

Registration 12-13 Lyons Township High School

Infinite Campus

Course Selection Instructions

1/18

Let's Begin

- Access Infinite Campus (IC)
 - go to the DC for help with login
- Use the Course Request Worksheet(CRW)
 - found on Pg. XI in your New Academic Program Guide (APG)
- Review your 4 yr plan and your graduation credits

Need to Have

- **A copy of Course Offerings**
 - (Today's Handout)
- **A Credit Check Worksheet**
 - (Today's Handout)
- **Conversations with TEACHERS & PARENTS about class and level recommendations**

Need To Know

- The **IC Portal** will be **OPEN** from **1/18 until 1/24**
(Students can get help in the DC with registration during this time)
- Students access the portal by going to the **LTHS Website** and **clicking on the Infinite Campus Portal Link**
- **Required courses will be entered by LT Staff online**

More Things to Know

- **Complete Course Request Worksheet (CRW)**
- Get ***PARENT SIGNATURE***
- Bring CRW to scheduled meeting with counselor starting 1/25 during your US History classes
 - Use the (Pink) Senior **Course Offerings Handout** to determine **correct course codes** (*semester preference is not guaranteed*)
 - Check **Prerequisites** for courses (refer to the APG and read course descriptions)

One More Thing To Do

- Students and Parents will enter codes for requested and alternate courses on Infinite Campus–

****save and print a copy to
give to your counselor**

Course Request Worksheet (CRW)

COURSE REQUEST WORKSHEET for SENIOR YEAR
 (Return this Worksheet and Campus Portal Printout with Parent Signatures)

STUDENT NAME
 PLEASE PRINT _____

(Last)

(First)

_____ I.D. NUMBER

Students and parents are strongly encouraged to carefully discuss and decide on courses requested for the next school year. Careful consideration and selection is critical since school policy does not allow for course changes after initial course requests. Although every effort is made to provide the courses requested, neither your selection nor semester requested is guaranteed (including study halls). Staffing decisions are made and schedules are built based on student course requests. Initial student course selections made during registration will be accommodated whenever possible. Students should use the Four Year Academic Plan document and transcripts from the Campus Portal to check their credits and graduation requirements before selecting their courses. **DIRECTIONS:**

- This sheet is to be used along with this Academic Program Guide (APG) and the Course Offering Sheet to write in courses recommended by teachers or requested by students. The APG is also available on line at www.lths.net under Academics.
- Have teachers write in recommendations on what course(es) you could take for the following school year. Discuss recommendations with your teacher. Teacher recommendations should focus on your academic ability level and the most appropriate course sequence for you based on your abilities, interests, and post high school plans. **THERE ARE THREE TYPES OF COURSE REQUESTS:**
REQUIRED COURSES.....Specific graduation requirements entered by LTHS
REQUESTED COURSES.....Courses you choose to meet graduation requirements or interests
ALTERNATE COURSES.....Additional courses selected by you to be used by LTHS if one of your requested courses does not run, is cancelled, or ends up as a conflict in your schedule
- Be sure that you have selected enough courses for a seven-period day. Pay attention to courses designated as semester courses(s)
- Discuss courses with your parents and obtain their signature on the worksheet; Lunch will automatically be placed in your schedule.
- Finally, you will use this worksheet to enter course codes into the Campus Portal during the dates the Portal is open.

1st Semester		2nd Semester	
Course Code	Course Name	Course Code	Course Name
REQUIRED COURSES – Preferences for PE may be discussed at individual Counselor meeting			

1 Phys Ed <small>for one semester:</small>	Auto Placement by LTHS	Auto Placement by LTHS <small>If you have already completed Cons Econ, you may substitute a different elective during your individual Counselor meeting.</small>
2 Cons Econ	Auto Placement by LTHS	

REQUESTED COURSES – Graduation Requirement – Input this at your current level (prep, accel, etc...)		<small>If you have already complete your Social Studies Elective requirement for Graduation, you may substitute a different elective here.</small>
<small>for other semester:</small>		
2 Social Studies Elective		
3 English IV		

REQUESTED COURSES - Ask your Teachers for a Recommended Sequence	
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4 Elective(s)★	
5 Elective(s)★	
6 Electives(s)★	
7 Electives(s)★	

★REMINDER: Have you completed 1 full credit each of Creative Arts & Practical Arts?

