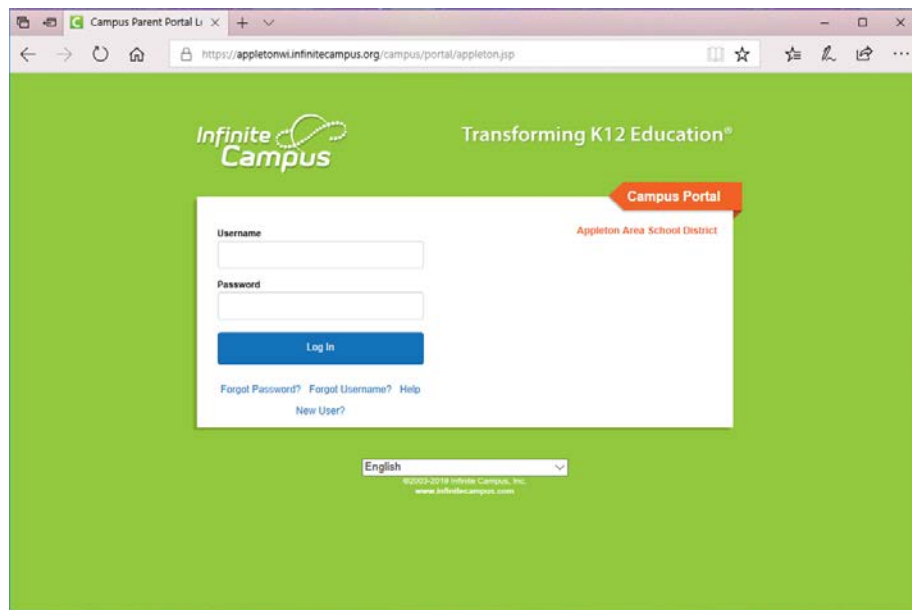


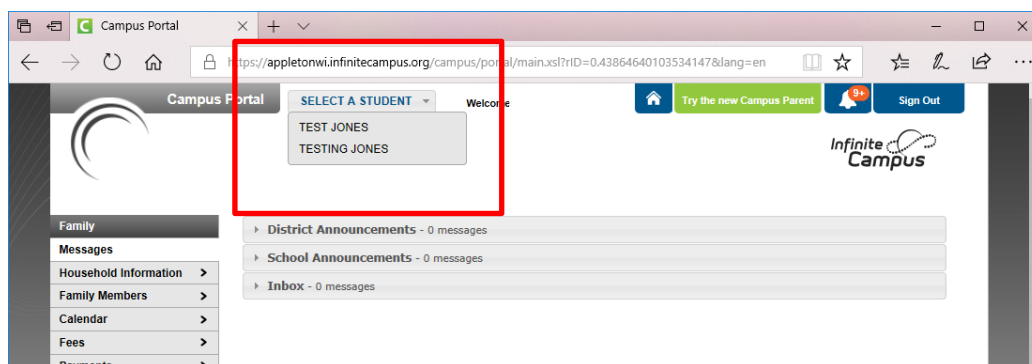


Summer School course registration begins promptly on April 1 at 6am. To make course selections for your child/ren, please see the following instructions, or click [here](#) to access a video tutorial.

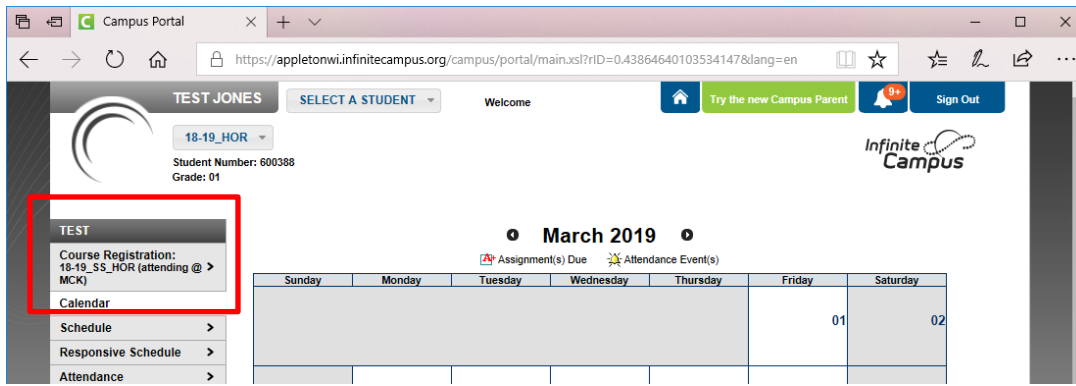
1. Log on to the Infinite Campus Portal – [portal.aasd.k12.wi.us](https://portal.aasd.k12.wi.us) – with your portal username and password.
  - a. If you do not have an account, please see the email sent with information on how to create an account. If you do not have an account, and did not receive an email, please contact the helpdesk via email at [helpdesk@asd.k12.wi.us](mailto:helpdesk@asd.k12.wi.us)



