

HOW TO DO Course Selection ON INFINITE CAMPUS 10th, 11th, and 12th Grades

IC Portal opens for registration **on February 19**. Log on to your IC account. (If you do not have an account or have forgotten your password, please ask a teacher or go to the Library for help).

Follow the steps below. **(Read all steps before you start.)**

1. Click on Registration

2. Click on Course

3. **Type in the Course Number Only.** Refer to the Academic Planning Guide for the course number. Remember to register for A & B on full year courses. Semester courses end with a S. Click GO button.

The screenshot shows the Infinite Campus interface for Broomfield High School. The left sidebar contains a navigation menu with 'Registration' highlighted. The main content area shows 'Units: (0/56)' and three buttons: 'Required Courses', 'Requested Courses', and 'Alternate Courses'. Below these are search fields for 'Course Name' and 'Course Number', and a 'Go' button.

DO NOT TYPE IN COURSE NAME

4. Select the course to see course description

5. Click here to Request this course

6. Click here to Request as an Alternative

The screenshot shows the search results for 'Drafting'. The 'Course Name' field contains 'Drafting' and the 'Course Number' field contains 'J10'. Below the search fields, the course description for 'J10 DRAFTING' is displayed. At the bottom, there are two buttons: 'Request this Course' and 'Request as an Alternate'. An 'OR' label is placed between the two buttons.

7. Repeat steps 2 – 5 for each of your course requests.

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

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- **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

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).

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

Print your Request Summary for your records. After **March 8 at 3:00 pm**, you will not be able to view it.

8. Click Here to Print your Requests

The screenshot shows the Infinite Campus interface for Broomfield High School. The user is logged in as Cassidy Black. The navigation menu includes Registration, School, Schedule, Attendance, Reports, Boulder Valley, and account management options. The main content area shows a search for 'Drafting' (J10 DRAFTING) with a 'Go' button. Below the search results, the course description for 'J10 DRAFTING' is displayed, including its scheduling units (8) and two buttons: 'Request this Course' and 'Request as an Alternate'. The 'Request as an Alternate' button is highlighted with a blue border.

Important Dates:

2/19/19 - Online course selection is open

3/08/19 - Last day for online course selection. Portal closes at 3:00 PM