

# Walk-In Scheduler Information for Cross-Site Courses

Last Modified on 06/23/2025 3:39 pm CDT

Cross-Site Enrollment Creation | Search for a Cross-Site Course | Modify Cross-Site Section Rosters

Tool Search: Walk-In Scheduler

The Walk-In Scheduler allows modification of a student's schedule and is accessed from the Student's Schedule by clicking the **Walk-In Scheduler** button in the action bar at the bottom of the page.

As part of the overall Scheduling process, enrolling students in Cross-Site Courses occurs AFTER all other Scheduling at both the Home School and the Serving School is complete and the Scheduling Trial is marked Active.

See the following for more information:

- <u>Cross-Site Enrollment Workflow</u>
- <u>Cross-Site Enrollment Workflow Video Series</u>

Cross-Site courses display with the Cross-Site indicator ( 🕈 ) when searching for them, when they are placed/added to the student's schedule and when printing the student's schedule.

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	Sche Studer * Me	dule ☆ nt, Anders A I edical Condition(s	Student #: 6543 ) 🙎 HS Graduat	21 Grade: 10 DO ion 💵 Peer Tu	<b>B:</b> 10/12/2008 tor					Student Information > General > Schedul Related Tools
	Filter 🗸	Settings								Search
	Q1	(7/1/2023 - 9/29/2	(023)	Q2	10/2/2023 - 12/22/	2023)	Q3	12^	,	Effective Date
	All	Even	Odd	All	Even	Odd	All		2	10/30/2023
1	No Scheduled Course	4100-2 Physical Science A	No Scheduled Course	No Scheduled Course	No Scheduled Course 4100-2 Physical Science A Drop: 10/29/2023	No Scheduled Course	No Scheduled Course	4 F E	salicii 🖌 kadnas	Cross-Site
2	4100-2 Physical Science A	No Scheduled Course	2100-3 Geography A	1475-1 H Integrated Math IV Start: 10/30/2023 4100-2 Physical Science A Drop: 10/29/2023	1475-1 P H Integrated Math IV Start: 10/30/2023	2100-3 Geography A	4150-2 Physical Science B	-	ŏ	ADD COURSE AND SECTIONS  ADD COURSE AND SECTIO
3	2100-3 e Geography A	No Scheduled Course	No Scheduled Course	2100-3 Geography A	No Scheduled Course	No Scheduled Course	2150-3 e Geography B		ľ	Geography A
4	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course			+ Geography B 2150
5	No Scheduled Course			No Scheduled Course			No Scheduled Course			+ World History A 2000 + World History B 2250
<								>		+ English 9 3100
	Load 🔹	🔒 Lock All	Documents	Notes	int Calendar	Term Walk-in Sch	eduler Messenger			English 11 3300     Physical Science A
			1/1/-	olk In Sch	odular O	ations for	Cross Si	to C	~~~	15.05

**Read** - View and access the Student Schedule.

Write - Add Course Sections using the Walk-In Scheduler.

Add - N/A

**Delete** - Remove course sections from the student's schedule.

See the Tool Rights section for more details on what actions can be performed with each right.

The information in this article assumes a basic understanding of how students are scheduled in the product and only covers how to schedule for Cross-Site.



See the following articles for a more detailed experience of scheduling tools:

- Walk-In Scheduler
- <u>Student Schedule</u>
- Scheduling Board

**Requests for Cross-Site courses are not possible.** A student can never request a Cross-Site course and a counselor can never request a student to take a Cross-Site course at either the home school or serving school. The counselor must manually search for and add a Cross-Site course to the student's schedule.

As mentioned above, students should be scheduled into Cross-Site courses after all other scheduling (Scheduling Board, Requests & Rosters, Course Planner, Staff Planner, etc.) is complete at the school or district.

Cross-Site sections are **EXCLUDED** from the Scheduling Board.

- Cross-Site sections do not display on the schedule grid.
- Cross-Site sections are not deleted when saving Scheduling Board changes because they are excluded from the Board.

Cross-Site courses can be scheduled into the same block/period as a non-Cross-Site Course and into the same block/period as another Cross-Site Course. Keep, Drop and Replace functionality applies as well.

