



## Infinite Campus

# Entering Online Course Requests for Summer School 2022

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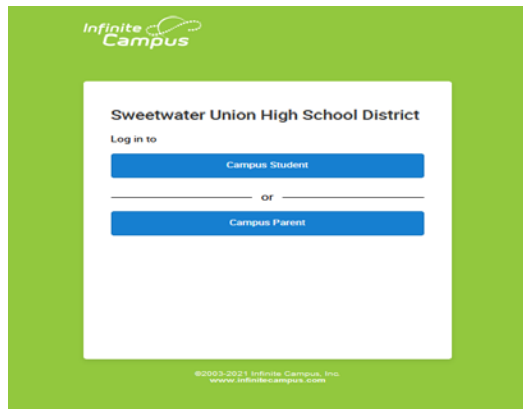
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## Enter Online Course Requests

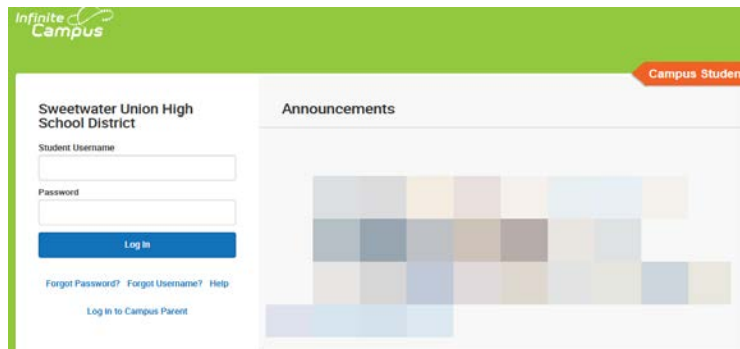
The following instructions are how to enter online course requests for summer school via the Campus Parent Portal or Campus Student Portal. This is not intended to be used for the upcoming school year.

**NOTE: Parents or students will have the ability to enter course requests for summer school  
Please add up to two course requests and one alternate request**

- Log in to the Campus Portal by going to <https://campusportal.sweetwaterschools.org/campus/portal/sweetwater.jsp>

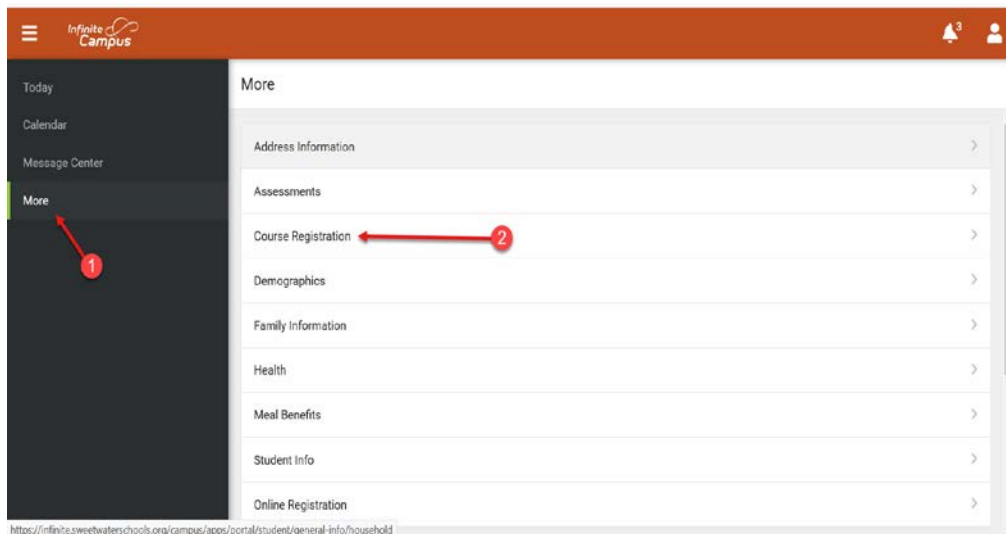


- a. If you are a student, click Campus Student
  - b. If you are a parent, click Campus Parent
- Enter your username and password and click Log In to sign in

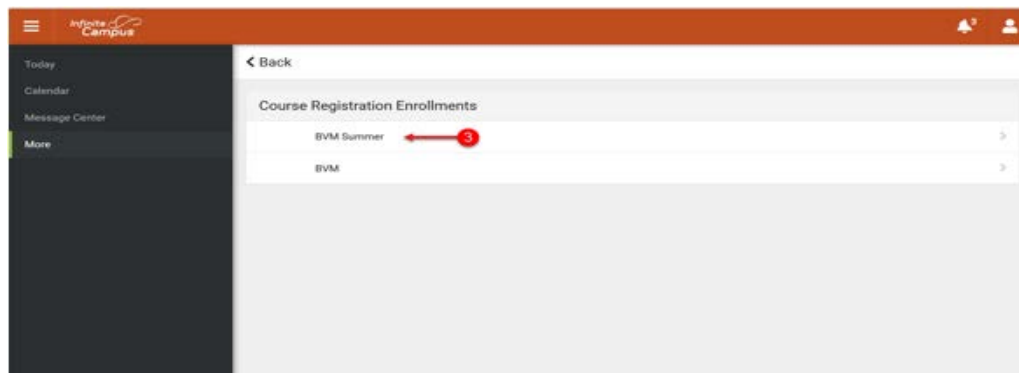


Once you have logged into your account, follow the steps below:

