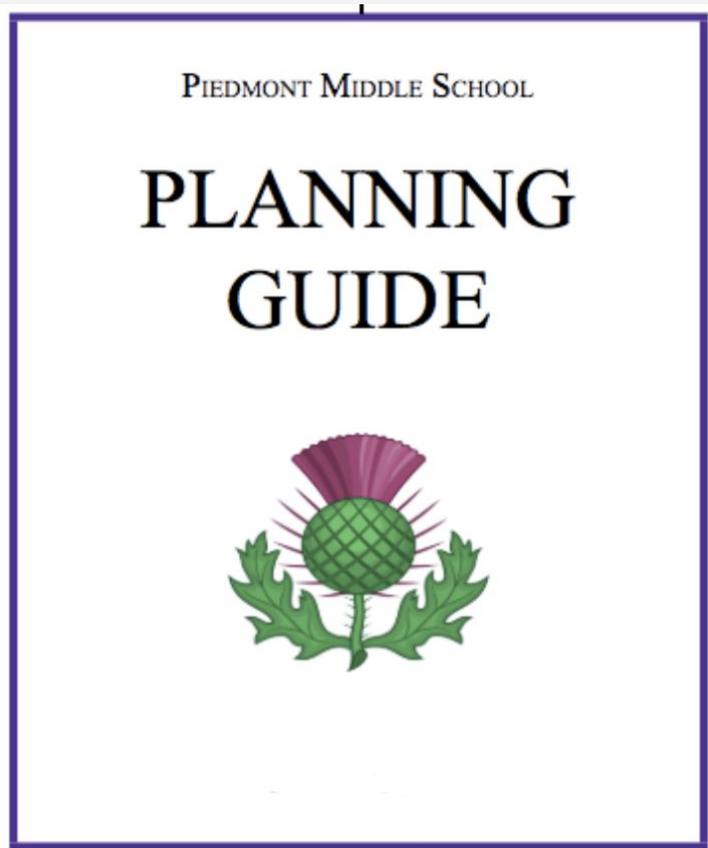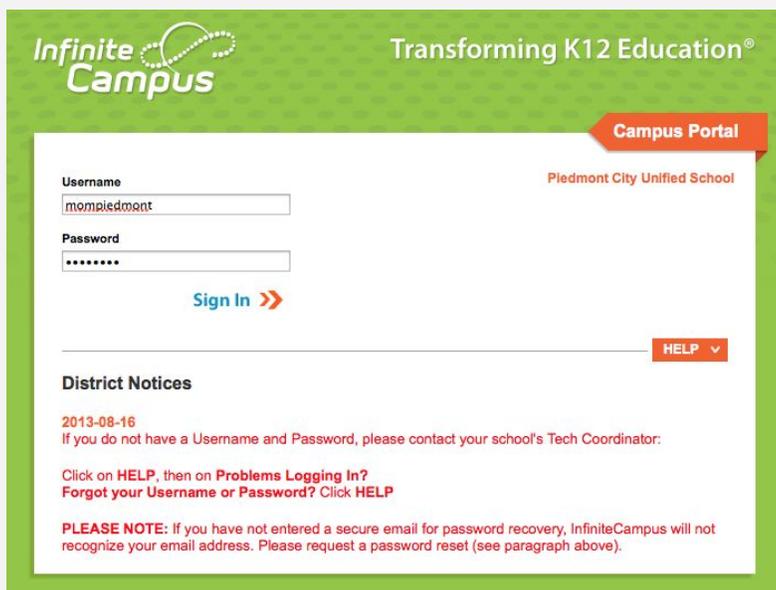# Instructions for Students/Parents to Request Courses on Infinite Campus

