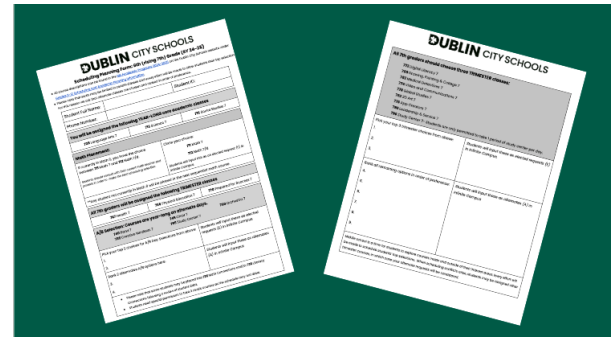




Middle School Academic Planning

Step 1: Complete your Scheduling Planning Form



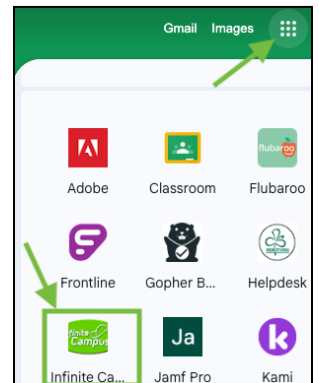
Step 2: Complete your Course Registration Enrollments in Infinite Campus to make your course requests:

1. Login to Infinite Campus

- Go to the Waffle and choose Infinite Campus (works best on a Chromebook where you are logged in.)

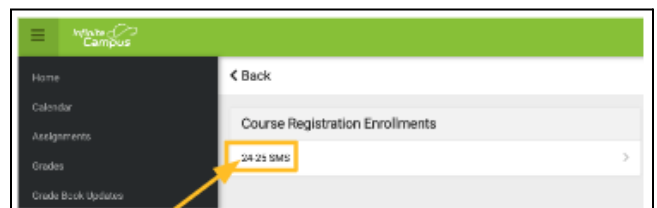
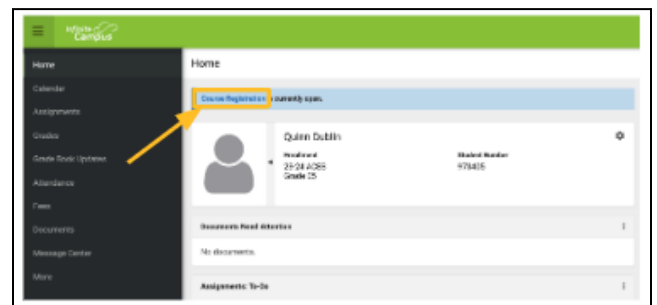
OR

- Start on the Dublin City Schools homepage.
- Click on the Infinite Campus icon on the toolbar.
- Click on the Login to Parent/Student Portal icon.
- Click on Campus Student.
- Click on the Single Sign On SSO button. If you are already logged into your Google account, you will be logged in automatically. If not, you will need to sign in using your Dublin Google account.



2. Submit Course Requests

- Click on Course Registration in the blue bar.
- Click on your school for the 24-25 school year..

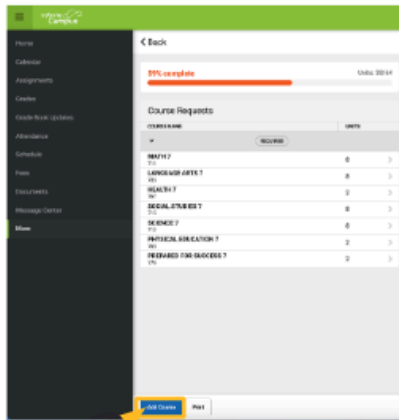




Middle School Academic Planning

c. Select your top 2 choices for A/B Days

1. Click Add Course.



2. Click the + sign to add your 1st choice for A/B Day Selections

| ACTION | COURSE NAME | UNITS |
|----------------------|--------------------|-------|
| + 3D ART 7 762 | 3D ART 7 762 | 2 |
| + APP CREATORS 7 776 | APP CREATORS 7 776 | 2 |
| + BAND 6 643 | BAND 6 643 | 4 |
| + BAND 7 740 | BAND 7 740 | 4 |
| + BAND 8 840 | BAND 8 840 | 8 |
| + CHINESE I 1151 | CHINESE I 1151 | 4 |
| + CHOIR 6 645 | CHOIR 6 645 | 4 |
| + CHOIR 7 745 | CHOIR 7 745 | 4 |

3. Choose to add it as a Request.

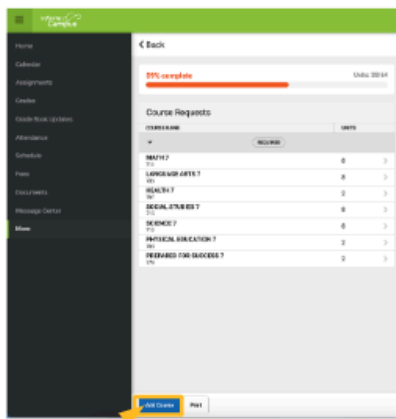
4. Repeat for 2nd choice

Would you like to add this course as a Request or an Alternate?

