

INFINITE CAMPUS

“HOW-TO” SCHEDULE

1. Madison Local Schools Website
2. Infinite Campus- Student Portal
3. Login (refer to previous slide for instructions)
4. Click “Academic Planner” & “Next” (NEW this year)
 - Columns= Grade Level 9, 10, 11 & 12
 - Rows= Subject Area (English, Math, Science, Social Studies, etc.)
5. Click on each blank field for the course offerings
 - Ex: Click the English field to select your English class



6. **CLICK SAVE** as you work!!!!
7. Only enter requests for next school year!!!!
 - *ALWAYS select 10 credits (total credits display at the top of the column)
 - *2.5 credits for eligibility
 - *Follow credit requirements for graduation
 - *For help, please refer to this Scheduling PPT
(under forms and links on the MHS website) plus your colored grade level course request sheet you received today.