SD73 (KAMLOOPS/THOMPSON)
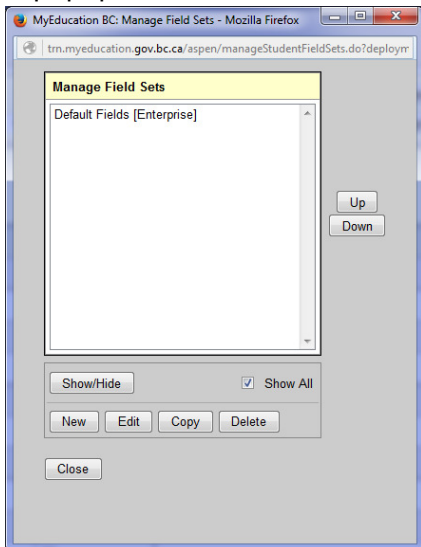
February 9, 2015
Version 1.0

Changing Field Sets in the Gradebook (Usual Name vs. Legal Name)

In the Staff View

1. **Gradebook** Top Tab
2. **Scores** Side Tab

3. Click the [...] button in the Student Fields column.

Student Fields

Default Fields ▼ [...]

4. A popup will occur:

5. Click **New**

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Changing Field Sets in the Gradebook (Usual Name vs. Legal Name)
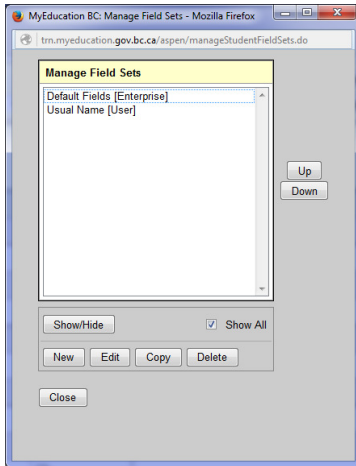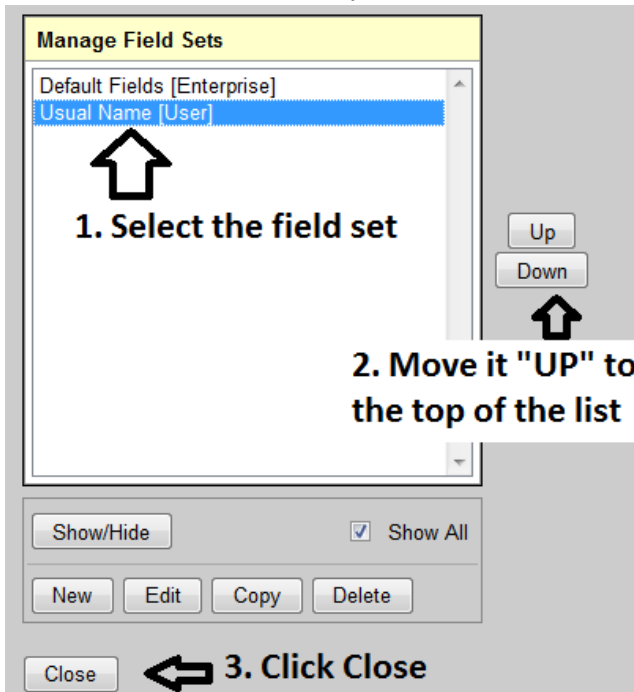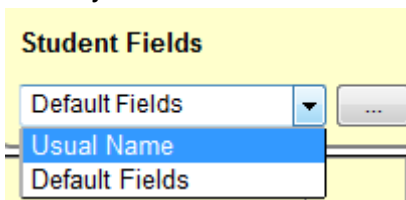
6. When finished, you should see a menu that looks like this:

7. Move the field set to the top of the list

8. When you return to the scores side tab, the student fields should look like this:

This field set will now be available for you to use for all of your courses