2. When logged into the Portal, please select your student's name from the top panel (*only applicable if you have more than one child in the Appleton Area School District*)



3. Once you have selected the appropriate student, please click on “Course Registration...” on the left panel.



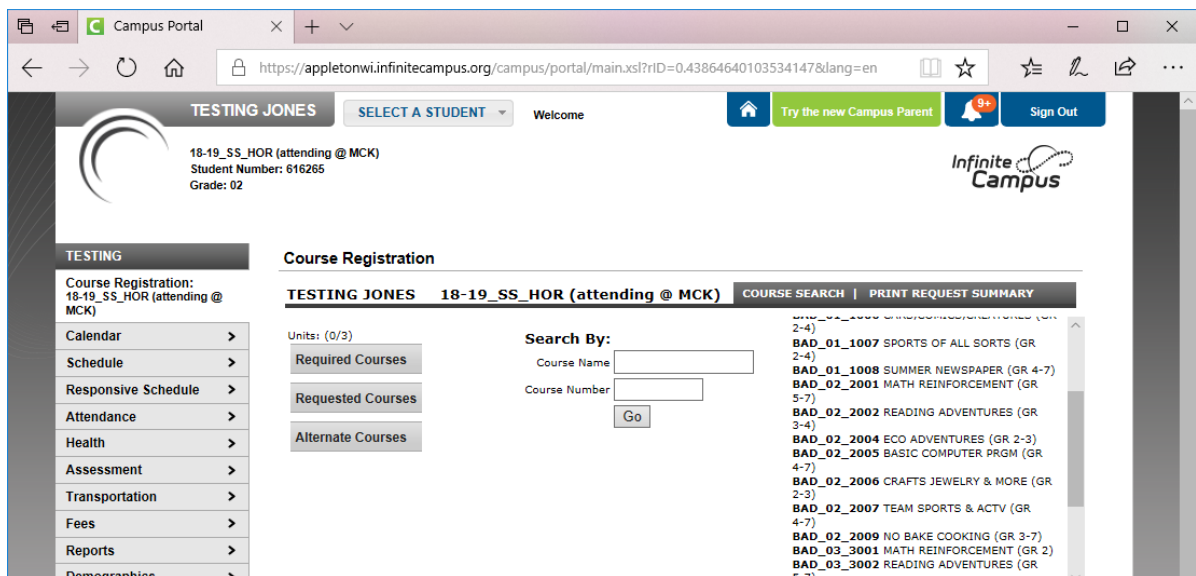
4. Once on the Course Registration page, please click on “COURSE SEARCH”. Then click on “Go”. This will display all available courses for registration. For each student, you will only select one course from each the 01, 02, 03 option.

- Courses noted with 01 meet during the first hour; 02 meet during the second hour; 03 meet during the third hour. If the course spans for more than one hour, please limit your additional choices to courses held at the available time.
- Information course times can also be found in the description, by clicking on the course name. Elementary schools will have courses from 8:30am-11:30am. Middle schools will have courses from 8:45am-11:45am.  
*\*Unless noted, courses will run for 1 hour.*

