
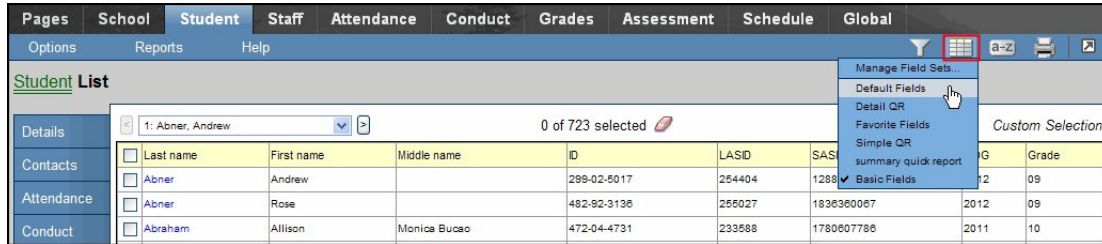


Field Sets

Using the Field Set Menu

Throughout MyEdBC, you can use field sets to customize the columns that appear in a list. When you create field sets, you define the columns of information you want to see for every record on the page.

Manage your field sets in the upper right corner of each page using the **Field Set** icon :



The screenshot shows the 'Student List' page with a table of student records. The 'Field Set' icon is highlighted in the top right corner, and a dropdown menu is open, showing options like 'Manage Field Sets...', 'Default Fields', 'Detail QR', 'Favorite Fields', 'Simple QR', 'summary quick report', and 'Basic Fields'.

Details	Last name	First name	Middle name	ID	LASID	SAS	Grade
Contacts	Abner	Andrew		289-02-5017	264404	1288	09
Attendance	Abner	Rose		482-92-3136	256027	1836360067	09
Conduct	Abraham	Allison	Monica Bucuo	472-04-4731	233588	1780607786	10

From this area of the page, you can do the following:

Create a field set.

Modify an existing field set.


Copy a field set.

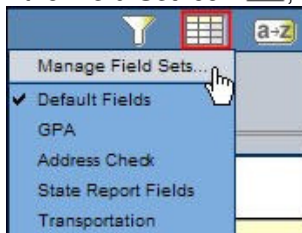
Delete a field set.

Note: You might not have security privileges to delete or edit a school- or district-owned sort order. See your MyEdBC system administrator for more information.

Create or Edit a Field Set

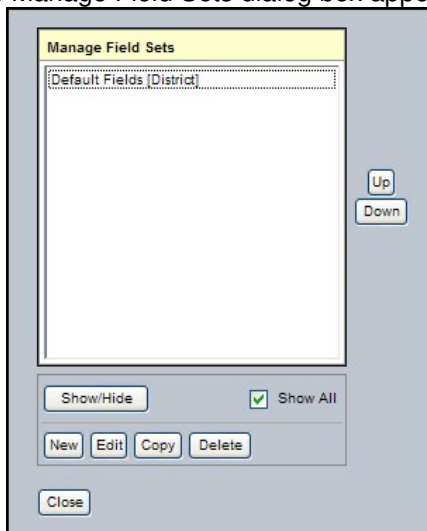
To create or edit a field set for a page:

Click the **Field Set** icon , and then select **Manage Field Sets:**



The screenshot shows the 'Manage Field Sets' dropdown menu. The menu is open, showing options like 'Manage Field Sets...', 'Default Fields', 'GPA', 'Address Check', 'State Report Fields', and 'Transportation'.

The Manage Field Sets dialog box appears:



The screenshot shows the 'Manage Field Sets' dialog box. The dialog box is open, showing a list of field sets, including 'Default Fields (District)'. The dialog box has buttons for 'Up', 'Down', 'Show/Hide', 'Show All', 'New', 'Edit', 'Copy', 'Delete', and 'Close'.

Field Sets

Do one of the following:

1. To create a field set, click **New**.
2. To modify a field set, select the field set to highlight it, and click **Edit**.
3. The Define Field Set dialog box appears:

The screenshot shows the 'Define Field Set' dialog box. At the top, there is a 'Name' field with the text 'Locker List' and an 'Owner' dropdown menu currently set to 'Administrator, System'. Below this, the dialog is split into two main panes. The left pane, titled 'Available Fields', contains a list of fields: Student, Identifier, Photo, Last name, First name, Middle name, Name, Title, Address, Suffix, Local identifier, Gender, State identifier, Date of birth, Year of graduation, and Grade level. A 'Sort A-Z' button is located at the top right of this list. The right pane, titled 'Selected Fields', contains a list of fields: Locker, Last name, First name, and Homeroom. Between the two panes are 'Add >' and '<< Remove' buttons. To the right of the 'Selected Fields' list are 'Up' and 'Down' buttons. At the bottom left of the dialog are 'Save' and 'Cancel' buttons.

