

Cross-Site Setup

Cross-Site Enrollment Workflow | Enable Cross-Site Enrollment | Disable Cross-Site Setup | Additional Information for Cross-Site Enrollment | Next Steps

This article provides information on configuring Cross-Site Enrollment at your District and School. It includes the complete Cross-Site Enrollment Workflow, information on enabling (and disabling) Cross-Site Enrollment, and additional information that is beneficial to know as you being using Cross-Site Enrollment functionality.

Cross-Site Enrollment Workflow

The following lists the full workflow of Cross-Site functionality.

Click here to expand...

Enable Cross-Site Enrollment

1. District Information | 2. School Information | 3. Course Master Information | 4. Course Information | 5. Section Information | 6. State Exclude Setting for Cross-Site Enrollments | 7. Enrollment Start and End Statuses

Cross-Site tooling requires the Cross-Site Enrollment checkbox to be marked on the following tools. **This must be done in the order listed.**

1. District Information

Tool Search: District Information

The selection of the **Cross-Site Enrollment** checkbox on the District Information editor starts the process of allowing other tools to be marked for Cross-Site Enrollment. When marked, CSE becomes visible on the School Information editor and on Course Master.

District Information ☆	School & District Settings > District > District Information
historically. By creating a new District History, the	land District History. District History records contain information related to a district that can be tracked merv information is tracked as of a specific date will the previous values are preserved. To create a new dead of a set of a specific date will create a new batch thistory toucho based on the State District Detaint Methody buttor. This will create a new batch thistory toucho based on the State District Detaint Methody buttor. This will create a new batch thistory toucho State District Detaint Methody buttor. This will create a new batch thistory toucho State District Detaint Methody buttor. This will create a new batch thistory toucho State District Detaint Methody buttor. This will create a set of batch thistory toucho State District Detaint Methody buttor. This will create a set of batch thistory toucho District Contact First Name District Name
	District Information - CSE Checkbox

2. School Information

Tool Search: School Information

For each school that participates in Cross-Site Enrollment, mark the **Cross-Site Enrollment** checkbox on the School Information editor. When marked here and on the Course Master Information editor, CSE information is visible on Course Information and Section Information AFTER the courses (and sections) have been pushed from the Course Master (by clicking on the Push to Courses button).

🖺 Save School 🛛 😣 Delete School	New School		
historically. By creating a new School History, the new School History record, select an existing School the current information, which can be modified		values are preserved. To create a	Â
School Editor	School Detail	*State School Number	
Addren Elementary Bryant Elementary	Fremont High	190	
E Chowen Middle	NCES School Number	Site Classification	
The Drew Middle	1234567 - 19045	32: Senior High (9-12)	
E Ewing High E Fremont High	Standard Code (SIF StatePrid) CEEB Number	Cross-Site Enrolment	- 1
	Course Catalog - Master List	External LMS Exclude	
	v		
	*Phone	Exclude	
	(763) 555 - 5555 x		
	Fax		
	Email	Dual Enrolment	
	CampusSchool@infinitecampus.c		
	URL		

3. Course Master Information

Tool Search: Course Master Information

As mentioned previously, use of Course Master tooling is required as part of the Cross-Site Enrollment process.

When CSE is marked on the District Information editor, the **Cross-Site Enrollment** section on Course Master Information displays. Once it is marked here and information is pushed to courses, Cross-Site fields are visible and enabled on the Course Information editor and the Section Information editor.

Course Master Information ជំ	Grading & Standards >	Course Masters >	Course M	
1001 AP Statistics High School Catalog Save O Delete C Push To Courses				Related Tools 🔨
Course Master Detail Course Master Detail Cross-Site Enrolment When Cross-Site Enrolment is enabled, other schools participating in Cross-Site Enrolment can schedule student Cross-Site data to courses and sectors option must be selected when using the Plaih to Courses process in ord Enrolment setting to be enabled on the Course and Section formation to be	s into this course. The Push der for the Cross-Site			
Circle State (1) Under eindere din ille Course alle Secon internation noois. Cross State Content				
Course Master Informatio	on - CSE Selectio	on		

Use the Push to Courses option to update all courses in the Course Master. In the Push to Courses modal, mark the **Push Cross-Site data to courses and sections**.

