

Cross-Site Workflow

Last Modified on 06/03/2024 9:35 am CDT

[How To Enable Cross-Site Enrollment](#) | [How to Map Courses for Cross-Site Enrollment](#) | [How to Schedule Students into a Cross-Site Course](#) | [How to Record Attendance for Cross-Site Students](#) | [Enrollments for Cross-Site Students](#) | [Grading for Cross-Site Students](#)

How To Enable Cross-Site Enrollment

Article: [Cross-Site Configuration](#)

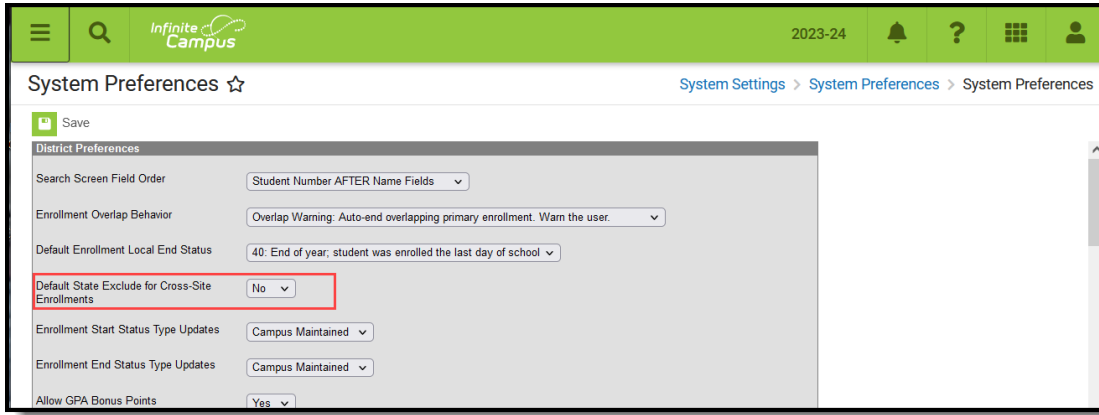
1. Select which **Cross-Site Enrollment Participation** option to turn on for your district from the District Information editor - Disabled, Intradistrict, Intradistrict, or Intra & Interdistrict.

The screenshot shows the 'District Information' editor. On the left is the 'District Editor' with a tree view containing 'SCHOOL DISTRICT'. The main area is 'District Detail' with various fields. A red box highlights the 'Cross-Site Enrollment Participation' dropdown menu, which is currently set to 'Intradistrict'. Other fields include Name (SCHOOL DISTRICT), State District Number (0281), NCES DistrictID (2731780), Ed-Fi District Number, District Contact First Name (Kelley), District Contact Last Name (Kelly), Phone, Type (01), and URL (http://www.isd1234.org).

