

How to Register for Summer EXCEL Courses & Class Schedule Information

Registration: April 8 through June 6
Registrations after June 6 will be done in person or on the phone by contacting the Summer EXCEL Office (877-5036)

Parents of incoming 2019-2020 4K or 5K (Kindergarten) students, will register using the online forms located on the Stoughton Area School District website (www.stoughton.k12.wi.us) under OUR SCHOOLS/Summer EXCEL.

Review the Summer EXCEL 2019 Course Book, we have provided a worksheet on the last page of the course handbook to construct a draft your child's schedule before you log onto Infinite Campus.

How to Register Students CURRENTLY IN Grades K – 8 (2018-2019)

****In order to register for Summer EXCEL Grades K-8, you MUST have an active Campus Portal account. Please make sure you can log into your account before registration begins. If you have never created an Infinite Campus Portal account, need assistance logging in or a password reset, email joe.johnson@stoughton.k12.wi.us. Please allow 1-2 days for a response. ****

How to log into Campus Portal (Students currently in Grades K-8)

1. Go to: www.stoughton.k12.wi.us, Select "Families," and click on "Campus Portal." At the portal login screen enter your Username and Password.
2. Click "Sign In" which brings users to the main page where Announcements are listed.
3. Select the student you are registering (top of screen.)
4. Make sure the school is set to 18-19 Summer EXCEL (found right below student's name.)
5. Click the Course Registration option from the navigation pane on the left of the screen.

How to Request Courses

Students register for courses based on their CURRENT grade level. Students are not allowed to register for courses not offered to their grade level. NO EXCEPTIONS.

1. On the top left hand side, click on Course Registration: 18-19 Summer EXCEL. You register each student separately.
2. Click the Course Search link. A search screen will appear. The easiest way to search is to just click the "GO" button with no search criteria entered, all available courses will appear. All course names will appear to the right.
3. Courses also can be searched by entering the Course Name (i.e., 3rd Grade Reading Mysteries) or by the course number (i.e., 4W-203).

Please note: All Session 1 Courses have a course number that begins with S1, all Session 2 Courses have a Session Number that begins with S2, and Four Week courses begin with a 4W.

1. Click on any course listed to view the full course description.
2. To request a course click the "Request this Course" button.
3. Next pick at least 2-4 courses as alternates per session. Follow the previous instructions but select "Request as an Alternate" when choosing the course. The alternate courses will be placed on the schedule if your first choice courses are full.
4. Due to the high demand for certain classes, it is not possible to accommodate all requests.

Do not select the same course for all slots, as the system could place you in the same course more than once. The system will work with all requests to create the best schedule for each child based on the requests made and the hours that fit the requests.

1. Please build a full schedule. Even if you do not want a course during a certain hour, please be sure to select the appropriate "No AM Course" and request it.
2. While scheduling, if you request a course and want to delete it, click on the course name on the left and select "Drop this Request" button.
3. When finished requesting courses, click the Print Request Summary option to print a report of the courses that were requested.
4. **The system automatically saves your schedule request when you sign out. You do not receive a registration confirmation.**

Class Schedules

- Schedule requests made during the first 2 days will be given priority.
- **Schedule Changes:** Once your child's schedule requests have been made, you cannot make changes.
- **The courses you request will not be your final schedule. Final schedules will be available on Campus Portal after Summer EXCEL registration ends, June 4.**

Please contact the Summer EXCEL Office, as soon as possible, if your child will not be attending Summer EXCEL classes and you have completed a registration. This will open up spots for other students.

Do you have general Summer EXCEL Questions?

If you have general questions or wish to see more details, check out our Summer EXCEL webpage: <https://www.stoughton.k12.wi.us/page.cfm?p=782> If you need additional assistance, please feel free to contact the Summer EXCEL Office at 608-877-5036 or by email at terri.plank@stoughton.k12.wi.us or joe.johnson@stoughton.k12.wi.us if you have questions regarding registration or your parent portal login/password.

Summer EXCEL Schedule Worksheet

Period	Session 1	Session 2	Alternate
	Or 4 Week Course		
1 (8:00-8:55)			
2 (9:00-9:55)			
3 (10:00-10:55)			