🕒 Save 😣 Delete 🖆 Push To Courses	
23-24 V Data to be pushed: Course Info Grading Tasks/Standards Grade Calc Options Composite Grades Composite Weights Categories Assessments Option: Push locked data to sections	Pestination Calendar All Calendars 23-24 Harrison High
	Push Data Cancel
Push to Courses	- Cross-Site Option



Repeat these steps for each Course Master that is enabled for Cross-Site.

4. Course Information

Tool Search: Course Information

When Cross-Site Enrollment is marked on the Course Information editor, information for scheduling students into cross-site course sections displays on the Section Information editor.

Course Information ☆ 1001 AP Statistics	Scheduling & Courses > Courses >	Course Information Related Tools
Save Delete C Push To Sections Delete C Push To Sections	course.	
Course Information - CSE Sel	lection	

5. Section Information

Tool Search: Section Information

When the Cross-Site Enrollment checkbox is marked at the Section level, participating schools can schedule students into this section when the Serving School has opened their enrollment for the cross-site courses. A **Cross-Site Max Students** number also needs to be entered, along with the **Cross-Site Instructional Setting**.

Section Information 🏠			Scheduling & Courses	> Courses > Sec	tion Information
1001-1 AP Statistics Teacher:	Staff, Tamra		-		Related Tools 🔨
Save S Delete					^
Section Editor Section D 291799 *Section Number 1 Max Students (25)	Custom Count 1 Cu	stom Count 2 Custom Count 3			
Room v Hide Standards On Portal Online Learning (Override)	Skinny Seq Lur Advisory Externa	al LMS Exclude			
Primary Teacher Staff, Tamra					
Period Count Override					
Period Minutes Override					
Site-Based Initiative/Impl Override Select Values					
Primary Teaching Mode Override	v]				
Non-Primary Teaching Mode Override	~				
Instruction Method Override	- Modified by: /	Administrator, Demo 10/17/2023 08:07			
Cross Site Enrollment When Cross-Site Enrollment is enabled, Students sets the maximum number of o value.	other schools participating in Cross-S cross-site students that may be schedu	site Enrollment can schedule students into led into the section. It may not be set hig	this section. Cross-Site Max her than the Max Students		
Cross-Site Enrollment	Cross-Site Max Students 15 (25)	Cross-Site Instructional Setting H: Hybrid V	1		
_					
Section In	formation - CSE Se	election. Max Studen	ts and Instructi	onal Settir	na

The **Cross-Site Max Students** value determines the total number of students from participating schools that can be scheduled into the section. It cannot be more than the Max Students value entered on the section (or the course).

- Cross-Site Max Students does NOT reserve seats; it limits the total number of cross-site students within the section. For example, in a section with a Max Student value of 25, where 20 of your own students have been scheduled into the course, only 5 seats are available for Cross-Site students even when the Cross-Site Max field has a value of 10.
- Only positive, whole number values can be entered. Zero (0) is a valid entry.



Cross-Site Instructional Setting indicates how cross-site students are taught - Hybrid, On-Site or Virtual.

Cross-Site Section Information can also be modified in the Cross-Site Enrollment Setup tool.

6. State Exclude Setting for Cross-Site Enrollments

Tool Search: System Preferences

Set the **Default State Exclude for Cross-Site Enrollments** to either **Yes** or **No**. This setting determines whether a student's partial enrollment that 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.