4. Type or edit the name for the field set.
5. Click the **Owner** drop-down to select who will be given access to the filter:
 - User:** to copy this field set for yourself or another user.
 - School:** to copy this field set for all users at your school.
 - District:** to copy this field set for all users in your district.

Select the fields in the **Available Fields** list that you want to include in your field set, and click **Add**.

Note: In the **Available Fields** list, fields within each reference table are listed from most commonly used to least commonly used. To change this order to alphabetical, click the **Alpha**

Sort button 

6. To remove a field from the **Selected Fields** list, highlight it and click **Remove**.
7. When the **Selected Fields** list contains all of the columns you want on your page in the order you want them to appear, click **Save**. The Manage Field Sets dialog box displays the field set you created or edited.
8. Click **Close**.

To test your new field set, select it from the Field Set list. The page displays the columns you selected in the order you specified.

Note: If you display the *Alerts* column in your field sets, it makes for even quicker access to student alert content.


Field Sets

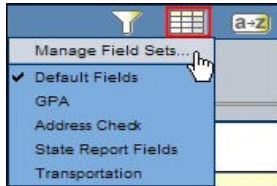
Copy a Field Set

After you create a field set, you can copy it:

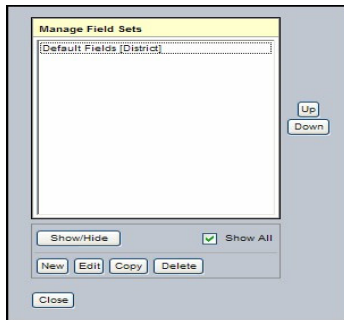
- Make a copy for yourself to use as a starting point for a new field set.
- Assign a copy to another owner – either a user, school, or the entire district (if you have appropriate security privileges).

To copy a field set:

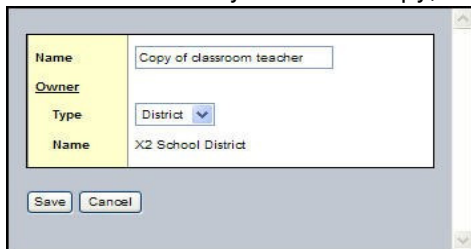
1. Click the **Field Set** icon , and then select **Manage Field Sets**:




The Manage Field Sets dialog box appears:



2. Select the field set you want to copy, and click **Copy**. The Save As dialog box appears:



3. In the **Name** field, you can change the name of the field set.
4. Click the **Owner Type** drop-down to select one of the following:
 - **User:** to copy this field set for yourself or another user.
 - **School:** to copy this field set for all users at a school.
 - **Intermediate Organization:** to copy this field set for all users in your intermediate organization.
 - **District:** to copy this field set for all users in your district.
5. At the **Owner Name** field, click  to select a different user, school, or intermediate organization.
6. Click **Save**. The field set appears on the Manage Field Sets dialog box for the user you selected at the **User** field.

Field Sets

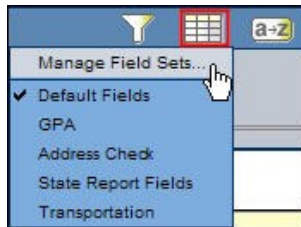
Delete a Field Set

Deleting a **field set** deletes it from all users who have access to it.

Note: You might not have security privileges to delete a school- or district-owned filter. See your MyEdBC system administrator for more information.

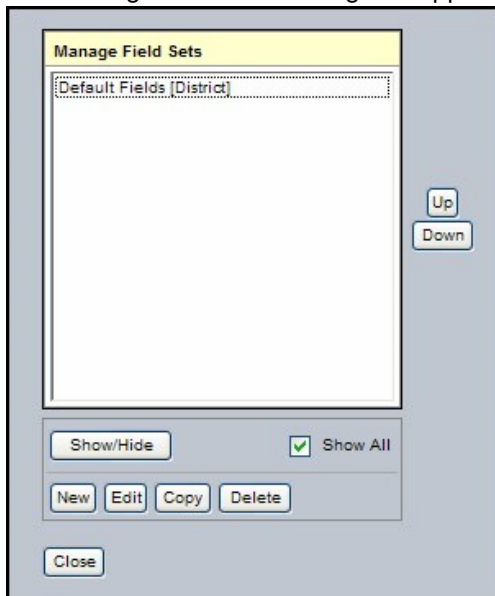
To delete a field set:

Click the **FieldSet** icon 



1. , and then select **Manage Field Sets**:

The Manage Field Sets dialog box appears:



2. Click to highlight the name of the field set you want to delete.
3. Click **Delete**.
4. Click **Close**.