

2023/2024

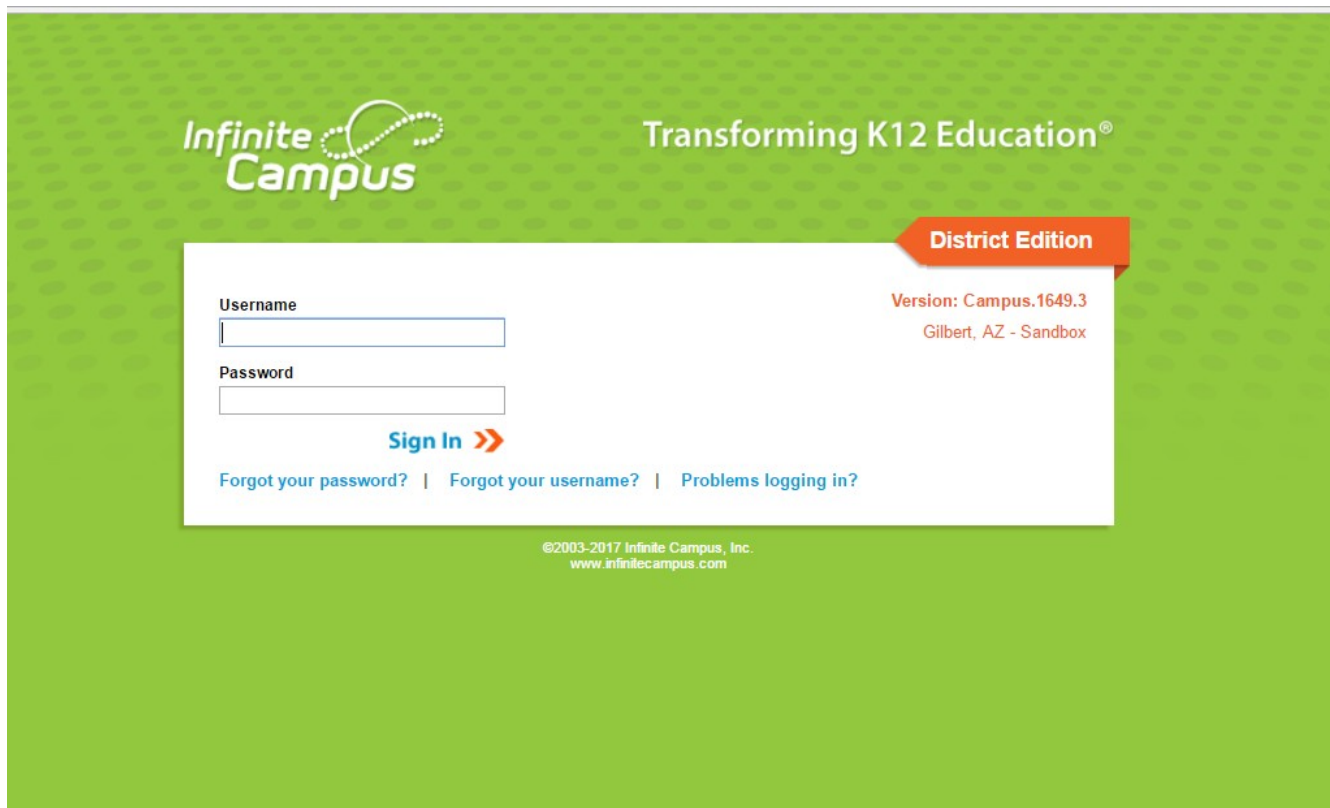
INFINITE CAMPUS COURSE SELECTION INSTRUCTIONS

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:



