

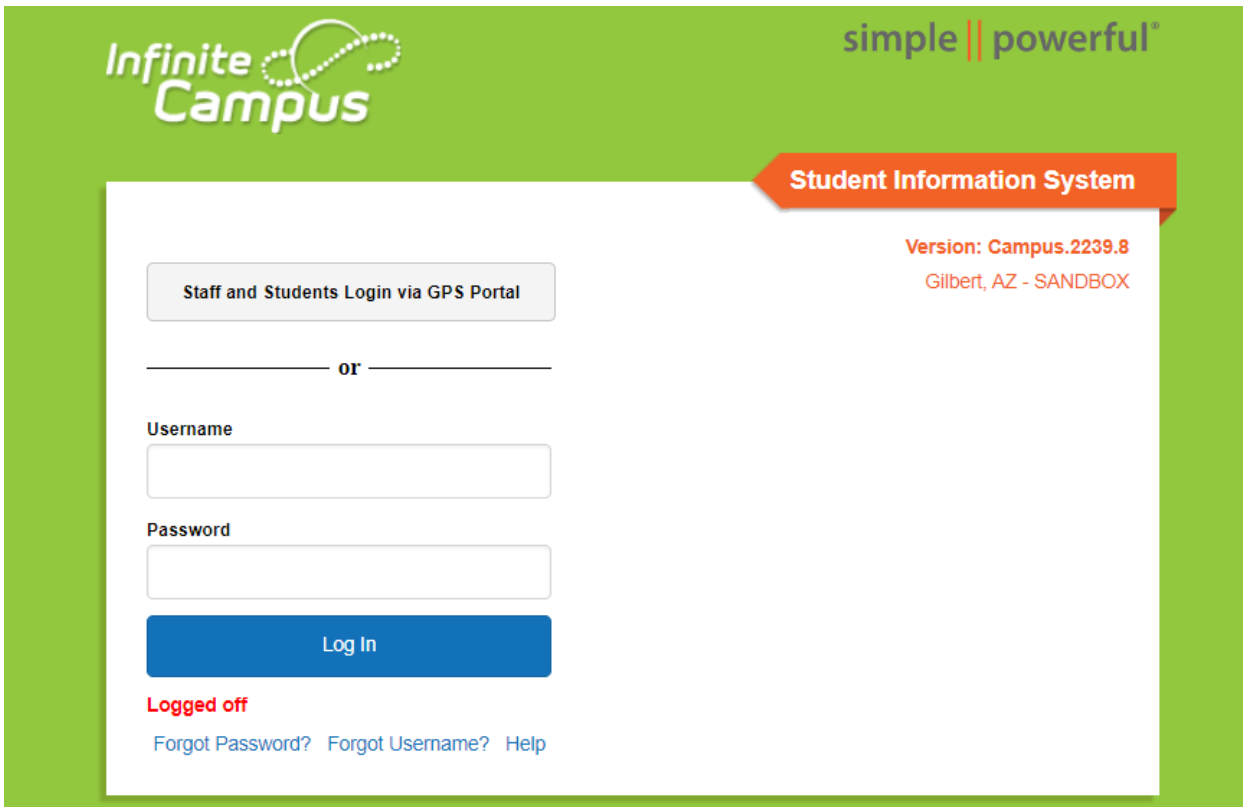
# INFINITE CAMPUS COURSE SELECTION INSTRUCTIONS

PLEASE READ **ALL** OF THE DIRECTIONS BEFORE ENTERING DATA INTO THE COMPUTER.

All students will enter their elective 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:



The screenshot shows the Infinite Campus login interface. At the top left is the 'Infinite Campus' logo, and at the top right is the slogan 'simple || powerful'. A red banner on the right side reads 'Student Information System'. Below this, the version 'Version: Campus.2239.8' and environment 'Gilbert, AZ - SANDBOX' are displayed. The main login area contains a button for 'Staff and Students Login via GPS Portal', followed by an 'or' separator. There are input fields for 'Username' and 'Password', and a blue 'Log In' button. At the bottom left, it says 'Logged off' and provides links for 'Forgot Password?', 'Forgot Username?', and 'Help'.