Cross-Site students are **EXCLUDED** from the following tools at the Serving School:

- Student Constraints Setup
- Gap Scheduler, Schedule Gap Filler

# **Cross-Site Enrollment Creation**

**A Partial Enrollment record is created at the Serving School** as soon as a Cross-Site course is added to the student's schedule (i.e., the student is added to the section roster) with a start date of the first day the Course Section meets. Their enrollment record looks something like this:

Grade 🕴	Туре	Calendar	Start Date	÷
11	S	2023-24 Serving High School 💡	11/06/2023 06/27/2024	4 ^
Start Status End Status:	Cross-S Cross-S	Site Start Status Site End Status		
11	Ρ	2023-24 Home High School	07/03/2023	
Start Status End Status:	: 00 Las	t year, public school, same district		
10	P	2022-23 Home High School	09/07/2022	
Start Status	: 00 Las	t year, public school, same district		

The following fields are populated in the database in the Enrollment table with the creation of a Cross-Site enrollment:

- personID
- startDate
- calendarIDstructureID
- endDate
- crossSiteEnrollment
- grade
- endYeardistrictID
- serviceTypestartStatus
- startStatus

Counselors at the Home School **cannot overload** a Course Section at the Serving School, regardless of assigned tool rights.



# **Sharing of Roster Data**

Roster data is shared with the Serving School when a Cross-Site Course is added to a student's schedule. Modifications to that roster record trigger a Roster Add, Roster Update, or Roster Delete action to be sent to/from the Home School and to/from the Serving School.

Upon adding a roster record for the student (done via the <u>Walk-In Scheduler</u>), data is sent from the Home School to the Serving School that includes basic student demographic data, enrollment information, and roster data.

The student schedule at the Home School displays a **Pending Roster** label. At this time, the roster is locked and cannot be modified. The side panel does not open and a message indicates that the roster cannot be updated.

Logic checks that a census record does not exist at the Serving School; when data for that student is NOT found, a new Census record is created. When that data is missing, the are not included, a failure is sent back to the Home School and the roster add action fails.

Once the Census data is found or added at the Serving School, the Cross-Site Enrollment process continues with the creation of a Cross-Site Enrollment and the addition of a Roster record in that course.

- An Enrollment History record is created at the Serving School for the Home School.
- A Roster record is created at the Serving School.
- Upon refresh of the screen, the Pending Roster label is removed at the Home School and the student is officially added to the Interdistrict Cross-Site Course.
- An Enrollment History record is created at the Home School for the Serving School.

# **Schedule Management**

Both the Home and Serving Schools are able to manage the student's schedule for the Cross-Site courses. Refer to the table below for what happens when a student is removed from the Cross-Site section by either the Home or Serving School.

Action	Home School	Serving School
Section is deleted from the student's schedule PRIOR to the start of the course and the student is no longer enrolled in ANY Cross- Site courses at the Serving School.	Section Roster is deleted.	Enrollment record (and roster record) is deleted.
Section is removed from the student's schedule and the student is still enrolled in other Cross-Site Sections at the Serving School.	Roster for deleted section is removed. Roster information for other Cross-Site courses remains.	Enrollment record remains and dates are updated as needed to match the start dates of the enrolled course sections.
Section is end-dated on the student's schedule prior to the last day of the course and the student is no longer enrolled in ANY Cross- Site courses at the Serving School.	Section roster is end-dated and displays with an end date on the Schedule and in the Roster Update panel.	Enrollment record is end-dated, along with Roster record.
Section is end-dated from the student's schedule prior to the last day of the course and the student is still enrolled in other Cross-Site Sections at the Serving School.	Roster for ended section is updated to include the end date. Roster information for other Cross- Site courses remains. Schedule displays the end date in the course grid and in the Roster Update panel.	Enrollment record remains and dates are updated as needed to match the start dates of the enrolled course sections.

Counselors at the Home School and Serving School can interact with the student's Schedule as needed to manage



Cross-Site Students and Courses. There are limitations to what the Counselor can modify on a Cross-Site Student's schedule.

Action	Home School Counselor	Serving School Counselor
End-date or delete Cross-Site Students from Course Sections	Yes	Yes
Manually add the Cross-Site student to more classes, both Cross- Site and regular classes	Yes	No
End the Cross-Site student's schedule	Yes	No
Load the Cross-Site student's schedule	Yes	No
Restore the Cross-Site student's schedule	Yes	No
Unload the Cross-Site student's schedule	Yes	No
Lock or unlock courses on the student's schedule	Yes	No
Mark the Lock, Repeat, No Credit checkboxes on the Roster Update panel	Yes	No
Modify the Start Date and End Date (when one already exists) on the Roster Update panel	Yes	No
Search for courses	Yes	Yes
Select a course to add to the student's schedule	Yes	No

# Search for a Cross-Site Course



Use the Search Panel to find Cross-Site courses to add to a student's schedule.