1. Click on the More button on the menu to the left
  - a. Clicking this will open more options
2. Click on the option for Course Registration



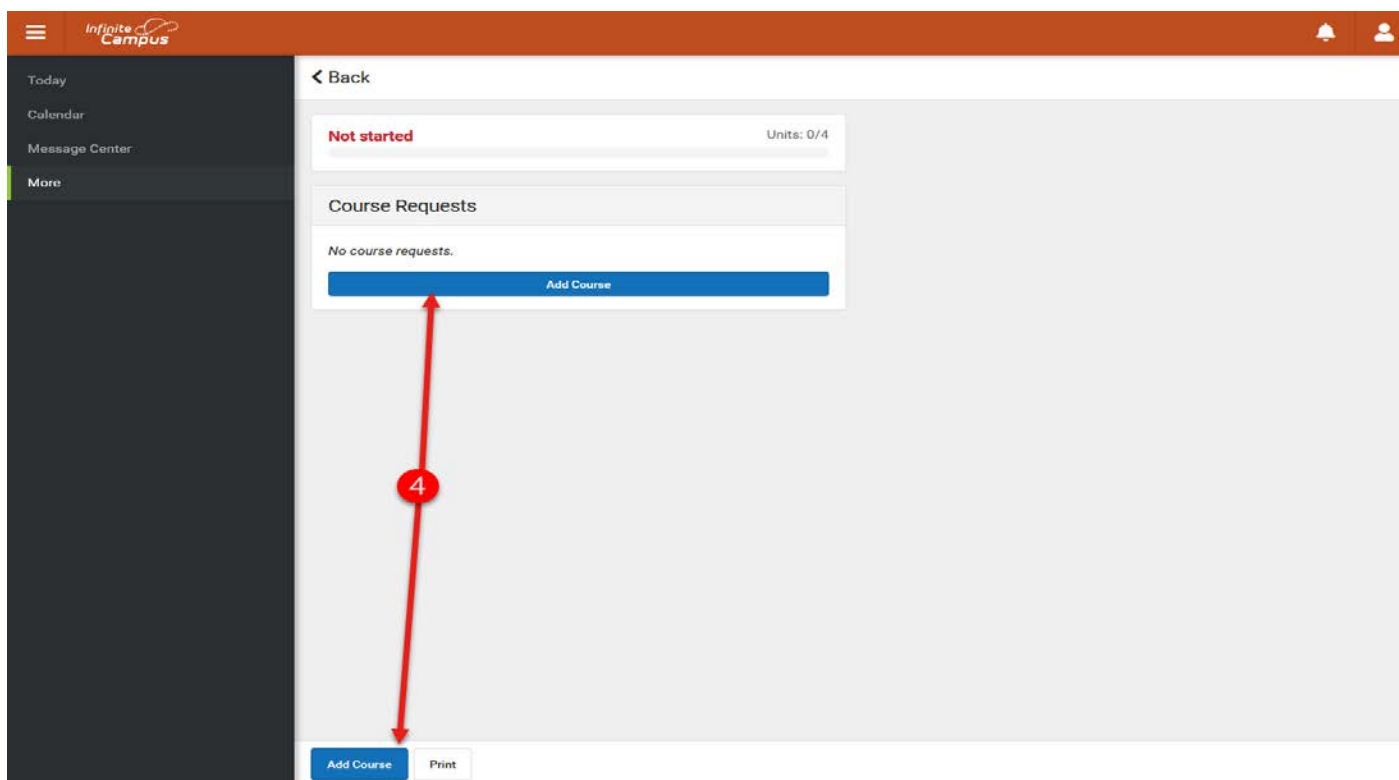
3. Next, you should see your enrollment to the next school year as well as the summer school enrollment.
  - a. Select the 2022-2023 Summer enrollment



4. After selecting the summer enrollment option you will come to a page to add new course requests. If you have course requests already entered, you will see them on this page. If you do not have any requests, it will show **Not started** and **Not Started** in red. Each course is worth 2 units/1 credit and you have a maximum of 2 course requests to add. You can add 1 course as an alternate request.

**NOTE: Course requests are counted as 2 units in the summer because they span 2 periods and count only as 1 credit per course requested.**

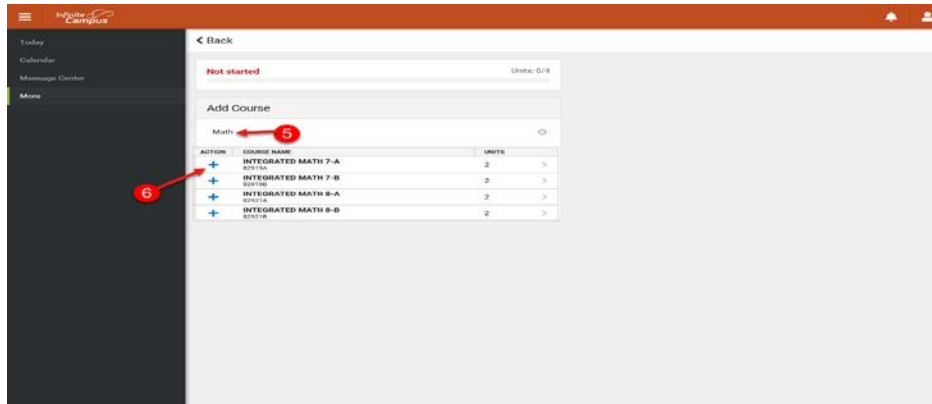
- a. Click on either option to Add Course



