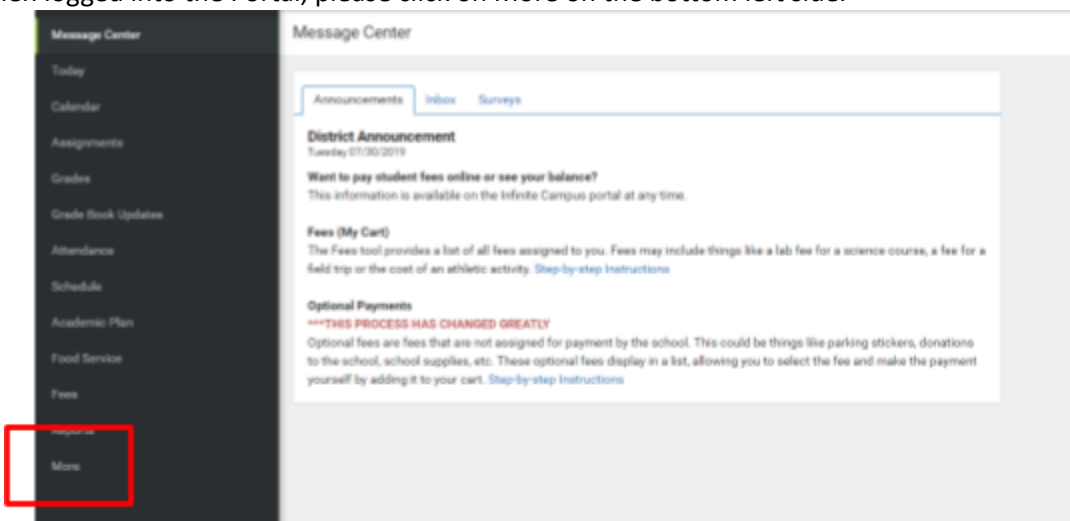


Summer School course registration begins promptly on April 5 at 6am. To make course selections for your child/ren, please see the following instructions, or click here to access a video tutorial.

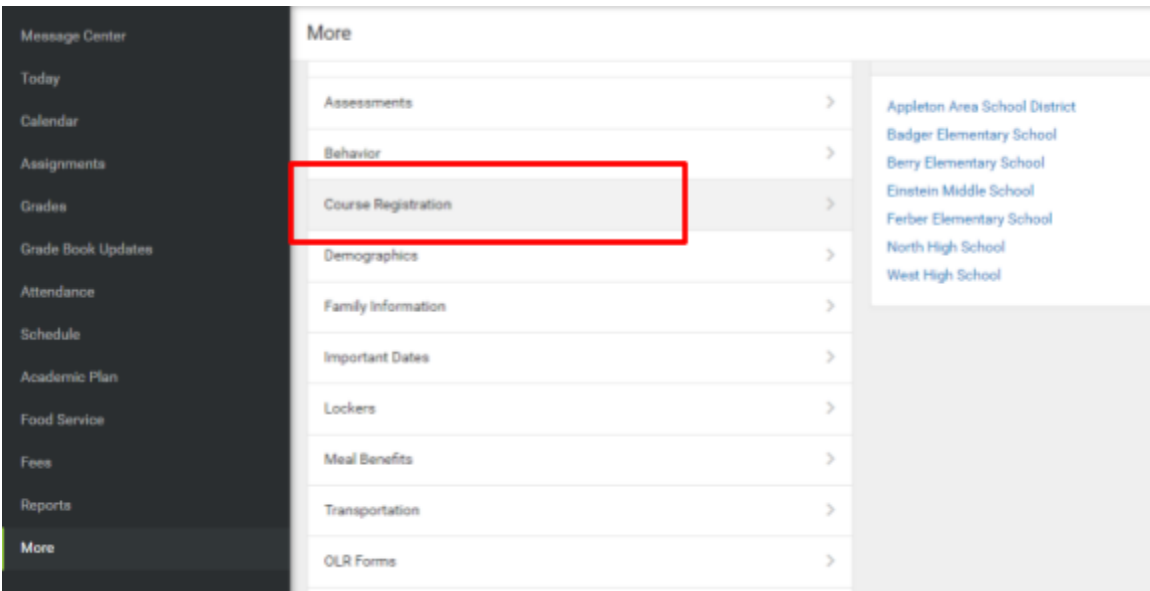
1. Log on to the Infinite Campus Portal – portal.aasd.k12.wi.us – with your portal username and password.
 - a. If you do not have an account, please contact the helpdesk via email at helpdesk@asd.k12.wi.us

