

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 relation) 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:

Pages	District	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Extracurriculars	Global	Tools	Admin	
Student	Student List												
Details	Opti	ons 🔻 🛛 Re	ports 🔻	Help 🔻 🚦	Search on Name	0	70 1	a-z I	h 🖂 🚍				
Contacts		Advanced F	ilter										
Attendance		Name								Homer	moo		
Conduct	C	Gender	. (	FV						Homer	oom teache		
Transcript	C	Pupil #		<u> </u>						Grade		04	
Assessmen	ts	Personal Edi Number 9	ucation							Grade Date o	sub level		▼
Schedule		Year of grad								(dd/mr	n/yyyy)		Age
Membership		School > Nar	ne	Cedar							nent status		v
		QUICK Status								Home			
Transaction	s									Addres	19		
Documents		Search fields	Default			¥ 🤮						6	ch based on 1701 Designations V Sort Name V
At Risk													Q Search 🥒 Clear 🗶 Close

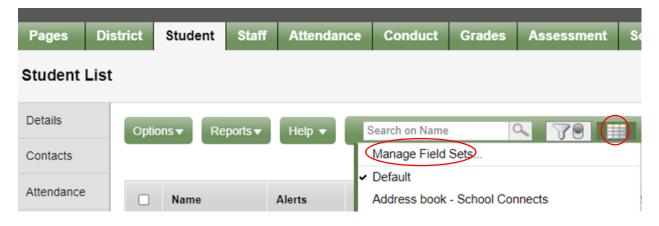
The fields available in the advanced filter are dependent on what Field set you have picked.

## 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:* 

Name	My Field Set			
Owner	Nuttall, Jane 👻			
Available Fields	lź		Selected Fields	
Student		~		*
1701 Ministry Designation 6 year Grad CohortID		<b>^</b>		
Aboriginal Ancestry Academic track type				
Active Remedy		Add > >		^
Additional Info Address		< < Remov	e	· · · ·
Agreement or Order			-	
Alerts Allow Internet Access?				
Alternate Student Number	(			
Alternate email AtRisk Alerts				
	10			

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:

	Name Owner	My Field Set Nuttall, Jane			
	Available Fields	↓ź			Selected Fields
<	School		~		1701 Ministry Designation
	School Identifier Follett customer ID		^		Name School > Name
<	Name				
	Type School level Is inactive? Is archive? Start grade Number of grades Active directory group nat	me		Add > > < < Remove	

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.

ion.gov.bc.ca/aspen/fieldSetEdit.do Q My Field Set Nuttall, Jane Selected Fields T701 Ministry Designation Name School > Name C C Output Down	gov.bc.ca/aspen/fieldSet8	Edit.do - Google Chrome			-	×
Nuttall, Jane       J2       Selected Fields       1701 Ministry Designation       Name       School > Name	tion.gov.bc.ca/aspen/	fieldSetEdit.do				Ð
Add >>				]		
	)	• Add >>	1701 Ministry De Name School > Name	signation	*	

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

School > Name	Name	Designation
Ocean Grove Elementary	Acacio, Rey Aldin	
Carihi Secondary	Acda, Rian	
Ocean Grove Elementary	Acorn, Chayce	D
Carihi Secondary	Adamchuk, Brandon	
Timberline Sec	Adamo, Kohen	
Penfield Elem	Adams Rodrigues, Stella	
Ocean Grove Elementary	Adams, Ben	
Willow Point Elem	Adams, Charlotte	
Cedar Elem	Adams, Grace	
Georgia Park Elem	Adams, Isaac	
Timberline Sec	Adams, Jon	
Pinecrest Elem	Adams, Parker	D
Willow Point Elem	Adams, Zacary	

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

<	Advanced Filter			
C	School > Name	Carihi		
C	Name			
C	1701 Ministry Designation			
	Search fields My Field S	et 🔹	Search based on All Active Students	✓ Sort by Name ✓
C				Q Search 🥒 Clear 🗙 Close

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.