ALTERNATE COURSES In case of a conflict or cancelled course, substitute with one of these:	
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Alternate(s)	
Alternate(s)	

Alternate subjects not filled in by student gives LTHS permission to select subjects in case of conflicts.

AUDITION & APPLICATION COURSES: **CIRCLE** the course above you want to drop IF accepted.

Parent Signature: _____	Date: _____
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Summer School Plans Registration for Summer School is completed on line at www.lths.net; this is for counselor information only:

Senior Required Courses

<u>1st Semester</u>		<u>2nd Semester</u>	
Course Code	Course Name	Course Code	Course Name
REQUIRED COURSES – Preferences for PE may be discussed at individual Counselor meeting			
1 Phys Ed	Auto Placement by LTHS	Auto Placement by LTHS	
for one semester: 2a Cons Econ	Auto Placement by LTHS	If you have already completed Cons Econ, you may substitute a different elective during your individual Counselor meeting.	

Courses are automatically entered; approved requested alternate classes will be changed when you meet with your counselors
 Note that 2a and 2b represent 1 semester each

Senior Requested Courses

REQUESTED COURSES – Graduation Requirement – Input this at your current level (prep, accel, etc...)	
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for other semester:	If you have already complete your Social Studies Elective requirement for Graduation, you may substitute a different elective here
2 _b Social Studies Elective	
3 English IV	

REQUESTED COURSES - Ask your Teachers for a Recommended Sequence	
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4 Elective(s)★	
5 Elective(s) ★	
6 Electives(s)★	
7 Electives(s)★	

★**REMINDER:** Have you completed 1 full credit each of Creative Arts & Practical Arts?

There are 3 options in English IV Prep – students will select 2 out of the 3 options

Be sure to choose electives wisely; makeup and graduation credits are your priority – Use APG to check out **NEW COURSE OFFERINGS**

Senior Alternate Courses

ALTERNATE COURSES In case of a conflict or cancelled course, substitute with one of these:

Alternate(s)

Alternate(s)

Alternate subjects not filled in by student gives LTHS permission to select subjects in case of conflicts.

AUDITION & APPLICATION COURSES: **CIRCLE** the course above you want to drop **IF** accepted.

Parent Signature:

Date:

Summer School Plans Registration for Summer School is completed on line at www.lths.net; this is for counselor information only:

Students must bring this completed worksheet with a **PARENT SIGNATURE** to their meeting with their counselor.

In district SUMMER SCHOOL open enrollment begins 2/27

COURSE REQUEST WORKSHEET for SENIOR YEAR
 (Return this Worksheet and Infinite Campus Portal Printout with Parent Signatures)

STUDENT NAME _____
 PLEASE PRINT lp Alexander 123456
 (Last) (First) I.D. NUMBER

Students and parents are strongly encouraged to carefully discuss and decide on courses requested for the next school year. Careful consideration and selection is critical since school policy does not allow for course changes after initial course requests. Although every effort is made to provide the courses requested, neither your selection nor semester requested is guaranteed (including study halls). Staffing decisions are made and schedules are built based on student course requests. Initial student course selections made during registration will be accommodated whenever possible. Students should use the Four Year Academic Plan document and transcripts from the Infinite Campus Portal to check their credits and graduation requirements before selecting their courses. DIRECTIONS:

- This sheet is to be used along with the Academic Program Guide (APG) and the Course Offering Sheet to write in courses recommended by teachers or requested by students. The APG is also available on line at www.l2hs.us under Academics.
- Have teachers write in recommendations on what course(s) you could take for the following school year. Discuss recommendations with your teacher. Teacher recommendations should focus on your academic ability level and the most appropriate course sequence for you based on your abilities, interests, and past high school plans. **THINK: ARE THERE TYPES OF COURSE REQUESTS:**
 REQUIRED COURSE S.....Specific graduation requirements entered by LTHS
 REQUESTED COURSE S.....Courses you choose to meet graduation requirements or interests
 ALTERNATE COURSE S.....Additional courses selected by you to be used by LTHS if one of your requested courses does not run, is cancelled, or ends up as a conflict in your schedule
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- Finally, you will use this worksheet to enter course codes into the Infinite Campus Portal during the dates the Portal is open.

