

Period Dashboard

The period dashboard presents a summarized view of all current and available registration, transfer, and withdrawal period(s) for the selected school year. This guide will take you through the basic functions and features that are available to staff members and allow for the best utilization of the dashboard.

(1) Login to your <u>SD42 Parent Portal</u> Account and navigate to "Administration" -> "Enrolment" in the navigation bar



(2) By default, the current school year will be selected and all the information from that year will be displayed on the screen. This can be toggled by clicking the dropdown and selecting the appropriate year

Registration Period Dashboard						Select the school year from the dropdown					
Select School Year:	2021/2022 - Current Year 🗸 🗸										
Period Name	Grades	*	iAi	÷	0	#	8	~	⇒ 3	₽	•
Kindergarten Registration - Sibling Phase	KF	0	0	0	0	6	1	457	464	0	0
Kindergarten Registration - Choice Phase	KF	0	0	0	0	2	1	102	110		0
Kindergarten Registration - General Phase	KF	0	0	0	0	5	0	555	560		0
Kindergarten Registration - Late Phase	KF	0	0	0	0	8	2	95	106		0
Kindergarten Registration - Open Phase	KF	0	0	0	0	0	0	0	0		0
Withdraw student from School District 42	KF, 01, 02, 03, 04, 05, 06	0	0	0	0	0	0	0	0		12
New to District Student Registration for	KF, 01, 02, 03, 04, 05, 06	1	0	1	0	1	3	0	7		0
New to District Student Registration for	08, 09, 10, 11, 12	1	0	1	0	0	3	0	5		0
Transfer Request for Students Grade K-7 (KF, 01, 02, 03, 04, 05, 06	0	0	0	0	0	0	0	0		0
Transfer Request for Students Grade 8-12	07, 08, 09, 10, 11, 12	0	0	0	0	0	0	0	0		0



- (3) Every column on the grid presents information that will be explored over the course of this guide. We begin with a deeper look at the header row
 - a. **Period Name -** This column displays the name of the period, as displayed for the parent. Hovering over the name displays it in its entirety, in a tooltip
 - b. **Grade** This column displays the grades that are available to register in, for the selected parent. Hovering over the list displays it in its entirety, in a tooltip
 - c. **Icon Legend -** Hovering over this icon displays the description in a tooltip.

New Registration Request - This column indicates the number of registrations that are awaiting assignment, either at the District or the School level (depending on the period configuration).

Registration Assigned - This column indicates the number of registrations that have been assigned to a school but are awaiting finalization either at the District or the School level (depending on the period configuration).

Awaiting Parent Upload - This column indicates the number of registrations that have been finalized and are awaiting the upload of supporting documentation by the parent(s).

Pending Review - This column indicates the number of registrations that have uploaded documents and are awaiting review by office clerical staff.

Awaiting Student Number - This column indicates the number of registrations that have had their documentation reviewed and are awaiting the input of a student number (found in MyEdBC) into the Parent Portal.

Pending Autolink - This column indicates the number of registrations that are currently waiting to be automatically linked to the parent account. This provides a quick summary into students who may have data mismatches between the Parent Portal and MyEdBC.

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Registration Complete - This column indicates the number of successfully completed registration for the selected period.

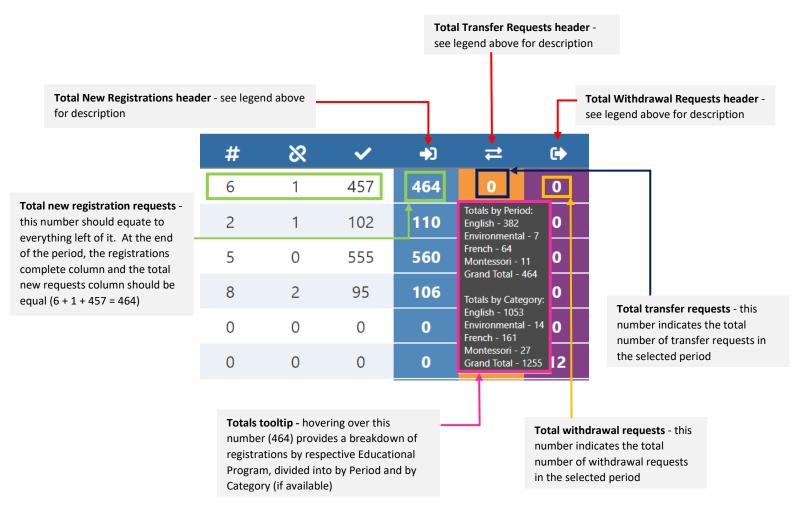
Total New Registration Requests - This column indicates the total number of new registration requests received in the selected period. This number should equate to the grand total of the columns to the left. Hovering over the number in this column provides a breakdown of total registration requests by educational program, by Period and Category.

Total Transfer Requests - This column indicates the total number of transfer requests received in the selected period. Hovering over the number in this column provides a breakdown of total registration requests by educational program, by Period and Category.

Total Withdrawal Requests - This column indicates the total number of withdrawal requests received in the selected period. Hovering over the number in this column provides a breakdown of total registration requests by educational program, by Period and Category.



(4) Now that we're familiar with the various icons, let's dive into the final three columns at the right side of the grid



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

