

2024/2025

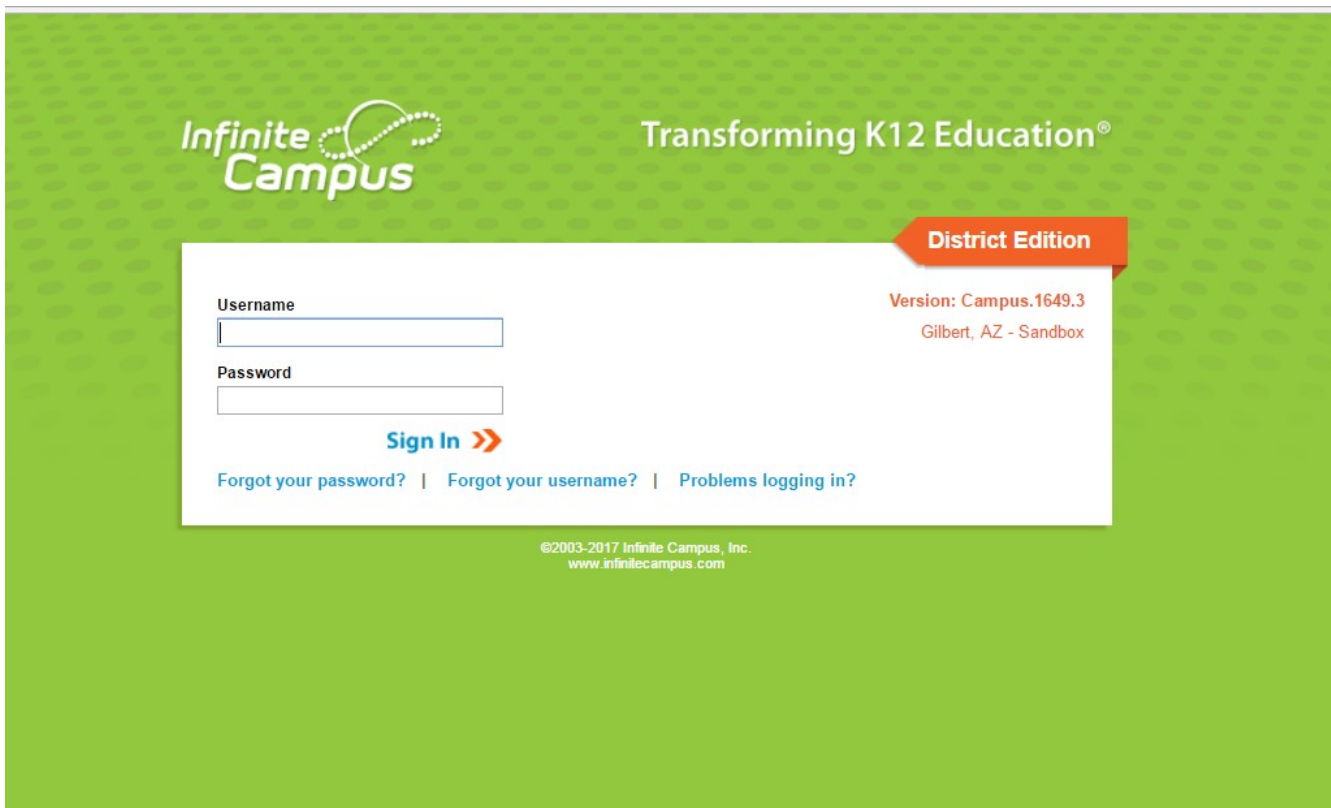
## INFINITE CAMPUS COURSE SELECTION INSTRUCTIONS

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)>

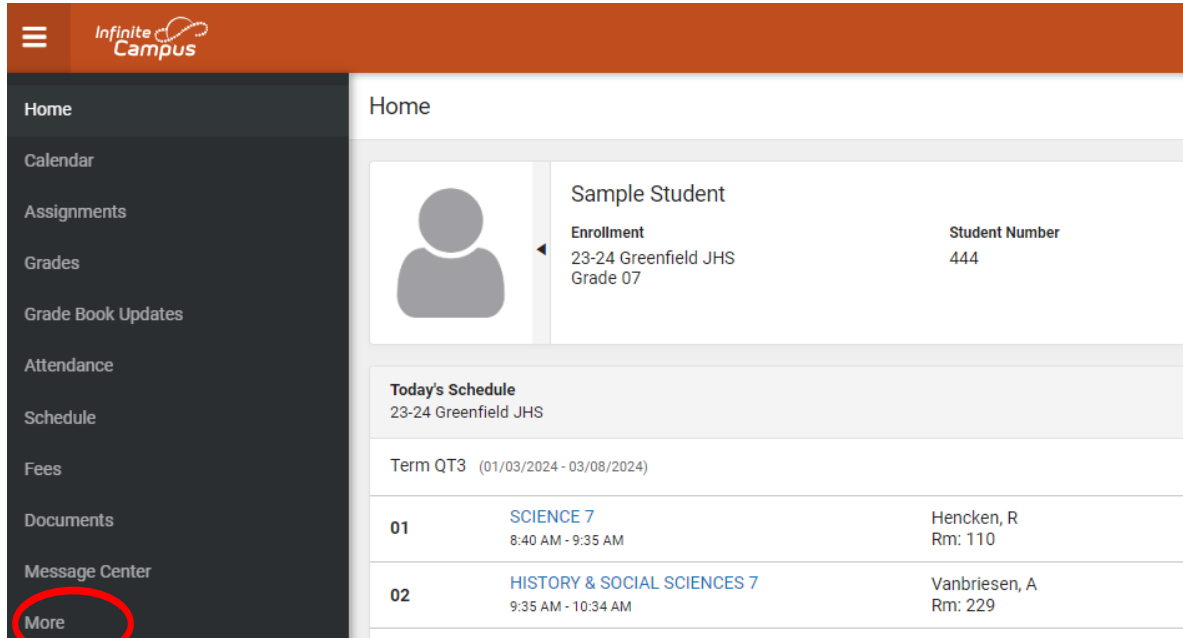
Password: gps <first initial> <last four numbers of student ID number>

