

2021/2022

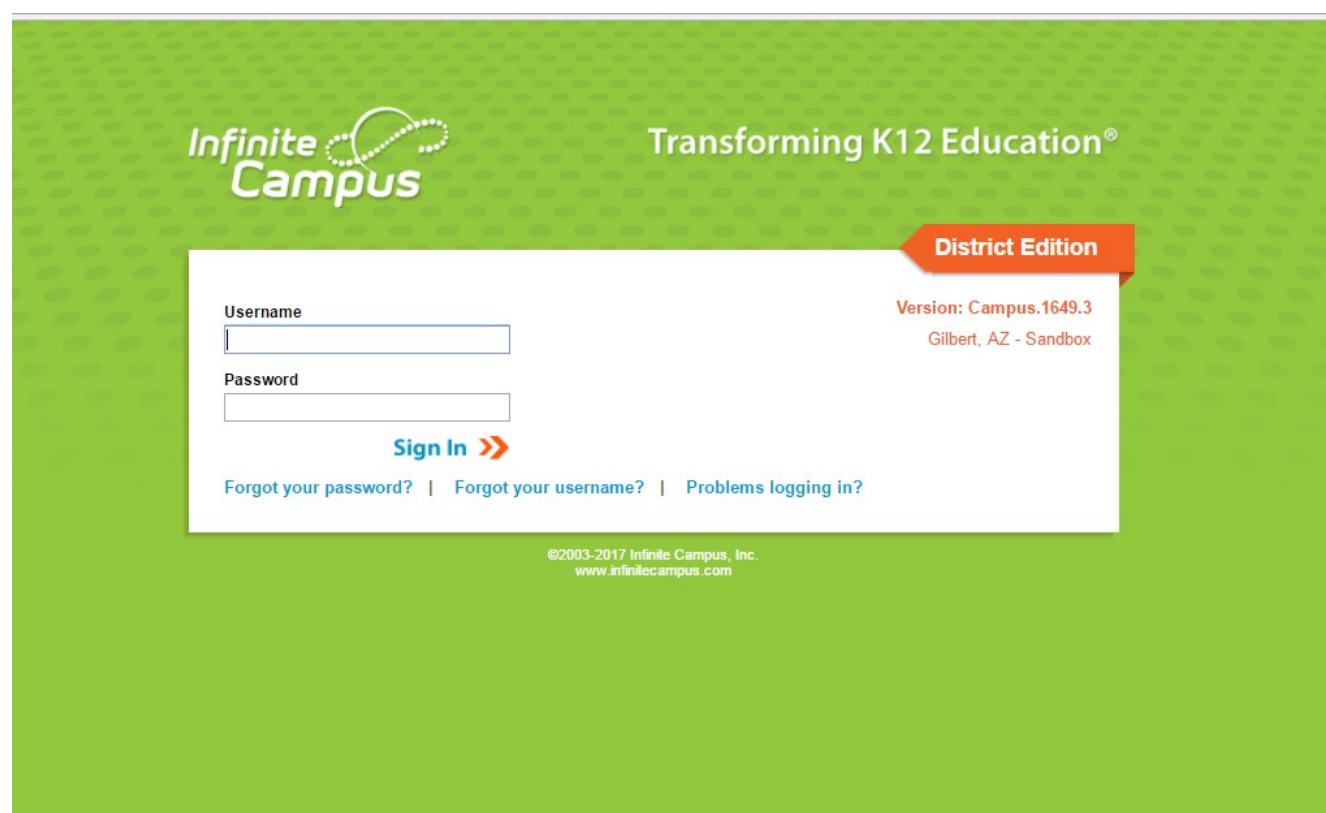
INFINITE CAMPUS COURSE SELECTION INSTRUCTIONS