1st Semester		2nd Semester	
Course Code	Course Name	Course Code	Course Name
REQUIRED COURSE S – Preferences for PE may be discussed at individual Counselor meeting			

1 Phys Ed <small>for one semester:</small>	PE8131	Auto Placement by LTHS	PE8132	Auto Placement by LTHS
2 Cons Econ	BU0551	Auto Placement by LTHS	LEAVE EMPTY	

REQUESTED COURSE S – Graduation Requirement – Input this at your current level (Senior, Soph, etc...)

<small>for other semester:</small>				
2 Social Studies Elective	SS6112	Psychology of the Mind		Leave Empty
3 English IV	LA4391	Visual Word	LA5212	World Lit

REQUESTED COURSE S - Ask your Teachers for a Recommended Sequence

4 Elective(s)★	BU5831	International Bus Econ	BU5522	Accounting 2
5 Elective(s)★	MA7341	Trig/PreCalc Accel	MA7342	TPA
6 Electives(s)★	SN9311	Food Science Accel	SN9312	FSA
7 Electives(s)★	FC5311	International Foods	LA9222	Improv&Mime

★ REMINDER: Have you completed 1 full credit each of Creative Arts & Practical Arts?

ALTERNATE COURSE S In case of a conflict or cancelled course, substitute with one of these:

Alternate(s)	PE7611	Scuba	PE8962	Dance 3
Alternate(s)	AI5911	Car Care	SI0012	Study Hall

Alternate subjects not filled in by student gives LTHS permission to select subjects in case of conflicts.

AUDITION & APPLICATION COURSE S: CIRCLE the course above you want to drop IF accepted.

Parent Signature: _____ **Date:** _____

Summer School Plans: Registration for Summer School is completed on line at www.l2hs.us; this is for counselor information only.

5. Finally, you will use this worksheet to enter course codes into the Infinite Campus Portal during the dates the Portal is open.

1st Semester			2nd Semester	
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for one semester:				
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for other semester:				
2b Social Studies Elective	SS6112	Psychology of the Mind	Leave Empty	
3 English IV	LA4391	Visual Word	LA5212	World Lit

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AUDITION & APPLICATION COURSES: **CIRCLE** the course above you want to drop **IF** accepted.

Parent Signature:	Date:
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Summer School Plans Registration for Summer School is completed on line at www.lths.net; this is for counselor information only:

Infinite Campus (IC) Course Selection Instructions

Infinite Campus Course Selection Instruction

Student Portal Access Instructions

Students can access the portal by going to the **LTHS Website** and clicking on the **Infinite Campus Portal Link**

Or by using the following url:

https://ic.lths.net/campus/portal/lyons_township.jsp

Below is an image of what the screen should look like:

The screenshot shows a web browser window displaying the Infinite Campus login page. The page has a header with the Infinite Campus logo and a navigation menu. The main content area is divided into two sections: 'First time using Campus Portal?' and 'Already have a Campus Portal account?'. The 'First time using Campus Portal?' section contains a link to 'click here' for activation keys. The 'Already have a Campus Portal account?' section contains a 'User Name' field, a 'Password' field, and a 'Log In' button. A yellow box on the right side of the page contains the text 'Student id: Ex(123456)'. A black box at the bottom center contains the text 'If you have not logged in before your initial password is : First initial + Last initial + Birthdate EX(sb092194)'. A line points from the 'Log In' button to the black box.

