

HOW TO DO REGISTRATION ON INFINITE CAMPUS 9th GRADE

IC Portal opens for registration on **February 22**. Log on to your IC account. (If you do not have an account or have forgotten your password, please ask a teacher to help you).

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

2. Click on Course Search

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 in a S. Hit Go button.

DO NOT PUT IN COURSE NAME

1. Click on Registration

4. Select the course to see course description

5. Click here to Request this course

6. Click here to Request as an Alternative

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

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

Upon completion of your selections, print your Request Summary for your records because after **March 5** at 4:00 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 top navigation bar includes 'Infinite Campus', 'Broomfield High School', and links for 'COURSE SEARCH' and 'PRINT REQUEST SUMMARY'. A left sidebar contains navigation options like 'Family', 'Calendar', 'Black, Cassidy 11', 'Registration', 'School', 'Schedule', 'Attendance', 'Reports', 'Boulder Valley', and account management options. The main content area features a search form with 'Course Name' (Drafting) and 'Course Number' (J10) fields, and a 'Go' button. Below the search, the course 'J10 DRAFTING' is listed with a detailed description: 'Drafting is the root of all industry. This entry-level, project based class will expose the student to AutoCAD, which is the primary tool used by engineers and architects. They will complete units in sketching, geometric constructions, isometric views and layout. Supplemental focus will include an introduction to various forms of engineering. Students will need to purchase some supplies, and there is a fee assessed for paper costs. One or two semesters. 5-10 credits. (May be repeated at advanced level). Grades 9-12.' The course is noted as having 8 scheduling units. At the bottom, there are two buttons: 'Request this Course' and 'Request as an Alternate'.

Important Dates:

2/22/21 - Online course selection is open at 8:00 AM

3/05/21 - Last day for online course selection. Portal closes at 4:00 PM