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)>

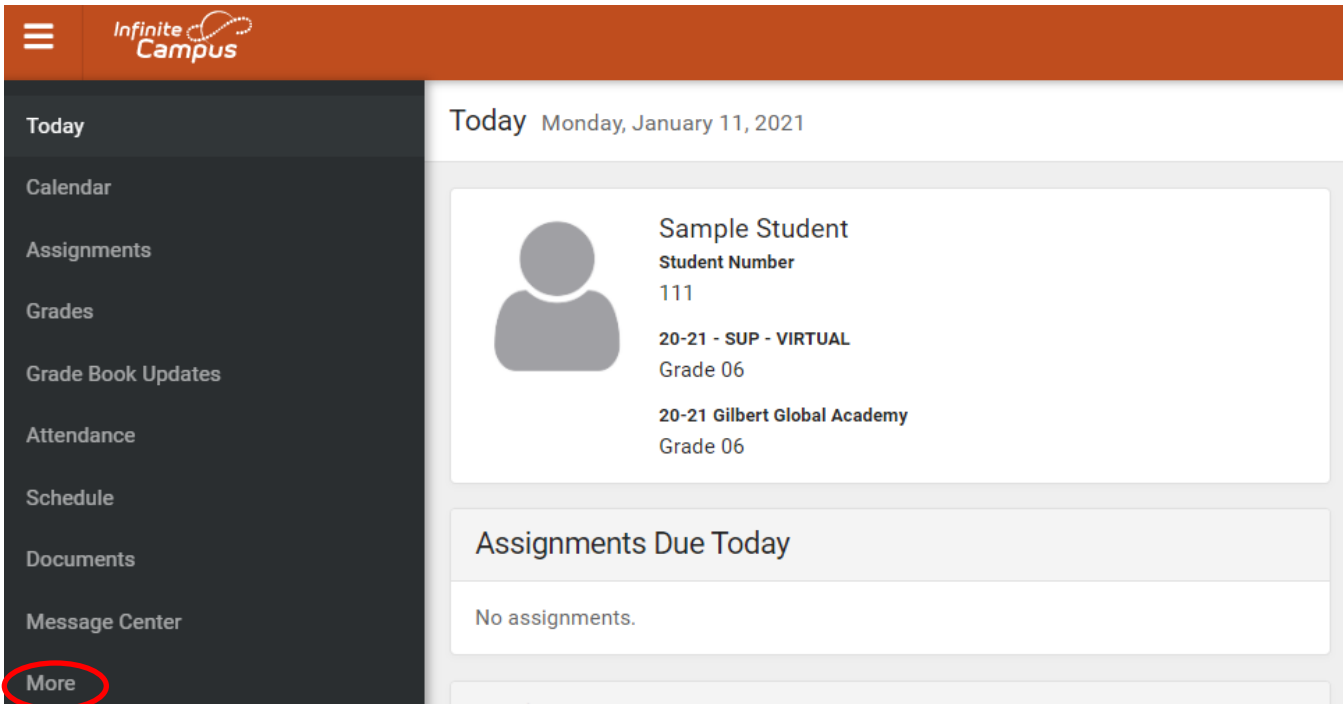
Password: gps <first initial> <last four numbers of student ID number>