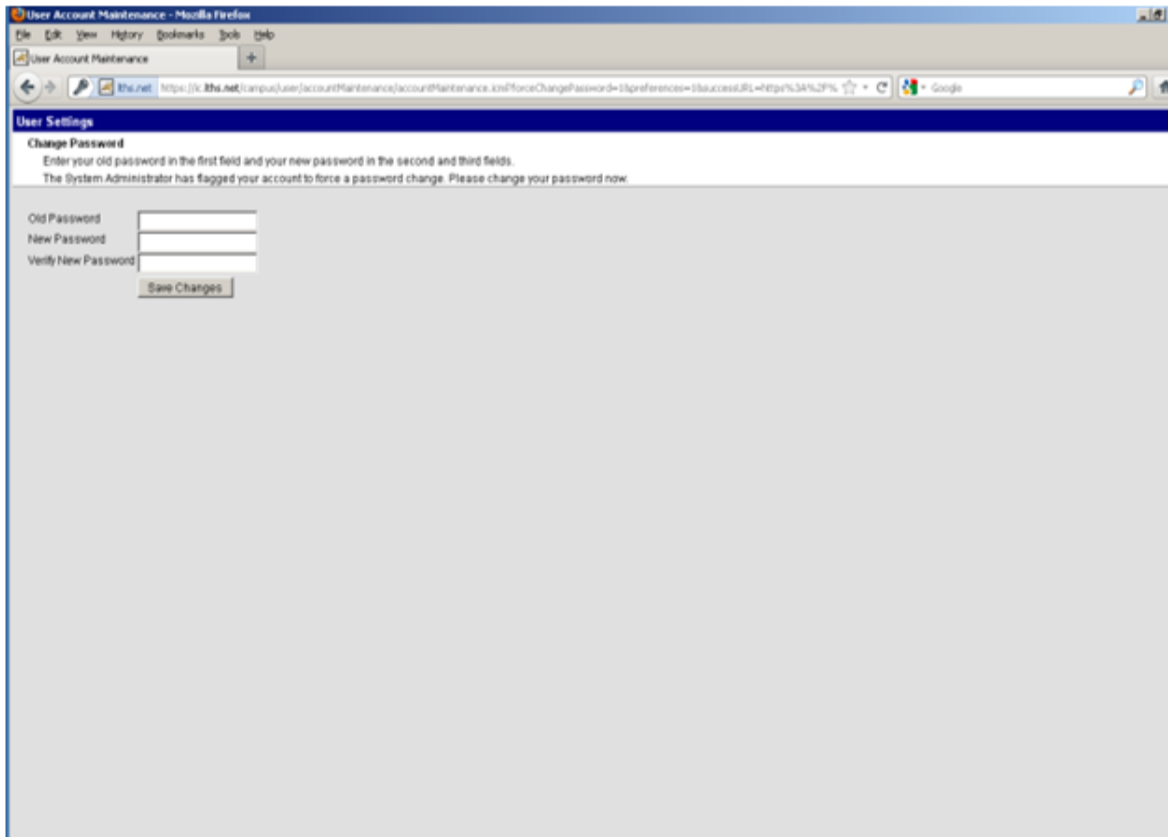
Student id:
Ex(123456)

If you have not logged in before
your initial password is :
First initial + Last initial +
Birthdate
EX(sb092194)

You will get the screen below if you have not logged in before. Your old password will be the initial password described above. The new password will have to be at least six characters long and meet three of the four qualifications:

- A lower case letter (a,j,r,etc.)
- An upper case letter (A,J,R, etc.)
- A number (3,7,1, etc.)
- A symbol (@,%,&, etc.)

If your account becomes disabled ; contact the **Discovery Center**.



The screenshot shows a Mozilla Firefox browser window titled "User Account Maintenance - Mozilla Firefox". The address bar displays the URL: <https://k.khs.net/lanpa/user/accountMaintenance/accountMaintenance.knd?forceChangePassword=1&preferences=1&accessURL=https%3A%2F%2Fk.khs.net/>. The page content includes a "User Settings" header and a "Change Password" section. The instructions state: "Enter your old password in the first field and your new password in the second and third fields. The System Administrator has flagged your account to force a password change. Please change your password now." The form contains three input fields labeled "Old Password", "New Password", and "Verify New Password", followed by a "Save Changes" button.