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)>

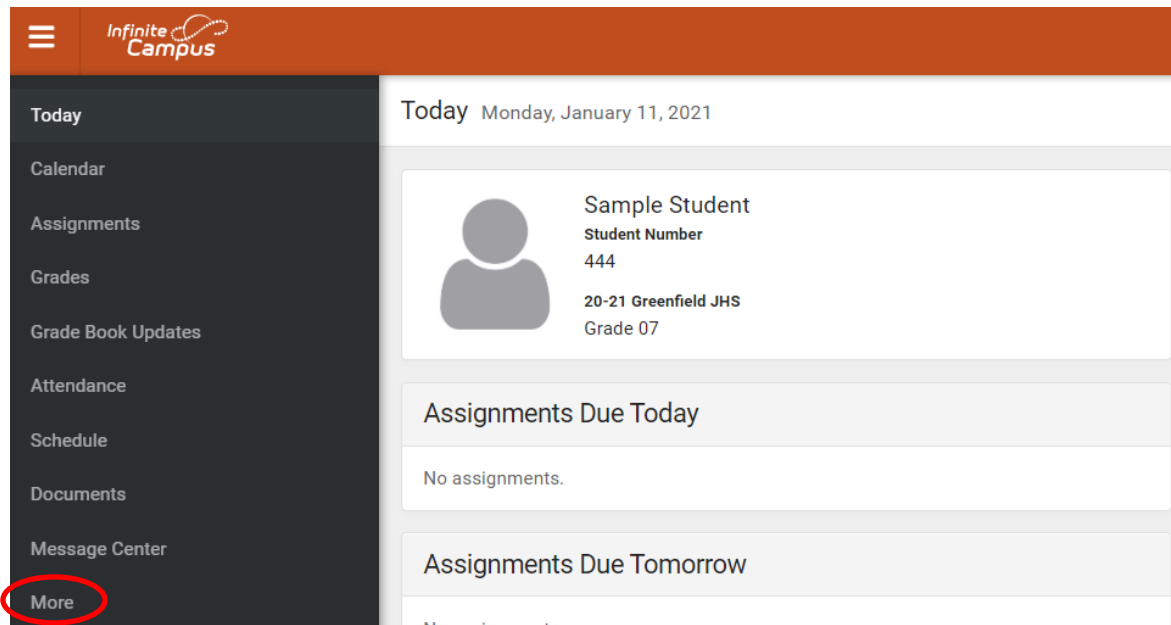
Password: gps <first initial> <last four numbers of student ID number>