Example: User name: jdsmith

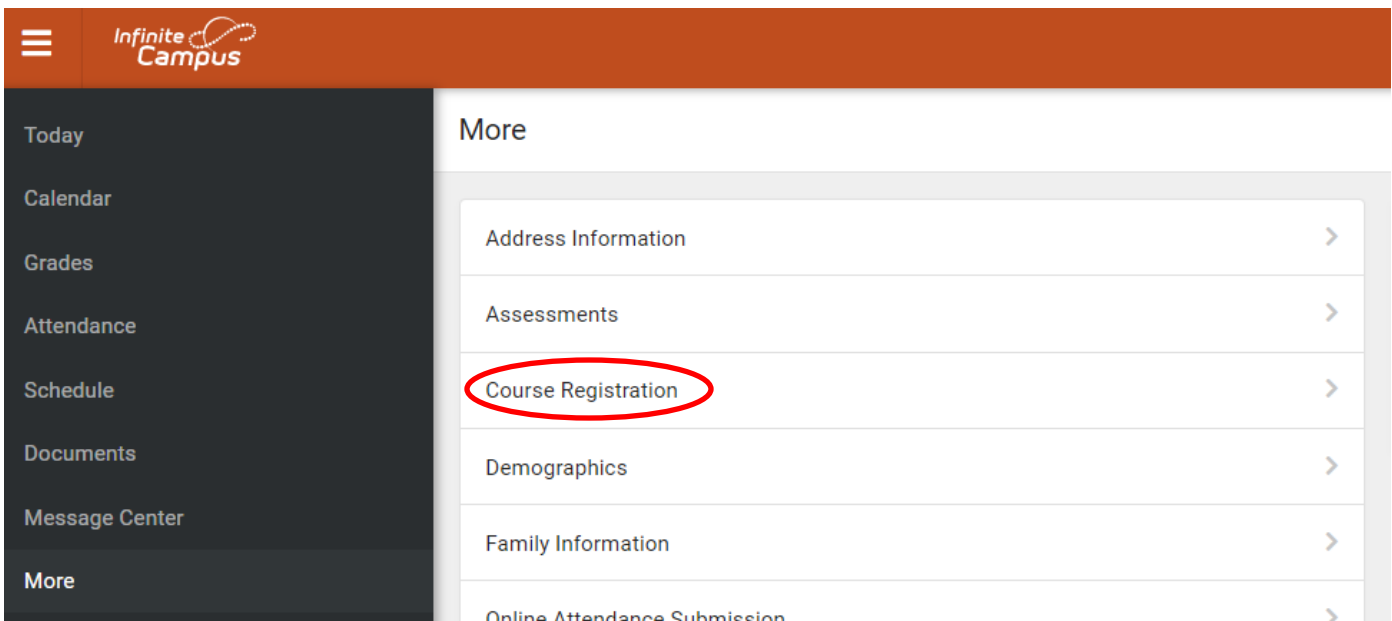
Password: gpsj7812

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.

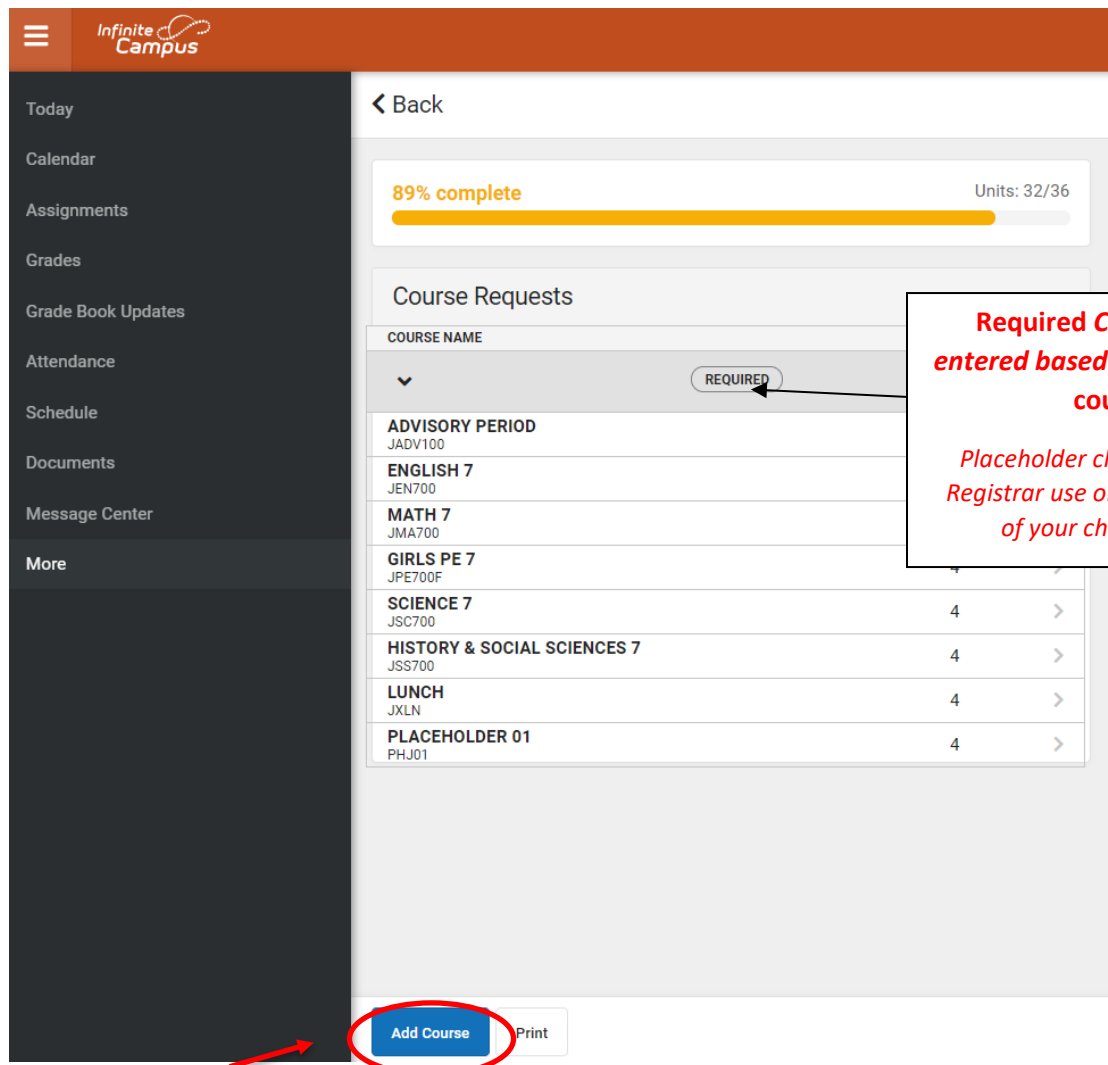
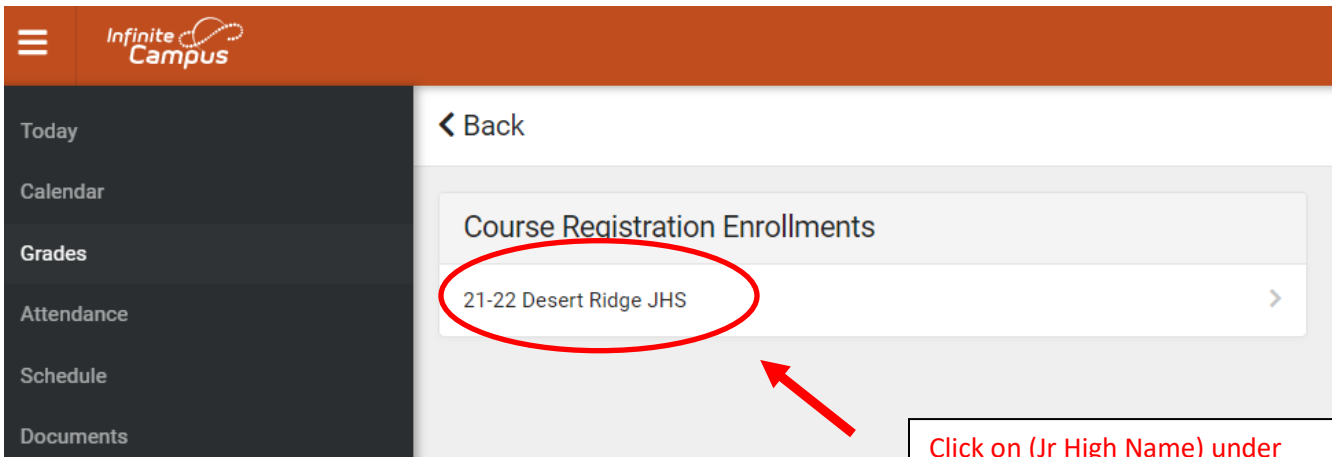