≡	٩	Infinite Campus		2023-24	۴	?		-
Syst	tem Pr	references	\$	System Settings > Syster	n Preferenc	es > Sys	tem Pref	erences
	Save ct Preferen	ces		_				^
Searc	h Screen Fi	eld Order	Student Number AFTER Name Fields 🔹 🗸					
Enroll	ment Overla	p Behavior	Overlap Warning: Auto-end overlapping primary enrollment. Warn the user.					
		t Local End Status	40: End of year, student was enrolled the last day of school 🗸					
Defaul Enroll		lude for Cross-Site	Nov					
		Status Type Updates	Campus Maintained V					
		tatus Type Updates	Campus Maintained V					
Allow	GPA Bonus	Points	Yes v			_		-

State Exclude Setting for Cross-Site Enrollments

7. Enrollment Start and End Statuses

Tool Search: Enrollment Start Status Setup; Enrollment End Status Setup

A Cross-Site Enrollment is created for a student in the Serving School when a Cross-Site Course is added to a student's schedule. This is a Partial Enrollment and is ended when the student drops (student is removed from the roster) the Cross-Site Course or the Cross-Site Course ends (at the end of the term, for example).

An Enrollment Start Status and Enrollment End Status must be marked as Cross-Site Default prior to a course being mapped for Cross-Site Enrollment on the Mapping tool. Only one Start Status and End Status can be marked for Cross-Site Default at any time; when a new status is marked and saved for Cross-Site Default, the previous statuses that were marked are no longer marked.

A Cross-Site Default Column has been added to the Start Status Type Editor and the End Status Type Editor to quickly see which statuses are marked for Cross-Site.



Encolment Startu Status Setup 1 Student Information > General Student Administration > Encolment Start Status Setup I ferr in the start in the start status I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferr information I ferrition I ferrition I ferrition I ferrition I ferrition I ferrition I ferrition I ferrition I ferritin I ferrition I f	Encollment End Status Setup Student information > General Student Administration > Encollment End Status I I I I I I I I I I I I I I I I I I
Cross-Site Default Checkbox Marked on Enrollment Start Status	Cross-Site Default Checkbox Marked on Enrollment End Stat
Setup	Setup

Disable Cross-Site Setup

When a school or district determines that Cross-Site needs to be disabled, the following occurs. This happens for the current school year and future school years.

When Cross-Site Enrollment Checkbox is UNMARKED From	AND Students are NOT enrolled in Courses, this occurs	AND students ARE enrolled in Serving Schools and scheduled into Courses, this occurs:
District Information	 Courses and sections that have been enabled become disabled. Schools and Course Masters that have been enabled still have the Cross-Site Enrollment checkbox marked, but Cross-Site functionality is not available. 	A validation displays indicating students are scheduled into associated Course Sections and must be removed prior to disabling.
School Information	 Courses and sections that have been enabled become disabled. Course Masters that have been enabled still have the Cross-Site Enrollment checkbox marked, but Cross-Site functionality is not available to the relevant school. 	A validation displays indicating students are scheduled into associated Course Sections and must be removed prior to disabling.
Course Masters	 Prior to using Push to Courses, no changes are made to any existing courses and sections. After using Push to Courses, Cross-Site Courses and Cross-Site Sections within all schools are disabled. 	A validation displays indicating students are scheduled into associated Course Sections and must be removed prior to disabling.
Course Information	Course information is read-only and can only be disabled via the Course Master. This applies to Cross-Site Courses in current and future years.	



When Cross-Site Enrollment Checkbox is UNMARKED From	AND Students are NOT enrolled in Courses, this occurs	AND students ARE enrolled in Serving Schools and scheduled into Courses, this occurs:
Section Information	Section information is disabled. This applies to Cross-Site Course Sections in current and future years.	A validation displays indicating students are scheduled into associated Course Sections and must be removed prior to disabling.

Additional Information for Cross-Site Enrollment

No settings need to be modified or added for the following tools. However, knowing what happens with these tools when Cross-Site Enrollment is enabled is helpful.

Student Schedules | Student Enrollments | State Reports and Ed-Fi Resources | Attendance | District Grading Tools

Student Schedules

Tool Search: Schedule

Students must be manually scheduled into Cross-Site Courses through the Walk-In Scheduler. Once courses have been mapped at the Serving School and offered for scheduling for students at the Home School, they can be found in the Walk-In Scheduler for placement.

On the Search panel, set the dropdown with Course Name to Cross-Site, set the field next to it to Yes, and click Search. Available Cross-Site courses return and can be added to the student's schedule.

