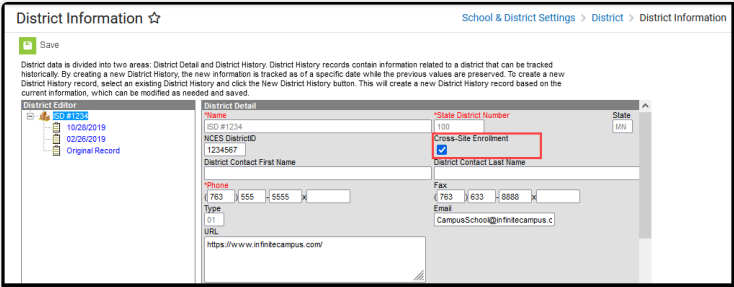
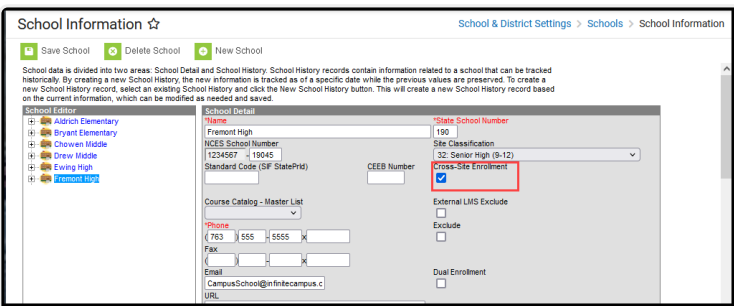
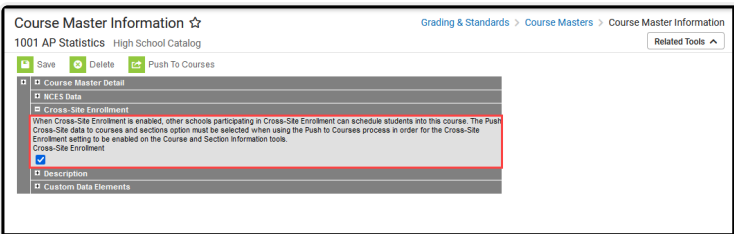
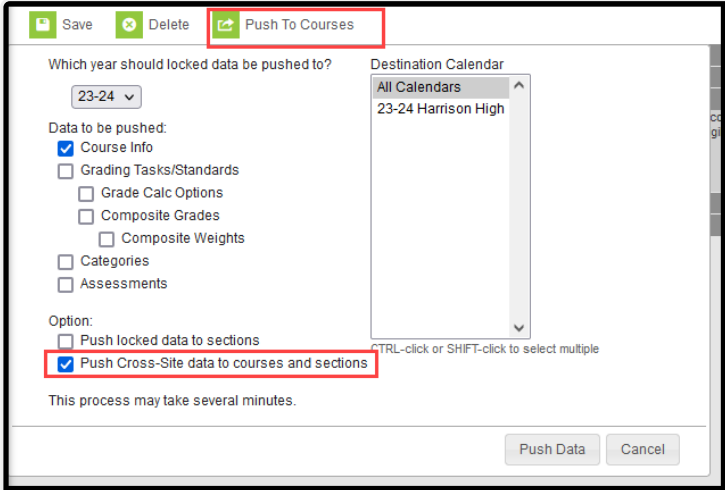
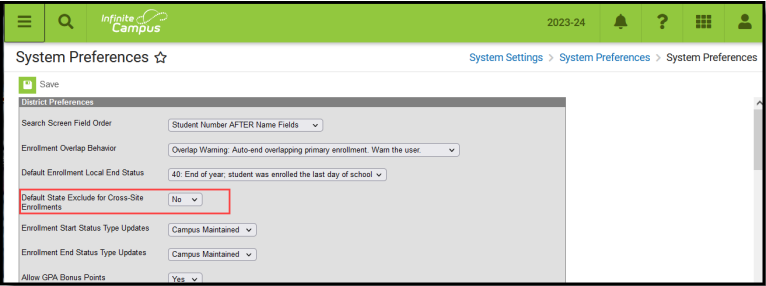


Cross-Site Workflow

Enable Cross-Site Enrollment

Article: [Cross-Site Setup](#)

