

# Infinite Campus Course Selection Instructions

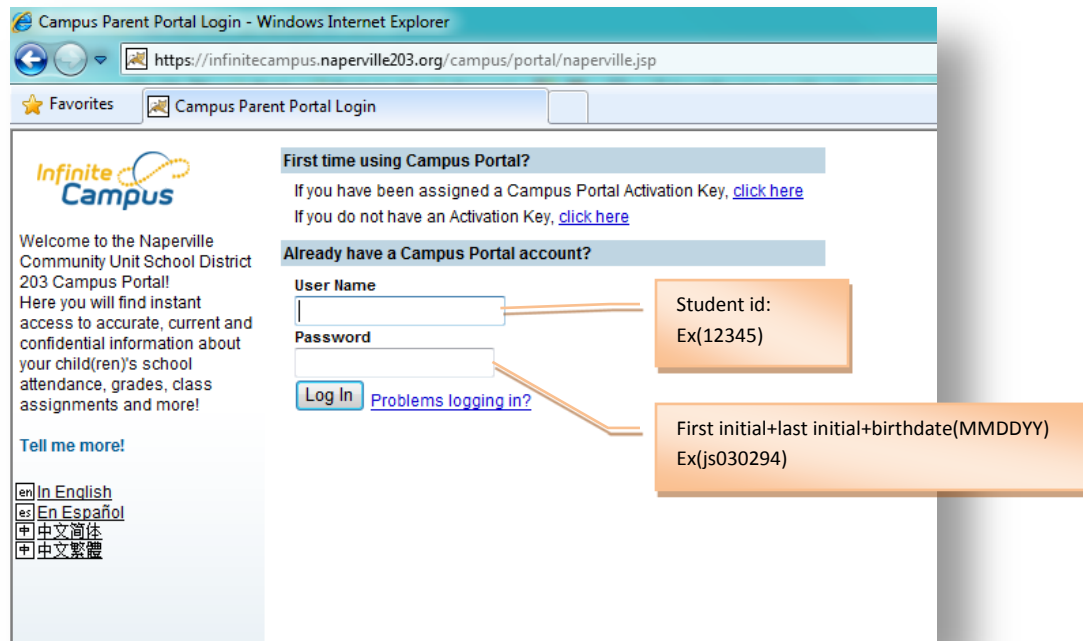
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## Student Portal Access Instructions.

Students can access the portal by using the following url:

<https://infinitecampus.naperville203.org/campus/portal/naperville.jsp>

Below is an image of what the login screen should look like:



The ID is the student ID number and the initial password is based upon initials and birth date. The format for the password is <first initial><last initial><birthdate in MMDDYY>.