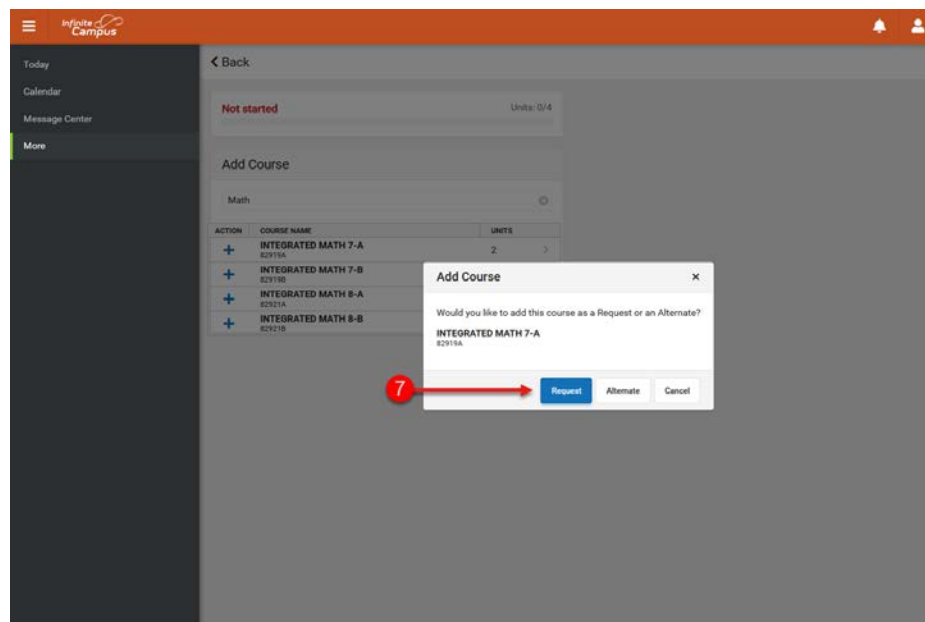
5. Upon clicking either Add Course button, the next page will allow you to search for course requests to add.

- a. To search for a course, type in the name of the course in the search box
6. To add a course request, click the “+” button.
  - a. Courses that end in an “A” are counted as a semester one course.
  - b. Courses that end in a “B” are counted as a semester two course

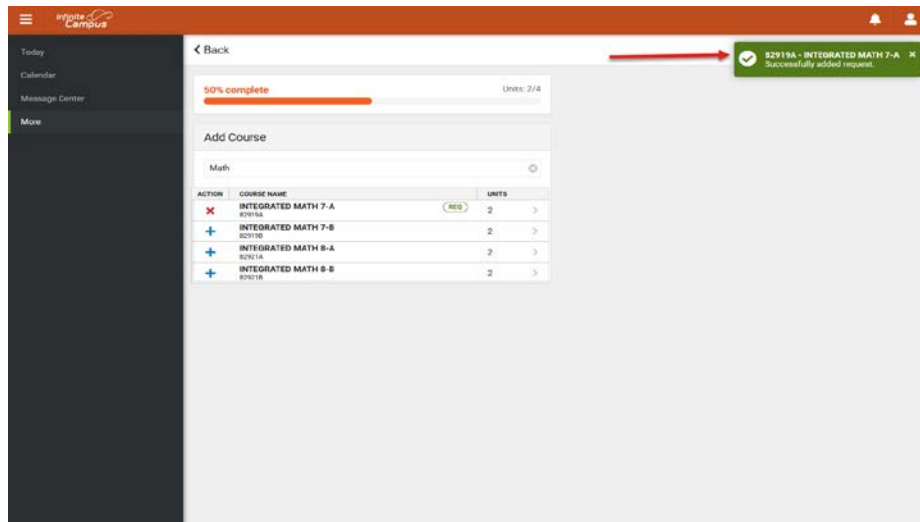
Please select the correct course and semester



7. Click on the Request button to add the course request.



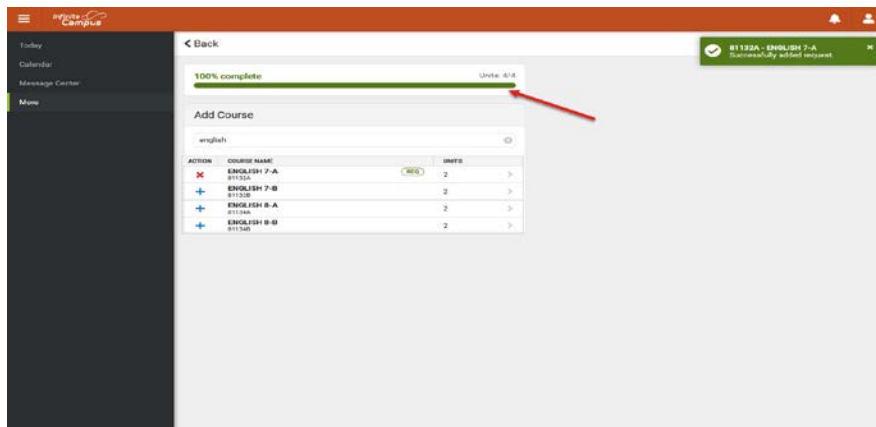
You will get a green pop up confirmation showing a successfully added request. Additionally the progress bar will now show 50 percent completed (Units: 2/4). Reminder: each course request is 2 units with a maximum of 4 units for the summer.



