

Cross-Site Setup

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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

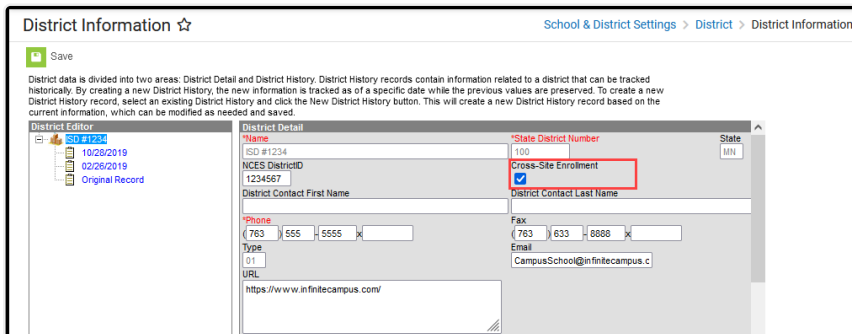
1. [District Information](#) | 2. [School Information](#) | 3. [Course Master Information](#) | 4. [Course Information](#) | 5. [Section Information](#) | 6. [State Exclude Setting for Cross-Site Enrollments](#) | 7. [Enrollment Start and End Statuses](#)

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 - 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).

School Information ☆ School & District Settings > Schools > School Information

School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.

School Editor	School Detail	School History
<ul style="list-style-type: none"> Aldrich Elementary Bryant Elementary Chowen Middle Drew Middle Ewing High Fremont High 	Name: Fremont High NCES School Number: 1234567 - 19045 Standard Code (SIF StatePrid): CEEB Number: Course Catalog - Master List: Phone: (763) 555-5555 Fax: Email: CampusSchool@infinitecampus.c URL:	State School Number: 190 Site Classification: 32: Senior High (9-12) <input checked="" type="checkbox"/> Cross-Site Enrollment <input type="checkbox"/> External LMS Exclude <input type="checkbox"/> Exclude <input type="checkbox"/> Dual Enrollment

School Information - CSE Checkbox

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 ☆ Grading & Standards > Course Masters > Course Master Information

1001 AP Statistics High School Catalog Related Tools ^

- Course Master Detail
 - NCES Data
 - Cross-Site Enrollment

When Cross-Site Enrollment is enabled, other schools participating in Cross-Site Enrollment can schedule students into this course. The Push Cross-Site data to courses and sections option must be selected when using the Push to Courses process in order for the Cross-Site Enrollment setting to be enabled on the Course and Section information tools.
 - Description
 - Custom Data Elements

Course Master Information - CSE Selection

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**.

Which year should locked data be pushed to?

Destination Calendar

Data to be pushed:

- Course Info
- Grading Tasks/Standards
- Grade Calc Options
- Composite Grades
- Composite Weights
- Categories
- Assessments

Option:

- Push locked data to sections
- Push Cross-Site data to courses and sections

CTRL-click or SHIFT-click to select multiple

This process may take several minutes.

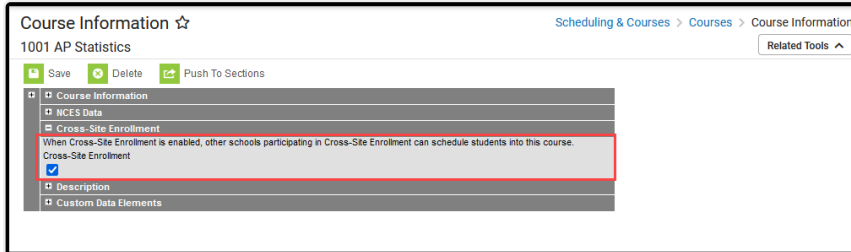
Push to Courses - Cross-Site Option

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.

