

2021/2022

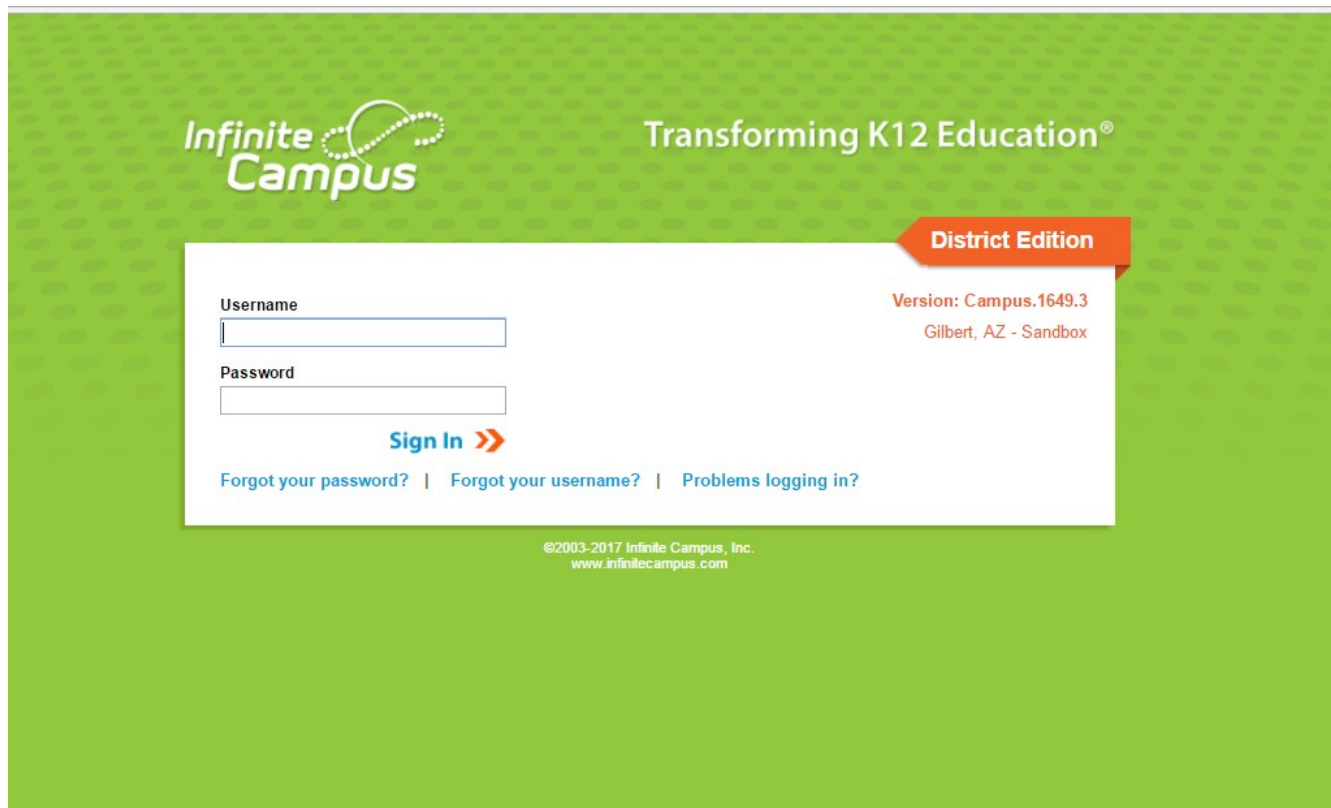
INFINITE CAMPUS COURSE SELECTION INSTRUCTIONS