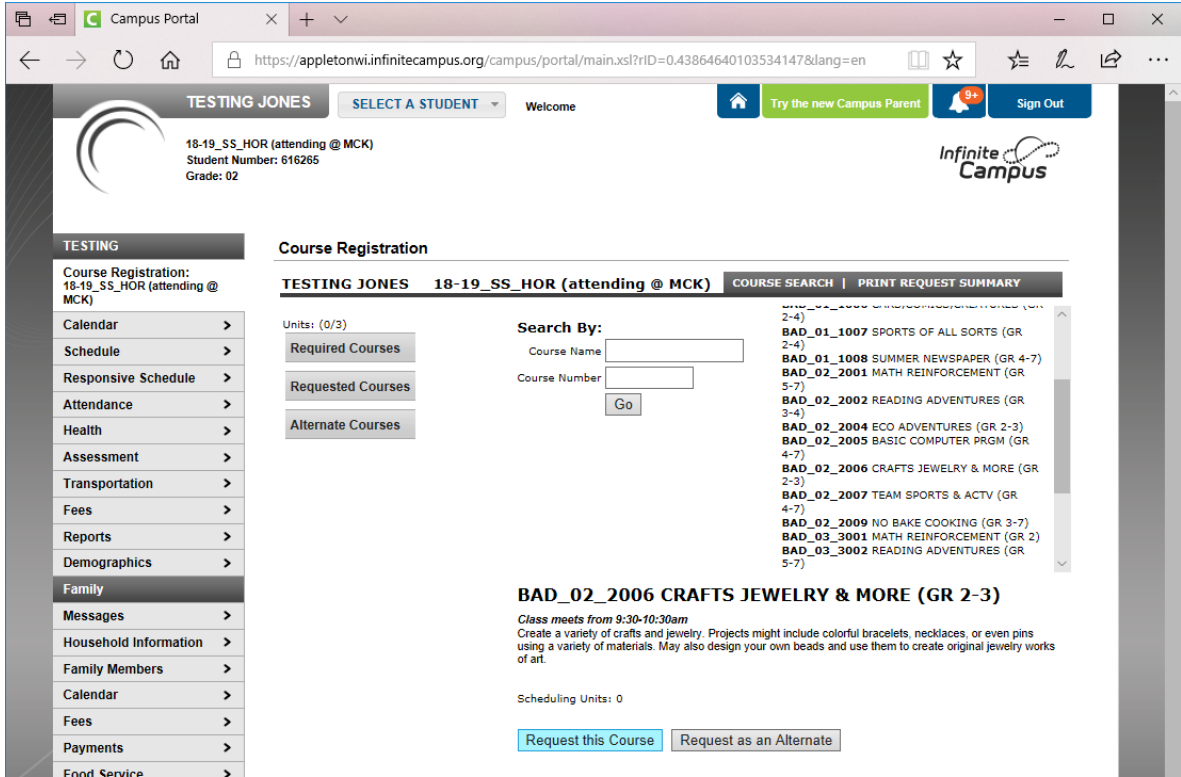
**\*\*\*\* PLEASE NOTE:** Some courses have a limited capacity due to space in the room. Once the capacity has been met, the course will **no longer be available for selecting**.

These courses include:

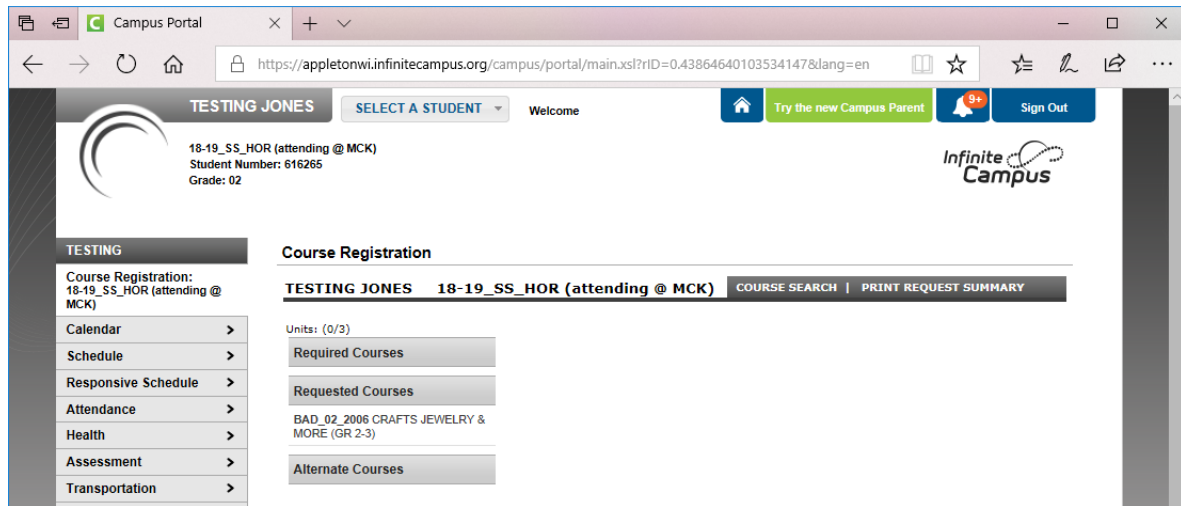
- Woodshop courses at: Berry, Franklin, Highlands, Houdini, Huntley, Jefferson, Johnston, Lincoln and Madison
- All computer related courses
- All cooking/food related courses
- STEM classes at Classical
- Crazy Chemistry at: Highlands, Houdini, Huntley and Johnston
- Eco Adventures at: Highlands, Houdini, Huntley and Johnston
- STEM courses at: Highlands, Houdini, Huntley and Johnston
- Sport courses at Johnston



5. To select a course, click on the course name and select “Request this Course” (noted below in blue).



6. The course will be added to your Requested Courses.



7. Requested courses will be added to student schedules daily, but may not be available immediately. Please check back later to view the student schedule. Once the course has been added, fees can be paid online via the portal. If you need to drop a course, or change courses that have been added to the student schedule, please contact the summer school coordinator at the [appropriate summer school site](#).
8. When available, to pay fees, please click on the Payments tab on the left side. Fees will be added to the Student Fees area. All fees for the family can be paid at once. Please note, there is a \$2.00 convenience fee applied when paying fees online via the portal.

