



HIGH SCHOOL ONLINE COURSE REGISTRATION

What? 2020-21 Online Course Registration

Where? Infinite Campus Portal:

Student accounts: <https://campus.rsdmo.org/campus/portal/students/rockwood.jsp>

Parent accounts: <https://campus.rsdmo.org/campus/portal/parents/rockwood.jsp>

When? January 17, 2020 @ 7:00 AM through January 27, 2020 @ 4:00 PM

Needed Items: Course Selection Sheet, Campus Portal Account (student or parent)

Rules for Course Selection

Courses automatically save as they are selected.

Select core classes first, then select zero hour courses.

Select 14 courses and 4 alternate courses.

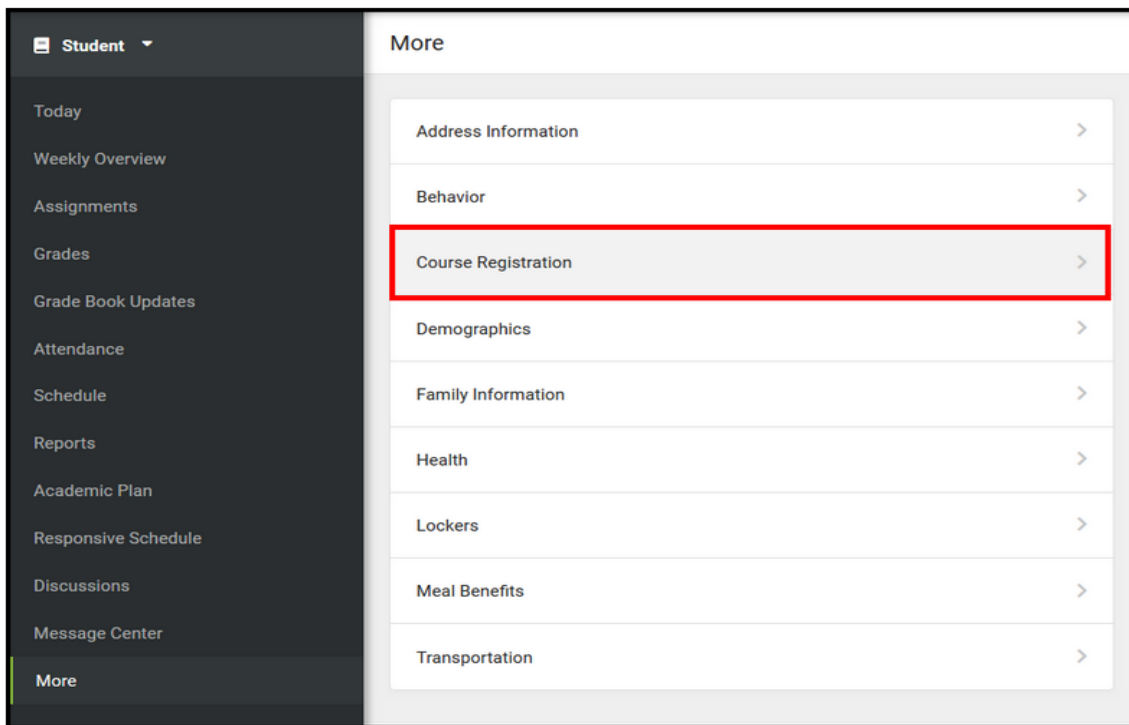
Students electing to take zero hour will have 15 or 16 courses and 4 alternate courses.

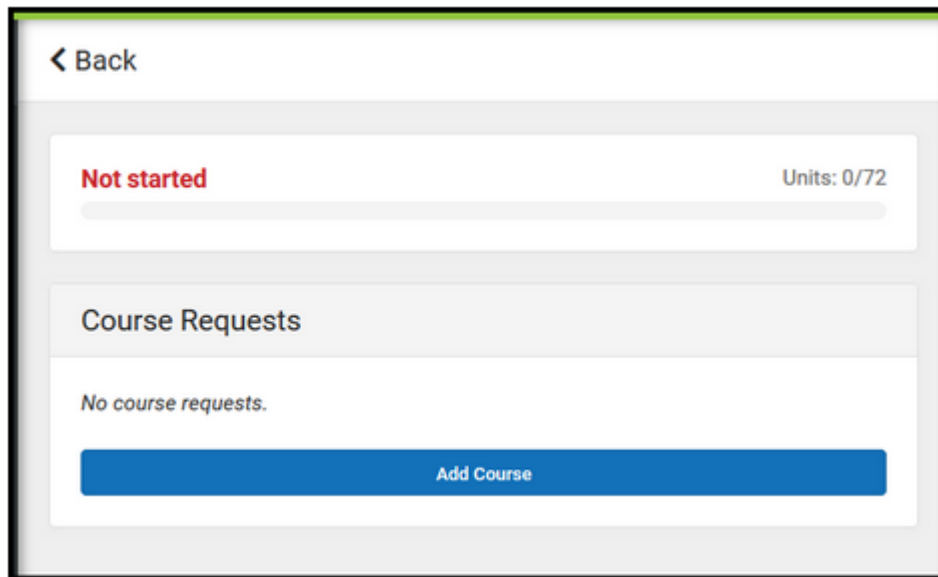
Log On

Log on to Portal account with a valid User Name and Password.