**Only current Cross-Site Courses/Sections are included in the search.** Mapped Cross-Site Sections that have passed the Section End Date do not display in the search results.

- Enter the Effective Date of the student's enrollment in the course (when the student BEGINS attending the course). Enter this in *mmddyyyy* format, choose the calendar icon to select a date, or click the Today button to begin the course on the current date. Entered dates must be within the term dates of when the course meets. The entered date remains after adding a course.
- Select the Search Option from the dropdown list to Cross-Site and select Yes as the Parameter dropdown to return ONLY Cross-Site courses. To add more options, click Add Option.
- 3. Click the **Search** button for matching results to display.



- 4. Select the desired course from the search results by clicking the name of that course. This highlights its location on the student's schedule, and closes the Search Panel. Reopen the panel by clicking the Search option.
- 5. Or, click the plus sign to the right of the course name to display the course sections and select a specific section.
- 6. When the Cross-Site Course meets during a period where a standard course already exists, the row for that new course displays in green. The Schedule Update modal displays:
  - When the course should be skinnied with the currently scheduled course, move the Drop/Keep option to
     Keep and enter an Effective Date to indicate when the student begins attending the course. Entered dates must be within the term dates of when the course meets.
  - When the course should not be skinnied with the currently scheduled course (current course is dropped), move the Drop/Keep option to **Drop** and enter the **Effective Date** to indicate when the student begins attending the course. Entered dates must be within the term dates of when the course meets.
- 7. When the course meets in an empty period (that cell currently reads No Scheduled Course), select the course and notice that the cell now has the course section highlighted in green.
  - Click the cell where the course is scheduled.
  - Modify the Effective Date (defaults to the current date) to add the student to the section roster on the section modal.
- 8. Upon saving the effective date and any other information in the modal, the course is added to the schedule.

Once Save is clicked, a confirmation modal displays explaining that a partial enrollment is created at the Serving School when the student does not already have an enrollment record at that school (it is possible for a student to be enrolled in several Cross-Site Courses at several schools).

Click Continue to save the course to the student's schedule AND to create the partial enrollment.

01	No Course		No Course	No Course	No Course
02	No Course		No Course	No Course	No Course
	No Course		No Course	No Course	No Course
03	4400CS1-2 <b>speech 🔮</b> Ahlers, Maria D Hybrid			4400CS1-2 <b>speech 💝</b> Ahlers, Maria D Hybrid	
	Seats Avail: 10		Cross-Site Cours	e Enrollment	×
	No Course				
04		44000 Ahlers Hybric Seats	You have selected a C speech, a partial enro School if they don't al	cross-Site course. By scheduling Ilment will be created at Robbir ready have one. Do you want to	g this student into Isdale Armstrong High I continue?
05	No Course				
06	No Course		Don't Show Again		Continue
07	No Course				
08	No Course		No Course	No Course	No Course
09	No Course		No Course	No Course	No Course
		Confi	ïrmation of Partia	l Enrollment Creation	

The Partial Enrollment record has a start date of when the student begins attending the course section at the Serving School (start date of the section or the effective date when the student starts after the section start date), and with the Start and End Statuses that are marked as Cross-Site Default. Hovering over the Cross-Site Course displays the Serving School and the number of seats available for Cross-Site students.

Grade 🕴	Туре	Calenda	ır	\$ Start	Date 👙 End Date	4	
<b>11</b> Start Status End Status:	S Cross-S Cross-S	2023-2 lite Start S lite End S	24 Serving High Scho Status tatus	ol 👽 11/0	6/2023 06/27/202	24 ^	
11	Р	2023-2	4 Home High School	07/0	3/2023		
Start Status End Status: 10 Start Status	P : 00 Last : 00 Last	2 06	No Scheduled Serving	No Scheduled High School , Seats	No Scheduled Available: 23	No Scheduled Course	
End Status:		07	No Scheduled Course	3373-3 • Sp Earth Science Staff, Chris Hybrid Start: 11/6/2023	3373-3 <b>O</b>	3373-3 Sp Earth Science Staff, Chris Hybrid Drop: 6/27/2024	
			No Schodulod	No Schodulod	No Schodulod	No Schodulod	

The Seats Available count displays a value between 0 (zero) and the Max Seats value. When students are scheduled into a Cross-Site section, that value reduces like it normally would.

