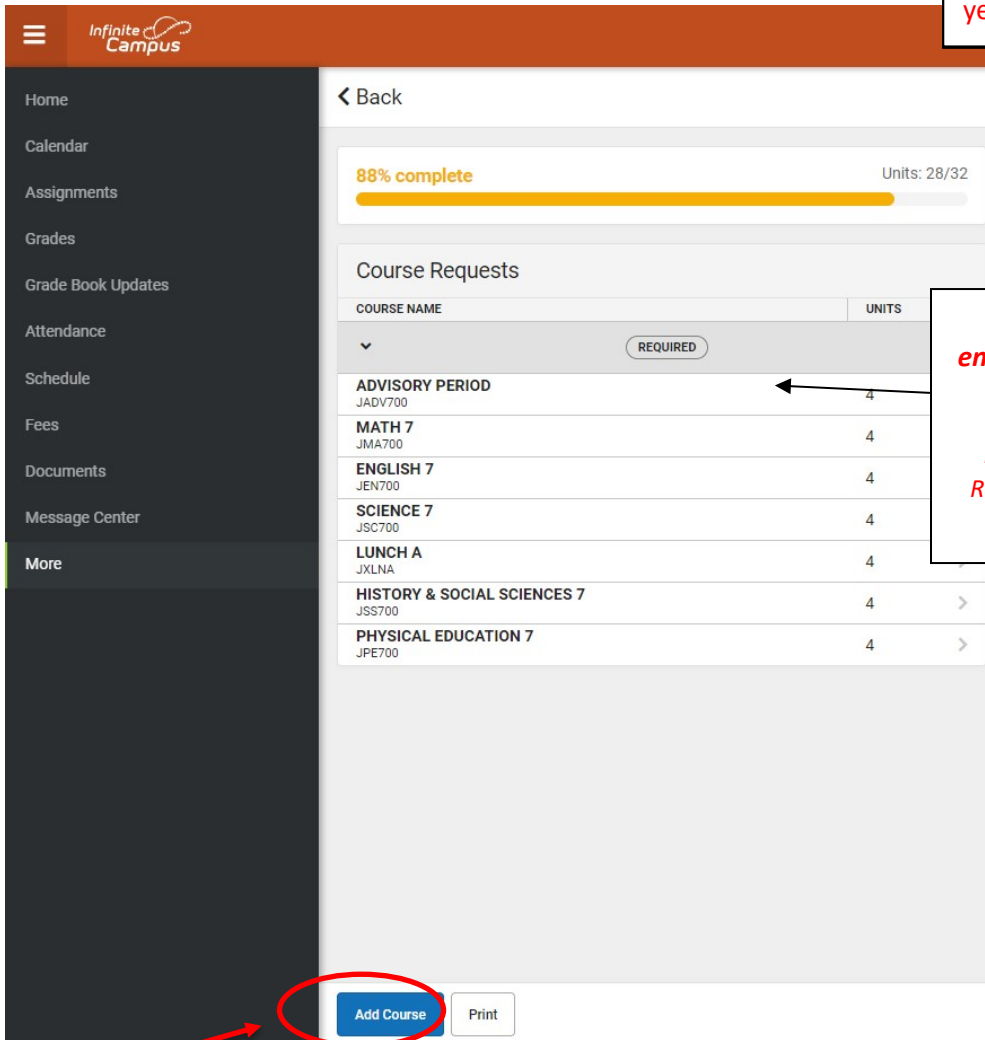
The screenshot shows the Infinite Campus 'More' menu. The left sidebar contains the following menu items: Today, Calendar, Grades, Attendance, Schedule, Documents, Message Center, and **More**. The main content area displays the following options:

- Address Information >
- Assessments >
- Course Registration >** (circled in red)
- Demographics >
- Family Information >
- 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 24-25 school year. After clicking Add Course, select your 1st elective choice.