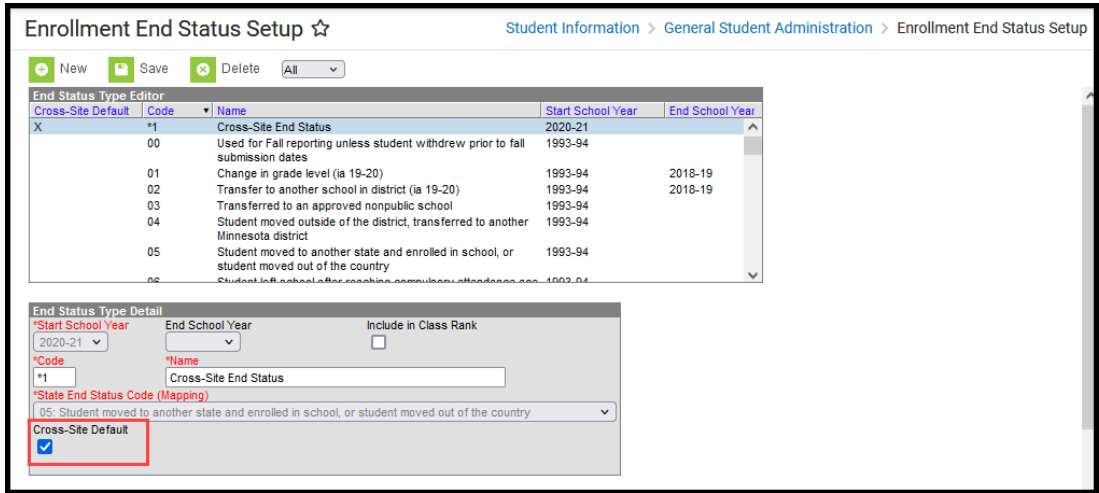
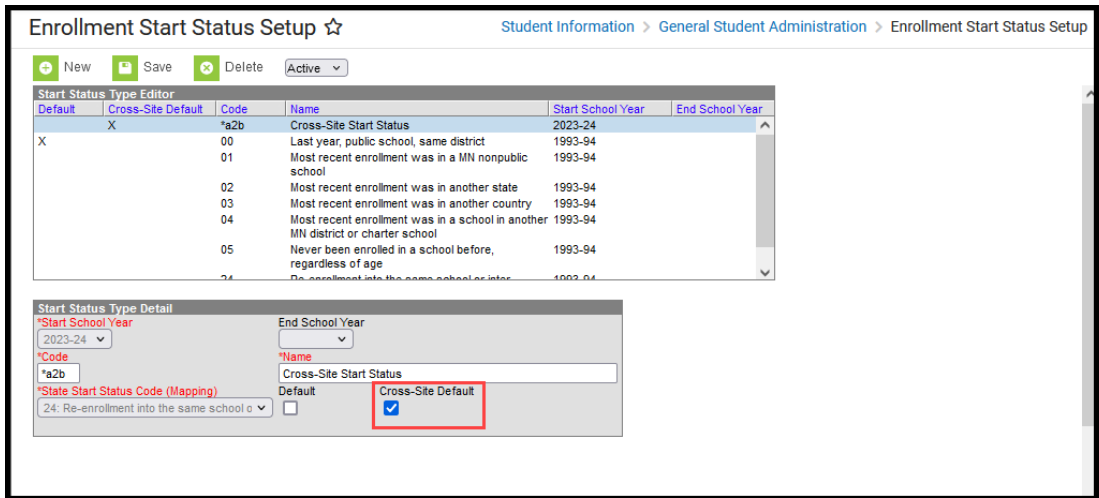
2. Mark the **Cross-Site Enrollment** checkbox on the [School Information](#) editor FOR ALL SCHOOLS in the district that are participating in Cross-Site Enrollment.

The screenshot shows the 'District Information' editor for a specific district. The 'District Editor' tree view shows a hierarchy with 'SD #1234' selected. The 'District Detail' section has a red box around the 'Cross-Site Enrollment' checkbox, which is checked. Other fields include Name (ISD #1234), State District Number (100), NCES DistrictID (1234567), District Contact First Name, District Contact Last Name, Phone (763 555 5555), Fax (763 633 8888), Type (01), and URL (https://www.infinitecampus.com/).

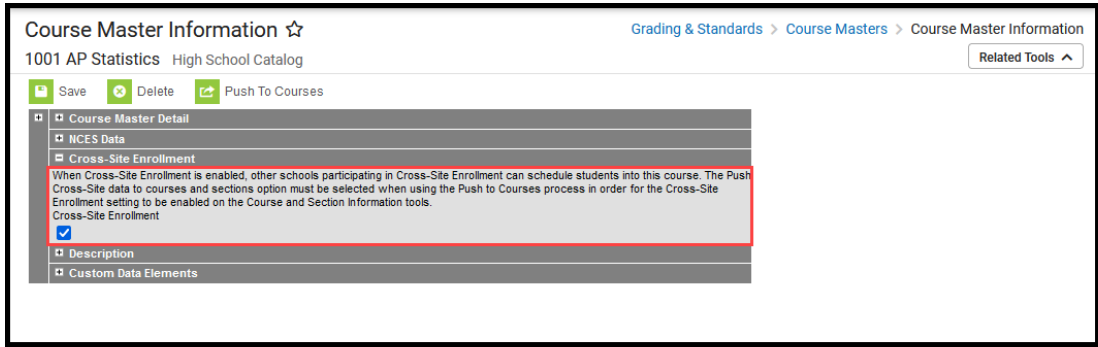
3. Set the **Default State Exclude for Cross-Site Enrollments** to either **Yes** or **No** in [System Preferences](#). This setting determines whether a student's partial enrollment, which is created when they are scheduled into a course, is included in state reports. This preference is only available when Cross-Site Enrollment functionality is turned on at the District.