The screenshot shows the Infinite Campus Campus Parent login interface. On the left, there is a login form with fields for 'Parent Username' and 'Password', a 'Log In' button, and links for 'Forgot Password?', 'Forgot Username?', 'Help', 'Log In to Campus Student', and 'New User?'. On the right, there is an 'Announcements' section with two entries: one dated Thursday 08/01/2019 about accessing the website, and another dated Tuesday 07/30/2019 about paying student fees online. Below the announcements are sections for 'Fees (My Cart)' and 'Optional Payments', both with links to 'Step-by-step Instructions'. A red banner at the top right says 'Campus Parent'. At the bottom, there is a copyright notice for Infinite Campus, Inc. and a language dropdown menu set to 'English'.

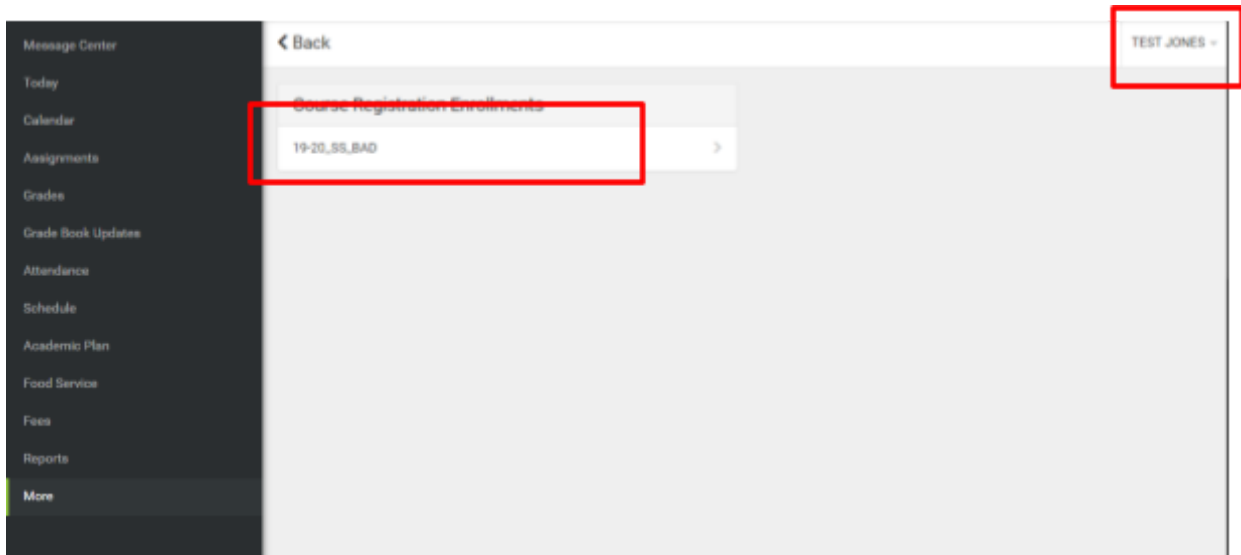
2. When logged into the Portal, please click on More on the bottom left side.



