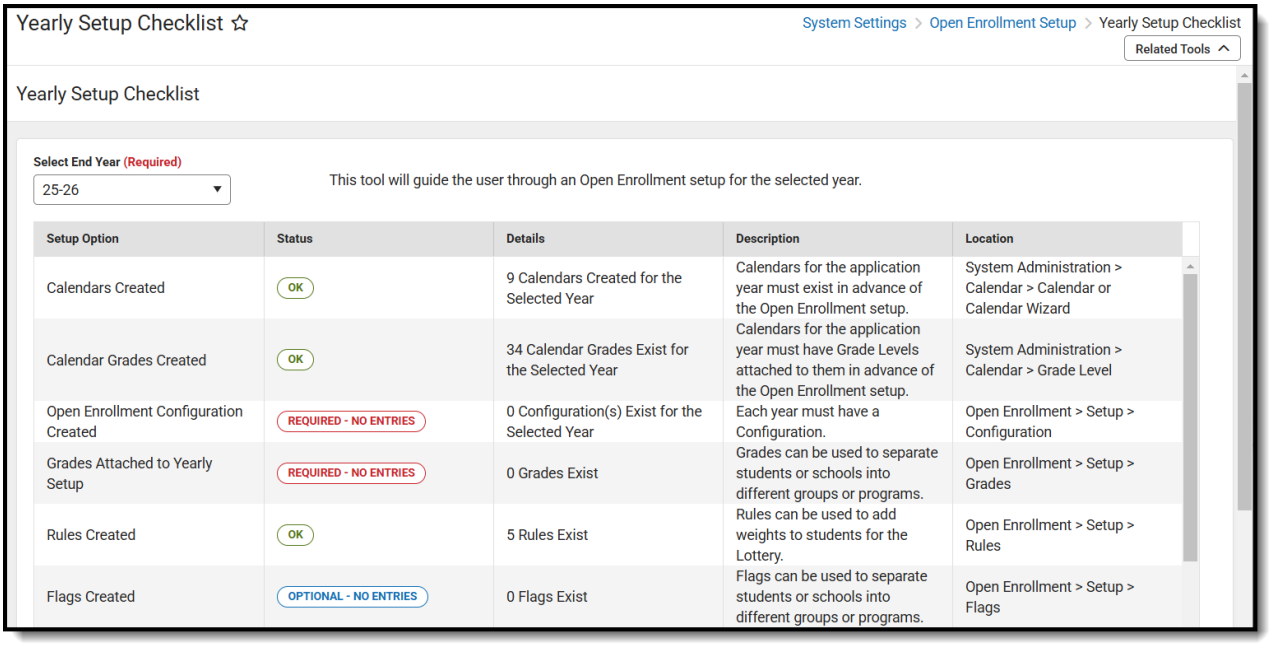
Yearly Setup Checklist

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Tool Search: Yearly Setup Checklist

The Yearly Setup Checklist guides users through setting up Open Enrollment each year. Once a year has been selected, the list of setup options needed for open enrollment will appear. These options will contain a status, the details of what has been set up, a description of the options, and their location in the Infinite Campus product.

See the Open Enrollment Setup Tools Tool Rights article for information on rights needed to use this and related tools.



Checklist Setup Options

Setup Option	Description	Location
Calendars Created	Calendars for the application year must exist in advance of the Open Enrollment setup.	Scheduling & Courses > Calendar Setup > Calendar Wizard

Calendar Grades Created	Calendars for the application year must have Grade Levels attached to them in advance of the Open Enrollment setup.	Scheduling & Courses > Calendar Setup > Grade Level Setup
Open Enrollment Configuration Created	Each year must have a Configuration.	System Settings > Open Enrollment Setup > Configuration Set Up
Grades Attached to Yearly Setup	Grades can be used to separate students or schools into different groups or programs.	System Settings > Open Enrollment Setup > Grades
Rules Created	Rules can be used to add weights to students for the Lottery.	System Settings > Open Enrollment Setup > Rules
Flags Created	Flags can be used to separate students or schools into different groups or programs.	System Settings > Open Enrollment Setup > Flags
Grades Attached to Preferences	Grade Levels must be attached to each Preference to map the Preference to a Grade and vice versa.	System Settings > Open Enrollment Setup > Preferences
Rules Attached to Preferences	Rules must be attached to each Preference to map the Preference to a Rule and vice versa.	System Settings > Open Enrollment Setup > Preferences
Flags Attached to Preferences	Flags must be attached to each Preference to map the Preference to a Flag and vice versa.	System Settings > Open Enrollment Setup > Preferences
Enrollments Rolled-Forward	Enrollments should be rolled forward before determining available seats in the seat count setup.	Student Information > General Student Administration > Enrollment Roll Forward Wizard