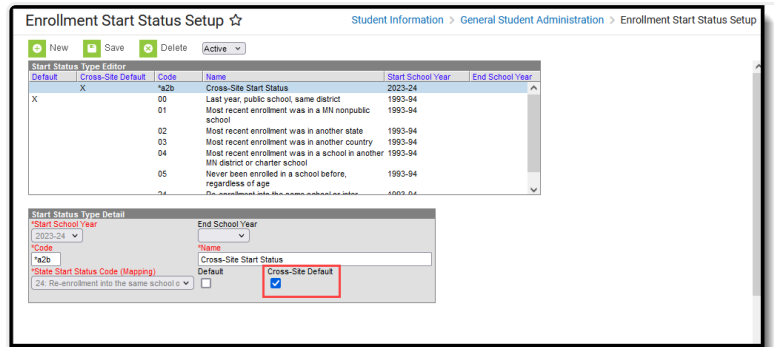
Action	Image
<p>Mark the Cross-Site Enrollment checkbox on the District Information editor.</p>	 <p style="text-align: center;"><i>District Information Editor</i></p>
<p>Mark the Cross-Site Enrollment checkbox on the School Information editor FOR ALL SCHOOLS in the district that are participating in Cross-Site Enrollment.</p>	 <p style="text-align: center;"><i>School Information Editor</i></p>
<p>Mark the Cross-Site Enrollment checkbox on Course Master Information.</p>	 <p style="text-align: center;"><i>Course Master Information</i></p>

Action	Image
<p>Mark the Push Cross-Site data to courses and sections option in the Push To Courses modal on the Course Master.</p>	 <p style="text-align: center;"><i>Push to Courses</i></p>
<p>Set the Default State Exclude for Cross-Site Enrollments to either Yes or No in System Preferences.</p> <p>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.</p>	

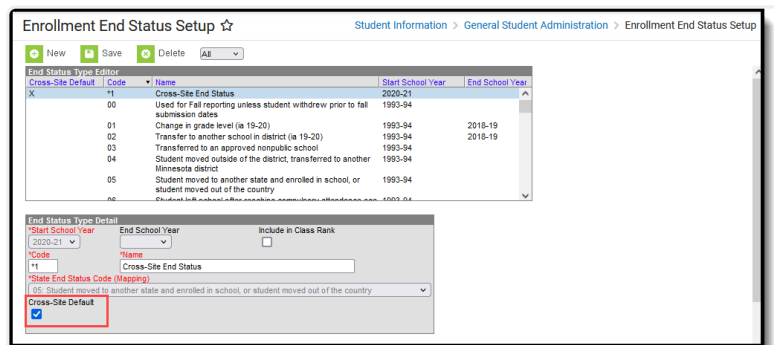
Action

Set the Enrollment Start Status and Enrollment End Status for Cross-Site Default.

Image



Cross-Site Default Checkbox Marked on Enrollment Start Status Setup



Cross-Site Default Checkbox Marked on Enrollment End Status Setup

Cross-Site Enrollment Setup (Course Mapping)

Article: [Cross-Site Enrollment Setup](#)

Action

Home School

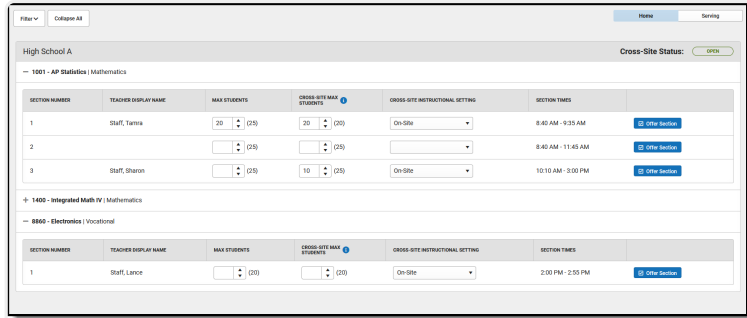
Image

Action

Review and modify the following information on the Courses marked for Cross-Site:

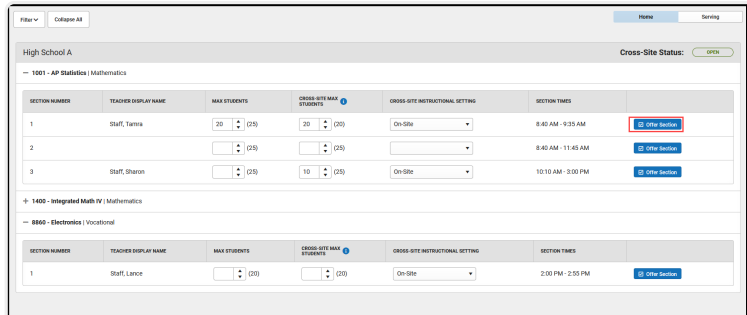
- Teacher Display Name
- Max Students
- Cross-Site Max Students
- Cross-Site Instructional Setting