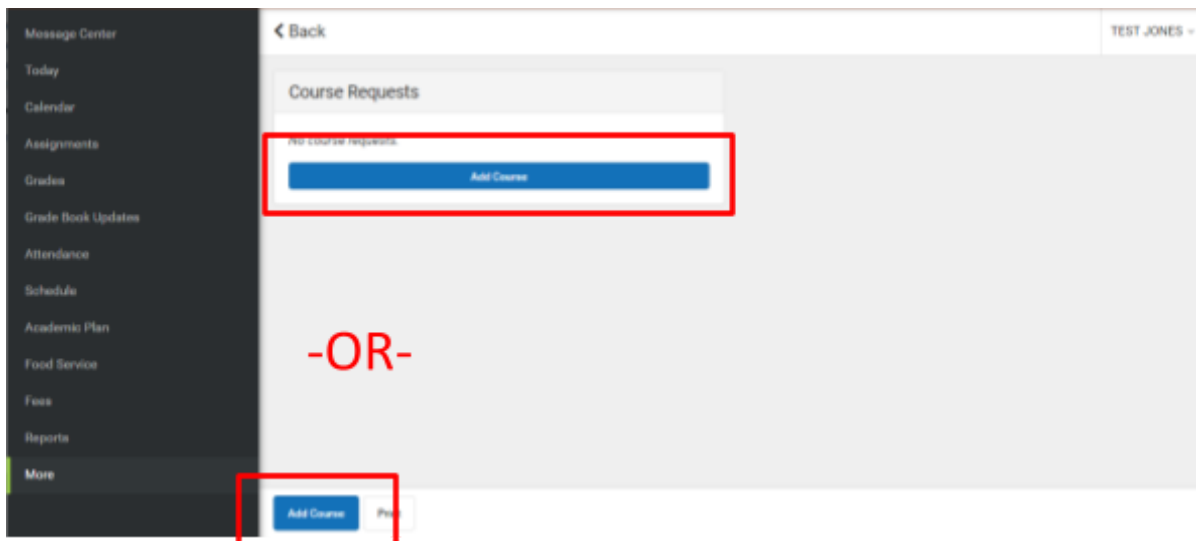
3. Then click on Course Registration



4. On the Course Registration page, you will see the summer school site for the student selected in the upper right corner. To switch students, feel free to click the drop down arrow to change.



5. Once on the Course Registration page, click on the summer school site, then click on Add Course



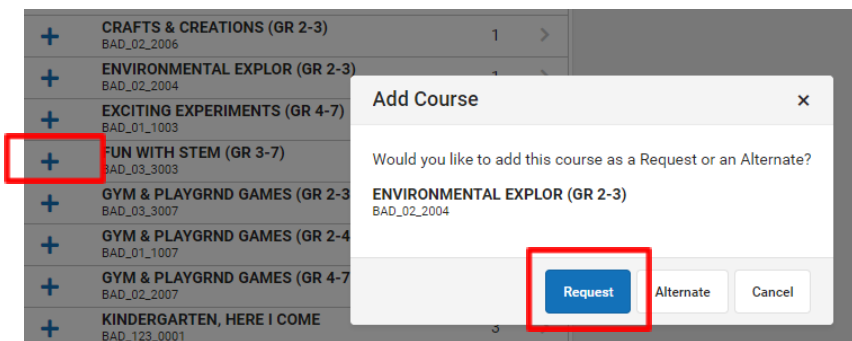
6. You will then be brought to a page that shows all available courses for summer school at this location. For each student, you will only select one course from each the 01, 02, 03 option.
 - a. Courses noted with 01 meet during the first hour; 02 meet during the second hour; 03 meet during the third hour. If the course spans for more than one hour, please limit your additional choices to courses held at the available time.
 - b. 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**.

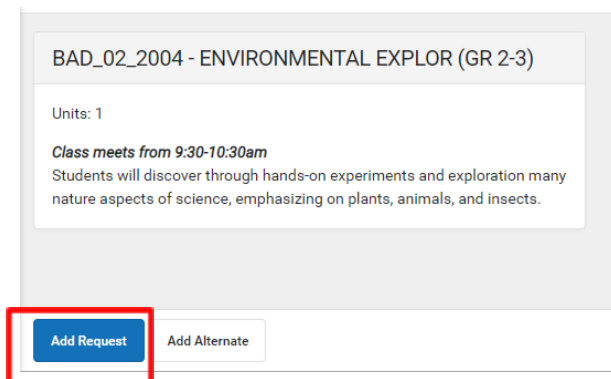
These courses include:

- Woodshop courses
- All computer related courses
- All cooking/food related courses

7. To select a course, click on + sign next to the course, or click the course name. If you click on the + sign, please click **Request**.