Example: John Smith, born on 03/02/1994 with student ID of 12345

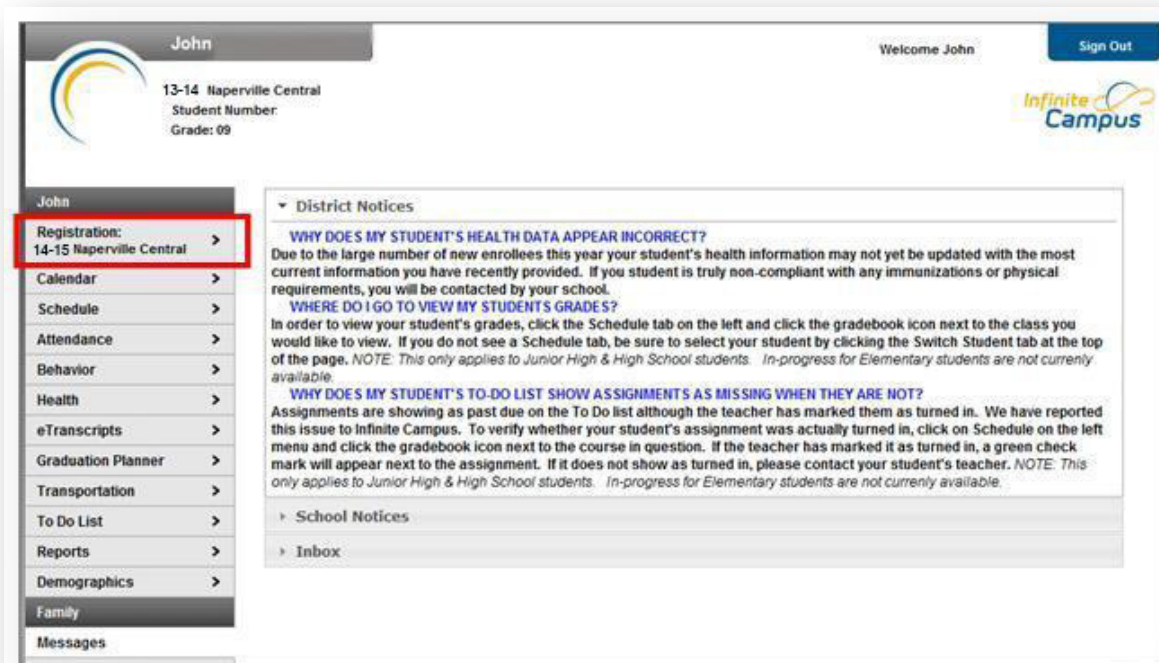
User Name = 12345

Password = js030294

# Infinite Campus Course Selection Instructions

## Accessing Course Selection Screens

Once the student is logged in, he or she will be taken to the Infinite Campus Home Page. From there, the student can access the course selection screen using “Registration 14-15 Naperville Central” link depending on the school and as shown below.

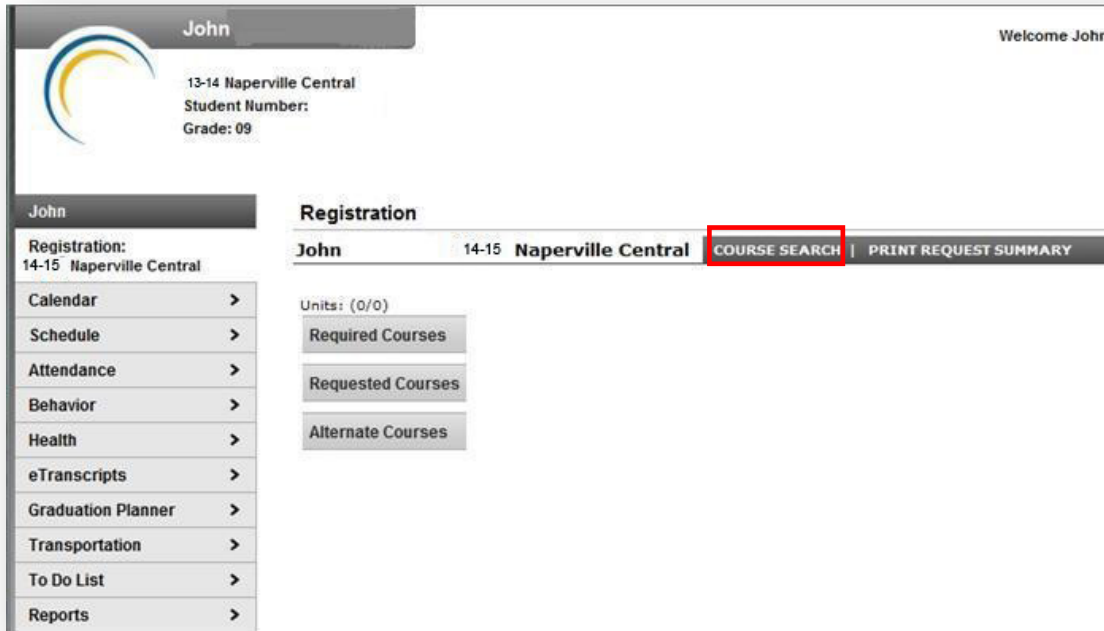


Clicking this link will result in the student being taken to the course selection screen, shown below.

