


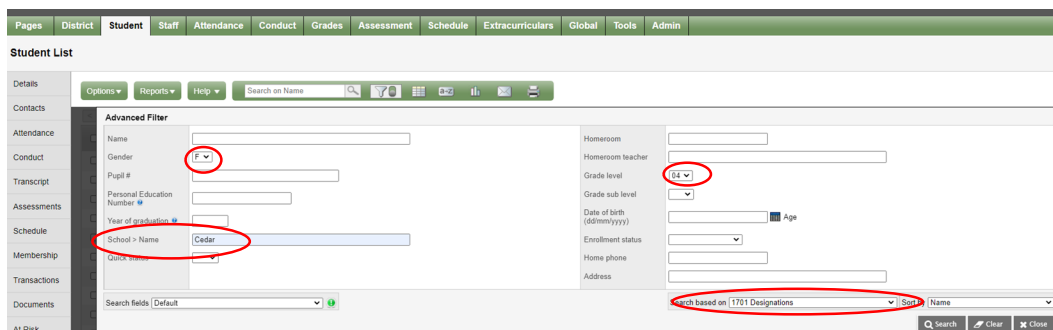
March 9, 2023

## CREATING AND CUSTOMIZING FIELD SETS

MyEd is a large database with many columns of information for each student. You can customize what information you see on your screen. There are many 'pre made' filters and field sets, but you have an opportunity to create one with just the information you want to see and give it a personalized name so it is easy to locate. You can also make it your default setting so that your screen always opens to that information.

### FILTERS


Filters are how you select certain students. You can filter by grade, homeroom, aboriginal ancestry and/or designation, but it is not limited to just these categories. There are pre-made filters that you can access by clicking on the filter icon. You can also use the advanced filter (the toggle at the side ) to select specific fields. In the example below, this advanced filter would pull up all Female students in Grade 4 at Cedar School who have a 1701 designation:



The screenshot shows the 'Advanced Filter' dialog box in the MyEd Student List interface. The dialog is divided into two columns of fields. In the left column, the 'Gender' dropdown is set to 'F', the 'School > Name' dropdown is set to 'Cedar', and the 'Search based on' dropdown is set to '1701 Designations'. In the right column, the 'Grade level' dropdown is set to '04'. The 'Search' button at the bottom right is highlighted with a red circle.

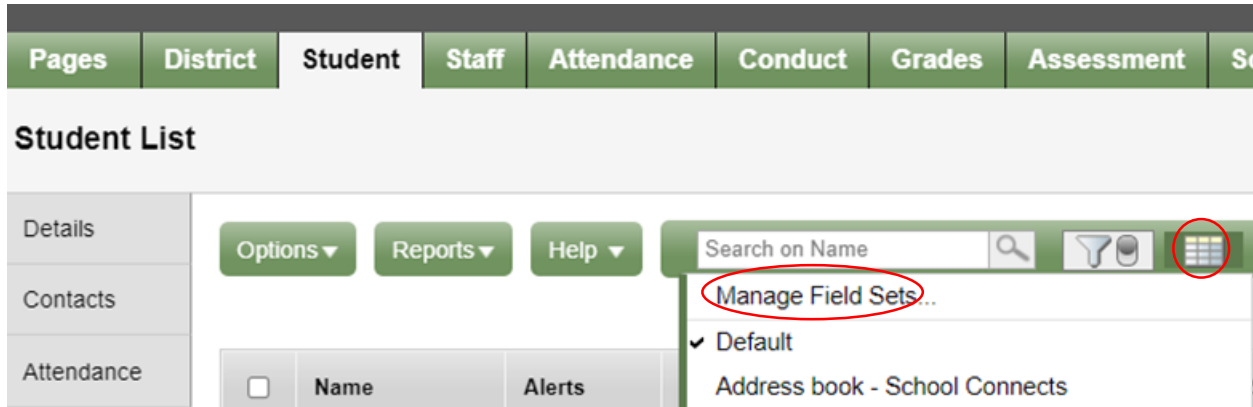
The fields available in the advanced filter are dependent on what Field set you have picked.