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)>

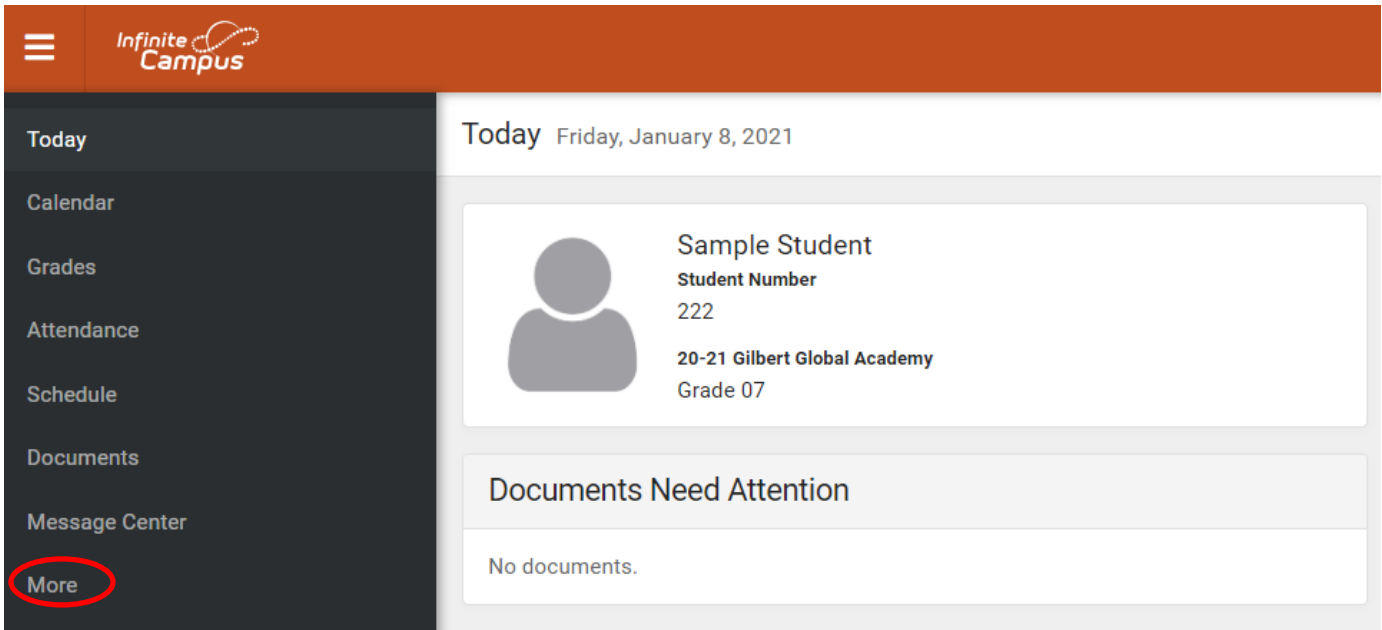
Password: gps <first initial> <last four numbers of student ID number>