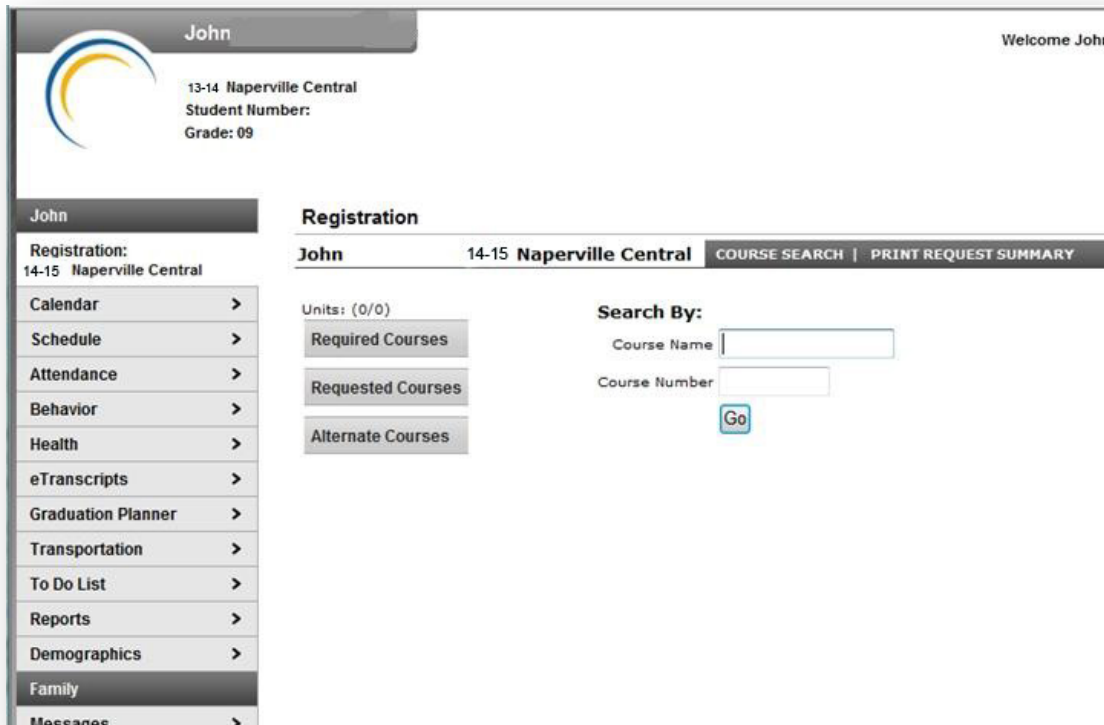


# Infinite Campus Course Selection Instructions

Once on the Course Selection page, the student should then click the Course Search link at the top of the page as shown below.



Clicking this link will provide the student with two search boxes: one for search by Course Name and one by Course Number as shown below.



# Infinite Campus Course Selection Instructions

## Searching for Courses

### Searching by Course Name

The student can enter any text string within the name of the course and click the Go button. This will return a list of any active courses containing that string. For example, if the student enters “Algebra” in the course name textbox and clicks Go, a list of all classes with the word Algebra in them will return.

The screenshot displays the Infinite Campus registration interface for a student named John. The interface includes a navigation menu on the left with options like Calendar, Schedule, Attendance, Behavior, Health, eTranscripts, Graduation Planner, Transportation, To Do List, Reports, and Demographics. The main content area is titled 'Registration' and shows the student's name, school (Naperville Central), and current grade (09). A search section is active, with 'algebra' entered in the 'Course Name' field and the 'Go' button clicked. The search results list various algebra courses, including Introduction to Algebra, Algebra 1, Algebra 1 Support, Algebra 1 w/Geometry, Algebra 2 C (Core), and Honors Algebra 2.

Course ID	Course Name
M10011	Introduction to Algebra
M10012	Introduction to Algebra
M19011	Algebra 1
M19012	Algebra 1
M25011	Algebra 1 Support
M25012	Algebra 1 Support
M28011	Algebra 1 w/Geometry
M28012	Algebra 1 w/Geometry
M40011	Algebra 2 C (Core)
M40012	Algebra 2 C (Core)
M43011	Algebra 2
M43012	Algebra 2
M430H1	Honors Algebra 2
M430H2	Honors Algebra 2

Student enters “algebra” and clicks Go

Classes with “algebra” in the name returns

# Infinite Campus Course Selection Instructions

## Searching by Course Number

The student can enter course number and click the Go button. This will return the course with that number. The course number has to be entered exactly to return results. Any partial or incorrect course numbers will not return results.

The screenshot displays the Infinite Campus registration page for a student named John. The page includes a navigation menu on the left with options like Calendar, Schedule, Attendance, Behavior, Health, eTranscripts, Graduation Planner, Transportation, To Do List, Reports, and Demographics. The main content area is titled 'Registration' and shows the student's name, school (14-15 Naperville Central), and units (0/0). There are buttons for 'Required Courses', 'Requested Courses', and 'Alternate Courses'. A search section is visible with 'Search By:' options for 'Course Name' and 'Course Number'. The 'Course Number' field contains 'M10011' and a 'Go' button is next to it. A dropdown menu is open, showing 'M10011 Introduction to Algebra' as the selected course. Two callout boxes provide instructions: one points to the 'Go' button stating 'Student enters exact course number and clicks Go', and another points to the course name in the dropdown stating 'Class will appear as valid course number'.

# Infinite Campus Course Selection Instructions

## Viewing Course Details

Once a course or list of courses appears on the right, the student can then click on the course that he or she would like to see. This will display the course description as well as buttons that allow the student to request the course.

