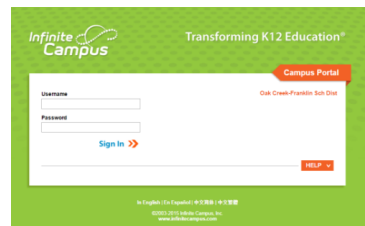
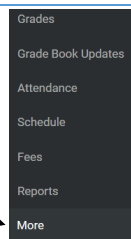


Directions for selecting courses in Infinite Campus using a computer.

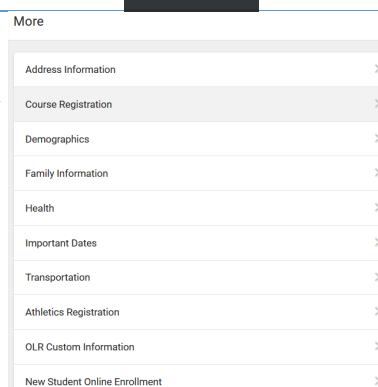
1. Access your Infinite Campus parent portal account. If you need login information, please email helpdesk@ocfsd.org
Go to www.ocfsd.org
Under parent tab, click on Infinite Campus.
Type in your username and password



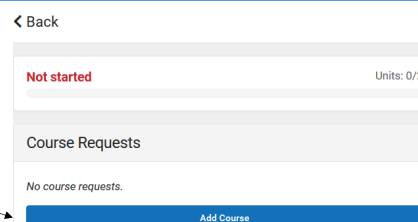
2. After you log in, select **More**.



3. Select **“Course Registration”**
(If you have multiple students in the district, you will need to select the student you doing course selection for at the top right.)
4. Select **“19-20 Summer School K-3”** or **“19-20 Summer School 4-8”** or **“19-20 Summer Band”**-previous band students only



5. Select **“Add Course”**.
A list of courses will appear.



6. From the list of courses, select **“+”** to add the course. You will be prompted **“Would you like to add this course as a Request or an Alternate?”** You can select up to 2 course Requests. There is no limit to how many Alternate courses you can select.
Or
Click the **“Course Name”** to see the description of the course.

Tips: The grades are listed in parenthesis after the course title.
The system does not allow us to customize the list you see for your child’s specific grade level.
Please select courses for the grade your child **WILL** be in the fall.

7. The progress bar will show 100% complete when you have selected 2 courses. **Select alternate courses, especially if summer school is part of your child care plan for summer.**
If you would like your child to attend for just one two hour period then you will stop before the progress bar reaches 100%.



8. Your selections are automatically saved. There is no save or submit button. You may come back to these selections anytime between March 9-30 to make additions or changes.

9. If you click **“<Back”** you can see the course requests and alternates. **Optional:** you can print the selected courses for your records. The printed page should not to be signed and returned.

10. Complete course selections for additional children by selecting another child from the top right.

