

2010-2011 Whitewater High School Student Registration

Dear Students and Parents:

This document explains the process of how a student can register for next year's courses using the Infinite Campus Portal. Student registration can be done from a home computer, a school lab or from any computer with internet capabilities to which the student has access.

The Infinite Campus portal will be available to you for choosing electives beginning Tuesday, February 23, 2010 at 3:30pm and will close at 3:30pm on Friday, February 26, 2010. To begin the course selection process, go to the county website, www.fcboe.org. Under Parent Information, you'll find Online Gradebook: Infinite Campus. Please click on that. That will take you to the next page that gives a short explanation of Infinite Campus. The first arrow at the bottom of that page has "click here" at the end of the sentence. Please click that. You should now be at the portal login screen.

1. From the portal login screen, enter the Username and Password that has been assigned to your student. The username is the student's Student Number; the password is the student's Birth Date in *mmdyy* format. In the event that you are unable to sign in, it is possible that your student has elected to change his/her password. You will need to get that information from your student.
2. Click the Login button. This will bring the user to the main portal page where district and school notices will be listed.
3. Click the Registration option from the index on the left of the screen.
4. Any required courses that have been established and already inputted by school personnel will be listed in the Required Courses list. Students cannot change any required courses listed for them. ***Students can only request Elective Courses or Alternate Courses.*** Once everything is entered, the counselors will review course requests to insure the students stay on track.

The screenshot shows the Infinite Campus portal interface. On the left is a sidebar with navigation icons for Family, Calendar, To Do List, Anderson, Jack 10, Registration: 08-09 High School, 07-08 High School, Schedule, Attendance, Behavior, Health, and Assessment. The main content area has a header for 'Jack Anderson 08-09 High School' with links for 'COURSE SEARCH' and 'PRINT REQUEST SUMMARY'. Below the header, there are three tabs: 'Required Courses', 'Requested Courses', and 'Alternate Courses'. A search section titled 'Search By:' contains two input fields: 'Course Name' (with 'English' entered) and 'Course Number'. A 'Go' button is below the fields. To the right, under 'Select a course to view', a list of course codes and names is displayed: EN051S1 English 10, EN051S2 English 10, EN052 Accelerated English, EN061S1 Fundamentals of English, EN061S2 Fundamentals of English, SN162S1 English, and SN162S2 English.

1. Click the Course Search link. A search screen will appear.
2. Courses can be searched by the course name or by the course number. Enter either the Course Name (i.e., English) or Course Number.
3. Click the GO button. Matching course names will appear to the right.
4. Click on any course listed to view the course description.
5. To request this course as part of the schedule for next year, click the ***Request as Elective*** button. Courses can also be requested as ***Alternates***. This course would be placed on the schedule if other electives were full.
6. When finished requesting courses, click the Print Request Summary option to print a report of the courses that were requested if you choose to keep a copy for your records.
7. On ***Thursday, April 29, 2010***, students will receive a printed copy of their course request for final review and signature.
8. This form must be returned with the student and parent signatures on ***Friday, April 30, 2010***.