The screenshot shows the Infinite Campus registration page for a student named John. The page is titled "Registration" and shows the student's information: "13-14 Naperville Central", "Student Number:", and "Grade: 09". The page is divided into several sections:

- Left Sidebar:** A navigation menu with options like "John", "Registration: 14-15 Naperville Central", "Calendar", "Schedule", "Attendance", "Behavior", "Health", "eTranscripts", "Graduation Planner", "Transportation", "To Do List", "Reports", "Demographics", "Family", "Messages", "Household Information", "Family Members", "User Account", "Change Password", "Contact Preferences", and "Access Log".
- Registration Section:** Shows "Units: (0/0)" and buttons for "Required Courses", "Requested Courses", and "Alternate Courses".
- Search Section:** A search bar with "Course Name" containing "algebra" and a "Go" button.
- Course List:** A list of courses under the heading "Select a course to view". The list includes: M10011 Introduction to Algebra, M10012 Introduction to Algebra, M19011 Algebra 1, M19012 Algebra 1, M25011 Algebra 1 Support, M25012 Algebra 1 Support, M28011 Algebra 1 w/Geometry, M28012 Algebra 1 w/Geometry, M40011 Algebra 2 C (Core), M40012 Algebra 2 C (Core), M43011 Algebra 2, M43012 Algebra 2, M430H1 Honors Algebra 2, and M430H2 Honors Algebra 2.
- Course Details:** The details for "M19011 Algebra 1" are shown, including "6 Semester Grade-Mathematics Credits: 0.500" and a description: "This course is designed to emphasize the operations of arithmetic through the generalized use of variables to represent quantities. Topics include solving and graphing linear equations and inequalities, systems of linear equations, quadratics, families of functions, and elementary data analysis. This is a beginning course in algebra and is fundamental in developing skills essential for further study of mathematics as well as being a basic entrance requirement for the study of many other courses. A graphing calculator is required." Below the description, it says "Scheduling Units: 1" and has two buttons: "Request this Course" and "Request as an Alternate".

Student clicks on the course they would like to see

The Student then clicks either button to add it to their requested courses

Course description appears here

# Infinite Campus Course Selection Instructions

Once the student requests a course, it will appear in the requested courses list. The student then repeats this cycle until the required number of Units (see circled area) is fulfilled. Once this total has been fulfilled, all remaining courses can only be requested as alternate courses.

**Please make certain that year-long classes (semesters 1 and 2) are entered as such! This is very important.**

The screenshot shows the Infinite Campus registration interface for a student named John. The top header includes the student's name, school (13-14 Naperville Central), and grade (09). A navigation menu on the left lists various options like Calendar, Schedule, Attendance, Behavior, Health, eTranscripts, Graduation Planner, Transportation, To Do List, Reports, Demographics, and Family. The main content area is titled "Registration" and shows the student's name, school, and semester (14-15). It features buttons for "Required Courses", "Requested Courses", and "Alternate Courses". The "Requested Courses" section lists "M19011 Algebra 1", which is highlighted with a red box. The "Units: (1/16)" text is circled in green, indicating the current unit count.

# Infinite Campus Course Selection Instructions

## Printing Course Requests

Once the student has completed the request process, he or she may then optionally print the selections by clicking the “Print Request Summary” link at the top of the page.

The screenshot displays the Infinite Campus student portal interface. At the top left, there is a logo and the name "John". Below it, the text reads "13-14 Naperville Central", "Student Number:", and "Grade: 09". In the top right corner, it says "Welcome John". A navigation menu on the left lists various options: "John", "Registration: 14-15 Naperville Central", "Calendar", "Schedule", "Attendance", "Behavior", "Health", "eTranscripts", "Graduation Planner", "Transportation", "To Do List", "Reports", "Demographics", and "Family". The main content area is titled "Registration" and shows the student's name "John", the school "14-15 Naperville Central", and a navigation bar with "COURSE SEARCH" and "PRINT REQUEST SUMMARY" (highlighted with a red box). Below this, it indicates "Units: (1/16)" and lists "Required Courses", "Requested Courses" (with "M19011 Algebra 1" listed), and "Alternate Courses".



# Infinite Campus Course Selection Instructions

## Logging Out of the Portal

Once the student has completed the request process and has printed his/her summary, the student may then log out of the system. Students should take care to click the log out button on the menu on the left side of the screen.

**DO NOT CLOSE THE BROWSER WITHOUT LOGGING OUT. YOUR SESSION WILL REMAIN ACTIVE IF YOU DO NOT LOG OUT PROPERLY.**

The screenshot shows the Infinite Campus portal in a Windows Internet Explorer browser window. The browser address bar displays the URL: <https://infinitecampus.naperville203.org/campus/portal/main.xsl?lang=en>. The page header includes the user's name "John", the school "13-14 Naperville Central", and the student number "Student Number Grade: 09". A "Sign Out" button is visible in the top right corner. The main content area is titled "Registration" and shows the user's name "John", school "14-15 Naperville Central", and a list of units: "Units: (1/16)", "Required Courses", "Requested Courses" (with "M19011 Algebra 1" listed), and "Alternate Courses". A left-hand navigation menu contains various options like "Calendar", "Schedule", "Attendance", etc. Two orange callout boxes with lines pointing to the "Sign Out" button and the "Requested Courses" section contain the following text:

- Log out before closing the browser.
- DO NOT CLOSE THE BROWSER BEFORE LOGGING OUT!**