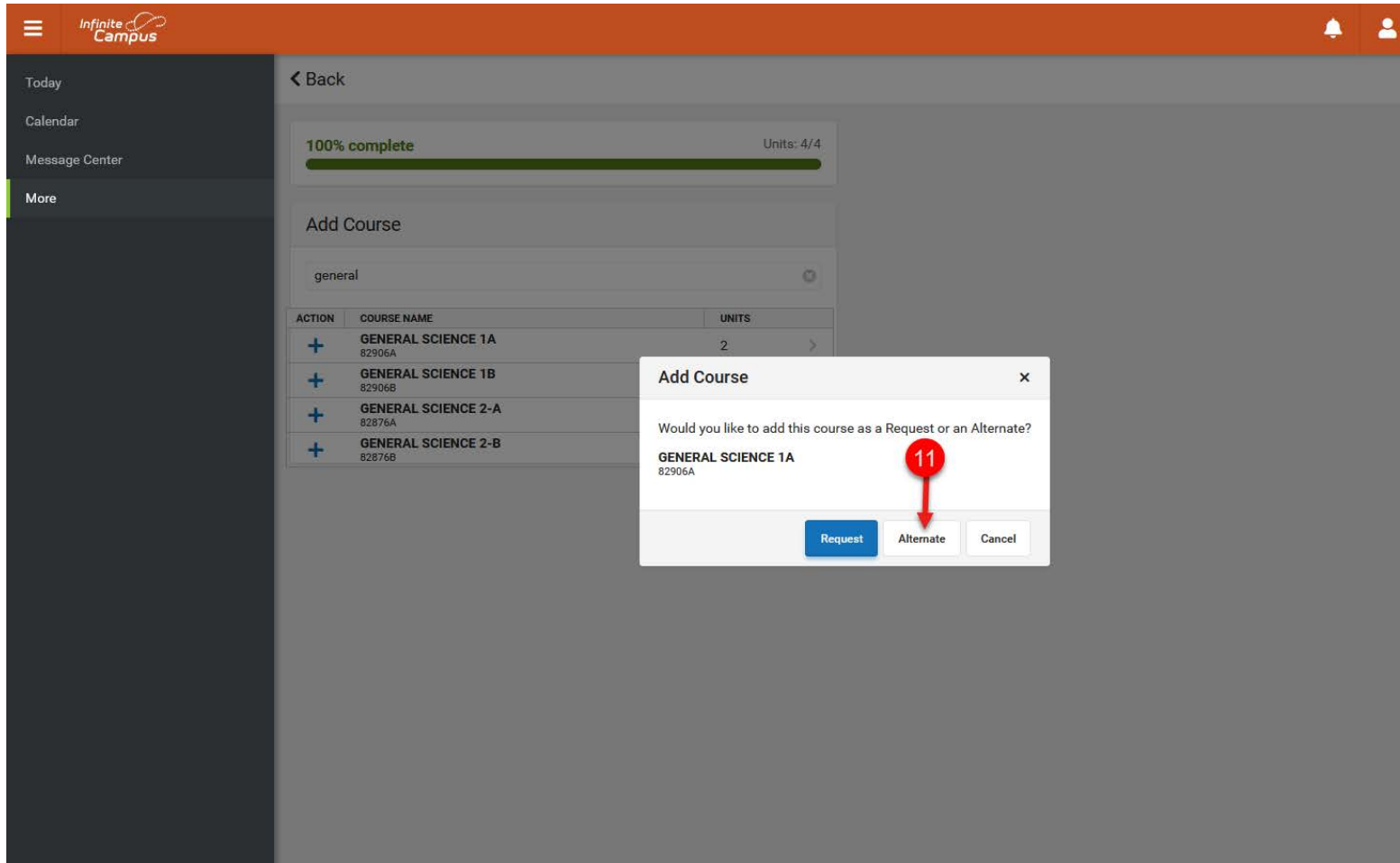
8. Repeat steps 5-7 to continue adding a second course request.

**NOTE: If you only need to add one course request, you are not required to add a second course request. If you are done, proceed to Step 12.**

