

KSIS Roster Editing Using Requests & Rosters and Section Student Detail

Sept. 5, 10:00 – 11:00 a.m. (ET)/ 9:00 – 10:00 a.m. (CT)

A Zoom link will be sent to [registered](#) participants the day before training.

This session will review the [Requests and Rosters](#) tool, which is a task-based tool that provides the scheduling team a way to manage student requests and section rosters in one location. We'll be focusing on the roster editing side of the Requests & Rosters tool, and will review tasks such as:

- Updating course sections to modify the student's start and end dates in the section and indicate whether the student is repeating this course and/or receiving credit for this course.
- Copying section rosters from one course to another course.
- Manually building section rosters for specific courses or grade levels or groups of students.
- Copying, adding or removing students from a section.

This session will also introduce the new [Section Student Detail](#) tool that replaces the Roster Batch Edit Tool for Kentucky specific fields that will be release in Campus.2435 planned for Sept. 11.

KSIS Cross-Site Enrollment Setup Training

Sept. 12, 10:00 – 11:00 a.m. (ET)/ 9:00 – 10:00 a.m. (CT)

A Zoom link will be sent to [registered](#) participants the day before training.

This session will guide learners through the steps necessary to enable [Cross-site Enrollment](#) in their Infinite Campus site. Participants will learn how to:

- Enable Cross-Site Enrollment for the District
- Enable Cross-Site Enrollment for specific Schools
- Create Default Enrollment Start & End Statuses for Cross-Site Enrollment
- Enable Cross-Site Enrollment for specific Course Masters and Push to Courses

KSIS Cross-Site Enrollment Creating Offerings & Scheduling Training

Sept. 12, 1:00 – 2:30 p.m. (ET)/ 12:00 – 1:30 p.m. (CT)

A Zoom link will be sent to [registered](#) participants the day before training.

This session will cover the creation of Cross-Site Offerings by the Serving School as well as how to map those offerings in the Home school, and ultimately how to use the Walk-in Scheduler to Roster students into Cross-Site Sections. Participants will learn how to:

- Create and Publish Offerings in the Serving School
- Batch Edit Section Setup at the Serving School
- Map Offering sections placements in the Home School
- Setup Notification Settings
- Map Grading setup in the Home School
- Use the Walk-In Scheduler to Roster Students into Cross-Site Sections

Cross-Site Enrollment participants are encouraged to watch the Knowledge Base [Cross-Site Enrollment Workflow - Video Series](#) ahead of training. To follow along during training without impacting production data, work with your Infinite Campus administrator to refresh the district's sandbox site.