BAND 7
740

d. Add your 2 alternative A/B options.

1. Click Add Course.



2. Click the + sign to add your 1st alternate choice for A/B Day.

| ACTION | COURSE NAME | UNITS |
|----------------------|--------------------|-------|
| + 3D ART 7 762 | 3D ART 7 762 | 2 |
| + APP CREATORS 7 776 | APP CREATORS 7 776 | 2 |
| + BAND 6 643 | BAND 6 643 | 4 |
| + BAND 7 740 | BAND 7 740 | 4 |
| + BAND 8 840 | BAND 8 840 | 8 |
| + CHINESE I 1151 | CHINESE I 1151 | 4 |
| + CHOIR 6 645 | CHOIR 6 645 | 4 |
| + CHOIR 7 745 | CHOIR 7 745 | 4 |

3. Choose to add it as an Alternate.

4. Repeat for 2nd choice.

**Make sure to enter these in the order of most desired to least desired.*

Would you like to add this course as a Request or an Alternate?

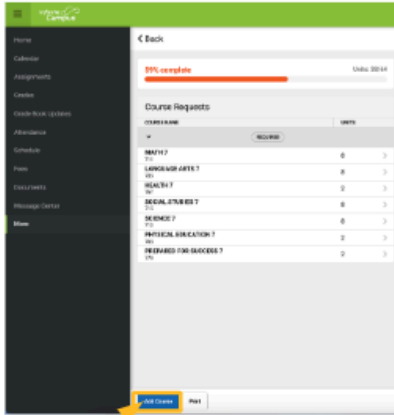
BAND 7
740



Middle School Academic Planning

e. Add your top 3 trimester choices

1. Click Add Course.



2. Click the + sign to add your 1st trimester choice.

| ACTION | COURSE NAME | UNITS |
|--------|-----------------------|-------|
| + | 3D ART 7 762 | 2 > |
| + | APP CREATORS 7 776 | 2 > |
| + | BAND 6 043 | 4 > |
| + | BAND 7 740 | 4 > |
| + | BAND 8 043 | 8 > |
| + | CHINESE I 1031 | 4 > |
| + | CHOIR 6 043 | 4 > |
| + | CHOIR 7 745 | 4 > |

3. Choose to add it as a Request.

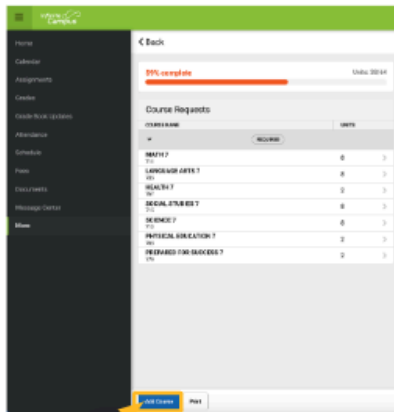
Would you like to add this course as a Request or an Alternate?
BAND 7
740

Request Alternate Cancel

4. Repeat for 2nd & 3rd choices.

f. Add your remaining trimester options in order of preference

1. Click Add Course.



2. Click the + sign to add your remaining trimester choices in order of preference.

| ACTION | COURSE NAME | UNITS |
|--------|-----------------------|-------|
| + | 3D ART 7 762 | 2 > |
| + | APP CREATORS 7 776 | 2 > |
| + | BAND 6 043 | 4 > |
| + | BAND 7 740 | 4 > |
| + | BAND 8 043 | 8 > |
| + | CHINESE I 1031 | 4 > |
| + | CHOIR 6 043 | 4 > |
| + | CHOIR 7 745 | 4 > |

3. Choose to add them as an Alternate.

Would you like to add this course as a Request or an Alternate?
BAND 7
740

Request **Alternate** Cancel



Middle School Academic Planning

3. Click Back to View Your Course Requests

- Make sure to check you have all your Required, Requested, and Alternate courses listed.
- Note... your progress will not be listed as 100%. You are good if you met all of your course planning requirements.
- If you need to change a request, click on the course and then choose either:

| | |
|--------------------------------------|--------------------------------|
| Convert to Alternate | Delete Request |
|--------------------------------------|--------------------------------|

< Back

75% complete Units: 48/64

Course Requests

| COURSE NAME | UNITS |
|---------------------------------|-------|
| REQUIRED | |
| MATH 7 711 | 8 > |
| LANGUAGE ARTS 7 705 | 8 > |
| HEALTH 7 767 | 2 > |
| SOCIAL STUDIES 7 715 | 8 > |
| SCIENCE 7 715 | 8 > |
| PHYSICAL EDUCATION 7 765 | 2 > |
| PREPARED FOR SUCCESS 7 770 | 2 > |
| REQUESTS | |
| CREATIVE MINDSETS 7 735 | 4 > |
| STUDY CENTER 7 796 | 2 > |
| BAND 7 748 | 4 > |
| ALTERNATES | |
| 3D ART 7 762 | 2 > |
| VIDEO & COMMUNICATIONS 7 774 | 2 > |