When the Serving School modifies the Max Seat Count to a value that is less than the number of currently scheduled students, the number displays as 0 (zero). This section would display in red on the student's schedule, indicating the section is full. Any Cross-Site students scheduled into that section remain scheduled.

When the student is taking multiple courses at the Serving School, only one Cross-Site Enrollment is created, and the confirmation modal does not display. When the student is taking multiple courses at multiple Serving Schools, a Cross-Site Enrollment is created for each separate school.

Scheduling Units update accordingly with the addition (or subtraction) of a Cross-Site Course.

Fi	ter 🗸 🗢 Settings					Requests		Scheduling Units:	4 32
	Q1 (7/1/2023 - 11/3/2023)	Q2 (11/6/2023 - 1/19/2024)	Q3 (1/22/2024 - 3/29/2024)	Q4 (4/1/2024 - 6/28/2024)	>	Effective Date		Team	
01	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	sts		ä	No Team	•
02	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	seque	+ Add	Reau	ests	•
03	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	-				
04	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	1 K	COURSE NAME		UNITS TYPE	#
05	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	Searc				^
06	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course					
07	No Scheduled Course	3373-3 Sp Earth Science Staff, Chris Hybrid Start: 11/6/2023	3373-3 • Sp Earth Science Staff, Chris Hybrid	3373-3 Sp Earth Science Staff, Chris Hybrid Drop: 6/27/2024					
08	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	1				
-					-				-
		Scl	neduling Units fo	or Cross-Site Co	ours	е			

In a situation where the available seat has been scheduled BEFORE the addition of the Cross-Site course has been saved on the student's schedule, a validation occurs to ensure there are available seats. When the available seat is no longer available, a warning message displays indicating the section is now full. Cross-Site Courses CANNOT be overridden by counselors at the Home School.

# **Modify Cross-Site Section Rosters**

Add a Start Date to a Cross-Site Course AFTER the Term Start Date | Add an End Date to a Cross-Site Course | Delete a Cross-Site Course from the Schedule | Unload a Student's Schedule with Cross-Site Courses | Restore a Student's Schedule with Cross-Site Courses | Cross-Site Display on the Schedule | Print Cross-Site Courses on the Schedule

Changes can be made to Cross-Site Sections manually on the student's schedule that affect the Course Section Roster list. This modifies the list of students the teacher may see in their class roster. The Roster Update panel displays when existing courses are selected. This can be done by the student's counselor at their Home School or by the counselor at the Serving School.



Be aware of start and end dates at both the home school and serving school.

- When a mapped section start date of the Serving School is AFTER the Home School term start date, a roster start date is added that is the Section Start Date at the Serving School.
- When a mapped section end date of the Serving School is BEFORE the Home school term end date, a roster end date is added that is the Section End Date at the Serving School.
- When a mapped section start and/or end dates of the Serving school fall OUTSIDE of the Home School term start/end dates, no roster start and/or end dates are added, as it assumed that they are the Home School Term Dates.

# Add a Start Date to a Cross-Site Course AFTER the Term Start Date

When a student begins enrollment AFTER the start of the term, enter the date the student began attending the course. The start date may be different because the student's enrollment started after the start of the term, or the student switched course sections after the start of the term, or it's a temporary class that doesn't follow the standard term dates.

- 1. Select the appropriate course from the student's schedule. The Roster Update panel opens.
- Enter the Start Date in *mmddyy* format, or use the calendar icon to select a date, or click the Today button to enter the current date. To remove the date, click the Clear button.
- 3. Click the **Save** button when finished. The entered start date displays with the course.

Changing start dates may affect assignments that have been entered or historical attendance data.