These directions will demonstrate how to request courses for the following school year.
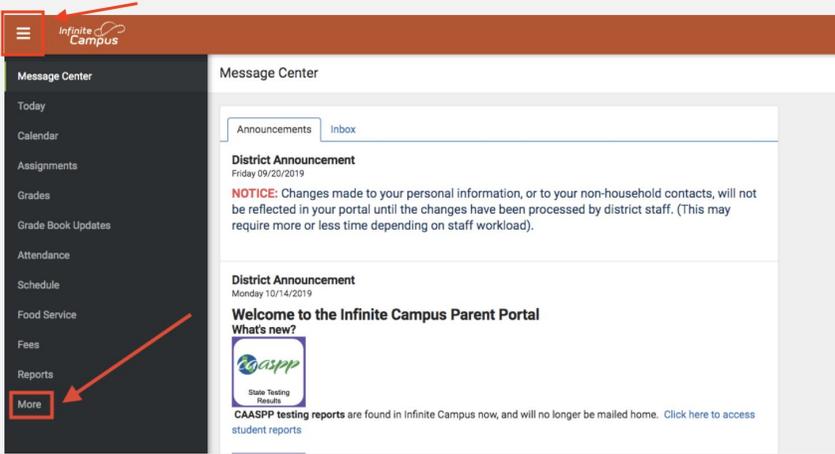
1.) Before logging in to pick your courses, use the Planning Guide to help determine which classes you'd like to request. YOU MUST rank these by order of preference.

2.) Start by logging into Infinite Campus. If you can't recall your username or password, try the HELP button.

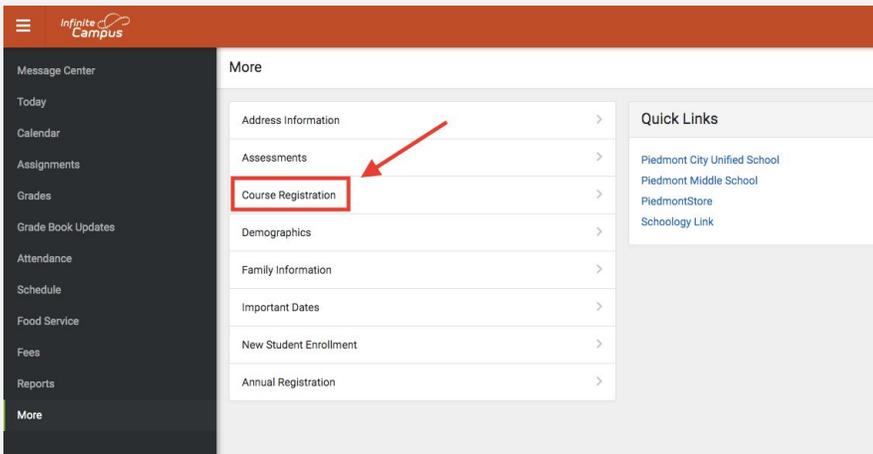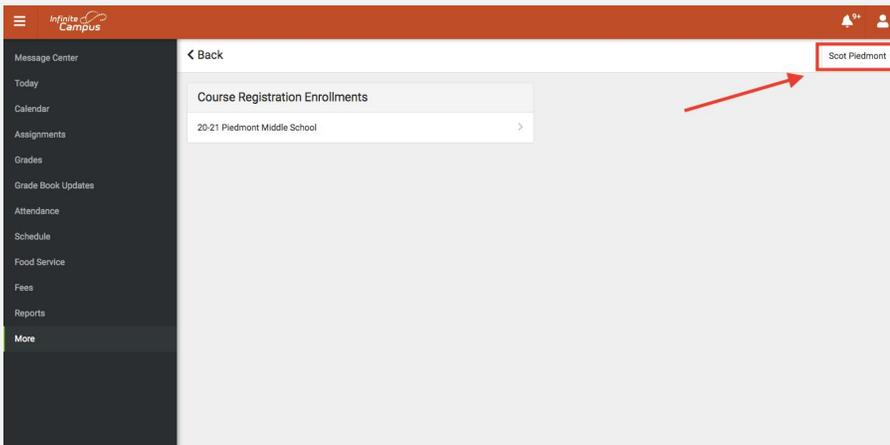**https://piedmontca.infinitecampus.org/campus/portal/piedmont.jsp**

3.) Look at the bottom of the Menu Bar on the left hand side of the screen. **Click on 'More'.**
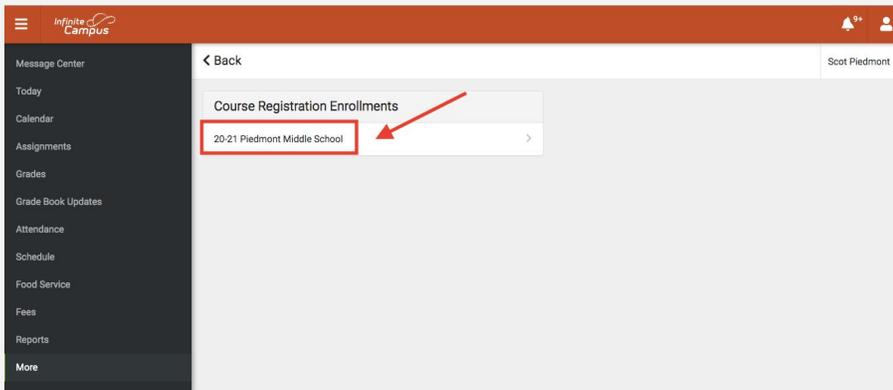*If you do not see the Menu Bar, click on the menu icon in the top left of the screen.

