Using Fields Sets to Print Student Information

You can create custom class roster pages with the information you want including phone numbers and addresses. These can then be printed. Once you create your own custom pages, you will have to select the one you want each time you first log in to MyEducation BC. Use the following instructions to create your page:

- click on the "Gradebook" tab on the top toolbar
- click on the "Roster" link on the left side of the screen
- go over to the "Field Set Menu" on the blue toolbar in the top right (it looks like a spreadsheet with columns) and click on it
- select "Manage Field Sets"
- from the pop-up menu that appears select "New"
- put in a name for the new field set
- from the "Available Field Sets" menu that appears choose the field sets you want to appear on your page, suggested fields may include:
  - Name, HomePhone, Address…
- simply highlight the field set that you want and then click on "Add"

  - **HINT: Look for the "Sort A-Z" to sort the list**   **alphabetically**

- once you have selected all of the field sets you want, you can move them up or down in the menu using the "Up" or "Down" tabs on the right hand side (highlight the one you want to move and then use the appropriate tab to move it)
- when you have it set the way you want it to appear, hit "Save"

To display the "Field Set" you just created, click again on the "Field Set Menu" icon and choose the field set you just created and named.
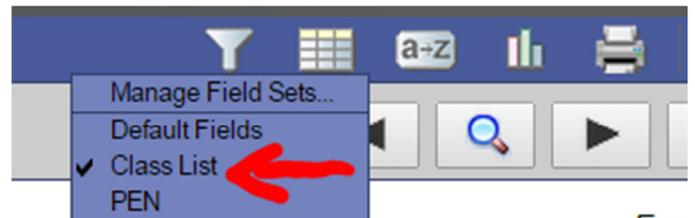
To print this list, click on the printer icon on the blue toolbar in the top right and follow the instructions. **For beginners, I would recommend printing to a "Microsoft Word (DOC)". Keep track of where the file is saved so that you can open it later.**
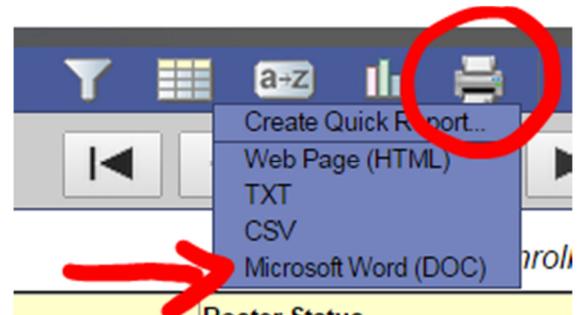
FIELD SETS ARE ALSO AVAILABLE ON THE "STUDENT" AND "ATTENDANCE" TABS.