Checklist for Cross-Site Enrollment Setup

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The following is a high-level checklist that districts can use to verify they have configured Cross-Site Enrollment correctly and are ready to enroll students in Cross-Site Enrollment courses.

Use this checklist AFTER following the steps outlined in the Cross-Site Configuration article.

For detailed information on Cross-Site Enrollment, see the articles and videos in the Cross-Site Enrollment area of the Knowledge Base, notably the Cross-Site Configuration article.

NOTE:

- These tasks must be completed at the **DISTRICT** level for each district participating in Cross-Site Enrollment and at the **SCHOOL** building level for each school participating in Cross-Site Enrollment.
- **For Interdistrict Cross-Site Enrollment**, Campus Digital Repository (CDR) must be enabled. See the Digital Repository Preferences article for more information.

District Level Setup

Done	Task
Turn on Cross-Site Enrollment	
	Select an option for the **Cross-Site Participation** field on the District Information Detail editor.
	Mark the **Cross-Site Enrollment** checkbox on the School Detail editor.
	Verify that a **Default Sender Email Address** is entered on the Email Settings tool.
Select Enrollment Status Options	
	Set the **Default State Exclude for Cross-Site Enrollments** preference to Yes or No in System Preferences.
	Choose an Enrollment Start Status that is assigned to all Cross-Site Students on their Cross-Site Enrollment record and mark it as **Cross-Site Default**.
	Choose an Enrollment End Status that is assigned to all Cross-Site Students on their Cross-Site Enrollment record and mark it as **Cross-Site Default**.

Done	Task
Enable Courses	
	Mark the **Cross-Site Enrollment** checkbox on the Course Master Information tool.
	Mark the **Push Cross-Site data to courses and sections** on the Push to Courses modal on the Course Master Information tool, then push the Course Master changes to Courses.
	Verify that the **Cross-Site Enrollment** checkbox on the Course Information tool reads Yes.
Enable Sections	
	Mark the **Cross-Site Enrollment** checkbox on the Course Section.
	Enter a number in the **Cross-Site Max Students** field that determines how many Cross-Site students can be scheduled into the section.
	Select the **Cross-Site Instructional Setting** option for the section.

School Building Level Setup

Every school building participating in Cross-Site Enrollment must do this setup.

Done	Task
Offer Cross-Site Courses to Other Sites	
	(Intradistrict) In School Connections, mark the **Offer To** checkbox for each school that you are offering courses to, so they can enroll students in your school.
	On the Cross-Site Enrollment Setup tool, offer Sections from your school to other schools for each section of a course you are offering to other schools
Accept Cross-Site Courses from Other Sites	
	(Interdistrict) In School Connections, mark the **Accept Offerings** button to accept another district's Cross-Site offerings and enroll your students into their school.
	(Intradistrict) In School Connections, mark the **Accept From** checkbox for each school that you are accepting course sections from in your district so your students can be enrolled in other schools.
Map Course Sections from other buildings	
	Map sections from other buildings to your building on the Serving view of the Cross-Site Enrollment Setup tool. This places the section of your course in the closest available period to the serving school's placement.

Next Steps

You are ready to schedule students into Cross-Site Courses. See the following for guidance:

- Cross-Site Information for Walk-In Scheduler
- Cross-Site Information for Enrollments
- Cross-Site Information for Grading