Example: User name: jdsmith

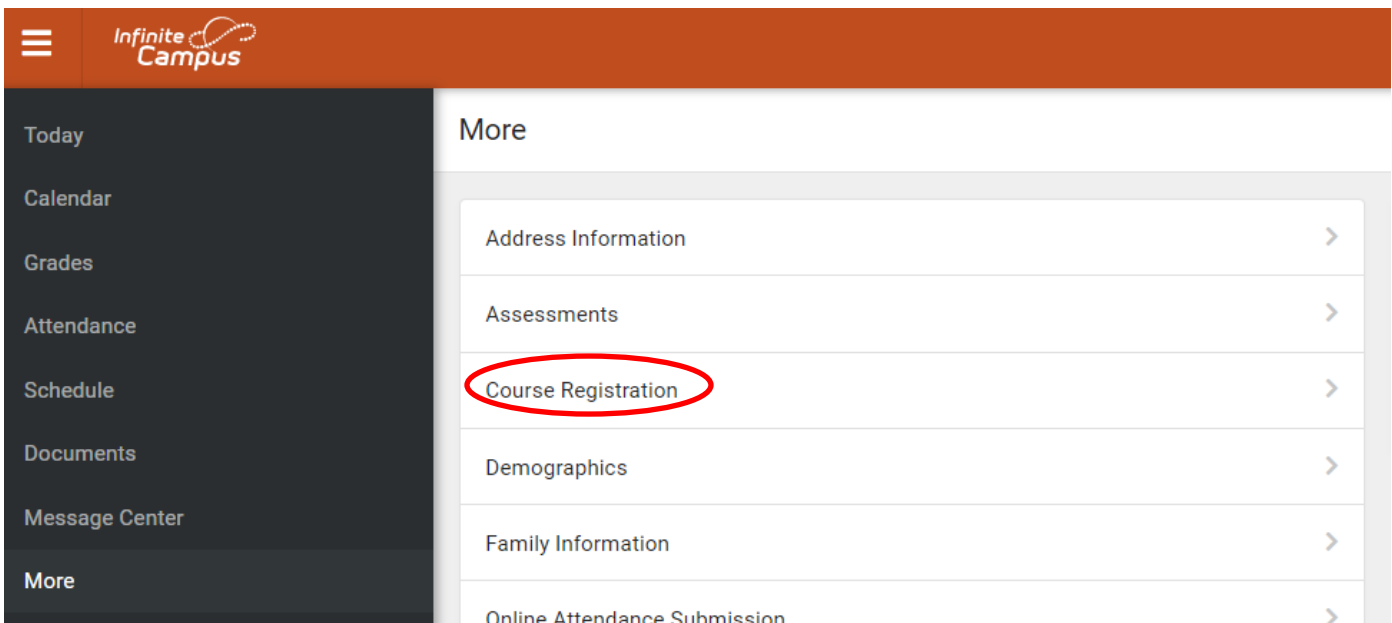
Password: gpsj7812

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.

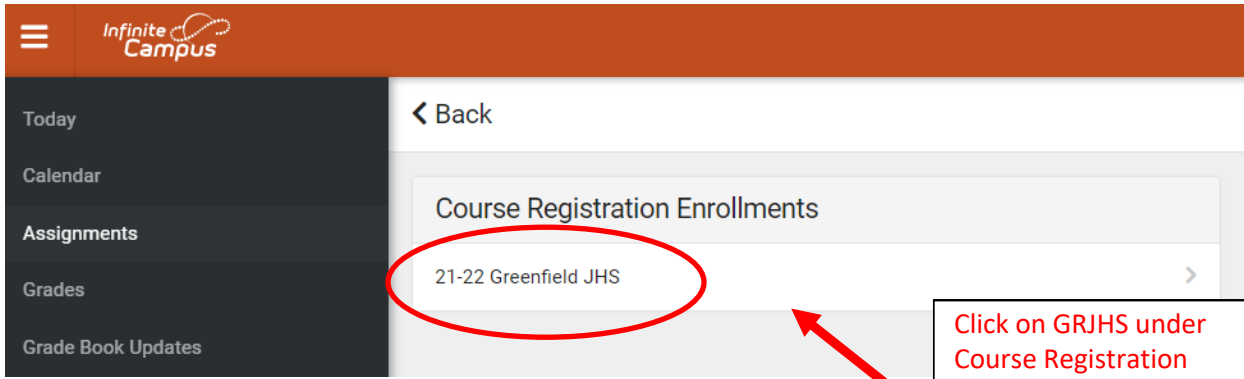


The screenshot shows the Infinite Campus interface. At the top, there is a navigation bar with the Infinite Campus logo and a hamburger menu icon. Below this is a dark sidebar menu with the following items: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Documents, Message Center, and More. The 'More' item is circled in red. The main content area displays the date 'Today Monday, January 11, 2021', a student profile for 'Sample Student' (Student Number 444, 20-21 Greenfield JHS, Grade 07), and sections for 'Assignments Due Today' (No assignments) and 'Assignments Due Tomorrow'.