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.



**Infinite Campus**

Home

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Grades

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Home

Sample Student

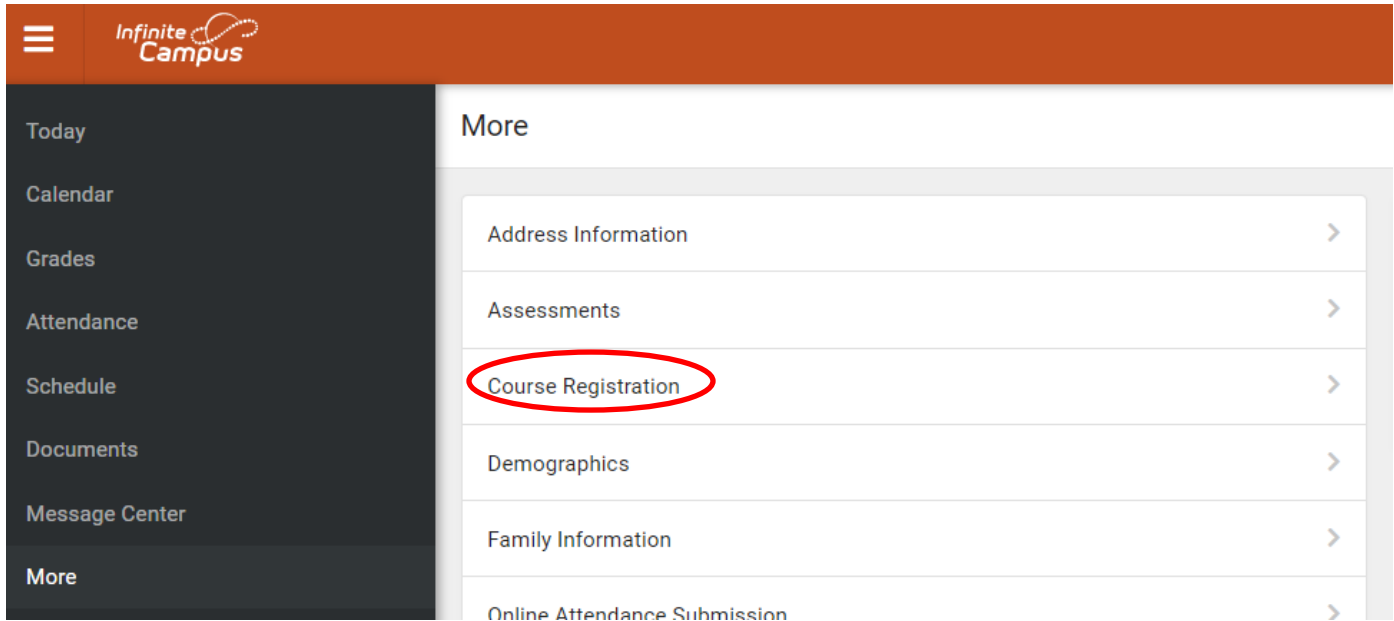
Enrollment  
23-24 Greenfield JHS  
Grade 07

Student Number  
444

**Today's Schedule**  
23-24 Greenfield JHS

Term QT3 (01/03/2024 - 03/08/2024)

01	<b>SCIENCE 7</b> 8:40 AM - 9:35 AM	Hencken, R Rm: 110
02	<b>HISTORY &amp; SOCIAL SCIENCES 7</b> 9:35 AM - 10:34 AM	Vanbriesen, A Rm: 229



**Infinite Campus**

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**More**

- Address Information >
- Assessments >
- Course Registration >**
- Demographics >
- Family Information >
- Online Attendance Submission >

## Course Selection Screen

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Course Registration Enrollments

24-25 Greenfield JHS

Click on GRJHS under Course Registration Enrollments for the upcoming year.

