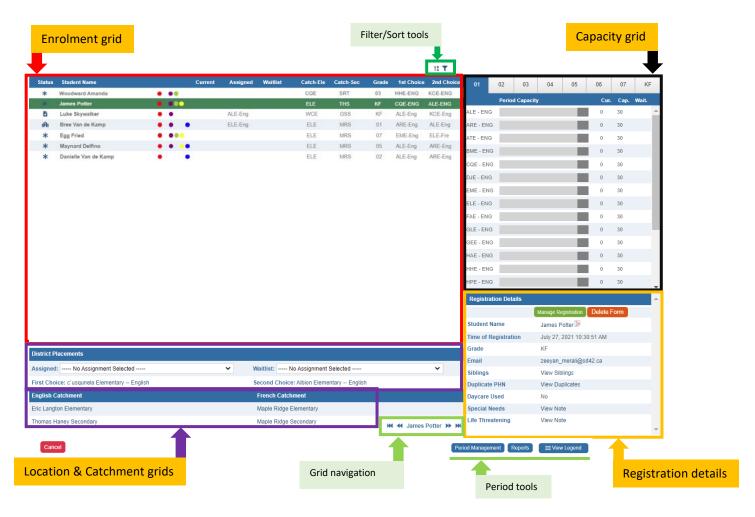# Enrolment Dashboard

The Enrolment dashboard presents a significant amount of information to staff, including the enrolment grid, the capacity grid, registration details, location, and catchment grids. In this guide, we look at the overarching features of the enrolment dashboard.

Enrolment grid

Filter/Sort tools

Capacity grid

Status	Student Name	Current	Assigned	Waitlist	Catch-Ele	Catch-Sec	Grade	1st Choice	2nd Choice
✳	Woodward Amanda	●●●			CQE	SRT	03	HHE-ENG	KCE-ENG
✳	James Potter	●●●●			ELE	THS	KF	CQE-ENG	ALE-ENG
🗎	Luke Skywalker	●●	ALE-Eng		WCE	GSS	KF	ALE-Eng	KCE-Eng
🏠	Bree Van de Kamp	●● ●	ELE-Eng		ELE	MRS	01	ARE-Eng	ALE-Eng
✳	Egg Fried	●●●●			ELE	MRS	07	EME-Eng	ELE-Fre
✳	Maynard Delfino	●●●			ELE	MRS	05	ALE-Eng	ARE-Eng
✳	Danielle Van de Kamp	●● ●			ELE	MRS	02	ALE-Eng	ARE-Eng

01	02	03	04	05	06	07	KF

Period Capacity		Cur.	Cap.	Wait.
ALE - ENG		0	30	
ARE - ENG		0	30	
ATE - ENG		0	30	
BME - ENG		0	30	
CQE - ENG		0	30	
DJE - ENG		0	30	
EME - ENG		0	30	
ELE - ENG		0	30	
FAE - ENG		0	30	
GLE - ENG		0	30	
GEE - ENG		0	30	
HAE - ENG		0	30	
HHE - ENG		0	30	
HPE - ENG		0	30	

District Placements

Assigned: ----- No Assignment Selected -----   Waitlist: ----- No Assignment Selected -----

First Choice: c'usqunela Elementary -- English   Second Choice: Albion Elementary -- English

English Catchment	French Catchment
Eric Langton Elementary	Maple Ridge Elementary
Thomas Haney Secondary	Maple Ridge Secondary

Cancel

Location & Catchment grids

◀◀ ◀◀ James Potter ▶▶ ▶▶

Grid navigation

Period Management   Reports   ☰ View Legend

Period tools

Registration Details

Manage Registration   Delete Form

Student Name	James Potter ✉
Time of Registration	July 27, 2021 10:30:51 AM
Grade	KF
Email	zeeyan_merali@sd42.ca
Siblings	View Siblings
Duplicate PHN	View Duplicates
Daycare Used	No
Special Needs	View Note
Life Threatening	View Note

Registration details

Capacity Grid

The capacity grid displays the current capacity of the school programs in that period, or category. The bar changes colour from green, to yellow, and once the capacity has been exceeded, red. The three columns on the right show the numerical figures of the currently assigned, the available capacity, and the waitlist, if any, for that school program. The tabs at the top will display when the selected period has capacities set at the grade level. Select these grades to view their capacities.

01	02	03	04	05	06	07	KF

Period Capacity		Cur.	Cap.	Wait.
ALE - ENG		0	30	
ARE - ENG		1	30	

Filter/ Sort Tools

Z↑ A - **Sort** - clicking this icon presents various options to sort the enrolment grid. As this grid is used more in the district, additional sort orders can be added if needed.

▼ - **Filter** - clicking this icon presents various options to filter the data on the enrolment grid. These are continuously being expanded on as use of the grid increases across the district.

✗ - **Reset** - if filters and/or sorts have been applied to the grid, clicking this will reset the grid to display all records for the selected period in the district default sort order.

Grid Navigation

One of the most useful features on the dashboard is the ability to navigate between records, by using the grid navigation tool. There are a few options when using the navigation tool:

⏮ ⏪ **Click to Search** ⏩ ⏭

⏮ - Navigate to the first record on the grid
⏪ - Navigate to the previous record on the grid
⏭ - Navigate to the last record on the grid
⏩ - Navigate to the next record on the grid

Click to Search
Ctrl + . - Clicking here launches a search bar where you can search the grid for any name, first or last. Hitting enter selects the record on the grid. *This tool is accessible with a keyboard shortcut.*

Period Tools

Period Management   Reports   ≣ View Legend

Period Management - This button takes you to the main management page for the selected period. From here you can edit the period configuration, manage the message templates, return to the dashboard, view the various reports, and email the registrants in the queue

Reports - This takes you to the various reports available for the selected period

View Legend – Hovering over this presents a summarized view of all the status icons and their descriptions

Should you require any further assistance, or have any questions, please reach create an IT Helpdesk ticket, or reach out to the Help Desk directly.