### FIELD SETS

The Field sets define what information you see for each of the students that you have Filtered. The field set icon is the checkerboard beside the filter icon . What columns you see is dependent on what field set you pick. For example, you can display contact information, addresses, homeroom and teacher name but again it is not limited to just these categories.

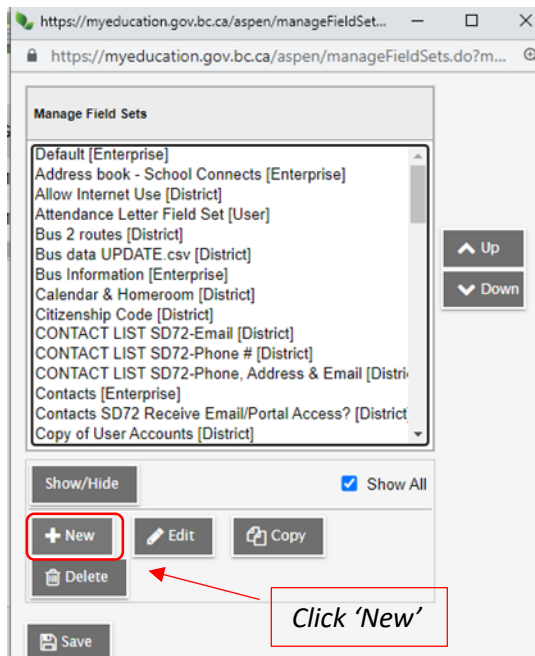
## CREATING YOUR OWN FIELD SET

Click on the Field Set Checkerboard icon and at the very top, pick 'Manage Field Sets.'

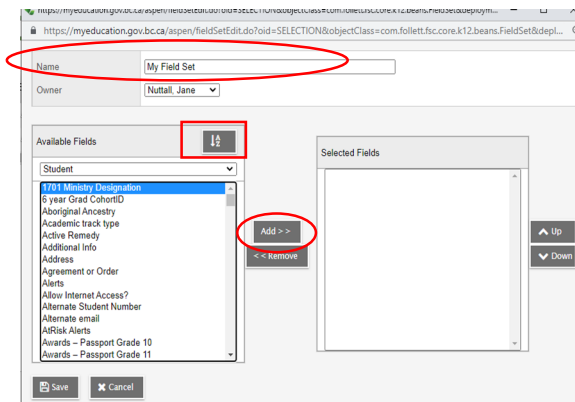


You can now copy an existing field set and edit it or click on 'New' to start fresh.

In this example I will show you how to start with a New one:

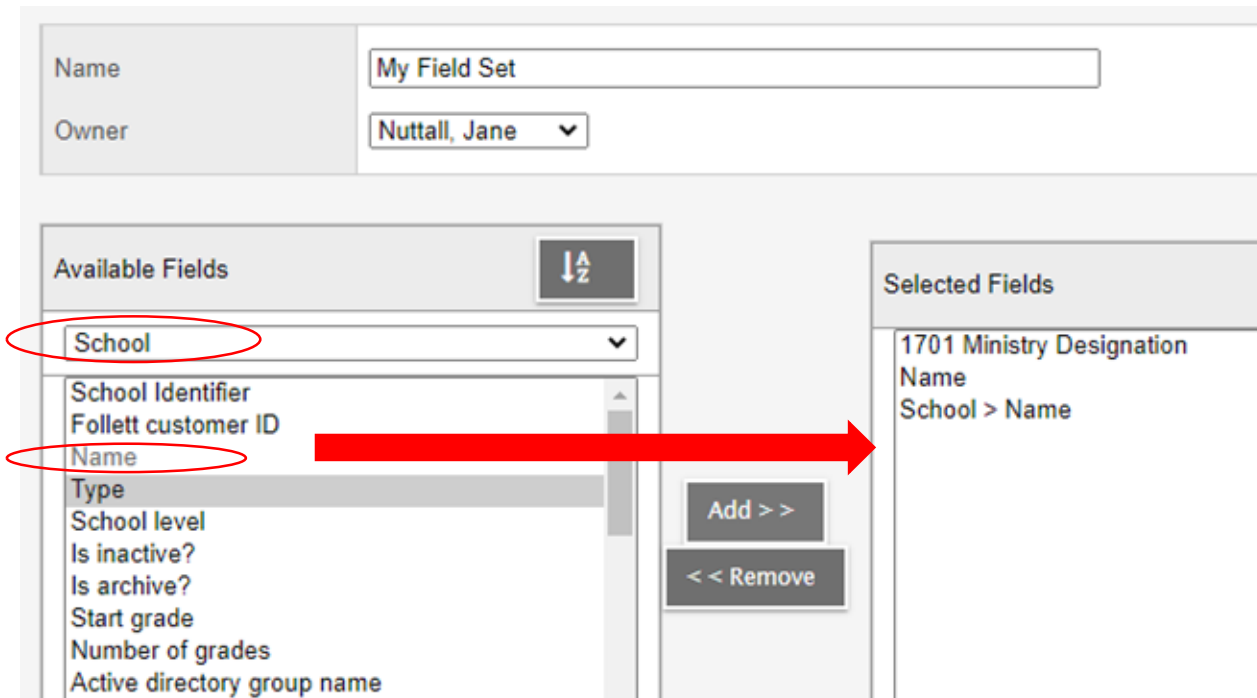


Create a descriptive name for your field set and select the fields that you want from the left and drag them over to the right 'Selected Fields' area. *Note that you can click on the AZ button to sort the fields in alphabetical order:*



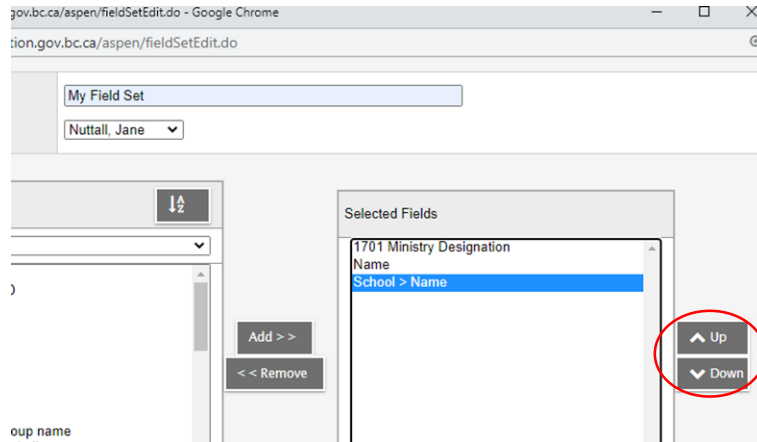
Select each field on the left and click the Add button to bring them over to the right Selected Fields.

What fields are available depends on what database you have selected to choose from. In the above example it is 'Student', but below I changed it to 'School' so that I could add the School Name:



Once I have selected all the fields I am interested in displaying, I can sort them in the order I would like them to display.

Select the field and click on the UP or DOWN button to position it where you want it.



This is what the field set looks like with the School>Name field first, then Name, then Designation.

<input type="checkbox"/>	School > Name	Name	Designation
<input type="checkbox"/>	Ocean Grove Elementary	Acacio, Rey Aldin	
<input type="checkbox"/>	Carihi Secondary	Acda, Rian	
<input type="checkbox"/>	Ocean Grove Elementary	Acorn, Chayce	D
<input type="checkbox"/>	Carihi Secondary	Adamchuk, Brandon	
<input type="checkbox"/>	Timberline Sec	Adamo, Kohen	
<input type="checkbox"/>	Penfield Elem	Adams Rodriguez, Stella	
<input type="checkbox"/>	Ocean Grove Elementary	Adams, Ben	
<input type="checkbox"/>	Willow Point Elem	Adams, Charlotte	
<input type="checkbox"/>	Cedar Elem	Adams, Grace	
<input type="checkbox"/>	Georgia Park Elem	Adams, Isaac	
<input type="checkbox"/>	Timberline Sec	Adams, Jon	
<input type="checkbox"/>	Pincrest Elem	Adams, Parker	D
<input type="checkbox"/>	Willow Point Elem	Adams, Zacary	

You could now use the advanced filter to select by school and/or designation:

This advanced filter would give you a list of all students at Carihi with a 'D' designation.

You can also sort the database by clicking on the column heading you would like to sort by i.e. by school, student name or designation.