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75% complete Units: 24/32

Course Requests

COURSE NAME	UNITS
ADVISORY PERIOD JADV800	4
ENGLISH 8 JEN800	4
MATH 8 JMA800	4
SCIENCE 8 JSC800	4
LUNCH B JXLNB	4
HISTORY & SOCIAL SCIENCES 8 JSS800	4

REQUIRED

Add Course Print



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

**8<sup>th</sup> grade students will be scheduled in two electives for the 24-25 school year.** After clicking Add Course, select your 1<sup>st</sup> elective choice.



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Add Course

Search Courses

ACTION	COURSE NAME	UNITS
+	ART I JAAR800	4
+	BAND 8 JMU850	4
+	CHAMBER ORCHESTRA A JMU920A	4
+	CHOIR 8 JMU888	4
+	COMPUTERS I JACA800	4
+	DIGITAL ART JADA800	4
+	JAZZ BAND 7/8 JMU990	4
+	MANDARIN CHINESE I FL709A	2
+	NEWSPAPER JCNP900	4
+	ORCHESTRA II JMU830	4
+	SPANISH I FL109A	2
+	STEM 8-PLTW JAST820	4
+	STUDENT COUNCIL JCSC900	4
+	THEATRE I JCDR800	4

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

Click on the course title to a see a description of the course.  
\*Courses may vary from what you see printed here & what is displayed in IC

Then **Add Request**. Repeat the process for your 2<sup>nd</sup> choice.

**8<sup>th</sup> graders will have 2 “Requested” Electives.**

Example: Sample Student would like to take Choir 8 as her 1st choice. She added Choir 8 first and then added Orchestra II because Orchestra is her 2nd choice.

The screenshot shows the Infinite Campus web application. On the left is a dark sidebar with a menu containing: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area has a top orange header with the Infinite Campus logo. Below the header, there's a 'Back' button. A progress bar shows '75% complete' with a yellow bar and 'Units: 24/32'. The course title is 'JMU888 - CHOIR 8'. Below it, it says 'Semester Grade - JHS Electives Credits: 0.500' and 'Units: 4'. A note states: 'NOTE: THIS MAY BE A CO-ED AND/OR MIXED GRADE COURSE PENDING INTEREST.' The course description is 'INTERMEDIATE CHOIR'. A table shows 'Grade: 7/8', '1 year', and '1 credit'. A paragraph describes the course as a study of intermediate music concepts. 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.**



The screenshot shows the Infinite Campus web application. At the top, a progress bar shows '100% complete' with a green bar and 'Units: 32/32'. The course title is 'JMU830 - ORCHESTRA II'. Below it, it says 'Semester Grade - JHS Electives Credits: 0.500' and 'Units: 4'. The course description is 'ORCHESTRA II'. A table shows 'Grade: 8', '1 year', and '1 credit'. A prerequisite note states: 'Prerequisite: Previous orchestra experience required.' A paragraph describes the course as a continuation of Orchestra I. At the top right of the course details, there is a green button with a checkmark and the text 'REQUEST'.



## You MUST select Alternates!

8<sup>th</sup> graders should select a total of 3 alternates.  
Select alternates in the same manner as  
"requested" courses.



Check that you have 2 REQ courses and 3 ALT courses selected.

ACTION	COURSE NAME	UNITS
+	ART I JAAR800	4 >
+	BAND 8 JMU850	4 >
+	CHAMBER ORCHESTRA A JMU920A	4 >
×	CHOIR 8 JMU888	REQ 4 >
+	COMPUTERS I JACA800	4 >
×	DIGITAL ART JADA800	ALT 4 >
+	JAZZ BAND 7/8 JMU990	4 >
×	MANDARIN CHINESE I FL709A	ALT 2 >
+	NEWSPAPER JCNP900	4 >
×	ORCHESTRA II JMU830	REQ 4 >
+	SPANISH I FL109A	2 >
+	STEM 8-PLTW JAST820	4 >
+	STUDENT COUNCIL JCSC900	4 >
×	THEATRE I JCDR800	ALT 4 >
+	UNIFIED PE JPE981	4 >
+	VIDEO TECH I JVT800	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	
ADVISORY PERIOD JADV800	4
ENGLISH 8 JEN800	4
MATH 8 JMA800	4
SCIENCE 8 JSC800	4
LUNCH B JXLNB	4
HISTORY & SOCIAL SCIENCES 8 JSS800	4
REQUESTS	
CHOIR 8 JMU888	4
ORCHESTRA II JMU830	4
ALTERNATES	
DIGITAL ART JADA800	4
MANDARIN CHINESE I FL709A	2
THEATRE I JCDR800	4

Add Course

Print

**DOUBLE CHECK**

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

Student, Sample  
Student Number: 444  
Grade: 08

Requested Courses:

- JADV800 ADVISORY PERIOD
- JMU888 CHOIR 8
- JEN800 ENGLISH 8
- JSS800 HISTORY & SOCIAL SCIENCES 8
- JXLNB LUNCH B
- JMA800 MATH 8
- JMU830 ORCHESTRA II
- JSC800 SCIENCE 8

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

Alternate Courses:

- JADA800 DIGITAL ART
- FL709A MANDARIN CHINESE I
- JCDR800 THEATRE I

Courses with program priority displayed in bold.

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_