



## 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 [SD42 Parent Portal](#) 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 School Year:


Select the school year from the dropdown


Period Name	Grades	*	🏠	📄	🔔	#	🗑️	✓	➕	⚖️	🔄
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	0
Kindergarten Registration - General Phase	KF	0	0	0	0	5	0	555	560	0	0
Kindergarten Registration - Late Phase	KF	0	0	0	0	8	2	95	106	0	0
Kindergarten Registration - Open Phase	KF	0	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	0	12
New to District Student Registration for ...	KF, 01, 02, 03, 04, 05, 06...	1	0	1	0	1	3	0	7	0	0
New to District Student Registration for ...	08, 09, 10, 11, 12	1	0	1	0	0	3	0	5	0	0
Transfer Request for Students Grade K-7 (...)	KF, 01, 02, 03, 04, 05, 06...	0	0	0	0	0	0	0	0	4	0
Transfer Request for Students Grade 8-12 ...	07, 08, 09, 10, 11, 12	0	0	0	0	0	0	0	0	2	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
- 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
  - 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
  - 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.

 **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

**Total New Registrations header** - see legend above for description

**Total Transfer Requests header** - see legend above for description

**Total Withdrawal Requests header** - see legend above for description

#					
6	1	457	464	0	0
2	1	102	110		0
5	0	555	560		0
8	2	95	106		0
0	0	0	0		0
0	0	0	0		12

**Total new registration requests** - this number should equate to everything left of it. At the end of the period, the registrations complete column and the total new requests column should be equal (6 + 1 + 457 = 464)

**Totals tooltip** - hovering over this number (464) provides a breakdown of registrations by respective Educational Program, divided into by Period and by Category (if available)

Totals by Period:  
English - 382  
Environmental - 7  
French - 64  
Montessori - 11  
Grand Total - 464

Totals by Category:  
English - 1053  
Environmental - 14  
French - 161  
Montessori - 27  
Grand Total - 1255

**Total transfer requests** - this number indicates the total number of transfer requests in the selected period

**Totals tooltip** - hovering over this number (464) provides a breakdown of registrations by respective Educational Program, divided into by Period and by Category (if available)

**Total withdrawal requests** - this number indicates the total number of withdrawal requests in the selected period

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.