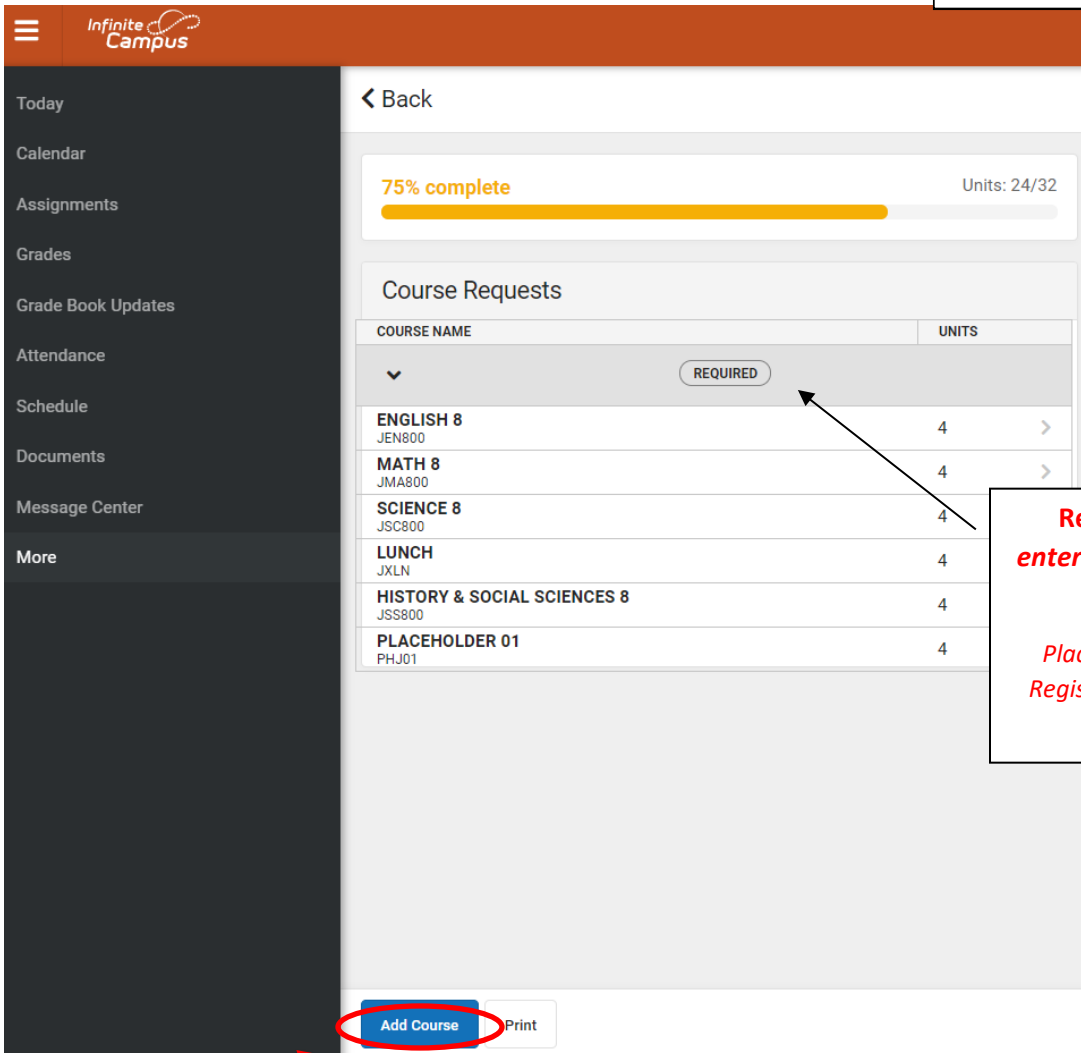


The screenshot shows the Infinite Campus interface with the 'More' menu expanded. The sidebar menu is visible on the left, and the 'More' menu is open on the right. The 'More' menu contains the following items: Address Information, Assessments, Course Registration (circled in red), Demographics, Family Information, and Online Attendance Submission. Each item has a right-pointing arrow next to it.

Course Selection Screen



Click on GRJHS 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

8th grade students will be scheduled in two electives for the 23-24 school year.

After clicking Add Course, select your 1st elective choice.

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

ACTION	COURSE NAME	UNITS
+	ART I JAAR800	4
+	BOYS CHOIR JMU900	4
+	BOYS FITNESS TRAINING JAFT920	4
+	CHAMBER ORCHESTRA A JMU920A	4
+	DIGITAL ART JADA800	4
+	GIRLS CHOIR 8 JMU800	4
+	GIRLS FITNESS TRAINING JAFT910	4
+	INTRO TO COMPUTER SCIENCE JACS900	4
+	JAZZ BAND 7/8 JMU990	4
+	LIFE SKILLS I JALS800	4
+	NEWSPAPER JCNP900	4

Click on the course title to 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 2nd choice.
8th graders will have 2 "Requested" Electives.

