Project Documentation: EnrollDashX

1. Project Overview

EnrollDashX is an automated course and internship registration tracking system designed to simplify the communication between faculty and students. The system ensures that registration details reach students efficiently via email and provides a seamless way to capture student responses. It eliminates manual efforts by faculty to follow up with students and provides a centralized, visual tracking system for better decision-making.

2. Problem Statement

Traditionally, faculty members manually communicate registration details to students and track responses by making phone calls, maintaining spreadsheets, or collecting updates informally. This approach is:

• Time-consuming

• Prone to errors

• Inconsistent across departments

• Difficult to monitor at scale

EnrollDashX addresses this by automating communication, tracking responses, and presenting real-time visual dashboards to faculty.

3. Objectives

• Deliver course/internship registration details directly to students via email.

• Provide registration links and response forms in a structured manner.

• Track student status updates in categories:

• - Registered

• - Pending

• - Not Eligible

• Send timely alerts/reminders to students with a "Pending" status before deadlines.

• Enable faculty to visualize registration status across departments, technologies, and student pools using Power BI dashboards.

• Save time, ensure consistency, and reduce manual follow-ups.

4. Workflow

Step 1: Faculty uploads course/internship registration details (Excel/SharePoint). Power Automate triggers email notifications.

Step 2: Students receive an Outlook email containing:

• Course/Internship Registration Link

• Microsoft Form link for updating their status

Step 3: Students select one of the three options in the form:

1. Registered – Successfully enrolled

2. Pending – Yet to complete registration (follow-up alerts sent)

3. Not Eligible – Cannot register, no further follow-up required

Step 4: Power Automate updates SharePoint lists with student responses. Pending responses automatically trigger reminder emails before deadlines.

Step 5: Power BI dashboards fetch data from SharePoint/Excel. Faculty can view real-time statistics across:

• Departments

• Technologies

• Student pools

Dashboards display counts of Registered, Pending, Not Eligible students.

5. Tools & Technologies Used

• Microsoft Power BI – Visualization and dashboards

• Microsoft Excel – Data source and structured course details

• Microsoft SharePoint – Centralized storage and integration with automation flows

• Microsoft Forms – Student response collection

• Microsoft Power Automate – Automated workflows for email notifications, reminders, and data updates

• Microsoft Outlook – Sending course registration details and reminders to students

6. Key Features

• Automated Communication: Course details sent via Outlook

• Status Tracking: Students update registration status directly through Microsoft Forms

• Deadline Reminders: Automated alerts for students with "Pending" status

• Real-Time Dashboards: Faculty visualize registration progress in Power BI

• Scalable & Consistent: Works across multiple departments and student pools

• Effort-Saving: Reduces manual tracking, calling, and reporting by faculty

7. Benefits

• Saves faculty time and effort

• Provides clear visibility of student responses

• Ensures students receive timely reminders

• Improves consistency and reduces human error

• Helps management monitor participation across multiple courses and departments

8. Future Enhancements

• Integration with MS Teams for real-time notifications

• AI-based prediction for students at risk of missing deadlines

• Mobile-friendly interface for students to update status on the go

• Advanced reporting (trends of participation over semesters)

9. Conclusion

EnrollDashX successfully automates the registration communication and tracking process, creating a seamless bridge between faculty and students. By leveraging Microsoft Power Platform (Power BI, Power Automate, SharePoint, Forms, and Outlook), the system minimizes manual intervention, ensures timely reminders, and empowers faculty with real-time insights. This project contributes significantly to efficiency, accuracy, and improved student engagement.