

Downloading and Printing Specific Lists

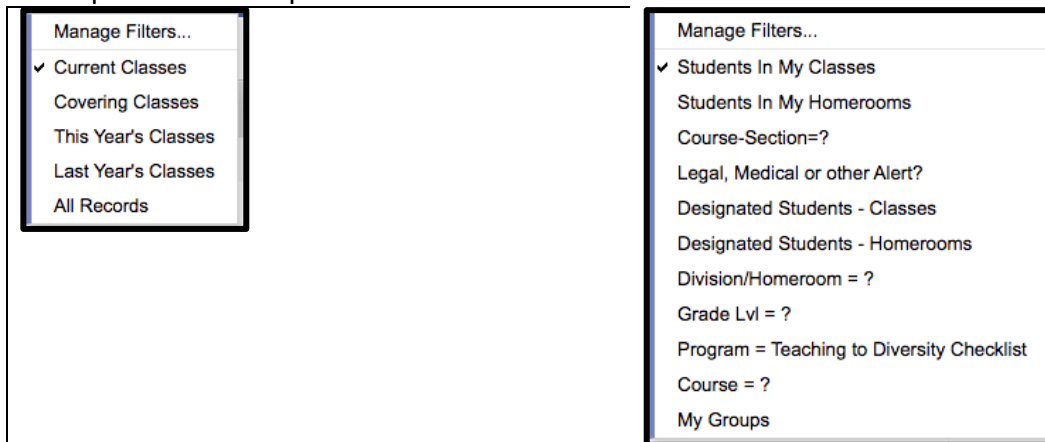
Specific lists can be created and printed in MyEd similar to “download to Excel” in CIMS. This is done by using a variety of icons available in the Menu Bar.



Before actually printing, the customized list must be created. This can be done in a couple of ways. The first is using the filter.

Filter

Filters provide the user with the ability to group records in a list. Filters are connected to queries, so they are dynamic – every time a user selects a filter, it will display all of the latest information in that group of records. If you use the Filter to look at specifics about students the screen will change to reflect the filter you are looking through. The available options for filters will depend on the Top Tab that is selected:



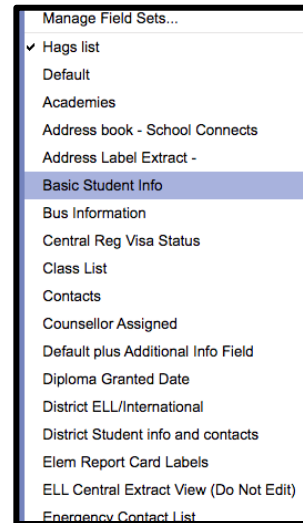
Current Filter on the right side of your screen tells you which Filter you are looking at. You may have to change your Filter to return to your class list.

Field Sets

Field sets simply display information in a list. By selecting a different field set, the user is choosing to display different columns of information for the same records in the list. Field sets can be very useful for creating commonly used sets of information and then extracting those into a spreadsheet for printing purposes.

****This is especially useful in the student view where large amounts of information is displayed on the default screen. This can be narrowed down to medical information, emergency contact, guardian phone number or even right down to bus number route.*

****Field sets can also be **customized** (see instructions on how to do so) so that teachers can create a list that displays information that is most useful to them.*



Quick Print

Once you are viewing the information you would like displayed on the screen, you can click on the print icon located on the top right to print this information in a variety of formats.

****Word .docx are fine for lists with minimal information (3 or 4 columns) BUT print as an Excel .csv if there are more than 4 columns as they will be cut off in the word doc.*