Example: Sample Student would like to take Girls Choir 8 as her 1st choice. She added Girls Choir 8 first and then added Orchestra 8 because Orchestra is her 2nd 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 header with a back arrow and the text '75% complete' next to a yellow progress bar and 'Units: 24/32'. Below this is the course title 'JMU800 - GIRLS CHOIR 8'. The course details include 'Semester Grade - JHS Electives Credits: 0.500' and 'Units: 4'. A descriptive paragraph follows: 'This course is a study of intermediate music fundamentals: sight-reading skills with emphasis on solfège, intonation, appropriate performance techniques, and good sound production. The intent of this course is to encourage students to achieve competency in three-to-four-part choral singing. The chorus also serves as a school representative at various community, district and statewide events.' 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.

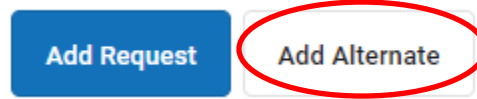


The screenshot shows the Infinite Campus interface for a different course. At the top, it displays '100% complete' next to a green progress bar and 'Units: 32/32'. Below this is the course title 'JMU830 - ORCHESTRA 8' with a 'REQUEST' button that has a checkmark icon. The course details include 'Semester Grade - JHS Electives Credits: 0.500' and 'Units: 4'. A prerequisite note states: 'Prerequisite: Previous orchestra experience required. Advanced 7th graders may enter by audition only with the consent of the conductor.' A descriptive paragraph follows: 'This course is a continuation of intermediate scales, bowings, and techniques including fourth position, as well as chamber music ensemble experience. Performance attendance is required.'



You MUST select Alternates!

8th 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	>
+	BOYS CHOIR JMU900		4	>
+	BOYS FITNESS TRAINING JAFT920		4	>
+	CHAMBER ORCHESTRA A JMU920A		4	>
×	DIGITAL ART JADA800	ALT	4	>
×	GIRLS CHOIR 8 JMU800	REQ	4	>
+	GIRLS FITNESS TRAINING JAFT910		4	>
+	INTRO TO COMPUTER SCIENCE JACS900		4	>
+	JAZZ BAND 7/8 JMU990		4	>
×	LIFE SKILLS I JALS800	ALT	4	>
+	NEWSPAPER JCNP900		4	>
+	ONLINE LEARNING PHJ05		4	>
×	ORCHESTRA 8 JMU830	REQ	4	>
+	SPANISH IA JFL800A		4	>
+	SPANISH IB JFL800B		4	>
×	STEM 8-PLTW JAST820	ALT	4	>
+	VIDEO TECH I JAVT800		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.

REQUIRED		
ENGLISH 8 JEN800	4	>
MATH 8 JMA800	4	>
SCIENCE 8 JSC800	4	>
LUNCH JXLN	4	>
HISTORY & SOCIAL SCIENCES 8 JSS800	4	>
PLACEHOLDER 01 PHJ01	4	>
REQUESTS		
GIRLS CHOIR 8 JMU800	4	>
ORCHESTRA 8 JMU830	4	>
ALTERNATES		
DIGITAL ART JADA800	4	>
STEM 8-PLTW JAST820	4	>
LIFE SKILLS I JALS800	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.

Add Course **Print**

Student, Sample
 Student Number: 444
 Grade: 08

Requested Courses:

- JEN800 ENGLISH 8
- JMU800 GIRLS CHOIR 8
- JSS800 HISTORY & SOCIAL SCIENCES 8
- JXLN LUNCH
- JMA800 MATH 8
- JMU830 ORCHESTRA 8
- PHJ01 PLACEHOLDER 01
- 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
- JALS800 LIFE SKILLS I
- JAST820 STEM 8-PLTW

Courses with program priority displayed in bold.

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

Parent/Guardian Signature _____ Date _____