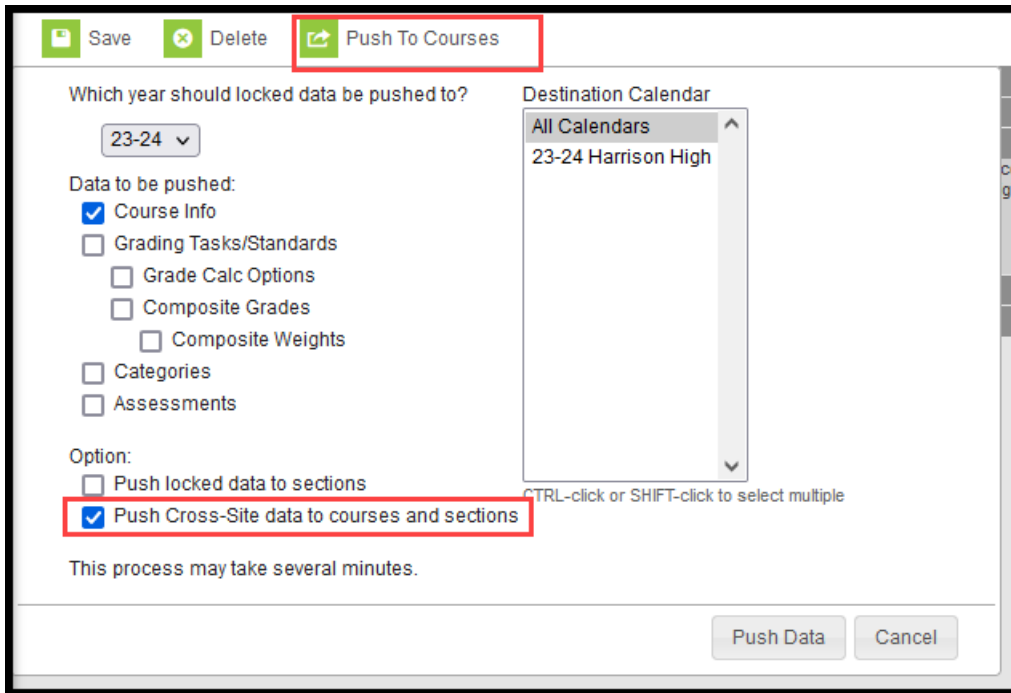
4. Set the **Enrollment Start Status** and **Enrollment End Status** for **Cross-Site Default**. For some states, these tools are hidden. When that is the case, this requirement isn't necessary.



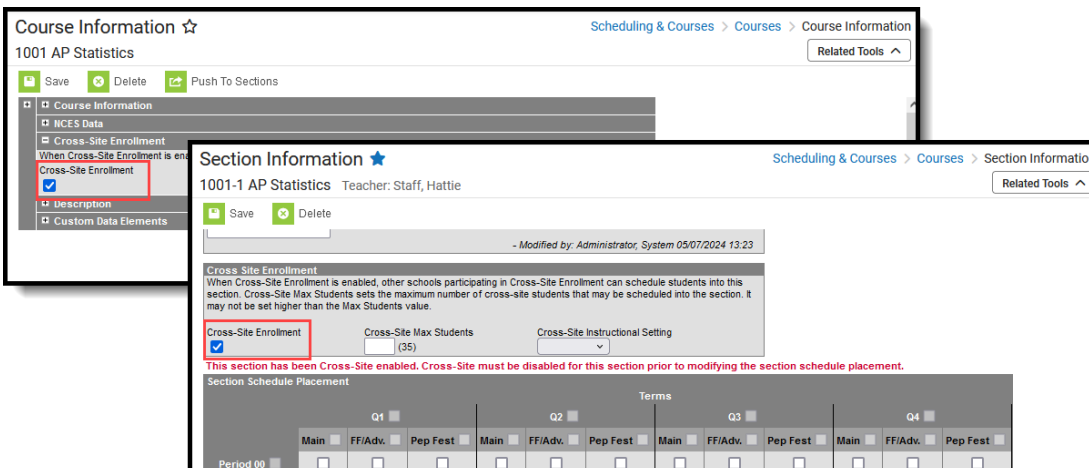
5. Mark the **Cross-Site Enrollment** checkbox on **Course Master Information**.



