

Portal Course Registration Instructions for Summer School

Registration will be open April 3 – 17, 2017

Guidelines:

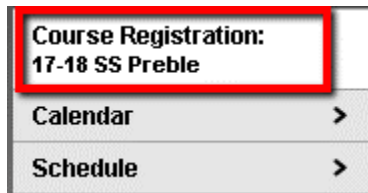
- **All students** who already have a student portal and login information can register online from April 3-17, 2017.
- **KG-6 Math, Reading & Enrichment at Sullivan and Beaumont:** You may register for up to a total of four (4) classes: 1A, 1B, 2A, 2B. If you request busing, please sign up for classes offered only at the location that is eligible for busing from your home school, and return the completed Transportation Form to: Green Bay Schools, ATTN: Summer School, 200 S. Broadway, Green Bay, WI 54303.
- **Grades 9-12 Online High School Credit:** You may register for one online class, provided you meet the eligibility requirements for the online class you register for. Please talk to your school counselor to determine your eligibility prior to registering for online courses.
- If you register for your summer school courses through the portal, you do **not** need to complete and return the Course Registration Sheet.
- If you are requesting **busing** to Sullivan or Beaumont as part of this portal course registration, you will need to complete and return the Transportation Form.

Instructions:

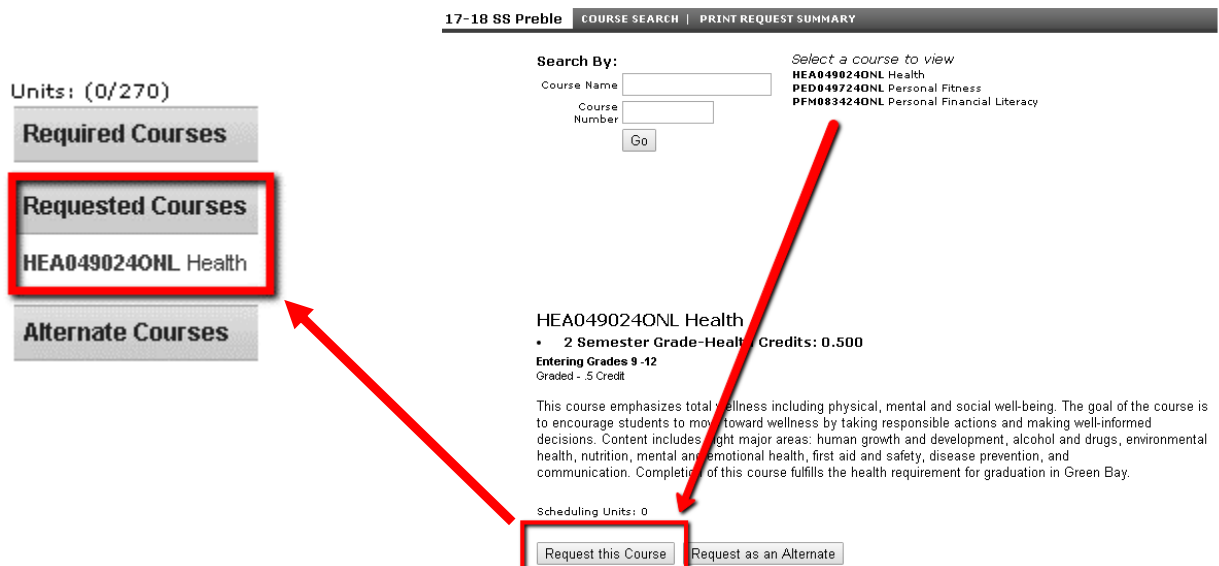
1. The student portal must be set up from a GBAPS district computer at the student's home school before you are able to access the student portal from your home computer.
2. Access the student portal at this web address:
<https://campus.gbaps.org/campus/portal/greenbay.jsp>

The screenshot shows the Infinite Campus login interface. At the top left is the Infinite Campus logo with the tagline "Transforming K12 Education®". On the right, it says "Campus Portal" and "Green Bay Area". The main content area contains a login form with fields for "Username" and "Password", a "Sign In >>" button, and links for "Forgot your password?", "Forgot your username?", and "Problems logging in?". Below the login form, there are instructions for users with and without activation keys, and a link to "Tell me more!". A section titled "District Announcements" features a date "2014-10-24" and a notice about the mobile app's non-interactive nature, providing a link to the portal: <https://campus.gbaps.org/campus/portal/greenbay.jsp>. At the bottom, there is a language dropdown menu set to "English" and a footer with the copyright notice "©2003-2017 Infinite Campus, Inc." and the website "www.infinitecampus.com".

- Log in with your user name and password and you will be directed to your portal site where you will see the Course Registrations for Summer School. On the left side of the navigation bar, open up the Course Registration: 17-18 SS (School), where the (School) is the location of the course you want to select is being offered. For example, if you want to sign up for Online Health through Preble High School, you would click to open: Course Registration: 17-18 SS Preble. (See below)
- To search for courses, click on Course Search, which is found at the top of the registration page. This will open up two search boxes which will allow you to search using the course number or course name. If you want to see all courses offered for portal registration at that location for Summer School, leave both search boxes empty and click on Go



- To select the course you would like to register for, click on the title of that course and it will open up a description box below the course list. Scroll to the bottom of this description box, and click on Request This Course, and it will move over to the left under Requested Courses.



- Continue this process for each course you would like to take at each location. **Please be careful that you do not register for courses that are offered at the same time, or that overlap their session dates and times, as we will not be able to complete registrations that conflict with one another.**
- If you pick the wrong course or want to delete a course registration you've already selected, click on the course from the Requested Courses menu to open up the description and click on: Drop this Request

If you have any questions or need assistance, please stop into our District Office at 200 S. Broadway, Green Bay, WI or call us at: 920-448-2000.