Image



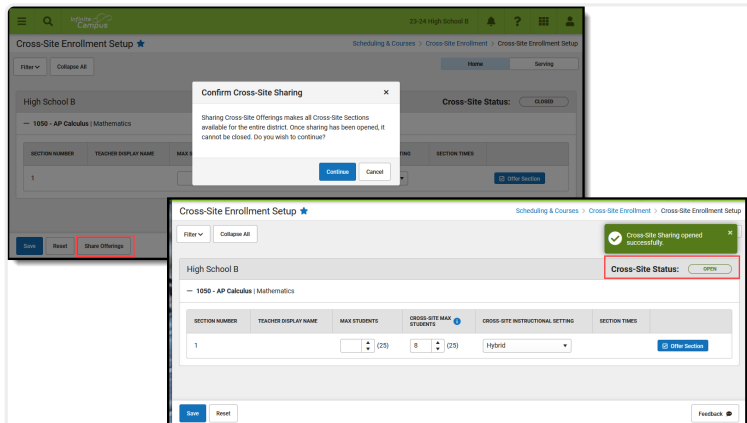
Cross-Site Enrollment Setup - Home Panel

Mark the **Offer Section** checkbox (marked by default), which displays that Section to the Serving School.



Offer Section Button

When changes have been saved, click **Share Offerings** to OPEN the Cross-Site Status.



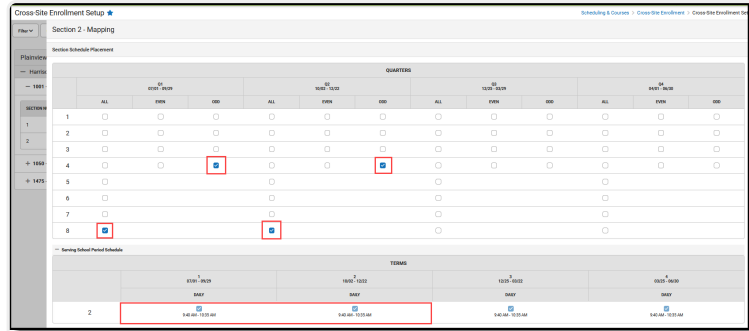
Share Offerings Process

Serving School

Action

Map Sections from the Serving School to Offer to the Home School by marking the closest Period checkbox in which the sections meet.

Image



Map a Section at the Home School to the Serving School

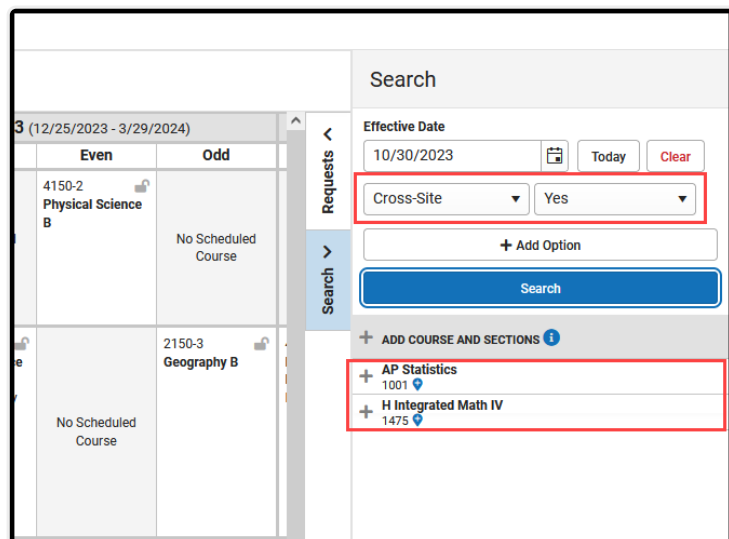
Schedule Students into a Cross-Site Course

Article: [Walk-In Scheduler](#)

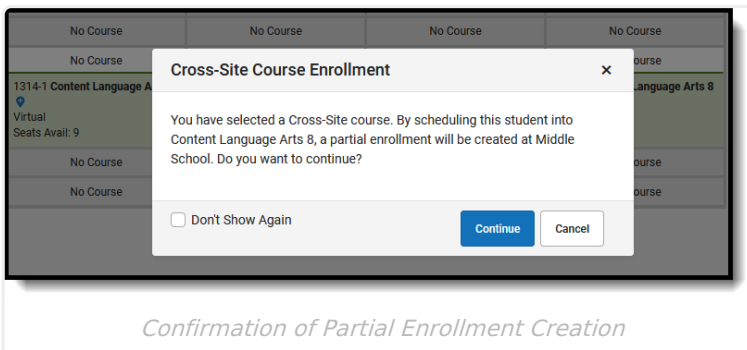
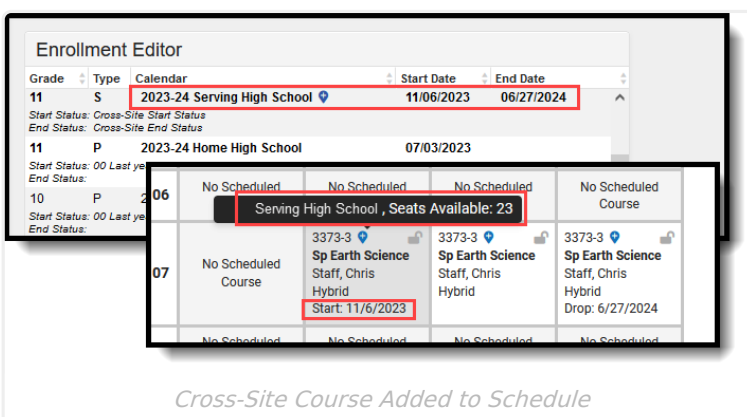
Action

Search for a Cross-Site Course.