6. Mark the **Push Cross-Site data to courses and sections** option in the **Push To Courses** modal on the Course Master. This can be done for ALL courses using the **Push All Course Masters** tool. Click **Push Data**.



After the data has been pushed, the Courses and their Sections are also marked for Cross-Site Enrollment.



How to Map Courses for Cross-Site Enrollment

Article: [Cross-Site Enrollment Setup](#)

From the Home School View

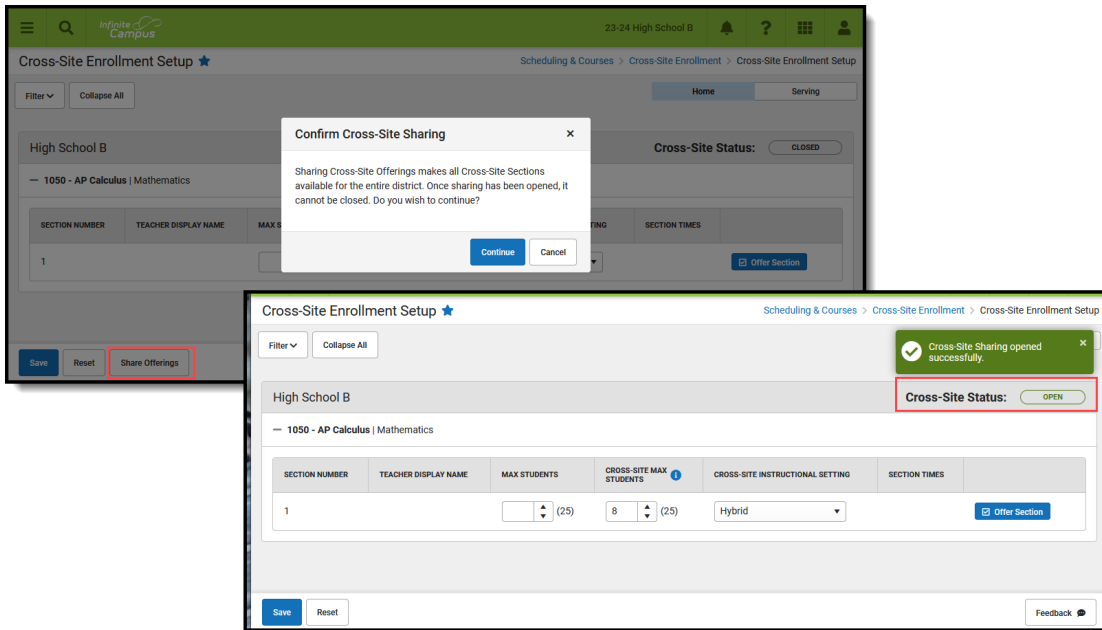
- Review and modify the following information on the Courses marked for Cross-Site:
 - Teacher Display Name
 - Max Students
 - Cross-Site Max Students
 - Cross-Site Instructional Setting

SECTION NUMBER	TEACHER DISPLAY NAME	MAX STUDENTS	CROSS-SITE MAX STUDENTS	CROSS-SITE INSTRUCTIONAL SETTING	SECTION TIMES	
High School A Cross-Site Status: <input type="button" value="OPEN"/>						
- 1001 - AP Statistics Mathematics						
1	Staff, Tamra	20 (25)	20 (20)	On-Site	8:40 AM - 9:35 AM	<input checked="" type="checkbox"/> Offer Section
2		(25)	(25)		8:40 AM - 11:45 AM	<input type="checkbox"/> Offer Section
3	Staff, Sharon	(25)	10 (25)	On-Site	10:10 AM - 3:00 PM	<input type="checkbox"/> Offer Section
+ 1400 - Integrated Math IV Mathematics						
- 8860 - Electronics Vocational						
1	Staff, Lance	(20)	(20)	On-Site	2:00 PM - 2:55 PM	<input type="checkbox"/> Offer Section

- Mark the **Offer Section** checkbox (marked by default), which displays that Section to the Serving School.

