Cross-Site Enrollment Workflow - Video Series

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Cross-Site Enrollment allows students to enroll in another school to take a course that is not offered at their home school. This tooling includes district-level configuration, school-level configuration, course mapping, secondary enrollment creation, course scheduling, attendance recording and grade reporting.

Step 1: Setup/enable Cross-Site

This video demonstrates the initial steps a district needs to take to ensure that Cross-Site Enrollment is enabled for their district and participating schools, students participating in Cross-Site education will be assigned the appropriate enrollment information, and course masters are ready to be selected and used for Cross-Site education purposes.

Video

Step 2: Map courses (Serving School) to be offered

This video shows how, after the rest of student scheduling has been completed, a Serving School can configure cross-site options for course sections in which they want to offer seats for students in other schools to take.

Note: Cross-Site must be enabled and initial configuration completed before Cross-Site seats can be offered.

Video

Step 3: Map courses (Home School) to offered courses

This video demonstrates how to map to cross-site courses offered by serving schools, so that students at a home school can be scheduled into them.

Additional setup is required for Cross-Site Course Transcription. Refer to the Mapping Grades Between Home and Serving Schools article to learn how to complete these additional steps.

Video

Step 4: Schedule students from Home School

into Serving School

After all other scheduling has been completed, students may be scheduled into Cross-Site Courses via the Walk-In Scheduler.

Video