Fitter 🗸 🗘 Settings				Roster Update
Q1 (7/1/2023 - 10/31/2023) Q2 (11/1/20	23 - 1/19/2024) <b>Q3</b> (1/22/2024 - 3/29/2024	Q4 (4/1/2024 - 6/28/2024)	<	Sp Earth Science - 3373 - 3 💡
01 No Scheduled Course No Sched	luled Course No Scheduled Course	No Scheduled Course	ests	Start Date
02 No Scheduled Course No Sched	luled Course No Scheduled Course	No Scheduled Course	Requ	11/6/2023 🛱 Today Clear
03 No Scheduled Course No Sched	luled Course No Scheduled Course	No Scheduled Course		End Date
04 No Scheduled Course No Sched	luled Course No Scheduled Course	No Scheduled Gourse	> 5	6/27/2024 🛱 Today Clear
05 No Scheduled Course No Sched	luled Course No Scheduled Course	No Scheduled Course	Searc	
06 No Scheduled Course 0017-3 Core Transition Staff, Sam Start: 11/3/202	Core Transition L Staff, Sam	0017-3 Core Transition I Staff, Sam		No Credit
07 No Scheduled Course Sp Earth Scient Staff, Chris Hybrid Start: 11/6/202	e Sp Earth Science Staff, Chris Hybrid	Sarata Science     Staff, Chris     Hybrid     Drop: 6/27/2024     Staff, Chris     Staff,		Repeated Modified By Administrator, System on 11/6/2023 1:51 PM
08 No Scheduled Course No Sched	luled Course No Scheduled Course	No Scheduled Course		
(m	cc Sita Saction Start D	ato AETER tho To		Sharf Data

#### Add an End Date to a Cross-Site Course

When a student ends enrollment in a course (dropping a course, rather than ending enrollment in the school), enter the date the student stopped attending the course.

- 1. Select the appropriate course from the student's schedule. The Roster Update panel opens.
- Enter the End Date in *mmddyy* format, or use the calendar icon to select a date, or click the Today button to enter the current date. To remove the date, click the Clear button.
- 3. Click the **Save** button when finished. A warning message displays, indicating the Cross-Site Section is being ended. To continue with the removal, select OK. The course is ended and the entered end date displays with the course as the Drop date.

When the student drops the course on the last day of the term, the Drop Date displays on the course section, and that course that is scheduled in future terms is removed.

	<b>Q1</b> (7/1/2023 - 10/31/2023)	<b>Q2</b> (11/1/2023 - 1/19/2024)	<b>Q3</b> (1/22/2024 - 3/2	Sp Earth Science - 33	373 - 3 🔮		
01	No Scheduled Course	No Scheduled Course	No Scheduled Co	Start Date			
02	No Scheduled Course	No Scheduled Course	No Scheduled Co	11/3/2023	Ċ.	Today	Clear
03	No Scheduled Course	No Scheduled Course	No Scheduled Co	End Date			
04	No Scheduled Course	No Scheduled Course	No Scheduled Co	11/6/2023		Today	Clear
05	No Scheduled Course	No Scheduled Course	No Scheduled Co	Lock			
06	No Scheduled Course	0017-3 Core Transition I Staff, Sam Start: 11/3/2023	0017-3 <b>Core Transition</b> Staff, Sam	No Credit			
07	No Scheduled Course	3373-3 ♥ Sp Earth Science Staff, Chris Hybrid Start: 11/3/2023 Drop: 11/6/2023	No Scheduled Co	Repeated           Modified By           Administrator, System	n on 11/0	5/2023 1:4	15 PM
08	No Scheduled Course	No Scheduled Course	No Scheduled Co				

## **Delete a Cross-Site Course from the Schedule**

When the student is only taking ONE COURSE at the Serving School, deleting a course from the schedule also deletes the Partial Enrollment at the Serving School.

- 1. Select the appropriate course from the student's schedule. The **Roster Update** panel opens.
- 2. Click the **Delete** button. A warning message displays indicating that ALL attendance and grading information is removed and the partial enrollment is deleted.
- 3. Click **OK** to continue. The course and all its data is removed.