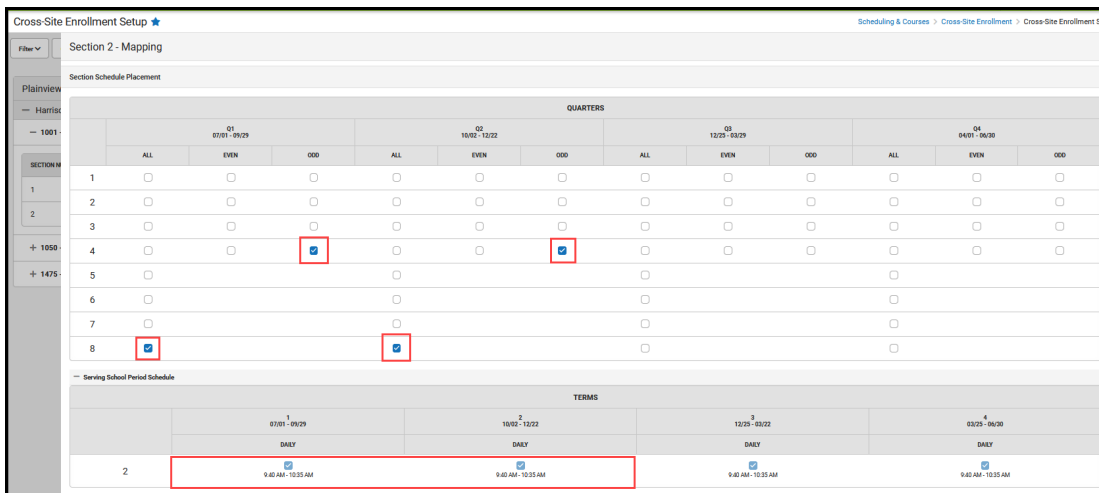
SECTION NUMBER	TEACHER DISPLAY NAME	MAX STUDENTS	CROSS-SITE MAX STUDENTS	CROSS-SITE INSTRUCTIONAL SETTING	SECTION TIMES	
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- When changes have been saved, click **Share Offerings** to OPEN the Cross-Site Status.



From the Serving School View

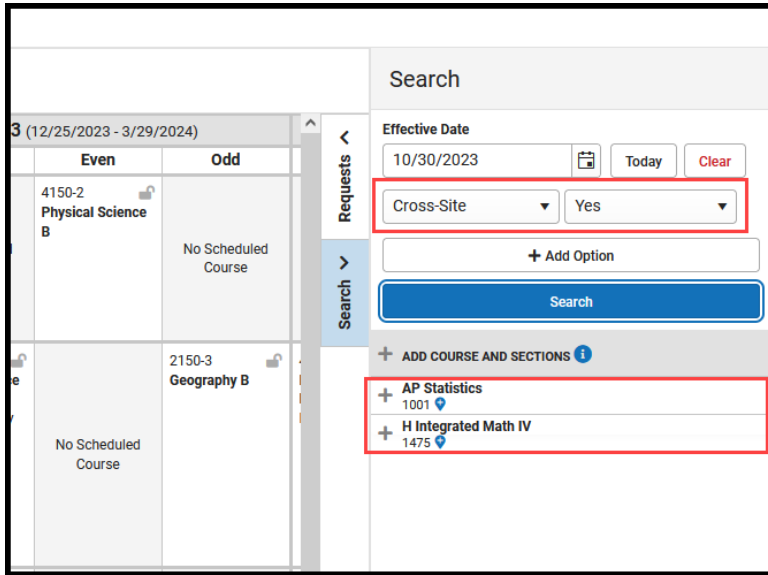
Map Sections from the Serving School to Offer to the Home School by marking the closest Period checkbox in which the sections meet.