## **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)>

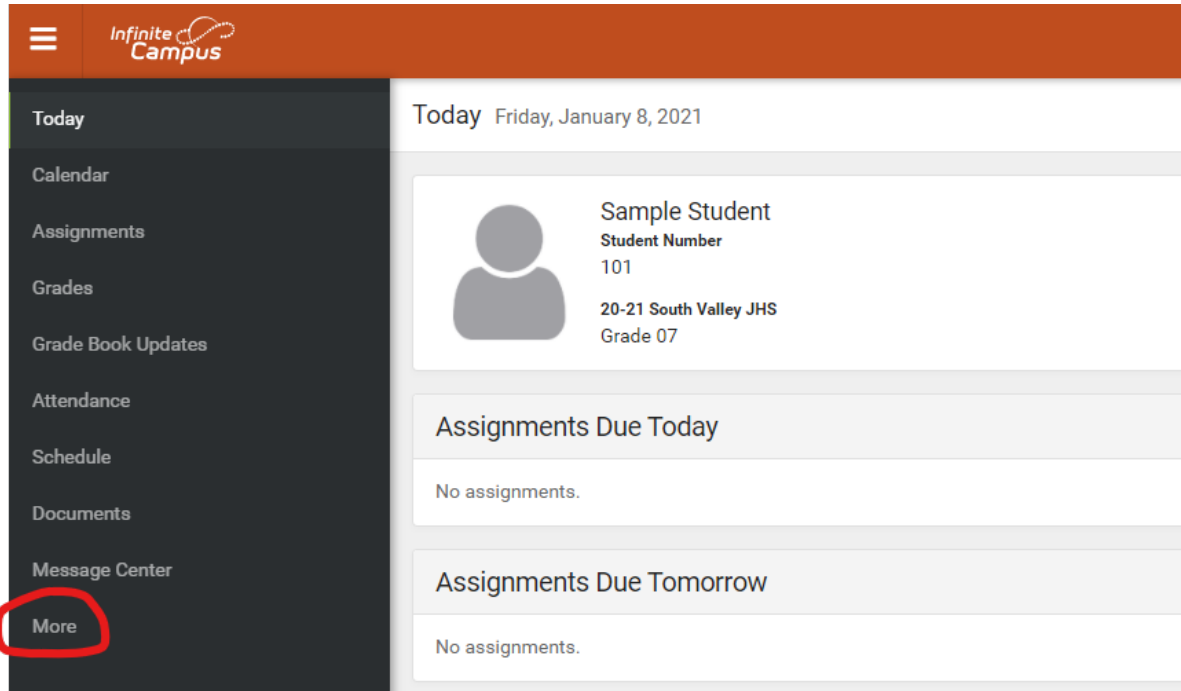
Password: gps <first initial> <last four numbers of student ID number>

