

e-Reg *Quick Start*

# About

e-Reg is the TDSB student course request & guidance counsellor approval web app. E-Reg is now used for both e-Learning and Continuing Education programs. This Quick Start guide takes you step-by-step through the basic functions of this online tool. If you have further questions about using e-Reg, please email Elizabeth.hilchey@tdsb.on.ca

# Login

* Access e-Reg via Trillium > Toolkit > e-Reg for e-Learning icon Note: this is correct!


# News Pop Up

* When there’s important information, a news item will pop up when you launch e‐Reg
* Click the **Continue** button when you’ve finished reading the message
* Older news items are archived on the **News** tab

# Guidance Approvals

* This page is the main action area of the app
* There are two tabs at this location: one for e-Learning; one for ConEd
* Select the tab for Con Ed for summer school and night school approvals
* The default status of requests is **Pending Approval**
* Filter student records by Grade, Status, Student Number or Student Name

## Select a Session

* Click on the **Session** drop down menu bar; a listing of available sessions appears
* Select a session from the menu (e.g. e-­‐Con EdSummer School 2015)
* Click **Search**
* All of the pending course requests for the selected session appear

## Approve or Deny

* Select the student you wish to work with and click **Approve** or **Deny** in the **Action** column
* Click on the REASON button and select the appropriate choice. **It is important to make this selection correctly as the reason for approval/denial is emailed to the student.**
* Click **Save Changes** to confirm the actions

## Remove

* In the **Search Options** area click the **Status** drop down menu and select **Enrolled**
* Select the student you wish to work with and click **Remove** in the **Action** column
* Click **Save Changes** to confirm the demit

## Re-Enroll

* In the **Search Options** area click the **Status** drop down menu and select **Removed**
* Select the student you wish to work with and click **Re‐Enroll** in the **Action** column
* Click **Save Changes** to confirm the re‐enrolment

# Student History

* This page is the main viewing and reporting area of the app
* This view defaults to display records of **All** status for all of the students at your school
* Filter student records by Grade, Status, Student Number or Student Name

## Find a Student

* In the **Search Options** area in the **Student Name** field type in any part of a student’s name
* Or in the **Student Number** field type in their 9 digit Trillium student number
* Click **Search** to find the records for this specific student
* To see detailed student information, click on the student’s Trillium number that is blue and underlined (see Student History point 3 Student Overview)

## Student Overview

* A hyperlink goes to the Student Overview page for this specific student
* The Student Overview minibar has two tabs:
* e-Reg displays student information from Trillium
* Trillium information cannot be edited in e‐Reg
* Three fields can be edited by both students and counsellors: Email Address, Special Education Needs, and ConEd Information
* Counsellors can see all information about a specific student’s course requests on this tab
* To add a course request for a student click Add New Course Request and follow the onscreen instructions

# Course Counts

* The Course Count page shows the current enrolment levels for the courses in a selected session
* As with the Guidance Approval and Student History pages, there is both an **Export to PDF** and **Export to Excel** function