9. Once you have completed adding your second course request, your progress will now show 100% complete (Units: 4/4)



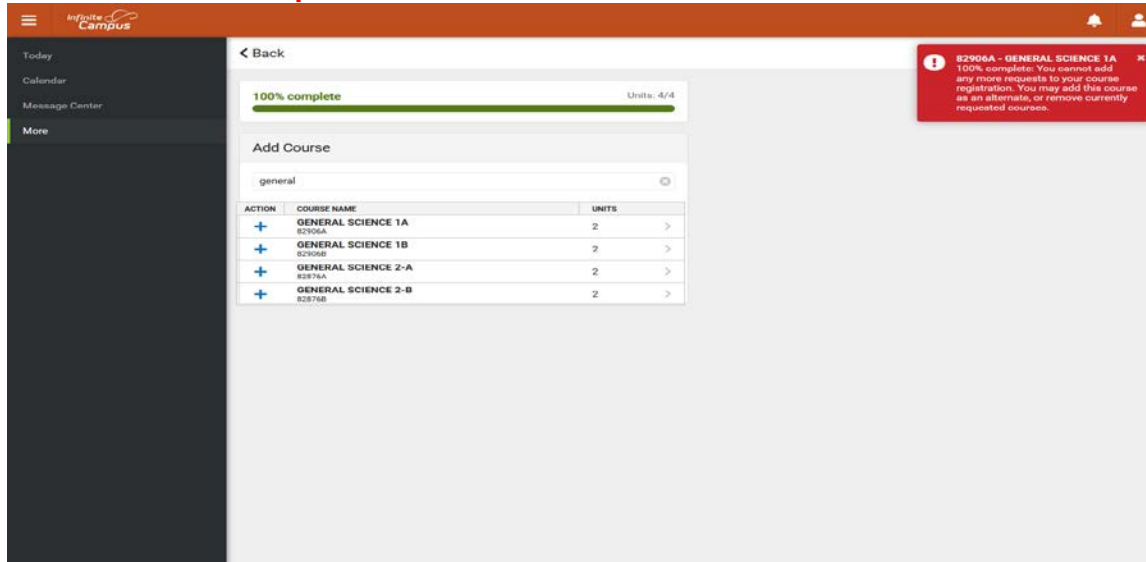
10. To add one alternate course request, repeat steps 5-6.
11. You will receive the same pop up box you received in step 7 but this time you will click on the Alternate button instead. If you click the Request button, you will receive an error stating that you can only add this request as an alternate.





- a. The first picture will show the error and the second one will show a correctly added alternate request.

### Cannot add more requests

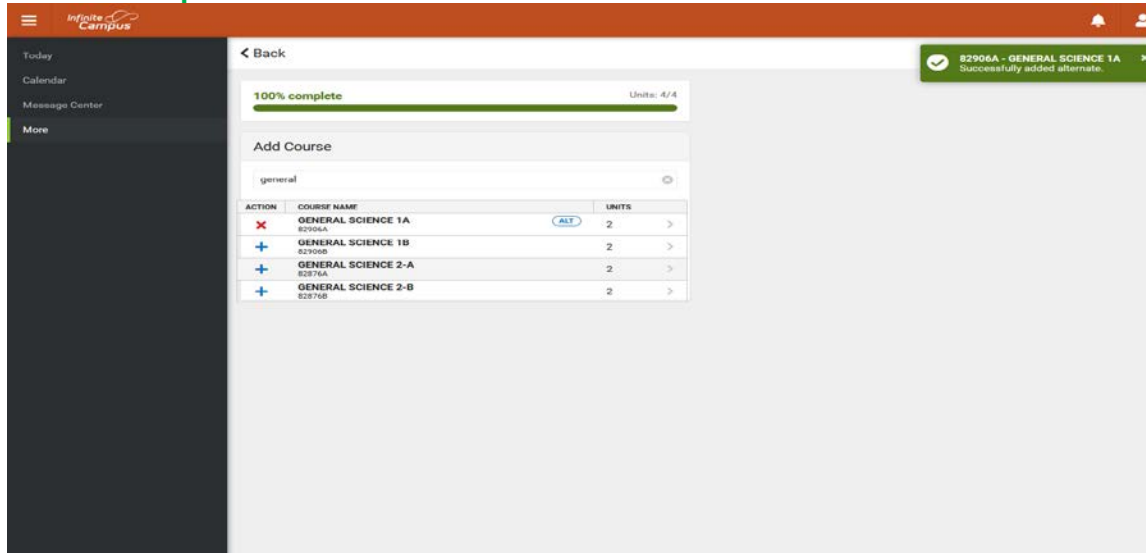


The screenshot shows the Infinite Campus interface. At the top, there is a navigation bar with the Infinite Campus logo and a user profile icon. Below the navigation bar, there is a sidebar with options: Today, Calendar, Message Center, and More. The main content area is titled 'Back' and shows a progress bar indicating '100% complete' with 'Units: 4/4'. Below the progress bar, there is an 'Add Course' section with a search input field containing 'general'. A table lists the following courses:

ACTION	COURSE NAME	UNITS
+	GENERAL SCIENCE 1A 82906A	2 >
+	GENERAL SCIENCE 1B 82908B	2 >
+	GENERAL SCIENCE 2-A 82876A	2 >
+	GENERAL SCIENCE 2-B 82876B	2 >

A red error message is displayed in the top right corner: '82906A - GENERAL SCIENCE 1A 100% complete. You cannot add any more requests to your course registration. You may add this course as an alternate, or remove currently requested courses.'

### Alternate request added

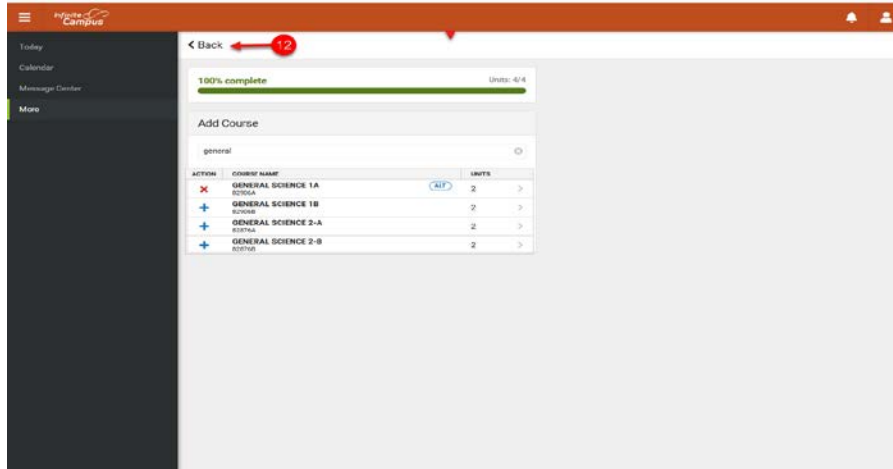


The screenshot shows the Infinite Campus interface. At the top, there is a navigation bar with the Infinite Campus logo and a user profile icon. Below the navigation bar, there is a sidebar with options: Today, Calendar, Message Center, and More. The main content area is titled 'Back' and shows a progress bar indicating '100% complete' with 'Units: 4/4'. Below the progress bar, there is an 'Add Course' section with a search input field containing 'general'. A table lists the following courses:

