From: Conner, Dede - KDE Division Director
Sent: Thursday, August 22, 2024 7:57 AM
To: All State KSIS Contacts
Subject: KSIS Notification: Registration Open for September Training - Scheduling Tools and Cross-Site Enrollment

KSIS Contacts:

The Kentucky Department of Education has scheduled Infinite Campus trainers to offer three statewide virtual training sessions to meet requests made during the KSIS Beginning of Year training. Registration is required to receive the Zoom meeting link for each session. Please distribute this information among other staff in your district who may want to attend but do not receive the KSIS notifications.

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)
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. Additionally, 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)
This session will guide learners through the steps necessary to enable Cross-site Enrollment in their Infinite Campus site.

KSIS Cross-Site Enrollment Creating Offerings & Scheduling Training
Sept. 12, 1:00 – 2:30 p.m. (ET)/ 12:00 – 1:30 p.m. (CT)
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.

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.

Please register at the registration link and see the detailed session descriptions for more information. The three sessions will be recorded and made available on Campus Passport for all Kentucky Infinite Campus users. EILA credit will be available for registered participants who complete the post-training survey.

Lisa Keeter
KSIS Service Manager
Division of School Data Services
Office of Education Technology

Phone: (502) 564-2020 Ext. 2462
Email: lisa.keeter@education.ky.gov
300 Sower Blvd., 4NE36
Frankfort, KY 40601

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