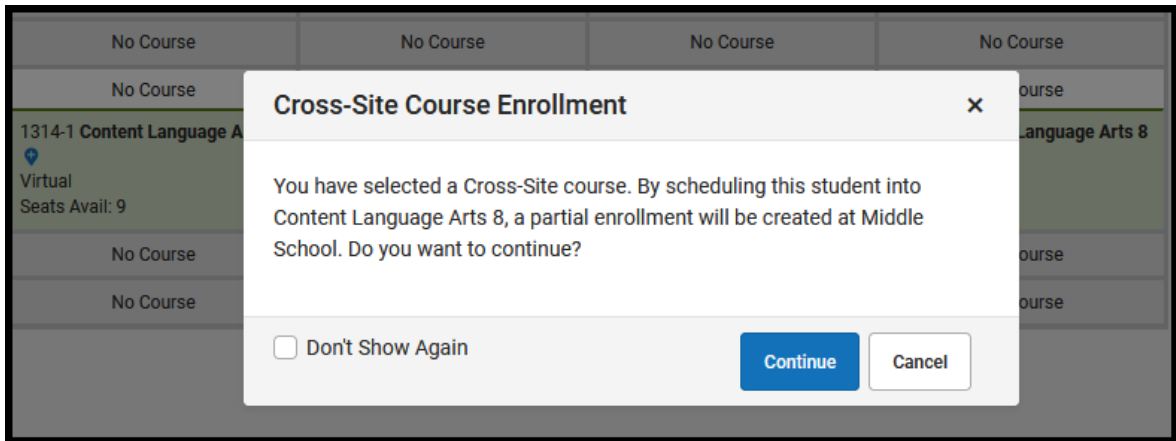
How to Schedule Students into a Cross-Site Course

Article: [Walk-In Scheduler](#)

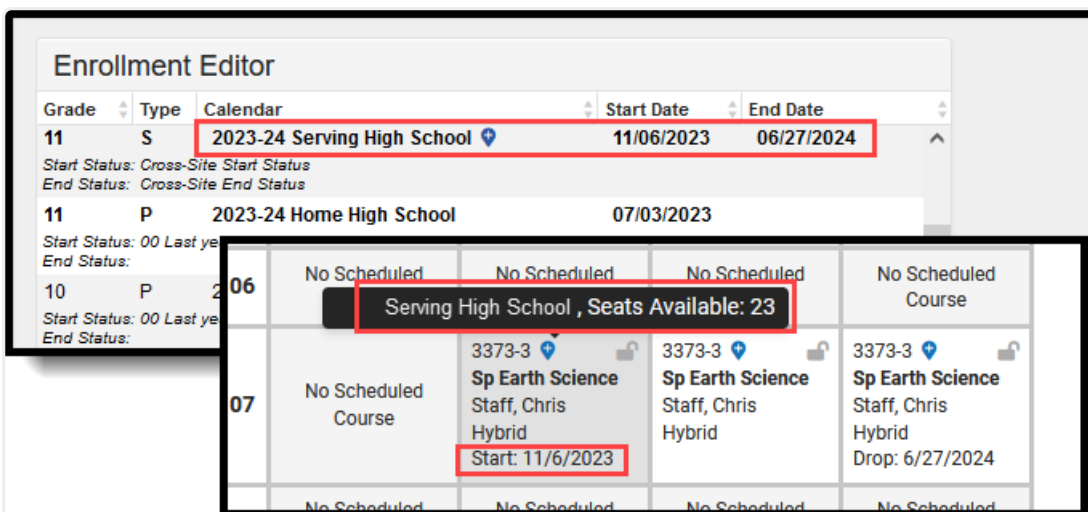
1. Search for a Cross-Site Course.



2. Select a Cross-Site Course and add it to the student's Schedule. This creates a [Cross-Site Enrollment](#) for the student.



This creates a [Cross-Site Enrollment](#) for the student.