ACTION	COURSE NAME	UNITS
✗	GENERAL SCIENCE 1A 82906A	ALT 2 >
+	GENERAL SCIENCE 1B 82908B	2 >
+	GENERAL SCIENCE 2-A 82876A	2 >
+	GENERAL SCIENCE 2-B 82876B	2 >

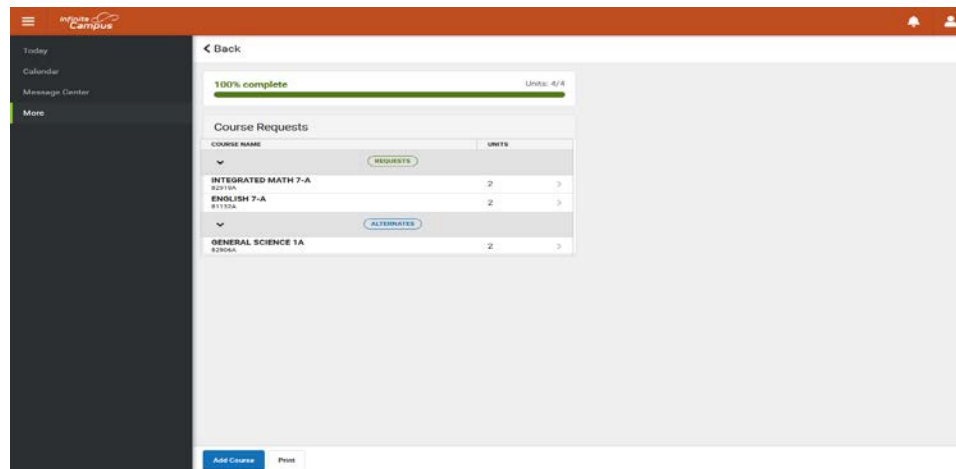
A green success message is displayed in the top right corner: '82906A - GENERAL SCIENCE 1A Successfully added alternate.'

12. Once you have added your 2 course requests and 1 alternate request (or one course request), click the Back button.



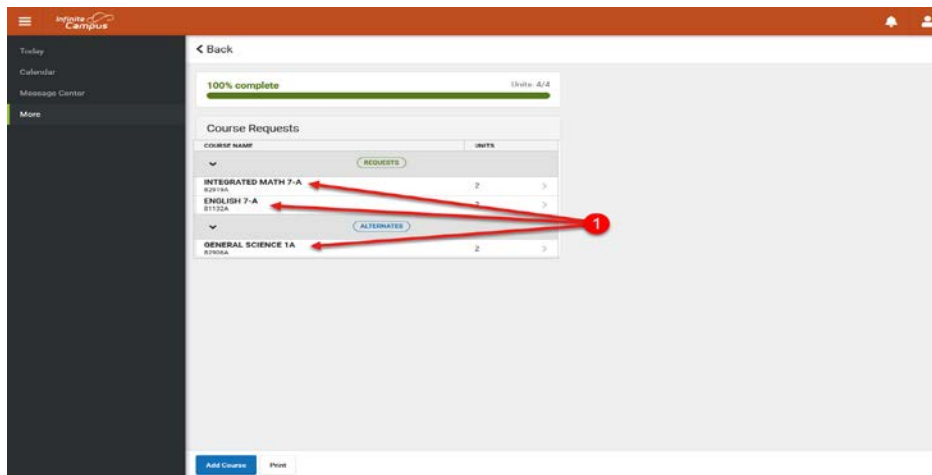
13. Clicking Back will return you to the course registration home page and display all your requests.