Note: The banner on your screen will be GREEN, not orange.
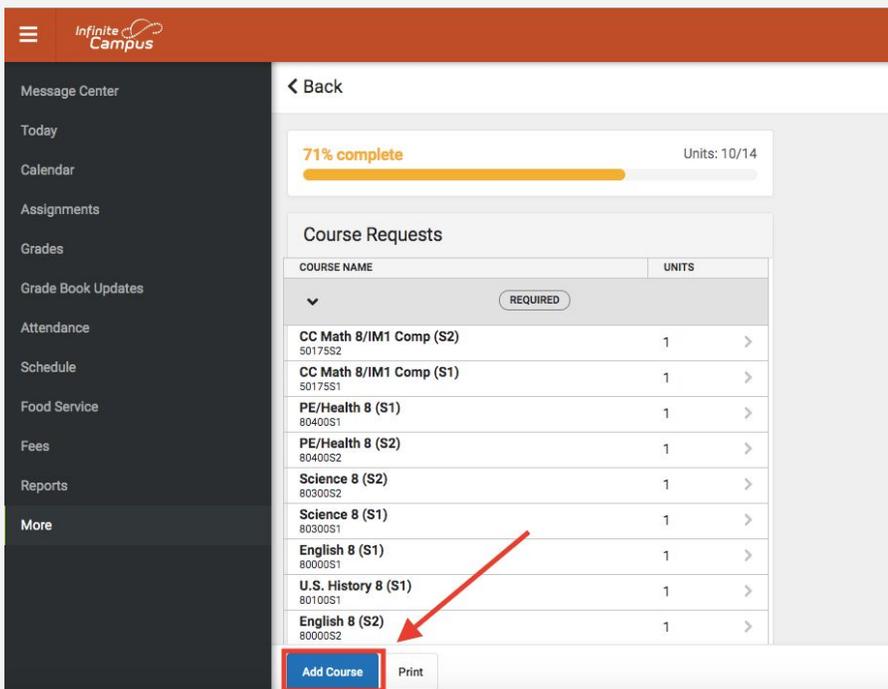

4.) Click on **Course Registration.**

5.) If you are a parent and have more than one child, be sure you are registering the correct child. You will see your child's name in the top right corner of the screen. If you need to choose a different child, click on the drop-down menu and choose that child.

6.) Click on **21-22 Piedmont Middle School**

7.) Course Registration opens. You will notice the academic classes, along with PE have been requested by default. You will need to request your remaining elective classes until your units are complete at 28. Each selection is 2 units. Click on **Add Course** in the bottom left of the screen.

8.) Use the **PMS Planning Guide** to locate the course titles that you would like to take. Note the grade level and any prerequisites.

9.) Click on a course to see a description, like that found in your Planning Guide.

9A.) On the description page, you can **request the class by clicking on the 'Add Request' button** in the bottom left of the page. It is <u>important</u> that you **order the courses you'd like to take.** Click on the 'Back' button in the top left to get back to the list of courses.

<u>NOTE: Request courses in the order of preference (starting with your 1st choice)!!</u>
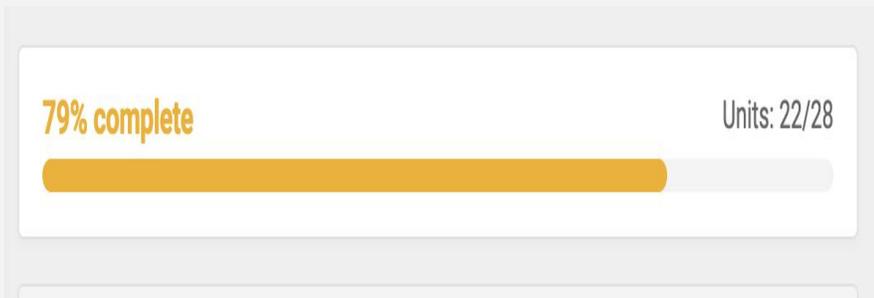

9B.) Alternatively you can add the request before reading the description by clicking on the **'+'** button next to the course name.