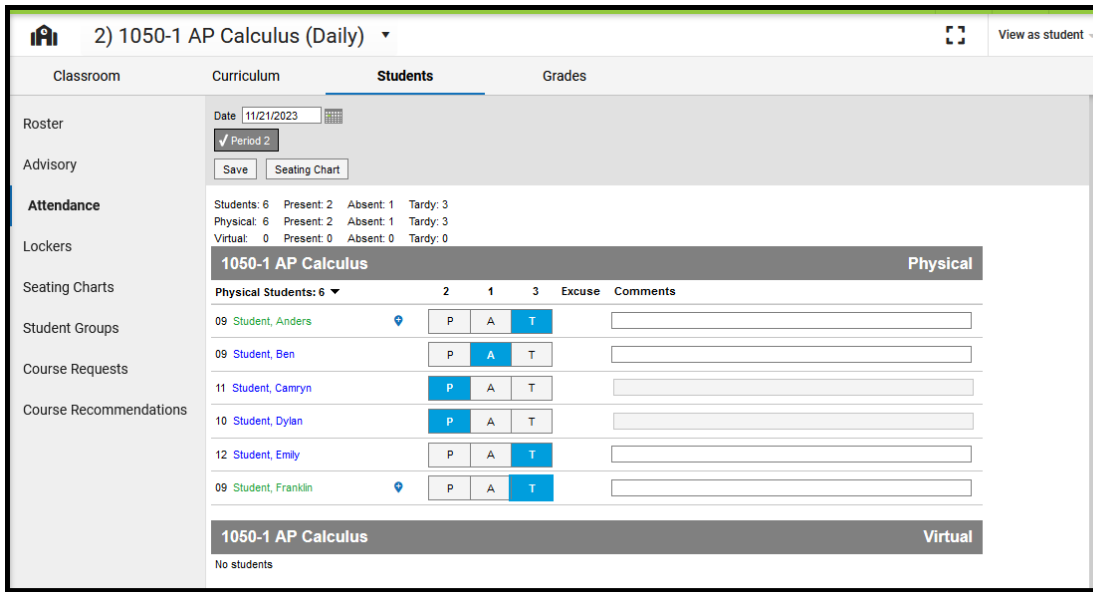


How to Record Attendance for Cross-Site Students

Article: [Attendance Information for Cross-Site Students](#)

At the Serving School

1. The teacher records attendance for their class, choosing P, A or T for each of their students. The Attendance Event is visible at the Home School on the student's Attendance record.
- 2.



3. The Attendance Office assigns an Attendance Code to the attendance record entered by the student using the Attendance Wizard, the student's Attendance tool, or Daily Attendance tool.
- 4.

Attendance Entry Wizard ☆ Attendance Office > Attendance

1. Date: 12/08/2023

2. Mode: Daily Period Batch Edit Batch Edit Check In Check Out

3. Students

A. Search for Students

Last Name:
 First Name:
 Grade:
 SSN/PIN:
 Student #:
 Att Code:
 Status/Excuse:
 Course - Section: 066 -
 Period:
 Ad Hoc Filter:

B. Select students to add to edit list

Student, Randy(12) 832322
 Student, Thea (12) 869237

C. Click on a student to remove from list:

Student, Randy - 832322

4. Daily

Enter attendance information and click Save

Attendance Code: TAE: Tardy/Ex
 Comments: School Transport Issue
 Comments Options: Append comments
 Overwrite Existing Data

At the Home School

Attendance Office reconciles the Attendance Code from the Serving School with their own Attendance Codes.

Attendance ☆

Student, Anders Student #: 123456 Grade: 09 DOB: 07/28/2008
 HS Graduation

Additional Enrollments... Documents

Term Q1 07/01/2023 - 09/29/2023	
Instructional Days:	65
Present Days:	65
Period	1 2 3 4 5 6 7 8 T
Absent	0 0 0 0 0 0 0 0 0 0
Early Release	0 0 0 0 0 0 0 0 0 0
Tardy	0 0 0 0 0 0 0 0 0 0

Term Q2 10/02/2023 - 12/22/2023	
Instructional Days:	60
Present Days:	59.22
Period	1 2 3 4 5 6 7 8 T
Absent	2 2 1 1 0 0 1 1 0 8
Early Release	0 0 0 0 0 0 0 0 0 0
Tardy	0 1 0 0 0 0 0 0 0 1

Date	Period							
	1	2	3	4	5	6	7	8
12/07/2023 Thu Even		AEX	AEX					
12/08/2023 Tue Even		TBUS						
12/04/2023 Mon All	AUX	AUX			AUX	AUX		
11/21/2023 Tue Even		TEX						
11/15/2023 Wed Odd	AEX			AEX				

Absent Excused - parent call - Marked by Administrator, Demo at 12/07/2023 10:25

Enrollments for Cross-Site Students

Article: [Enrollment Information for Cross-Site Students](#)

As noted previously, a partial enrollment record is created when a counselor adds a Cross-Site Course to a student's schedule. There is no action that needs to be performed for these enrollments.

Grading for Cross-Site Students

Article: [Grading Considerations for Cross-Site Enrollments](#)

The Serving School manages all areas of entering scores and posting grades for students enrolled in Cross-Site Courses. The Home School can view this information but not make changes to the information.
