

River View School On-Line Registration Procedure

Students currently enrolled in grades 5, 6, and 7 will be allowed to register online starting January 25th. Required courses will already be listed. The registration window will remain open through February 5th.

****Students will be reviewing their requests with guidance and administrative staff during the week of February 6th.**

Step 1 - Log on Procedures – going to the KASD website www.kaukauna.k12.wi.us and selecting either Student Page and then Student Portal or parents selecting Parent Page and then selecting the different applications they can access. Once selecting Student Page and then Student Portal you may begin. Another option is to type in the URL, as listed below, rather than completing the steps above...

<https://campus.kaukauna.k12.wi.us/campus/portal/kaukauna.jsp?status=portalLogoff&language=en>

Once at the site you should see a screen similar to this

The screenshot shows a web interface for the 'Campus Portal'. At the top left is the 'Infinite Campus' logo with the tagline 'Transforming K-12 Education'. A 'Campus Portal' button is located at the top right. Below this is a registration form with two input fields: 'User Name' and 'Password'. To the right of the 'User Name' field is a box labeled 'Student ID Number'. To the right of the 'Password' field is a box labeled 'Birthdate mmddyy'. A 'Sign In >>' button is located below the 'Password' field. Arrows indicate that the 'Student ID Number' and 'Birthdate mmddyy' boxes are used to populate the 'User Name' and 'Password' fields respectively. At the bottom of the page, there is a small copyright notice for Infinite Campus.

- Enter the student's username and password.
 - The user name is the student's ID number (*this is the same number students use for their lunch code and is also on top of their student schedule*)
 - The password is the student's birthday in the following fashion: mmddyy (*do not use any spaces, hyphens, or backslashes; only the two digit day followed by the two digit month, followed by the two digit year. If your child changed his/her password, they will need to use the same password they use to check grades or assignments at school.*)

After logging in you should see a screen like this:

The screenshot shows the Infinite Campus interface. At the top right, there is a "Sign Out" button. Below it, the school name "12-13 River View School" and student information "Student Number: 201" and "Grader: 06" are displayed. The navigation menu on the left includes: Course Registration: River View School (circled in red), Calendar, Schedule, Attendance, Grades, Behavior, Health, Fees, To Do List, Reports, and Demographics. The main content area shows "District Notices - 0 messages" and "School Notices - 3 messages". The first notice is dated "Friday, January 18, 2013" and titled "Day 1 & Day 2 Rotation" with the subtext "Today is a Day 2". The second notice is titled "6-8th Grade Soccer" and mentions a tournament. The third notice is titled "9th Grade Scheduling for 2013-2014" and states that the course request window is open from January 16th through January 23rd.

Step 2 - The Registration button is on the left. Click on the word **Registration**

Step 3 - Click on **Course Search** on the line next to the student's name

The screenshot shows the "Course Registration" page for "13-14 River View School". At the top right, there are buttons for "COURSE SEARCH" and "PRINT REQUEST SUMMARY". The page is divided into sections: "Units", "Required Courses", "Requested Courses", and "Alternate Courses". The "Required Courses" section lists: 7000 Reading 7, 7070 Eagle Time 7, 7100 Writing/LA 7, 7200 Math 7, 7300 Social Studies 7, 7400 Science 7, 9670 Health/Wellness 7, and 9970 Phy Ed 7. The "Requested Courses" section is currently empty.

Step 4 - After clicking on Course Search this Registration screen will appear to allow you to begin entering course requests.

Course Registration
 13-14 River View School | COURSE SEARCH | PRINT REQUEST SUMMARY

Course Registration:
 River View School

Calendar >
 Schedule >
 Attendance >
 Grades >
 Behavior >
 Health >
 Fees >
 To Do List >
 Reports >
 Demographics >
 Family >
 Messages >
 Household Information >
 Family Members >
 Food Service >
 User Account

Units: Required Courses

7000 Reading 7
 7070 Eagle Time 7
 7100 Writing/LA 7
 7200 Math 7
 7300 Social Studies 7
 7400 Science 7
 9670 Health/Wellness 7
 9970 Phy Ed 7

Requested Courses
 Alternate Courses

Search By:
 Course Name
 Course Number

- Required courses are already showing in the box.

Begin entering courses...

- Enter the Encore courses you have chosen. You should first begin with those courses in Step One on your course request sheet (Band, Music, Art, etc.). Type in the requested course number here and click the GO button or press enter.