Student: User Name is student's first initial of first name, entire last name and last three digits of student number.

Parent: Log on and select the student for whom courses are being selected.





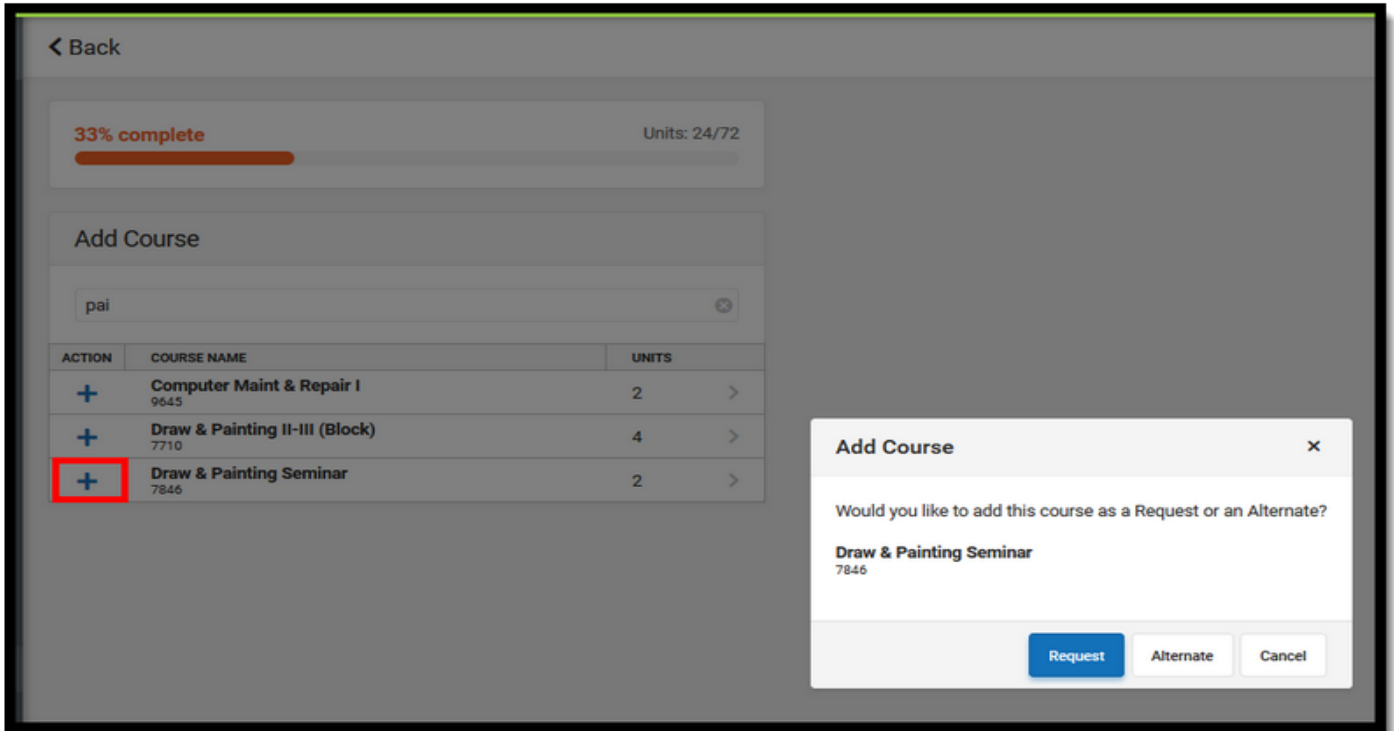
Request Courses

1. Click the **Add Course** button. A list of courses available for selection displays.
2. Begin typing the name of the course in the **Search** field. Matching results display below the search field.
3. Select the desired **Course**. Information about that course (how many units and a description of the course) displays.
4. Add the course by clicking **Add Request**. Or, click the **Add Alternate** button. This adds the course as an alternate course in case you cannot be scheduled into other courses.
5. Return to the Add Course screen by clicking **Back**.

Repeat these steps until you have a complete or near complete schedule.

For a faster way to request courses:

1. Search for the course.
2. Click the blue plus sign on the left.
3. In the popup message that displays, select **Request**, **Alternate** or **Cancel**.



Review Course Requests

When finished requesting courses, review the requests you have made and make adjustments as needed.

If you are satisfied with your requests, click the **Print** button. This generates a PDF of your required and requested courses.