If you click on the course name, please click **Add Request**.



Both options will get you the desired results.

Once you have selected your desired classes, please click the **< Back** button at the top of the page (see graphic below – do not click the back button in your browser). If you have selected 3 courses (or a single course that meets for 3 hours), you will see the 100% complete image at the top. If you do not see 100%, you are able to select more courses.

[← Back](#)

100% complete Units: 3/3

Add Course

Search Courses

ACTION	COURSE NAME	UNITS
+	1ST GRADE, HERE I COME BAD_123_0002	3 >
×	CARS,COMICS,CREATURES (GR 2-4) BAD_01_1006 REQ	1 >
+	CODING &COMPUTER PRGM (GR 4-7) BAD_01_1004	1 >
×	CODING &COMPUTER PRGM (GR 4-7) BAD_02_2005 REQ	1 >
+	COMPUTER FUN! (GR 2-3) BAD_03_3005	1 >
×	COOL CRAFTS (GR 4-7) BAD_03_3006 REQ	1 >
+	CRAFTS & CREATIONS (GR 2-3)	1 >

8. Upon clicking < Back, you will be able to print your students requested courses. THIS IS NOT REQUIRED, AND ONLY USED FOR YOUR RECORDS.

[← Back](#)

100% complete Units: 3/3

Course Requests

COURSE NAME	UNITS
REQUESTS	
CARS,COMICS,CREATURES (GR 2-4) BAD_01_1006	1 >
CODING &COMPUTER PRGM (GR 4-7) BAD_02_2005	1 >
COOL CRAFTS (GR 4-7) BAD_03_3006	1 >

[Add Course](#) Print

- 9. Requested courses will be added to student schedules daily, but may not be available immediately. Please check back later to view the student schedule. (Log in to Portal, click on Schedule on the left side).
- 10. Once the course has been added, fees can be paid online via the portal (Log in to Portal, click on Fees on the left side).
 - a. When available, to pay fees, please click on the Fees tab on the left side. Fees will be added to the Student Fees area. All fees for the family can be paid at once. To begin the payment process, please click on “Add to Cart”, continue adding all necessary fees to the cart. Please note, there is a \$2.00 convenience fee applied when paying fees online via the portal. Once all fees are added to the cart, click on My Cart.

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Academic Plan

Food Service

Fees

Reports

More

Fees

Person: All | School Year: 2019 - 2020 | Type: Unpaid

Total Due: \$170.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
Prior Year Balance			150.00
SS_\$10.00	09/07/2019	JONES, TEST	10.00
SS_\$10.00 (ELEM)	06/05/2020	JONES, TESTING	10.00
Subtotal			170.00

1 Items in Cart \$10.00

My Cart

My Accounts

Fee Added To Cart.

Print | Optional Payments

- b. Please add a Payment Method (if one is not listed), enter an email address if you wish to receive a receipt, and click Submit Payment.

< Back | Checkout

*** Please note - a convenience fee of \$2.00 will be applied to your online payment. This fee is charged to offset the fees the credit card/e-banking charges the district.

The Appleton Area School District is happy to incorporate Online Payment method for School Fees

Show More

NAME	FEE	AMOUNT
JONES, TEST	SS_\$10.00	\$10.00

Remove

Payment Method

Subtotal: \$10.00

Service Fee: \$2.00

Total: \$12.00

Payment Method: VISA amber

Add Payment Method

Email Address for Receipt

user@example.com

Submit Payment

Feedback

1 Items in Cart \$10.00

My Cart

My Accounts

11. 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](#).