Example: User name: jdsmith

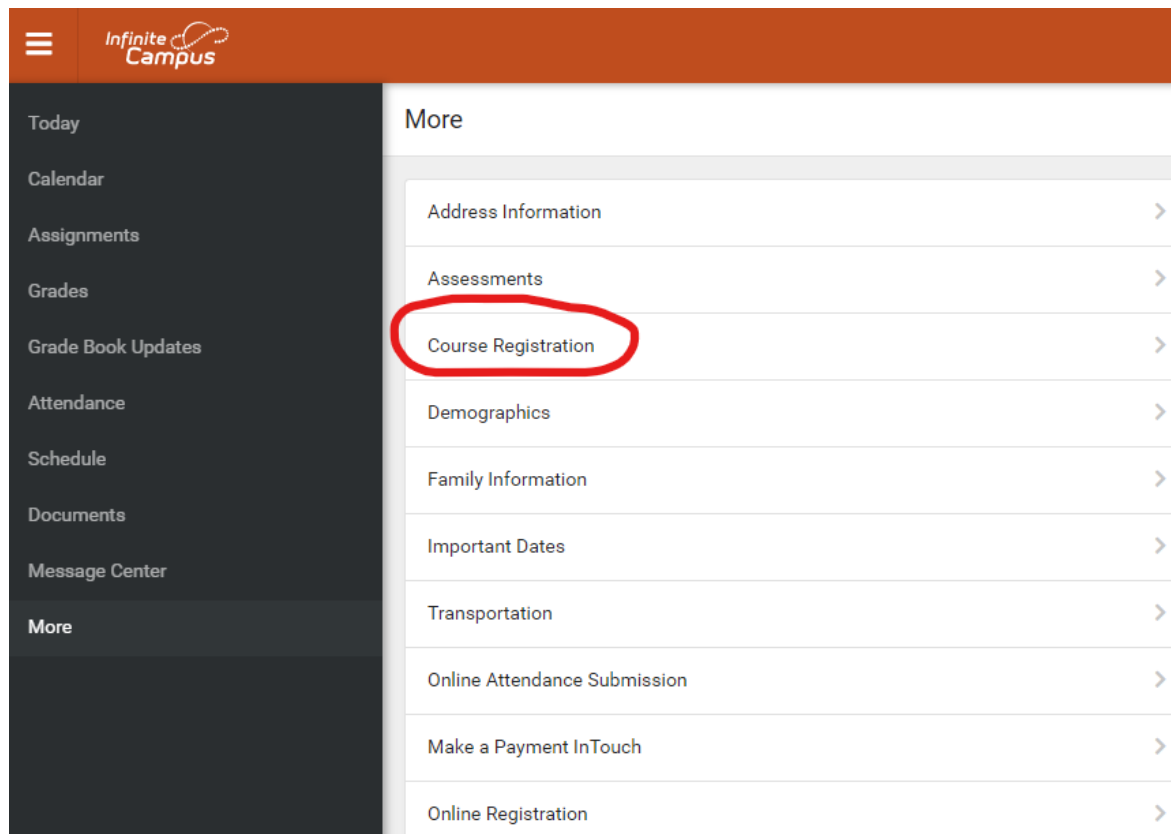
Password: gpsj7812

## Accessing Course Selection Screen

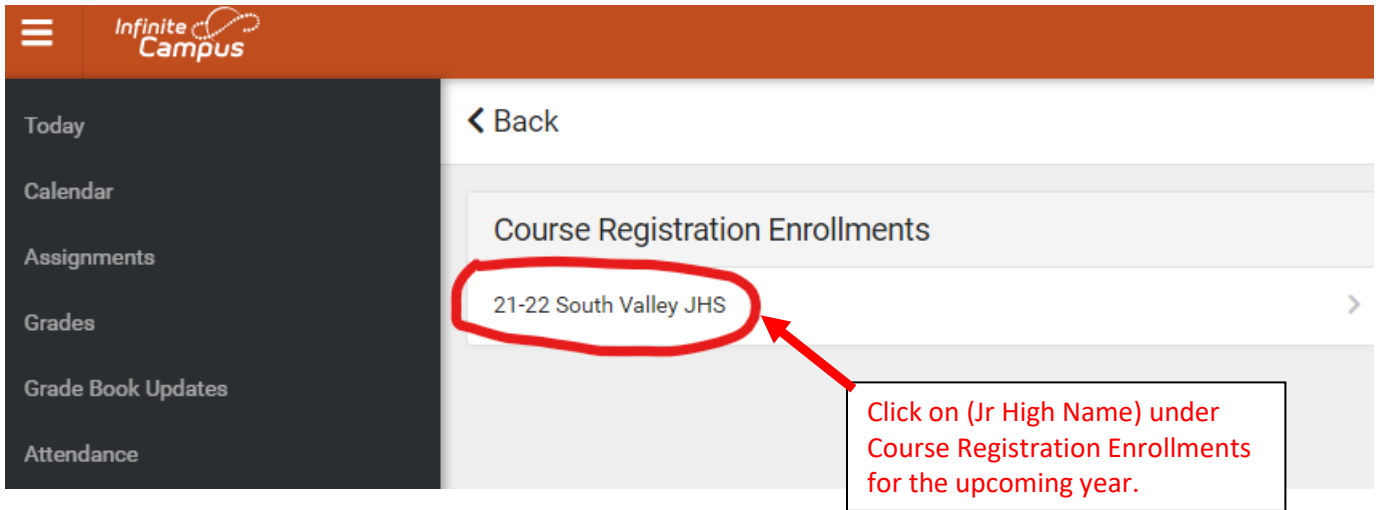
Once a student is logged in, he or she will be taken to the home page. To access the course selection screen, **click More -> Course Registration ->** This will take the student to the **Course Registration Enrollments screen**. Click on junior high school name to begin.



The screenshot shows the Infinite Campus home page. The top navigation bar is orange with the Infinite Campus logo. A dark grey sidebar on the left contains a 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 on the right shows the date 'Today Friday, January 8, 2021', a student profile for 'Sample Student' (Student Number 101, 20-21 South Valley JHS, Grade 07), and two sections for 'Assignments Due Today' and 'Assignments Due Tomorrow', both showing 'No assignments.'



The screenshot shows the Infinite Campus 'More' menu. The top navigation bar is orange with the Infinite Campus logo. The dark grey sidebar on the left has 'More' selected. The main content area on the right is titled 'More' and contains a list of menu items with right-pointing chevrons: Address Information, Assessments, Course Registration (circled in red), Demographics, Family Information, Important Dates, Transportation, Online Attendance Submission, Make a Payment InTouch, and Online Registration.



## Course Selection Screen

Infinite Campus

< Back

75% complete Units: 24/33

Course Requests

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

Add Course Print

Required Courses have been entered based on student's current coursework.

Click on **Add Course**.

# Selecting Elective Courses

8<sup>th</sup> grade students will be scheduled in two electives.

