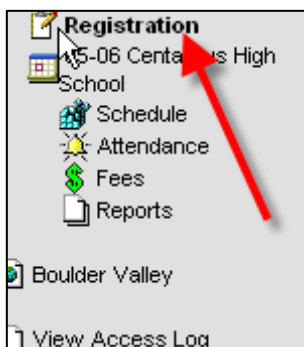
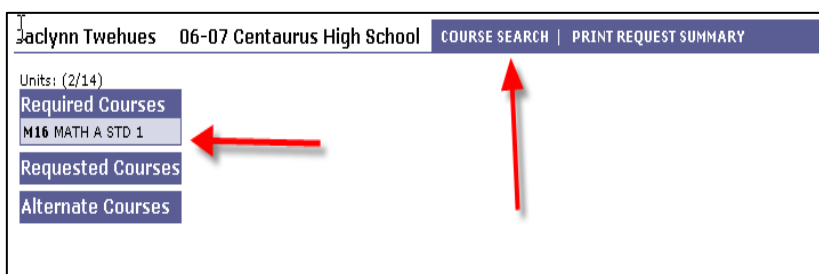


Infinite Campus Using Student Portal to Request Courses



When the students log in to the Student Portal they select the Registration option in the navigation tree.



After selecting Registration, the following screen appears:

To enter course requests, the student selects the Course Search button and the following screen appears:

Search By: *Select a course to view*
T85 AP EURO HIST

Course Name

Course Number

1. The student enters course code T85.

2. The course appears in the list. Click on the name of the course

3. The description of the course appears

T85 AP EURO HIST

Advanced Placement European History is an intensive study of history designed for above average students. The time period covered is approximately 1450 to 1970 – the high Renaissance to the recent past in Europe. The skills emphasized in the course are college level reading, research, writing, critical thinking, and historiography. Many colleges grant college credit in European History if a student earns "3" or better on the Advanced Placement exam in the spring.
NCAA Clearinghouse approved Course

Scheduling Units: 2

Click on the Request this Course button to add to the student's list of courses and the following screen appears:

Units: (4/14)
Required Courses
M16 MATH A STD 1
Requested Courses
T85 AP EURO HIST
Alternate Courses

If the student selects a course they have already taken, the following appears:

F73 SPANISH 3

- **Course Already Taken** 2004-2005 Grade: 09 Term: 1 Score: C
- **Course Already Taken** 2004-2005 Grade: 09 Term: 1 Score: C
- **Course Already Taken** 2004-2005 Grade: 09 Term: 2 Score: D

Scheduling Units: 2

Request this Course Request as an Alternate

The student can still create a course request for a course they have already taken. A student cannot create multiple requests for a single course (such as weight training).

If the student doesn't know the course code for a class, they can search on the course name. If a student enters art in the Course Name box, they will see:

Centaurus High School COURSE SEARCH | PRINT REQUEST SUMMARY

Search By:
Course Name: art
Course Number:
Go

Select a course to view
A35 FOUND. IN ART
A71 PHOTO 1, ART
A72 PHOTO 2, ART
A73 PHOTO 3, ART
A90 IS ART
S47 INTR. EARTH SC
Z35 LANGUAGE ARTS 9 - MODIFIED
Z62 ART ELECTIVE MODIFIED

The student can then select the course and create a course request.

Students will need to PRINT **TWO COPIES** OF REQUEST SUMMARY.

Students should sign both copies of the request summary.

This year students are to select ALTERNATE COURSES. Students should sign up for alternate courses in order of preference.