

2017-2018 Windsor High School Online Registration

February 13th – 24th

Instructions for selecting courses on Infinite Campus:

1. Go to <http://whs.weldre4.org/>
2. Go to Campus Portal.
3. Enter your current Campus Portal login information.
*Username: first initial last name and graduation year
(example: jsmith20)
4. Click **Log In**.
5. Click on **Academic Planner** located on the left side of the screen.
6. Select your Post Grad Location/Plans and click **Next**.
7. Select your courses one of two ways:

- Click **Search the Course Catalog** at the top of the screen. You can type in the course name or number. Under the description, click **Add to Grade (9, 10, 11, or 12)** to add it to your plan.
- Click on the boxes for each subject under the year you are registering for to select your courses from a dropdown menu. You can type in the course name or number.

*Required Core Class options will be **BOLD**

*Make sure you select the **A and B** sections of year-long classes

*You are only required to select courses for the 2017-18 school year.

You must select 16 courses for the year (8.00 credits). If you select a study hall or open block, they will not show as a credit, which is okay.

9. Once you have added all of your classes, click **Save** at the top of the page
10. You will be choosing your Alternate courses on March 6th – 10th (**Directions on the back**)

Academic Planner [Save] [Search the Course Catalog]

Program: WHS Grad 2017+ - Basic Diploma

ALERT: Grade 09 does not have enough credits planned.
ALERT: Grade 10 does not have enough credits planned.
ALERT: Grade 11 does not have enough credits planned.
ALERT: Grade 12 does not have enough credits planned.

Grade: 09	Grade: 10	Grade: 11	Grade: 12
0.00 / 6.50	0.00 / 6.50	0.00 / 6.50	0.00 / 6.50
ENG - English (0.00 / 4.00)	0.00 / 1.00	0.00 / 1.00	0.00 / 1.00
Type to search or select courses	Type to search or select courses	Type to search or select courses	Type to search or select courses
ENG110 9th English A - 0.50 ENG111 9th English B - 0.50 ENG120 Advanced 9th English A - 0.50 ENG121 Advanced 9th English B - 0.50 ENG125 Introduction to Journalism - 0.50 ENG210 10th Grade Lit and Comp A - 0.50 ENG211 10th Grade Lit and Comp B - 0.50 ENG220 Advanced 10th Lit and Comp A - 0.50 ENG221 Advanced 10th Lit and Comp B - 0.50 ENG304 American Lit and Comp in HLT - Health to meet the minimum plan requirements. ALERT: Course requirement not met: Health	0.00 / 0.00	0.00 / 0.00	0.00 / 0.00
Type to search or select courses	Type to search or select courses	Type to search or select courses	Type to search or select courses
MAT - Math (0.00 / 3.00)	0.00 / 1.00	0.00 / 1.00	0.00 / 0.00
Type to search or select courses	Type to search or select courses	Type to search or select courses	Type to search or select courses

A short video demonstrating the Academic Planner can be viewed with this link: <https://goo.gl/2MNxkU>

If you are having difficulties with your Infinite Campus account, please email our support team at

ICsupport@weldre4.org

Instructions for selecting alternate courses on Infinite Campus:

1. If you are not logged in, follow instructions 1-4 on the reverse side of this form.
2. Click on **Course Registration: Windsor High School 17-18** located on the left side of the screen.
3. Click on **Course Search** located at the top of the screen.
4. Enter a course name or course number. Click **Go**.
5. Course search results are listed on the right. Click on course to see description.
6. Click on **Request as Alternate** to add course as an alternate selection.
7. To remove a request, click on the course under **Alternate Courses**, then click **Drop this Request**.
8. Registration is complete when students have selected all of their courses in the **Academic Planner** and there are 4 **Alternate Courses** listed.
9. Click **Print Request Summary**, have your Parent/Guardian sign the form, and turn it into your counselor.

The screenshot shows the 'Course Registration' page for 'Windsor High School 16-17'. On the left is a navigation menu with options like Calendar, Schedule, Attendance, Grades, Health, Assessment, Academic Planner, Transportation, Fees, To Do List, Reports, Demographics, Family, Messages, Discussion, Household Information, Family Members, Fees, User Account, Contact Preferences, and Notification Settings. The 'Family' section is highlighted. In the main content area, there's a 'Course Search' section with input fields for 'Course Name' and 'Course Number', and a 'Go' button. Below this is a list of course results, including 'BUS237 Game Development & Design A'. The description for BUS237 is expanded, showing details like 'Semester-ELS - Career Tech Credits: 0.500', 'GAME DEVELOPMENT AND DESIGN A&B', 'Course Numbers: BUS237 BUS238', 'Credit: 1.0', 'Prerequisite: PC Applications or Business Communications', 'Elective: 10-12th grade', and 'Scheduling Units: 0'. At the bottom of the course description, there is a button labeled 'Request as an Alternate'. Red arrows from the instructions point to the 'Course Registration: Windsor High School 16-17' link in the menu, the 'Course Search' header, the 'Go' button, the 'Request as Alternate' button, and the 'Drop this Request' button (which is not visible in this specific view but is mentioned in the instructions).

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ICsupport@weldre4.k12.co.us