The screenshot shows the Infinite Campus interface. At the top is an orange header with the Infinite Campus logo. Below the header is a dark grey sidebar menu on the left with the following items: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Documents, Message Center, and More. The 'More' item is circled in red. The main content area on the right 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 titled 'Assignments Due Today' which contains the text 'No assignments.'



The screenshot shows the Infinite Campus interface with the 'More' menu expanded. The sidebar menu on the left now includes 'More' at the bottom. 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 **Add Course**.

Selecting Elective Courses

7th grade students will be scheduled in one elective for the 21-22 school year.

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

89% complete Units: 32/36

Add Course

Search Courses

ACTION	COURSE NAME	UNITS
+	AVID 7 JAVD700	4 >
+	BAND 7 BRASS JMU760	4 >
+	BAND 7 WOODWINDS JMU780	4 >
+	BOYS CHOIR JMU900	
+	GIRLS CHOIR 7 JMU700	
+	MINI COMPUTERS JBMI720	4 >
+	ONLINE LEARNING PHJ05	4 >
+	ORCHESTRA 7 JMU730	4 >
+	SPANISH IA JFL800A	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.

Then **Add Request.**

7th graders will have 1 "Requested" Elective.

Example: Sample Student would like to take Girls Choir 7 as her 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 header with a back arrow and the text '89% complete' next to a yellow progress bar and 'Units: 32/36'. Below this is a card for 'JMU700 - GIRLS CHOIR 7' with the following details: 'Semester Grade - JHS Electives Credits: 0.500', 'Units: 4', and a course description: 'This course is a study of beginning and intermediate music fundamentals: sight-reading skills with emphasis on solfège, good intonation, sound production, and performance skills. The intent of this course is to encourage and achieve competency in areas of unison to three-part choral singing. The chorus also serves as a school representative at various community, district and statewide events.' At the bottom of the card, there are two buttons: 'Add Request' (highlighted with a red circle) and 'Add Alternate'.