Example: User name: jdsmith

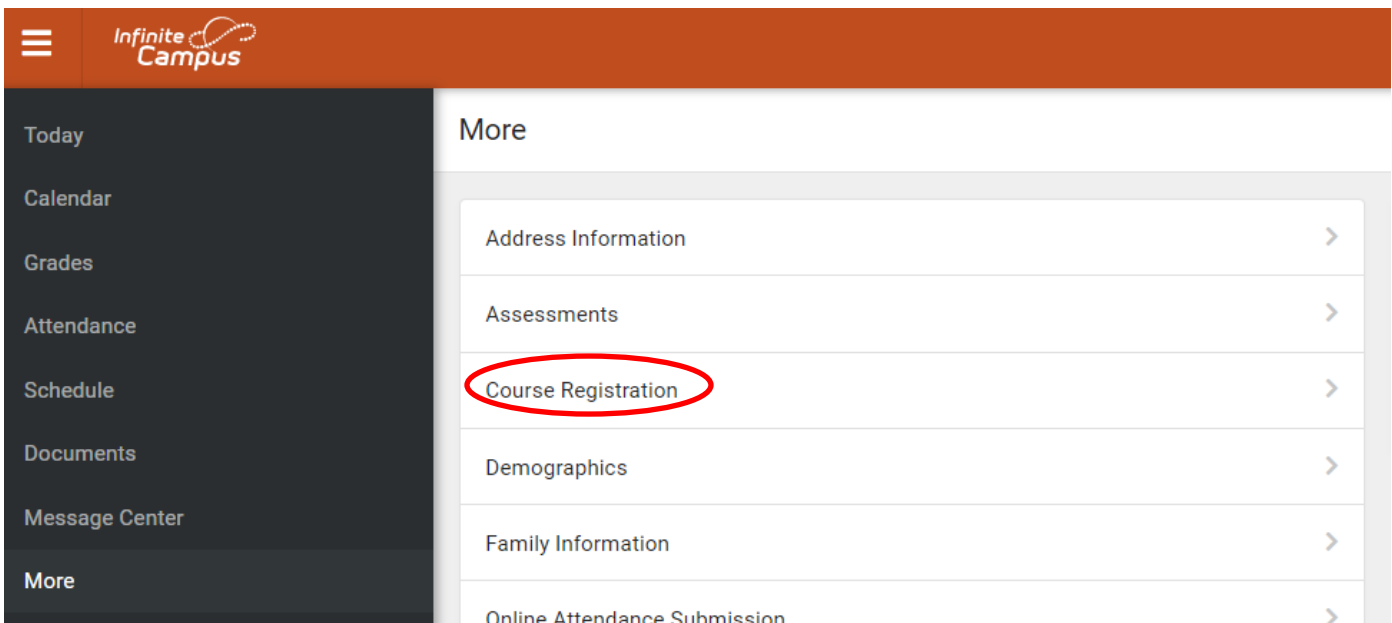
Password: gpsj7812

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.

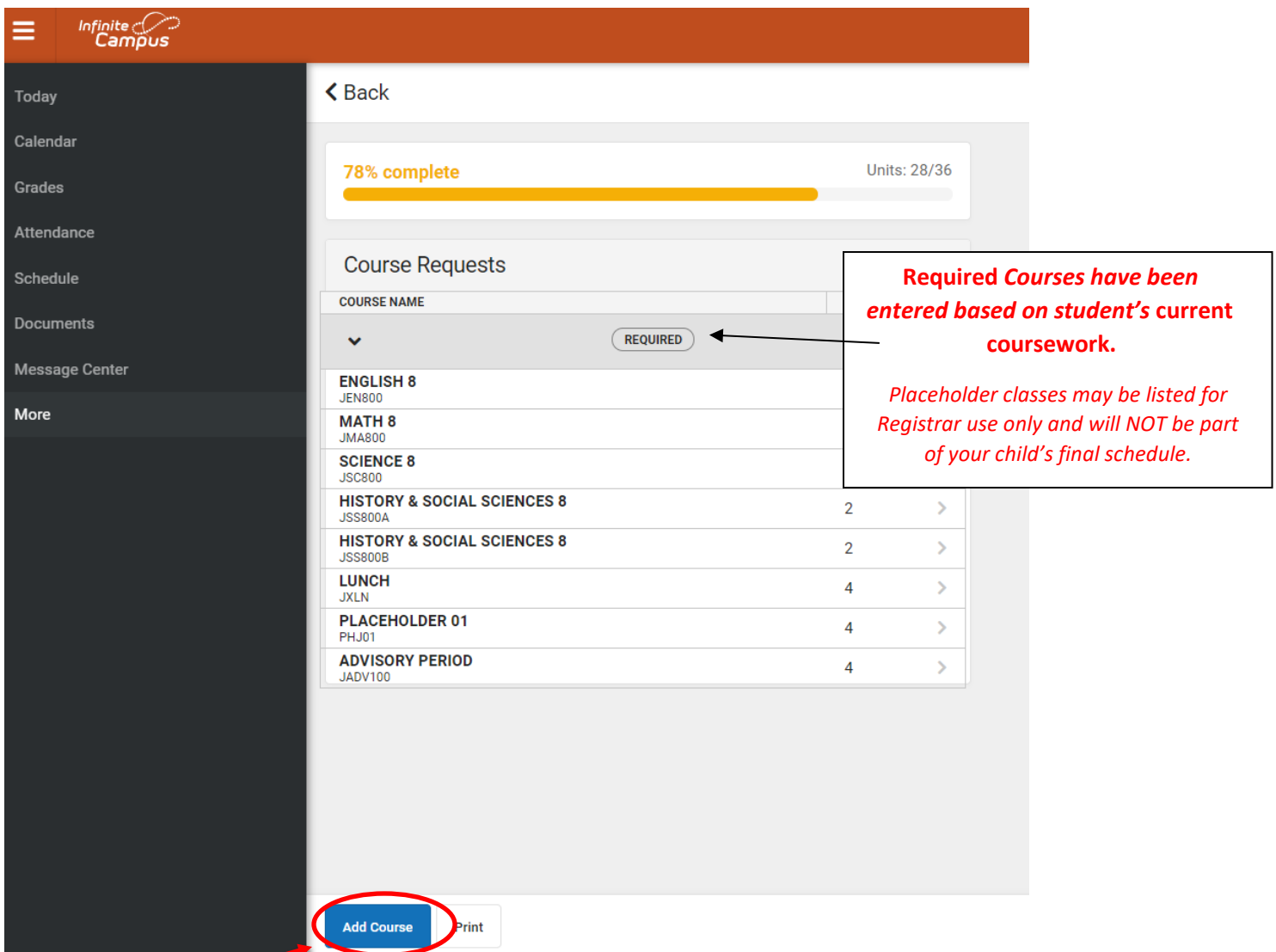
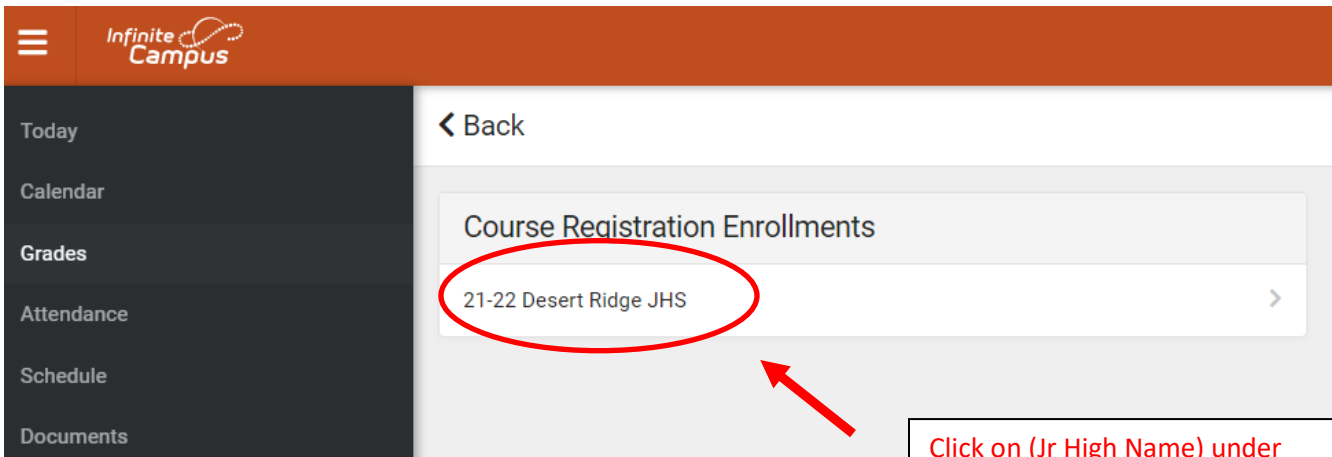