79% complete   Units: 22/28

10.) Each time you add a course request, you will see the number of units, out of 28, increase. **Repeat the process until you have 28/28.** You should also **add at least 4 Alternate Courses (in order of preference).**

100% complete   Units: 28/28

 ***Note: If you are requesting to take French BC, Spanish BC, or Chinese BC, they are yearlong classes. Therefore, you must request, Semester 1 and Semester 2 for each of these classes

100% complete   Units: 28/28

Add Course

Search Courses	🔍

ACTION	COURSE NAME		UNITS	
✚	**ASB (SEM)** 20300		2	›
✖	**Animation Workshop (SEM)** 10900	REQ	2	›
✖	**Art (SEM)** 10500	REQ	2	›

11.) If a mistake was made, or if you want to delete or reorder your requests, click on the red X, and click on 'Delete'. Or, click on the course name to see the description and then click on 'Delete Request' or 'Convert to Alternate'.

Infinite Campus

- Message Center
- Today
- Calendar
- Assignments
- Grades
- Grade Book Updates
- Attendance
- Schedule
- Food Service
- Fees
- Reports
- **More**

‹ Back

100% complete   Units: 14/14

Add Course

Search Courses	🔍

ACTION	COURSE NAME		UNITS	
✖	**ASB (SEM)** 20300	ALT	1	›
✚	**Animation Workshop (SEM)** 10900		1	›
✚	**Art (SEM)** 10500		1	›
✖	**Ceramics (SEM)** 10550	REQ	1	›
✚	**Chinese A (S2)** 90500S2		1	›
✚	**Chinese BC (S1)** 90525S1		1	›
✚	**Chinese BC (S2)** 90525S2		1	›
✖	**Computer Arts and Sci (SEM)** 10250	ALT	1	›
✖	**Drama (SEM)**	REQ	1	›

12.) Once you have made all of your elective requests, and have added at least 4 alternates, click on 'Back' in the top left of the screen.

13.) Below the list of your academic courses, you should see your elective requests and alternates listed in your preferred order. If it all looks accurate, **click on the 'Print' button at the bottom of the page.**

REQUESTS

Ceramics (SEM) 10550	1	>
Fab Lab (Makers) (SEM) 10200	1	>
Drama (SEM) 10800	1	>
Green Team (SEM) 20400	1	>

ALTERNATES

Computer Arts and Sci (SEM) 10250	1	>
Library/Tech Assistant (SEM) 20150	1	>
Yearbook (SEM) 10280	1	>
ASB (SEM) 20300	1	>

Add Course   Print

14.) Print out, order your preferred electives and alternates, have it signed by a parent, and returned to the PMS Office by due date.** Sometimes the Summary will appear in a new window or as an Adobe pdf.

NOTE: When your schedule prints, it will show all of your elective courses grouped in alphabetical order with your academic courses. You will need to write numbers next to your electives to communicate your preference order. You will need to do the same for your alternates as well.

Piedmont, Scot
Student Number: 47680
Grade: 08

Requested Courses:

10900 Animation Workshop (SEM)
10500 Art (SEM)
50175S1 CC Math 8/IM1 Comp (S1)
50175S2 CC Math 8/IM1 Comp (S2)
80000S1 English 8 (S1)
80000S2 English 8 (S2)
10200 Fab Lab (Makers) (SEM)
10925 Film/Video Workshop (SEM)
80400S1 PE/Health 8 (S1)
80400S2 PE/Health 8 (S2)
80300S1 Science 8 (S1)
80300S2 Science 8 (S2)
80100S1 U.S. History 8 (S1)
80100S2 U.S. History 8 (S2)

Alternate Courses:

20300 ASB (SEM)
10250 Computer Arts and Sci (SEM)
20400 Green Team (SEM)
10280 Yearbook (SEM)

Courses with program priority displayed in bold.

Parent/Guardian Signature _____   Date _____

CONGRATULATIONS!

You have now completed the course request process. Starting early allows us to build better working schedules for all students. Please note that students will learn their class schedule at the beginning of the next school year.