

From: Conner, Dede - KDE Division Director

Sent: Tuesday, September 10, 2024 1:40 PM

To: All State KSIS Contacts

Subject: KSIS Notification: Reminder - Registration remains open for Cross-Site Enrollment Training (Thursday, Sept. 12)

KSIS Contacts:

This is just a friendly reminder that the Cross-Site Enrollment trainings will occur on Thursday, Sept. 12. A confirmation email with the meeting link for each session has been sent to everyone who registered by last week.

- **KSIS Cross-Site Enrollment Setup Training** 10:00 – 11:00 a.m. (ET)/ 9:00 – 10:00 a.m. (CT)
- **KSIS Cross-Site Enrollment Creating Offerings & Scheduling Training** 1:00 – 2:30 p.m. (ET)/ 12:00 – 1:30 p.m. (CT)

At least one person from the district should attend the morning session for the afternoon session to be beneficial. The three districts who are currently using cross-site enrollment have experienced some issues and KDE has concerns that we are addressing with Campus. The trainer will review the concerns during the training.

If you wish to participate but did not receive a confirmation of registration, please register at the [registration link](#). Please distribute this information among other staff in your district who may want to attend but do not receive the KSIS notifications.

We will send the Zoom meeting link to everyone who registers. This training will not be available via the KDE Media Portal but the recording will be available on Campus Passport for all Kentucky users.

The recording of last week's [Requests & Rosters tool and Section Student Detail tool training](#) is now available on Campus Passport under the KY On-Demand Courses. See the attached directions for access Campus Passport if needed.

Lisa Keeter

KSIS Service Manager

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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

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