The screenshot shows the Infinite Campus interface. At the top, there is a navigation bar with the Infinite Campus logo and a hamburger menu icon. Below the navigation bar is a dark sidebar menu with the following items: Today, Calendar, Grades, Attendance, Schedule, Documents, Message Center, and More. The 'More' item is circled in red. The main content area displays the date 'Today Friday, January 8, 2021' and a student profile for 'Sample Student' with Student Number 222, attending '20-21 Gilbert Global Academy' in 'Grade 07'. Below the profile is a section titled 'Documents Need Attention' which states 'No documents.'



The screenshot shows the Infinite Campus interface with the 'More' menu expanded. The sidebar menu 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

8th grade students will be scheduled in two electives for the 21-22 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
+	AVID 8 JAVD800	4
+	BAND 8 BRASS JMU860	4
+	BAND 8 WOODWINDS JMU880	4
+	BAND PERCUSSION 8 JMU840	4
+	BOYS CHOIR JMU900	
+	BUSINESS I JABU800	
+	CHAMBER CHOIR JMU810	
+	CLOTHING JACC800	2
+	DIGITAL ART JADA800	2
+	GIRLS CHOIR 8 JMU800	4
+	INDUSTRIAL TECH I JAIT800	2
+	INTRO TO COMPUTER SCIENCE JACS900	2

Click on the course title to see a description of the course.

Units: A full year course is 4 units. A semester course is 2 units. If you select an elective that is a semester course, you must PAIR it with another semester course to equal a full year.

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 navigation menu with options: Today, Calendar, Grades, Attendance, Schedule, Documents, Message Center, and More. The main content area shows a course card for "JMU800 - GIRLS CHOIR 8". At the top of the card, it says "78% complete" with a yellow progress bar and "Units: 28/36". Below the course title, it lists "Semester Grade - JHS Electives Credits: 0.500" and "Units: 4". A description 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 of the card, there are two buttons: "Add Request" (highlighted with a red circle) and "Add Alternate".