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<b>Q1</b> (7/1/2023 - 10/31/2023)	<b>Q2</b> (11/1 1/19/2	1/2023 - 2024)	Q3 (1/22/2024 - 3/29/2024)	<b>Q4</b> (4/1/2024 - 6/28/2024)	< .	Content Language Arts 8 - 1314 - 1 🌻	
No Scheduled Course	No Schedu	Confirm	Delete Roster		duest	Start Date	
No Scheduled Course	No Schedu				Re	11/15/2023 Today (	Clear
No Scheduled Course	No Schedu	This actio	n removes all attendance a	nd grading data. In addition,	>	End Date	
No Scheduled Course	No Schedu	Content L	anguage Arts 8 the partial e	nrollment at Middle School	arch		Today
No Scheduled Course	No Schedu	will be end	I-dated/deleted. Do you was	nt to remove Content	Se	Lock	
No Scheduled Course	1314-1 Content Langu Virtual Start: 11/15/20	Lunguage		Delete Cancel	I	No Credit	
No Scheduled Course	No Schedu.						
No Scheduled Course	No Scheduk	ed Course	No Scheduled Course	No Scheduled Course		Modified By A trainistrator, System on 11/15/2023 8:11	AM
ad 🔹 🔒 Lock All	• Doc	cuments	Notes Print Calence	ar Term Walk-in Scheduler	Aesse	Close Delete	
D	elete Cro	oss-Site	Course Confirm	nation where Part	ial	Enrollment is deleted	

When the student is taking MORE THAN ONE COURSE at the Serving School, the partial enrollment remains.

- 1. Select the appropriate course from the student's schedule. The **Roster Update** panel opens.
- 2. Click the **Delete** button. A warning message displays indicating that ALL attendance and grading information is removed. The Partial Enrollment at the Serving School remains.
- 3. Click  $\ensuremath{\textbf{OK}}$  to continue. The course is removed.



# **Unload a Student's Schedule with Cross-Site Courses**

Cross-Site Courses CANNOT be restored. They have to be manually re-added to the student's schedule.

Unload removes any course that is unlocked on the student's schedule.

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- 1. Click the arrow next to Load button and select Unload. An Unload Rosters confirmation message displays.
- 2. Review the information in the confirmation message, specifically:
  - Unlocked courses (rosters) in the schedule are deleted from the selected terms, and with that, any grades and course section information is also deleted.
  - Cross-Site course sections are removed and CANNOT be auto-restored. The Partial Enrollment at the Serving school is end-dated/deleted as well.
- 3. Choose which **Terms** to unload. All terms are selected automatically (all unlocked courses are removed). To unload for Quarter 4, for example, remove the checkboxes for Quarters 1, 2 and 3.
- 4. Click the **Unload** button in the confirmation message to continue.

When completed, the student's schedule displays No Scheduled Course for the terms where scheduled courses were unloaded.

	Q1 (7/1/2023 - 10/31/2023)	Unload Rosters × 6/28/2024) ^ >
04	No Scheduled Course	Unlocked rosters will be deleted from the schedule during the checked terms below, for the 2023-24 school year.
05	Core Math I STAFF	You are unloading one or more Cross-Site sections. These sections cannot be auto-restored and by removing this student from all Cross-Site sections, the partial enrollment(s) at Middle School will be end-dated/deleted.       C       C         I Course       I Course       I Course       I Course
		Terms*
06	No Scheduled Course	Rosters that are unlocked in the schedule will be deleted from the selected terms during the unload process. This will remove:
٦	nload Scheduled Course	Grades     Course section data
E 0 F	nd Scheduled Course	Cancel Unload Course
ι	oad 🔹 🔒 Lock All	Documents Notes Print Calendar Term Walk-in Scheduler Messenger

## **Restore a Student's Schedule with Cross-Site Courses**

Cross-Site Courses CANNOT be restored. They have to be manually re-added to the student's schedule.

The Process of restoring a student's schedule can still be done for all non-Cross-Site Courses.

Use this option when the action of ending a student's schedule was done incorrectly, or when a recently dropped course needs to be restored.

- 1. Click the arrow next to the Load button and select Restore. A Restore Rosters modal displays.
- 2. Enter the **Start Date** for the day the schedule should be restored. Entered dates must be within the term dates of when the course meets and are entered in *mmddyyyy* format.
- 3. Click the **Restore** button in the confirmation message to continue.

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The student's schedule is restored as of the entered date. Courses for the term in which the date falls becomes the start date. Only the most recently ended course sections are restored.

## **Cross-Site Display on the Schedule**

Cross-Site courses display in the Calendar view and the Term view of the Schedule. When selecting a course to view the detail, the Cross-Site indicator displays next to the course name, and lists the location and the instructional setting of the course, along with the Teacher Display Name in the header.