Accessing Course Selection Screens

1) CLICK "Registration 12-13 Lyons Township High School"

The screenshot shows a web browser window titled "Campus Portal - Mozilla Firefox". The address bar displays "https://lc.lths.net/campus/portal/main.xs?lang=en". The page content includes a user profile section with "11-12 LTHS Student Number" and "Grade: 11". A "Sign Out" button is visible in the top right. The "Infinite Campus" logo is also present. A left-hand navigation menu lists various options: "Registration: 12-13 Lyons Township High School" (highlighted with a red box), "Calendar", "Schedule", "Attendance", "Reports", "Family", "Messages", "Family Members", "User Account", "Change Password", "Contact Preferences", and "Access Log". The main content area shows "District Notices" and "School Notices", with a specific notice for "12:05:2011 Lyons Township High School D204" detailing a "Week of December 5" with events on December 6, 8, 9, 10, and 11. An "Inbox" section is also visible. At the bottom of the page, there are language options: "In English", "En Español", "简体中文", and "繁體中文".

CLICK HERE

2) CLICK "Course Search"

The screenshot shows a web browser window titled "Campus Portal - Mozilla Firefox". The address bar displays "https://ic.lths.net/campus/portal/main.xsl?lang=en". The page content includes a "Sign Out" button, the "Infinite Campus" logo, and a "Registration" section for "12-13 Lyons Township High Scho". A navigation bar contains "COURSE SEARCH" and "PRINT REQUEST SUMMARY". A callout box with the text "CLICK ON COURSE SEARCH" is connected to the "COURSE SEARCH" link by a line.

11-12 LTHS
Grade: 11

Registration

12-13 Lyons Township High Scho COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (0/40)

- Required Courses
- Requested Courses
- Alternate Courses

CLICK ON COURSE SEARCH

Registration:
12-13 Lyons Township High Scho

- Calendar >
- Schedule >
- Attendance >
- Reports >
- Family
- Messages >
- Family Members >
- User Account
- Change Password >
- Contact Preferences >
- Access Log >

Lyons Township High School
D204

Searching for Courses

3) Search by Course Number and click "GO"

For accuracy, **ENTER COURSE NUMBERS.**

Course selection worksheets and the APG have the **COURSE NUMBERS** listed.

The screenshot shows a web browser window titled "Campus Portal - Mozilla Firefox" with the URL <https://ic.lths.net/campus/portal/main.xsl?lang=en>. The page displays user information: "11-12 LTHS", "Student Number: [REDACTED]", and "Grade: 11". A "Sign Out" button is in the top right. The "Infinite Campus" logo is also present. The main content area is titled "Registration" and includes a navigation bar for "12-13 Lyons Township High Scho" with links for "COURSE SEARCH" and "PRINT REQUEST SUMMARY". On the left, a sidebar menu lists: "Registration: 12-13 Lyons Township High Scho", "Calendar", "Schedule", "Attendance", "Reports", "Family", "Messages", and "Family Members". The "Units: (0/40)" section contains buttons for "Required Courses", "Requested Courses", and "Alternate Courses". The "Search By:" section has two input fields: "Course Name" (empty) and "Course Number" (containing "MA9551"), with a "Go" button below. To the right, a dropdown menu is open, showing "Select a course to view" and "MA9551 Calculus AB AP LV". A red box with a red arrow points to the "Go" button, containing the text: "Class will appear when a valid course number is added".

Registration:
12-13 Lyons Township High Scho

- Calendar >
- Schedule >
- Attendance >
- Reports >
- Family
- Messages >
- Family Members >
- User Account
- Change Password >
- Contact Preferences >
- Access Log >

Lyons Township High School
0204

Registration

12-13 Lyons Township High Scho COURSE SEARCH | PRINT REQUEST SUMMARY

Units: (0/40)

Required Courses

Requested Courses

Alternate Courses

Search By:

Course Name

Course Number

Go

Select a course to view

MA9551 Calculus AB AP LV

Class will appear when a valid course number is added

Student enters exact course number and Then CLICKS GO

Remember to request both 1st and 2nd semester for annual courses

S1 courses end with 1, S2 courses end with 2 at NC; S1 courses end with 6, S2 courses end with 7 at SC

View Course Details & Request the Course

- 4) Once the course appears on the right, click on the course. This will display the description as well as buttons that allow you to request the course.