**NOTE: If you have only added 1 course request, your complete progress will reflect 50% complete. This is okay.**

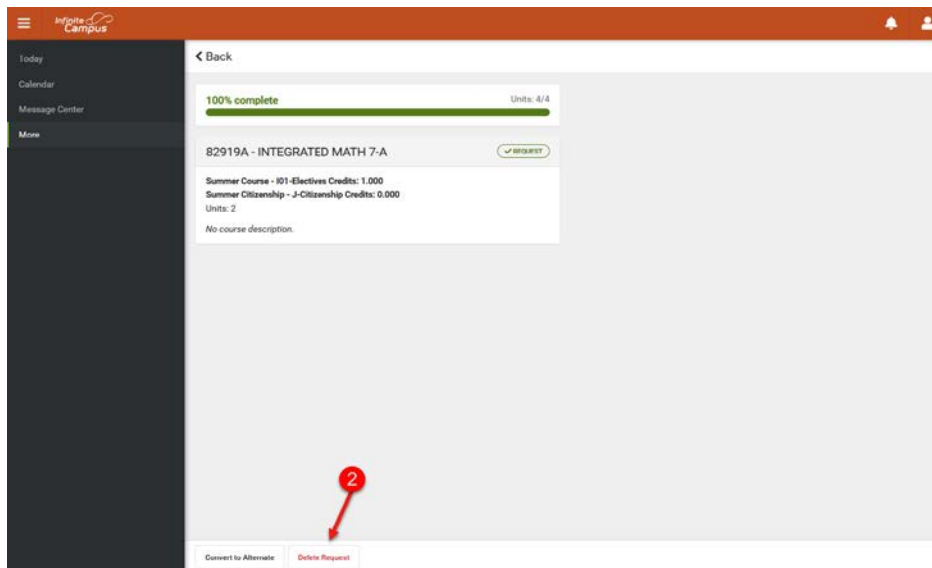


# Delete Online Course Requests

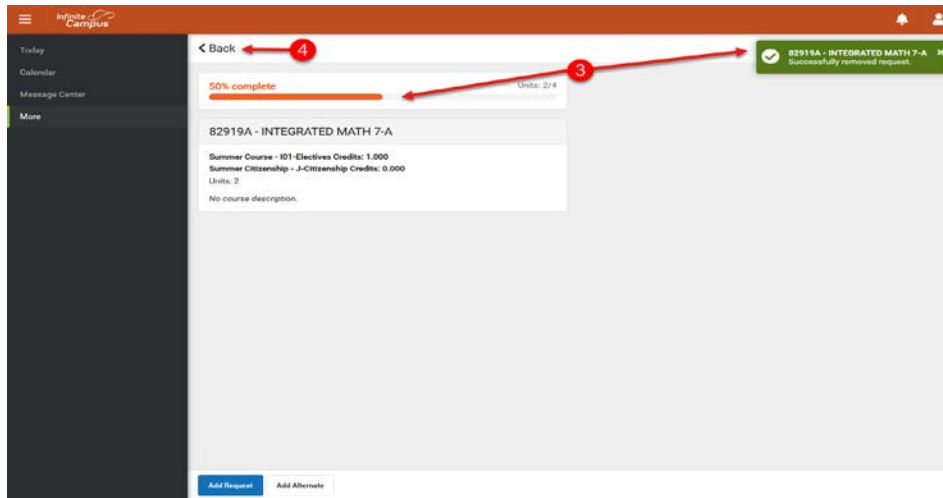
1. To delete an existing course request, click on the course request you would like to delete.



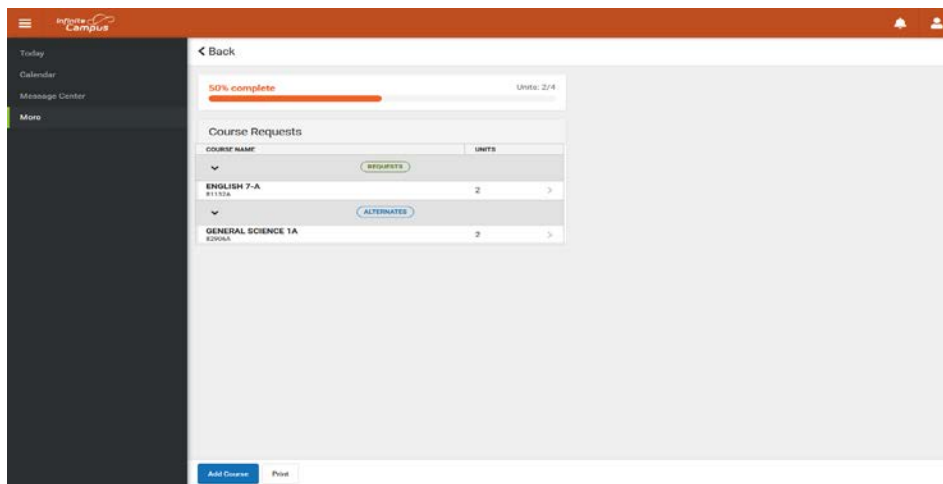
2. Click the Delete Request button.



3. After clicking the Delete Request button, you will receive confirmation that the request was removed successfully. If the course request you deleted was not an alternate request, you will see the progress bar has change from 100% to 50% complete (Units : 2/4).

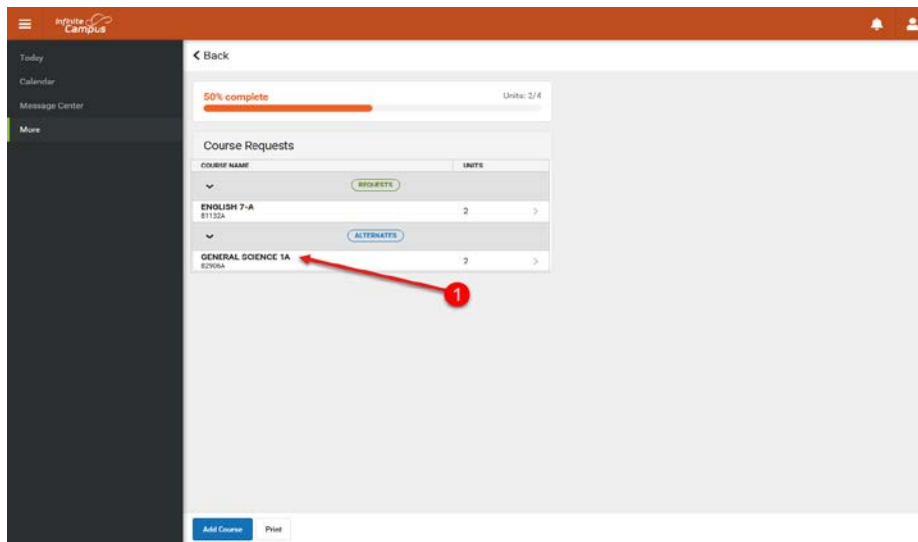


4. Click Back to return to the course registration home page. You can repeat the process of adding another request if needed.