You will see a screen like this:

Course Registration
 13-14 River View School | COURSE SEARCH | PRINT REQUEST SUMMARY

Course Registration:
 River View School

Calendar >
 Schedule >
 Attendance >
 Grades >
 Behavior >
 Health >
 Fees >
 To Do List >
 Reports >
 Demographics >
 Family >
 Messages >
 Household Information >
 Family Members >
 Food Service >
 User Account

Units: Required Courses

7000 Reading 7
 7070 Eagle Time 7
 7100 Writing/LA 7
 7200 Math 7
 7300 Social Studies 7
 7400 Science 7
 9670 Health/Wellness 7
 9970 Phy Ed 7

Requested Courses
 Alternate Courses

Search By:
 Course Name
 Course Number

Select a course to view
 9870 Spanish 7

Step 5 – The course that you are wishing to take should appear. Click on the course name, as shown in the circle above. (If you realize you had entered the incorrect course number, simply go back to step 4 and reenter the correct course number.)

Course Registration
 13-14 River View School

Course Registration: River View School

Calendar >
 Schedule >
 Attendance >
 Grades >
 Behavior >
 Health >
 Fees >
 To Do List >
 Reports >
 Demographics >
Family
 Messages >
 Household Information >
 Family Members >
 Food Service >

Units: **9870**

Required Courses

7000 Reading 7
 7070 Eagle Time 7
 7100 Writing/LA 7
 7200 Math 7
 7300 Social Studies 7
 7400 Science 7
 9670 Health/Wellness 7
 9870 Phy Ed 7

Requested Courses

Alternate Courses

Search By: _____
 Course Name _____
 Course Number **9870**

Select a course to view
 9870 Spanish 7

Go

9870 Spanish 7

Scheduling Units: 4

Request this Course Request as an Alternate

Step 6 – (A description may appear for you to read over) Click **Request this Course** if it is the class you were looking to enter. If you realize you had entered the incorrect course number, simply go back to step 4 and reenter the correct course number.

You will see the screen change to this:

Course Registration
 13-14 River View School

Course Registration: River View School

Calendar >
 Schedule >
 Attendance >
 Grades >
 Behavior >
 Health >
 Fees >
 To Do List >
 Reports >
 Demographics >
Family
 Messages >
 Household Information >
 Family Members >
 Food Service >

Units: **9870**

Required Courses

7000 Reading 7
 7070 Eagle Time 7
 7100 Writing/LA 7
 7200 Math 7
 7300 Social Studies 7
 7400 Science 7
 9670 Health/Wellness 7
 9870 Phy Ed 7

Requested Courses

9870 Spanish 7

Alternate Courses

If you make a mistake you can click on the class in the box and a description of the class may appear on the right with a box saying **Drop this Request**. Click on this box (Drop this Request) and the class will leave the box. If you experience any troubles/errors, corrections can and will be made when meeting with the Administrators/ Guidance Counselors beginning February 6 th

The class you added should now be listed on Requested Courses box.

Step 7 - Repeat Steps 4, 5, and 6--Enter your ranked Encore courses (those listed in Step 2 on your course request sheet) beginning with the course you ranked as number one. **ALL courses, even those beyond your first choices, must be ranked and entered following steps 4-6. Select "Request this Course" until that is no longer an option.**

As you enter all of your ranked Encore courses, you will eventually only be given the choice of Request as Alternate. This means you have reached the **required 56 units**. When that is the only choice given, as shown below, **choose Request as an Alternate** until all courses are entered and all courses show in the three boxes.

Course Registration
3-14 River View School

Search By: *Select a course to view*
Course Name: *9570 FCSE Life Skills 2*

Course Number: 9570

9570 FCSE Life Skills 2

Scheduling Units 2

Required Courses

- 7000 Reading 7
- 7070 Eagle Time 7
- 7100 Writing/LA 7
- 7200 Math 7
- 7300 Social Studies 7
- 7400 Science 7
- 9670 Health/Wellness 7
- 9970 Phy Ed 7

Requested Courses

- 9002 Technology Education 2
- 9274 Choir Soprano 7
- 9870 Spanish 7

Alternate Courses

***** Students will be meeting with administrators/counselors beginning the week of February 6th to review what has been entered and finalize the requests. *****