The screenshot shows a web browser window titled "Campus Portal - Mozilla Firefox" with the URL "https://lc.lths.net/campus/portal/main.xsl?lang=en". The page displays user information for "11-12 LTHS" and "Grade: 11". A navigation menu on the left includes options like "Registration", "Calendar", "Schedule", "Attendance", "Reports", "Family", "Messages", "Family Members", "User Account", "Change Password", "Contact Preferences", and "Access Log". The main content area is titled "Registration" and shows "12-13 Lyons Township High Scho" with links for "COURSE SEARCH" and "PRINT REQUEST SUMMARY". A search section includes "Units: (0/40)", "Search By:" with a dropdown, "Course Name" and "Course Number" input fields (containing "MA9551"), and a "Go" button. Below the search is the course title "MA9551 Calculus AB AP LV" and a detailed description: "Calculus AB AP is primarily concerned with developing the student's understanding of the concepts of calculus: functions, graphs and limits, derivatives, and integrals. The course emphasizes a multi-representational approach to calculus with concepts, results, and problems being expressed geometrically, numerically, and verbally. Technology is used regularly by students and teachers to reinforce different representations of functions, to confirm student work, to implement experimentation, and to assist in interpreting results. Calculus AB AP is the equivalent of a semester of college calculus. Students who take this course should plan to take the Calculus AB AP Exam." Below the description, it states "Scheduling Units: 4" and provides two buttons: "Request this Course" and "Request as an Alternate".

1. Click Course

2. Review Info.

3. Click to Request

Alternate Request

Infinite Campus (IC) Course Selection Instructions

- 5) Once a course is requested it will appear in the requested courses list. Repeat the process until your schedule is full (14 course requests – 7 for each semester).
- 6) When your schedule is full select at least 2 Alternate Courses.

***Once you have completed a full schedule
PRINT a COPY to BRING with you to your
meeting with your counselor**

- Student Number: 123456
- Grade:12

- **Required Courses:**

- PE8131 Physical Education
- PE8132 Physical Education
- LA5211 Eng IV Prep World Lit
- LA4392 Eng IV Prep Visual Word
- BU0551 Consumer Economics
- SS6332 Constitutional Law

- **Requested Courses:**

- MA9551 Calculus AB AP LV
- MA9552 Calculus AB AP LV
- WL6131 Italian III Prep LIII
- WL6132 Italian III Prep LIII
- FC5171 Food Science LIII
- FC5172 Food Science LIII
- SN9511 Human Anat/Phys LIV
- SN9512 Human Anat/Phys LIV
- SS8511 Pysch AP LV
- SS8512 Pysch AP LV

- **Alternate courses:**

- PE7611 Scuba Diving LIII
- PE7812 Exercise Physiology
- LA9271 LTTV Production
- BU5832 International Business



- Parent / Guardian Signature _____ Date: _____

Let's Review

- Infinite Campus Registration Portal **opens 1/18 and closes on 1/24** – *You may make adjustments to your requests until the portal closes*
- Need Help, Get Help....go to the **DC**
- Complete your CRW using the Course Offering Handout, APG, **Teacher Recommendations, Graduation Credit Check Handout** and your 4 yr plan
- Using the **correct codes**, enter your requests on IC

Reminders

- This **presentation** will be **available online** on our **Edline** page as well as on the **LT website**
- Credit/ No Credit and Level Change requests **due by 2/3**
- **1st day of Summer School registration is 2/27**
ONLINE ONLY @ LTHS.NET

FINAL WORD

- Print out the completed course requests from IC
AND
- Bring your completed CRW with a **PARENT SIGNATURE** to your counselor meeting
- Students without a signature will write the following statement on their CRW:
“I failed to take responsibility for obtaining my parent’s/guardian’s signature on this form to indicate their approval of my course selections and verification of my required graduation credits”