88% complete Units: 28/32

Home
Calendar
Assignments
Grades
Grade Book Updates
Attendance
Schedule
Fees
Documents
Message Center
More

← Back

Add Course

Search Courses

ACTION	COURSE NAME	UNITS
+	BAND 7 BRASS JMU760	4 >
+	BAND 7 WOODWINDS JMU780	4 >
+	BAND PERCUSSION 7 JMU740	4 >
+	BEGINNING CHOIR JMU982	
+	BEGINNING ORCHESTRA JMU955	
+	COMPUTERS JBM1720	
+	CREATIVE WRITING 7 JACW700	
+	DRAMA 7 JCDR700	
+	NEWSPAPER JCNP900	4 >
+	ORCHESTRA I JMU730	4 >
+	STUDENT COUNCIL JCSC900	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 Beginning Choir as his 1st choice.

The screenshot shows the Infinite Campus interface. On the left is a navigation menu with options like Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, and Message Center. The main content area shows a course page for JMU982 - BEGINNING CHOIR. At the top, it indicates '88% complete' with a yellow progress bar and 'Units: 28/32'. Below this, the course title 'JMU982 - BEGINNING CHOIR' is displayed, followed by 'Units: 4' and a note: 'NOTE: THIS MAY BE A CO-ED AND/OR MIXED GRADE COURSE PENDING INTEREST.' A table lists the course details: 'Grade: 7/8', '1 credit', and '1 year'. A descriptive paragraph follows. At the bottom, there are two buttons: 'Add Request' (highlighted with a red circle) and 'Add Alternate'.

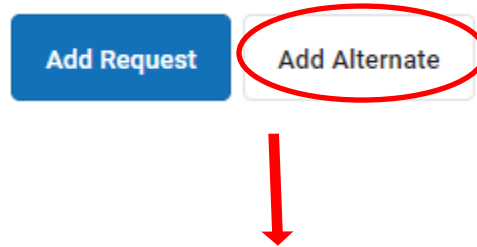
100% Does not mean you are done with registration.



This screenshot shows the same course page as the previous one, but now the progress bar is green and labeled '100% complete' with 'Units: 32/32'. The course title 'JMU982 - BEGINNING CHOIR' is followed by a green button with a checkmark and the word 'REQUEST'. The rest of the page content, including the course details table and description, remains 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: 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 search bar and a table of available courses. The table has columns for ACTION, COURSE NAME, and UNITS. The courses listed are:

ACTION	COURSE NAME	UNITS
+	BAND 7 BRASS JMU760	4
×	BAND 7 WOODWINDS JMU780	4
+	BAND PERCUSSION 7 JMU740	4
×	BEGINNING CHOIR JMU982	4
+	BEGINNING ORCHESTRA JMU955	4
+	COMPUTERS JBM1720	1
×	CREATIVE WRITING 7 JACW700	4
+	DRAMA 7 JCDR700	4
+	NEWSPAPER JCNP900	4
+	ORCHESTRA I JMU730	4
+	STUDENT COUNCIL JCSC900	4
+	YEARBOOK JCYB900	4

At the top of the course selection area, there is a progress bar showing '100% complete' and 'Units: 32/32'. The 'Add Course' section includes a search bar labeled 'Search Courses' and a table of courses. Each course row has an action icon (plus or minus), the course name and ID, and the number of units. Some courses have a status label: 'ALT' (Alternate) or 'REQ' (Requested).

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.

100% complete Units: 32/32

Course Requests

COURSE NAME	UNITS
REQUIRED	
ADVISORY PERIOD JADV700	4
ENGLISH 7 JEN700	4
MATH 7 JMA700	4
SCIENCE 7 JSC700	4
HISTORY & SOCIAL SCIENCES 7 JSS700	4
LUNCH A JXLNA	4
PHYSICAL EDUCATION 7 JPE700	4
REQUESTS	
BEGINNING CHOIR JMU982	4
ALTERNATES	
BAND 7 WOODWINDS JMU780	4
CREATIVE WRITING 7 JACW700	4

Add Course **Print**

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:

- JADV700 ADVISORY PERIOD
- JMU982 BEGINNING CHOIR
- JEN700 ENGLISH 7
- JSS700 HISTORY & SOCIAL SCIENCES 7
- JXLNA LUNCH A
- JMA700 MATH 7
- JPE700 PHYSICAL EDUCATION 7
- JSC700 SCIENCE 7

Alternate Courses:

- JMU780 BAND 7 WOODWINDS
- JACW700 CREATIVE WRITING 7

Courses with program priority displayed in bold.

Parent/Guardian Signature _____ Date _____

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.