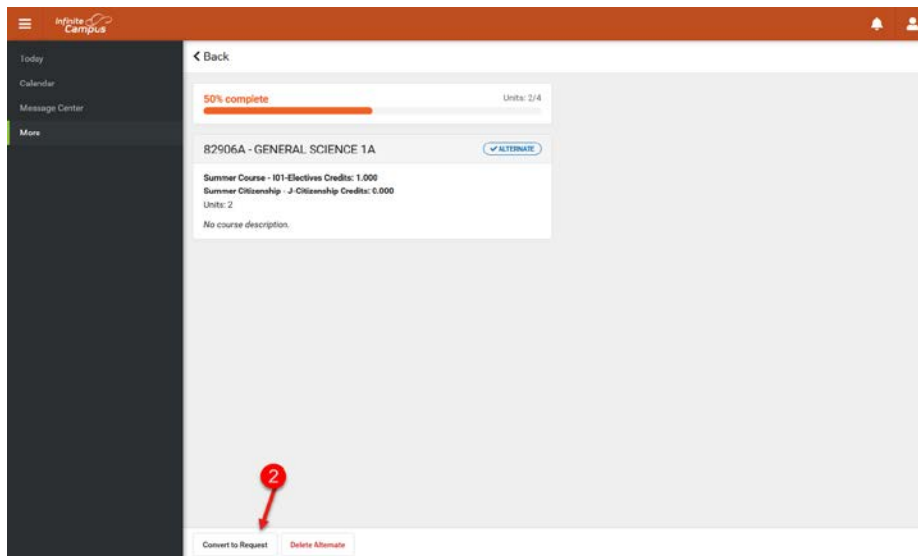


# Convert Alternate Request

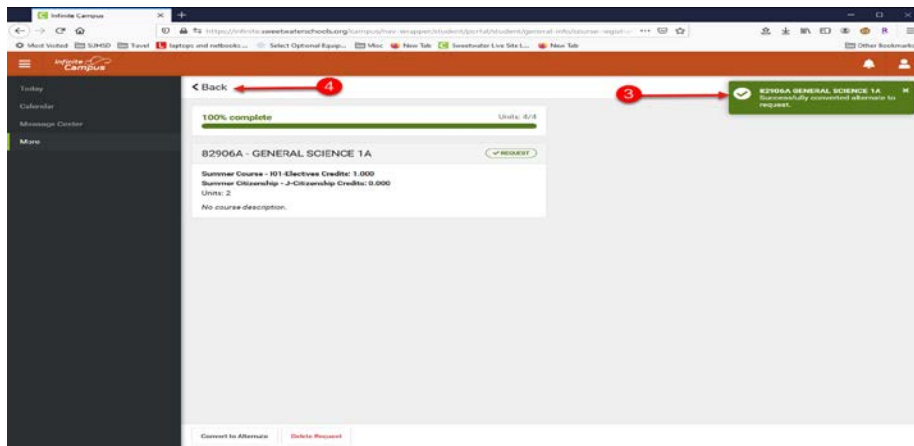
1. To convert an existing alternate request to a primary request, click on the alternate course you want to convert.



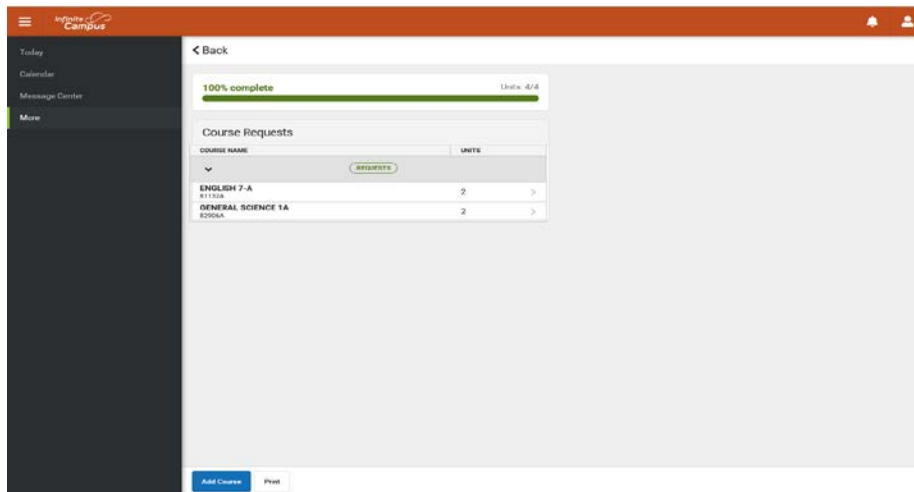
2. Click the Convert to Request button.



3. Once you click the Convert to Request button, you should receive confirmation of a successful conversion.



4. Click Back to return to the course registration home page. You can repeat the process of adding another alternate request if needed.



**NOTE: Once your requests have been scheduled, you will not be able to make any changes online. If you need to make any changes to your schedule, please contact your counselor after April 15<sup>th</sup>.**