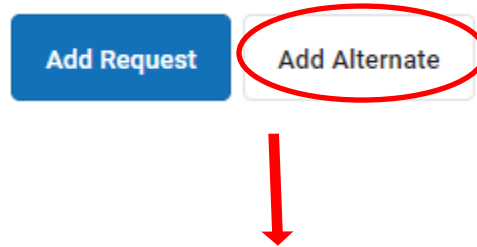
100% Does not mean you are done with registration.



The screenshot shows the Infinite Campus interface for a different course. At the top, it says "100% complete" with a green progress bar and "Units: 36/36". Below the course title "JMU830 - ORCHESTRA 8", there is a green button with a checkmark and the word "REQUEST". It lists "Semester Grade - JHS Electives Credits: 0.500" and "Units: 4". A prerequisite is listed: "Prerequisite: Previous orchestra experience required." The description 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.

+	BAND PERCUSSION 8 JMU840		4	>
+	BOYS CHOIR JMU900		4	>
+	BUSINESS I JABU800		2	>
+	CHAMBER CHOIR JMU810		4	>
×	CLOTHING JACC800	ALT	2	>
+	DIGITAL ART JADA800		2	>
×	GIRLS CHOIR 8 JMU800	REQ	4	>
×	INDUSTRIAL TECH I JAIT800	ALT	2	>
+	INTRO TO COMPUTER SCIENCE JACS900		2	>
+	JAZZ BAND 7/8 JMU990		4	>
+	LIFE SKILLS I JALS800		2	>
+	ONLINE LEARNING PHJ05		4	>
×	ORCHESTRA 8 JMU830	REQ	4	>
×	SPANISH IA JFL800A	ALT	4	>
+	SPANISH IB JFL800B		4	>
×	STEM 8-PLTW JAST820	ALT	4	>
+	STUDENT COUNCIL JCSC900		4	>

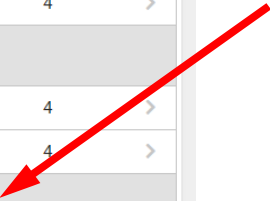
If you have successfully added your electives, your screen should look similar to the one above. Remember, 2 semester courses = a full year. This is demonstrated above with Clothing and Industrial Tech.

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.

ENGLISH 8 JEN800	4	>
MATH 8 JMA800	4	>
SCIENCE 8 JSC800	4	>
HISTORY & SOCIAL SCIENCES 8 JSS800A	2	>
HISTORY & SOCIAL SCIENCES 8 JSS800B	2	>
LUNCH JXLN	4	>
PLACEHOLDER 01 PHJ01	4	>
ADVISORY PERIOD JADV100	4	>
<input type="button" value="REQUESTS"/>		
GIRLS CHOIR 8 JMU800	4	>
ORCHESTRA 8 JMU830	4	>
<input type="button" value="ALTERNATES"/>		
CLOTHING JACC800	2	>
INDUSTRIAL TECH I JAIT800	2	>
SPANISH IA JFL800A	4	>
STEM 8-PLTW JAST820	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: 222
 Grade: 08

Requested Courses:

- JADV100 ADVISORY PERIOD
- JEN800 ENGLISH 8
- JMU800 GIRLS CHOIR 8
- JSS800A HISTORY & SOCIAL SCIENCES 8
- JSS800B HISTORY & SOCIAL SCIENCES 8
- JXLN LUNCH
- JMA800 MATH 8
- JMU830 ORCHESTRA 8
- PHJ01 PLACEHOLDER 01
- JSC800 SCIENCE 8

Alternate Courses:

- JACC800 CLOTHING
- JAIT800 INDUSTRIAL TECH I
- JFL800A SPANISH IA
- JAST820 STEM 8-PLTW

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.



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

Parent/Guardian Signature _____ Date _____

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.

ENGLISH 8 JEN800	4	>
MATH 8 JMA800	4	>
SCIENCE 8 JSC800	4	>
HISTORY & SOCIAL SCIENCES 8 JSS800A	2	>
HISTORY & SOCIAL SCIENCES 8 JSS800B	2	>
LUNCH JXLN	4	>
PLACEHOLDER 01 PHJ01	4	>
ADVISORY PERIOD JADV100	4	>
▼ REQUESTS		
GIRLS CHOIR 8 JMU800	4	>
ORCHESTRA 8 JMU830	4	>
▼ ALTERNATES		
INDUSTRIAL TECH I JAIT800	2	>
SPANISH IA JFL800A	4	>
STEM 8-PLTW JAST820	4	>
CLOTHING JACC800	2	>
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.