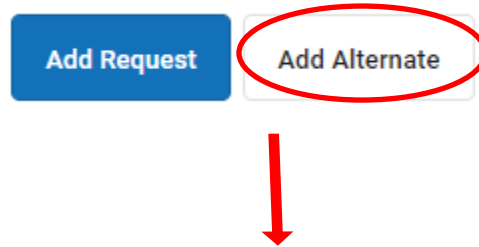
100% Does not mean you are done with registration.



This screenshot shows the same Infinite Campus interface but with the progress bar updated to '100% complete' in green, indicating that all 36 units are completed. The course card for 'JMU700 - GIRLS CHOIR 7' now features a green button with a checkmark and the text 'REQUEST' in the top right corner. The course details and description remain the same as in the previous screenshot.

★ 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 shows a '100% complete' progress bar (Units: 36/36) and an 'Add Course' section with a search bar. Below the search bar is a table of courses with columns for ACTION, COURSE NAME, and UNITS.

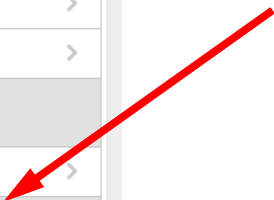
ACTION	COURSE NAME	UNITS
+	AVID 7 JAVD700	4
+	BAND 7 BRASS JMU760	4
×	BAND 7 WOODWINDS JMU780	4
+	BOYS CHOIR JMU900	4
×	GIRLS CHOIR 7 JMU700	4
+	MINI COMPUTERS JBMI720	4
+	ONLINE LEARNING PHJ05	4
+	ORCHESTRA 7 JMU730	4
×	SPANISH IA JFL800A	4
+	STUDENT COUNCIL JCSC900	4
+	YEARBOOK JCYB900	4

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	
ADVISORY PERIOD JADV100	4 >
ENGLISH 7 JEN700	4 >
MATH 7 JMA700	4 >
GIRLS PE 7 JPE700F	4 >
SCIENCE 7 JSC700	4 >
HISTORY & SOCIAL SCIENCES 7 JSS700	4 >
LUNCH JXLN	4 >
PLACEHOLDER 01 PHJ01	4 >
REQUESTS	
GIRLS CHOIR 7 JMU700	4 >
ALTERNATES	
SPANISH IA JFL800A	4 >
BAND 7 WOODWINDS JMU780	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: 111
 Grade: 07

Requested Courses:

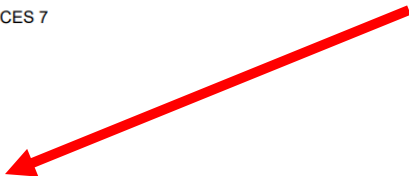
- JADV100 ADVISORY PERIOD
- JEN700 ENGLISH 7
- JMU700 GIRLS CHOIR 7
- JPE700F GIRLS PE 7
- JSS700 HISTORY & SOCIAL SCIENCES 7
- JXLN LUNCH
- JMA700 MATH 7
- PHJ01 PLACEHOLDER 01
- JSC700 SCIENCE 7

Alternate Courses:

- JMU780 BAND 7 WOODWINDS
- JFL800A SPANISH IA

Courses with program priority displayed in bold.

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



Parent/Guardian Signature _____ Date _____

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

Optional :: Online Learning

Online Learning is optional. If you wish to include one or more online courses within the student's 2021/2022 schedule, you must add the highlighted course below to your requests. Please add this course LAST after you have entered all other elective requests.

COURSE NAME	UNITS
REQUIRED	
ADVISORY PERIOD JADV100	4 >
ENGLISH 7 JEN700	4 >
MATH 7 JMA700	4 >
GIRLS PE 7 JPE700F	4 >
SCIENCE 7 JSC700	4 >
HISTORY & SOCIAL SCIENCES 7 JSS700	4 >
LUNCH JXLN	4 >
PLACEHOLDER 01 PHJ01	4 >
REQUESTS	
GIRLS CHOIR 7 JMU700	4 >
ALTERNATES	
SPANISH IA JFL800A	4 >
BAND 7 WOODWINDS JMU780	4 >
ONLINE LEARNING PHJ05	4 >

Add Request

Add Alternate

Note: This option should be selected **LAST** if you wish to include one or more online courses within the student's 2021/2022 schedule. If **ONLINE LEARNING** is not selected, students will be placed in ALL in-person courses.

A campus representative will contact you directly to discuss the online options.