After clicking Add Course, click on your 1<sup>st</sup> elective choice. Then **Add Request**. Repeat the process for your 2<sup>nd</sup> choice.

For example, Sample Student would like to take Orchestra 8 as her first choice. She has added Orchestra 8 first and then added Drama II because it is her second choice.

**75% complete** Units: 24/32

**Add Course**

Search Courses

ACTION	COURSE NAME	UNITS
+	ART I JAAR800	4
+	BAND 8 JMU850	4
+	BEGINNING BAND JMU950	4
+	BEGINNING DANCE JPE105	4
+	BEGINNING ORCHESTRA JMU955	4
+	DRAMA II JCDR850	4
+	FIELD AND TEAM SPORTS JPE240	4
+	INDUSTRIAL TECH I JAIT800	4
+	INTERMEDIATE CHOIR JMU984	4
+	INTRO TO WEIGHT TRAINING JPE220	4
+	LIFE SKILLS I JALS800	4
+	ORCHESTRA 8 JMU830	4
+	SPANISH I FL109A	4
+	STEM EXPLORATION I JAST800	4
+	UNIFIED ART JYUE901	4

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

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

88% complete Units: 28/32

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JMU830 - ORCHESTRA 8 ✓ REQUEST

Semester Grade - JHS Electives Credits: 0.500  
Units: 4

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.

**Add Request** Add Alternate

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

**100% Does not mean you are done with registration.**

100% complete Units: 32/32

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JCDR850 - DRAMA II ✓ REQUEST

Semester Grade - JHS Electives Credits: 0.500  
Units: 4

This course expands on the concepts learned from DRAMA I. Major units include technical aspects of stage production, theatre direction, script writing, advanced acting, and improvisation.

**Add Request** Add Alternate



**You MUST select Alternates!**



**8<sup>th</sup> graders should select a total of 3 alternates.**

**Add Request** **Add Alternate**

↓

# Example

100% complete Units: 32/32

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Add Course

Search Courses

ACTION	COURSE NAME		UNITS	
×	<b>ART I</b> JAAR800	ALT	4	>
+	<b>BAND 8</b> JMU850		4	>
+	<b>BEGINNING BAND</b> JMU950		4	>
+	<b>BEGINNING DANCE</b> JPE105		4	>
+	<b>BEGINNING ORCHESTRA</b> JMU955		4	>
×	<b>DRAMA II</b> JCDR850	REQ	4	>
+	<b>FIELD AND TEAM SPORTS</b> JPE240		4	>
+	<b>INDUSTRIAL TECH I</b> JAIT800		4	>
+	<b>INTERMEDIATE CHOIR</b> JMU984		4	>
+	<b>INTRO TO WEIGHT TRAINING</b> JPE220		4	>
×	<b>LIFE SKILLS I</b> JALS800	ALT	4	>
×	<b>ORCHESTRA 8</b> JMU830	REQ	4	>
×	<b>SPANISH I</b> FL109A	ALT	4	>
+	<b>STEM EXPLORATION I</b> JAST800		4	>

**8<sup>th</sup> Grade:**  
Check that  
you have 2  
REQ courses  
and 3 ALT  
courses  
selected.

If you have successfully added your 3 alternate electives, your screen should look similar to the one above.

**Select BACK for a final check of your selections.**



# Print

When all courses are entered, your screen should look somewhat similar to the example below. After you have carefully reviewed your selections, you may click **PRINT**.

Course Requests	
COURSE NAME	UNITS
REQUIRED	
ENGLISH 8 JEN800	4
MATH 8 JMA800	4
HISTORY & SOCIAL SCIENCES 8 JSS800	4
LUNCH B JXLNB	4
SCIENCE 8 JSC800	4
ADVISORY PERIOD JADV800	4
REQUESTS	
ORCHESTRA 8 JMU830	4
DRAMA II JCDR850	4
ALTERNATES	
PANISH I FL109A	4
LIFE SKILLS I JALS800	4
ART I JAAR800	4

\*Please be sure that you have selected three Alternate Courses. These are required in the event that your top choices are not available. Otherwise, electives will be selected for you at random.

Student, Sample  
Student Number: 101  
Grade: 08

Requested Courses:

- JADV800 ADVISORY PERIOD
- JCDR850 DRAMA II
- JEN800 ENGLISH 8
- JSS800 HISTORY & SOCIAL SCIENCES 8
- JXLNB LUNCH B
- JMA800 MATH 8
- JMU830 ORCHESTRA 8
- JSC800 SCIENCE 8

Alternate Courses:

- JAAR800 ART I
- JALS800 LIFE SKILLS I
- FL109A SPANISH I

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

Courses with program priority displayed in bold.

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

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