Today · · · E Wednesday, November 15, 2023	WINGS Science 6 - 3111 - 1 STAFF	Filter ~ O Settings			WINGS Science 6 - 3111 - 1 V
uc-wei (m)           1160 M           1260 FM           <	Previde 20 - 113 AM IN 122 AS MM Ent Michelmany Constant Annual Constant Annual Constant C	Of Unitation - Montania     Of Unitation - Montania     Of Unitation - Montania     Of Unitation     Of Unitation	CONTRACTOR     C	03 (10/20208-2014/004) Milliong 10/20208-2014/004 10/20208-2014	Printi G-1125 AVB ID 2017M Moto Knool Cons Barband Barbang Bar
Boorents Red	ar View		Sch	nedule Terri	n View

When the Serving School does not meet on a particular day (the <u>Calendar Day</u> is not marked as an Instruction day), that instance of the course is highlighted to indicate the class does not meet on the student's schedule. This is visible when using the **Calendar** option to view the **Day, Week or Agenda** views of the student's schedule.

Today	Monday, August 19, 2024	- Friday, August 23, 2024		IBMYP French 1 I - 8650CS1 - 1 👽 Staff, Tanya								
8:00 AM	Q1 - MON 8/19 - MAIN	Q1 - TUE 8/20 - MAIN	Q1 - WED 8/21 - MAIN	Period: 01 - 8:35 AM to 9:24 AM								
				IBMYP French 1 I - 8650CS1 does not meet at High School on Monday, 8/19								
	IBMYP French 1 I 🗣 Staff, Tanya	IBMYP French 1 V Staff, Tanya	IBMYP French 1 I 👽 Staff, Tanya	Date Monday, 8/19								
	Period 01	Period 01	Period 01	Cross-Site School High School								
				Grades								
8:30 AM												
9:00 AM	No Scheduled Course Period 02	Period 02	No Scheduled Course Period 02									
9:30 AM												
_												
	No Class Scheduled at Serving School											

## **Print Cross-Site Courses on the Schedule**

The Cross-Site indicator displays in the Reports Panel by the Cross-Site Serving School Name when the Additional Enrollment Schedules tool right is assigned.

			Reports		
<b>Q2</b> (1	0/2/2023 - 12/22/	(2023)	Please select one of the ontions below to create a PDE report		^
	Even	Odd	rease select one of the options below to create a r briteport.		
led	No Scheduled Course	No Scheduled Course	23-24 Emerson High School		
ed	No Scheduled Course	No Scheduled Course	Current View	>	
<b>•</b>		No Scheduled Course	All Terms	>	
	No Scheduled t Course		All Terms - Course View	>	
s not 1			Student Requests	>	
led	No Scheduled	No Scheduled	23-24 Fremont High 🛇		
	Course	Course	All Terms	>	
led			All Terms - Course View	>	l
led			Student Requests	>	
			List by Course w/counselor	>	~
Prin	t Calendar	Term Walk-in Schedu	Close		

Cross-Site Courses print on the following Schedule Reports:

- The Current View prints the student's schedule in the selected view (Day, Week, Agenda, Term).
- The **All Terms** view prints the courses on the student's schedule for all terms.
- The All Terms Course View prints all of the student's courses on one page.

High School Page 1 of 2		Student Schedule Grade: 11 Student Number: 857 Term(s): All Courses enrolled: 4		
	Term Q2 (11/01/2023-01/19/2024)			
01	08:35 AM-09:20 AM 0000-2 Advisory Lunch B Rm: 389			
02	No Scheduled Course			
03	No Scheduled Course			
04	No Scheduled Course			
05	11:55 AM-12:55 PM 0013:3 Core Math I Drop: 11/12/2023 11:55 AM-12:55 PM 3111:1 WINCS Science 60			
	Start: 11/13/2023 Drop: 12/30/	2023		
06	01:00 PM-01:45 PM 0017-3 Core Transition I Start: 11/03/2023			
07		No Scheduled Course		
08		No Scheduled Course		

At the Serving School, the Cross-Site indicator prints next to the student's name on these reports:

- Section Rosters Report
- Sub Attendance Roster Report

At the Home School, the Cross-Site indicator prints next to the Course names, Sections of Courses, and Sections mapped from a Serving School:



- Master Schedule Report
- <u>Course Projections</u>