

## 2010-2011 Whitewater High School Student Registration

Dear Rising 9<sup>th</sup> Grade 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 Monday, March 15, 2010 at 8:00 am and will close at 3:30pm on Wednesday, March 17, 2010.** To begin the course selection process, go to the county website, [www.fcboe.org](http://www.fcboe.org). Under *Parent Information*, please click on **Online Gradebook: Infinite Campus**. You will be taken to the next page where you will find a short explanation of Infinite Campus. The first arrow at the bottom of page has "click here" at the end of the sentence. Please click as directed. 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 have registered appropriately.

The screenshot shows the Infinite Campus portal interface for a student named Jack Anderson, 08-09 High School. On the left is a navigation menu with 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 with the student's name and school, and two links: COURSE SEARCH and PRINT REQUEST SUMMARY. Below the header, there are three buttons: 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" which is empty. 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 Course** button. Courses can also be requested as **Alternates**. This course would be placed on the schedule if other electives were full.
6. When course selection is complete, click the **Print Request Summary** option to print a report of the courses that were requested for your records.