Image



Walk-In Scheduler Search Panel

Action	Image
<p>Select a Cross-Site Course and add it to the student's Schedule. This creates a Cross-Site Enrollment for the student.</p>	 <p style="text-align: center;"><i>Confirmation of Partial Enrollment Creation</i></p>  <p style="text-align: center;"><i>Cross-Site Course Added to Schedule</i></p>

Record Attendance for Cross-Site Students

Article: [Attendance Information for Cross-Site Students](#)

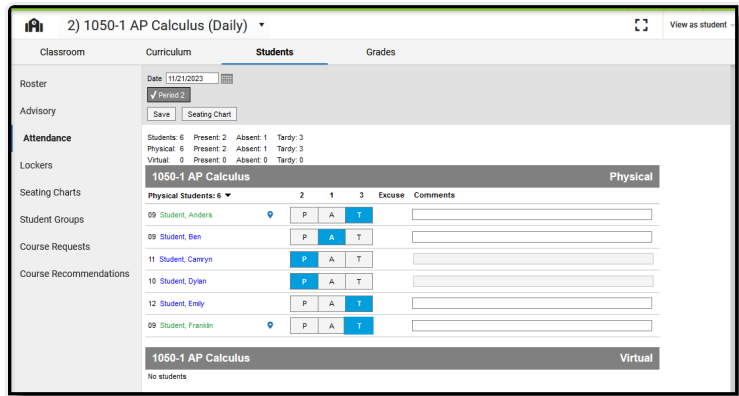
Action	Image
<p>Serving School</p>	

Action

Teacher records attendance for their class, choosing P, A or T for each of their students.

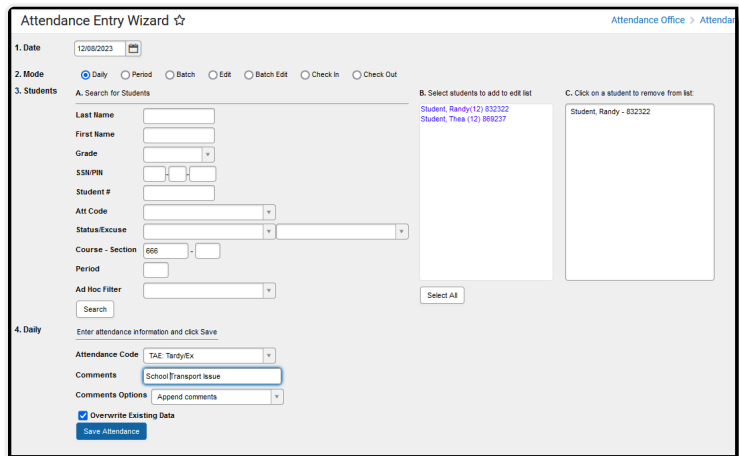
The Attendance Event is visible at the Home School on the student's Attendance record.

Image



Teacher Attendance for Cross-Site Students

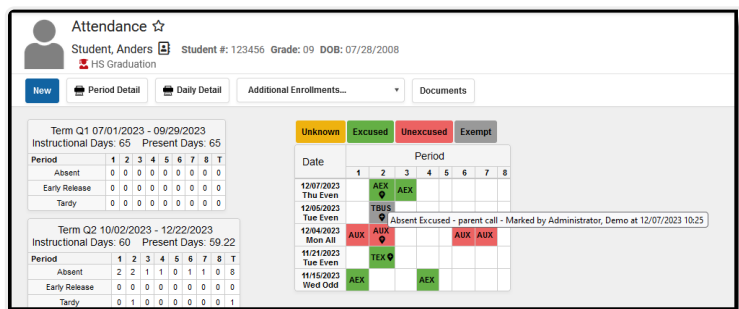
The Attendance Office assigns an Attendance Code to the attendance record entered by the student using the Attendance Wizard, the student's Attendance tool, or Daily Attendance tool.



Serving School Assigns Attendance Code

Home School

Attendance Office reconciles the Attendance Code from the Serving School with their own Attendance Codes.



Screenshot of the student's Attendance record with Home School Attendance codes