	Q1 (7/1/202	3 - 9/30/2023)	Q2 (10/1/2023	3 - 12/31/2023)	Q3 (1/1/2)	<	Effective Date
	1	2	1	2	1	sts	10/19/2023
Advisory	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	Requests	Cross-Site Ves V
A1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	>	+ Add Option
A2	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	Search	Search
В	No Scheduled Course	No Scheduled Course	3111-1 • • • • • • • • • • • • • • • • •	No Scheduled Course	No Scheduled Course		+ ADD COURSE AND SECTIONS + WINGS Science 6 3111 0 + Sp Earth Science 8 3373 0
C1	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course		

Student Enrollments

When a Cross-Site Course is added to the student's schedule, a partial enrollment for the student is created at the Serving School (where the course is offered.

State Reports and Ed-Fi Resources

State reports and Ed-Fi Resources that report roster information, attendance information, and grade information have been modified to exclude records that have a Cross-Site indicator associated with them AT THE SERVING SCHOOL. This means the student is only counted or reported with their Primary Enrollment from their Home School.

Only Primary Enrollments at the HOME SCHOOL are reported in state reports and Ed-Fi Resources.

nrol	Iment Editor							
	Type Calendar (Schedule Nar	nel		Date ^				
7	S 2023-24 Middle Scho			80/2023				
art Sta nd Stat	P 2023-24 Middle Sch (Main)	07/03/2023					1
6	General Enrollment	Informatio	n				-	
art Sta nd Stat	Enrollment ID 636788							
3 art Sta nd Stat	Calendar 2023-24 Middle School 💡		Schedule (read only)	*Grade	Class Rank Exclude	External LMS Exclude		
	*Start Date	No Show	End Date	End Action	*Service Type			
- 1	10/19/2023		12/30/2023	•	S: Partial	¥		
- 1	*Local Start Status			Local End Status	•		_	
- 1	*a2b: testCS_Start		× ×	Select a Value			*	
	State Start Status 24: Re-enrollment into the s same school year	ame school or	inter-district transfer durin	State End Status g the				
_	Start Comments			End Comments				

Attendance

Tool Search: Student Attendance, Daily Attendance, Attendance Entry Wizard, Classroom Monitor

Recording attendance for Cross-Site Students follows the same process as recording attendance for non-Cross-Site Students.

- 1. The Serving School teacher enters attendance for their class, marking the Cross-Site Student as Absent or Tardy.
- 2. The Serving School Attendance Office assigns an Attendance Code to that Attendance entry, using one of the many attendance tools available to them Attendance Entry Wizard, Daily Attendance or Classroom Monitor.
- 3. The student's Attendance record updates with the entered event, along with a Cross-Site indicator, showing that it was recorded by the Serving School.
- 4. The Home School audits that event and assigns their own Attendance Code to it. Attendance Codes are not shared/transferred between schools.

iAi 01) 666-1 U	-1 Under Water Basket Weaving (Main) 🔹 📋 🚺 View as student									
Classroom	Curriculum	Im Students				Grades				
Roster Advisory	Date 12/08/2023									
Attendance	666-1 Under Water Basket Weaving									
Class Serve	Students: 2		0	1	1	Excuse	Comments			
Lockers	12 Student, Randy	•	Р	A	т					
	12 Student, Thea	•	Р	A	т		5 min late			
Positive Attendance										
Seating Charts										
Student Groups										
				-	-					
Classroom Recording of Cross-Site Attendance Events										

The Home School can also enter attendance events for students taking Cross-Site Courses. This is also done the same way - from the student's Attendance tool or through the Attendance Entry Wizard. The Serving School attendance tools (Section Attendance, Classroom Attendance, etc.) are updated to reflect that event. The Serving School needs to assign their own Attendance Code to attendance events entered by the Home School, since Attendance Codes are not shared/transferred between schools.

District Grading Tools

Since the student is enrolled at a different school for the Cross-Site course, the Home School does NOT have the ability to enter grades for the student.

At the Serving School, grades and scores are entered and managed the same way they are for non-Cross-Site



students.

Next Steps

- Use the Cross-Site Enrollment Setup tool to map courses from the Home School to the Serving School.
- Schedule students into Cross-Site Courses.