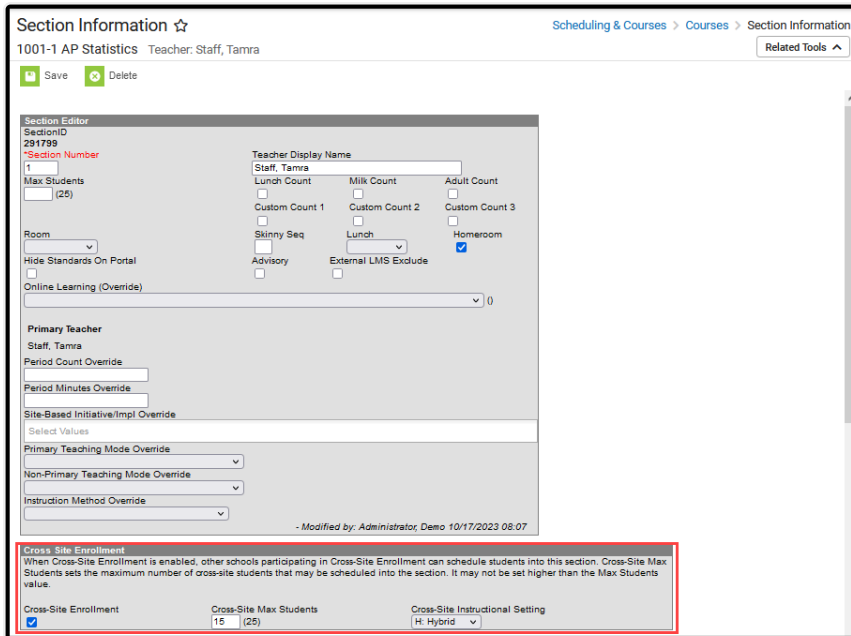


Course Information - CSE Selection

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 - CSE Selection, Max Students and Instructional Setting

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.

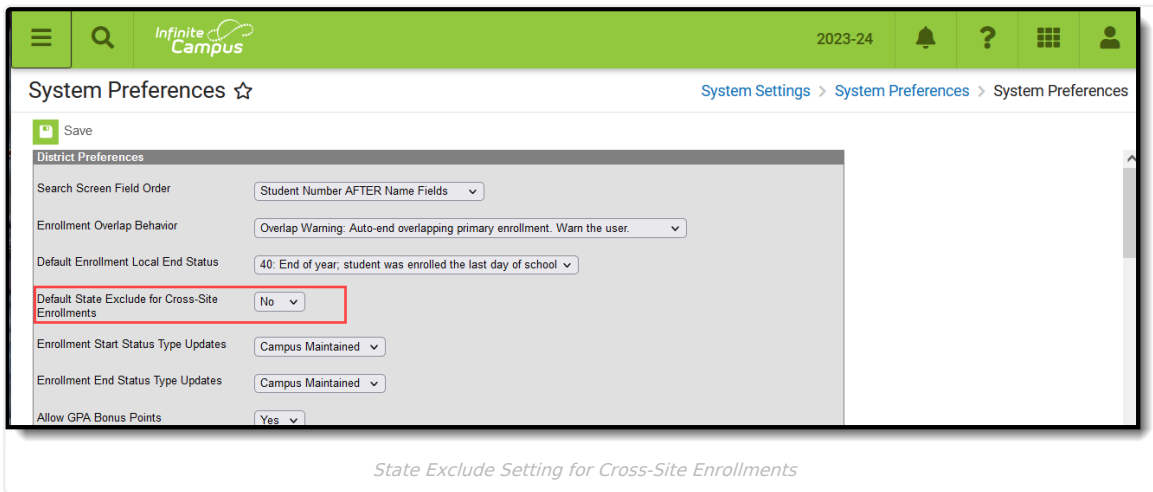
Cross-Site Instructional Setting indicates how cross-site students are taught - Hybrid, On-Site or Virtual.

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.



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.

Cross-Site Default Checkbox Marked on Enrollment Start Status Setup

Cross-Site Default Checkbox Marked on Enrollment End Status 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<p>Course information is read-only and can only be disabled via the Course Master.</p> <p>This applies to Cross-Site Courses in current and future years.</p>	

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.

Walk-In Scheduler - Cross-Site Courses

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.

Cross-Site Enrollment Indicator

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.

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.
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