


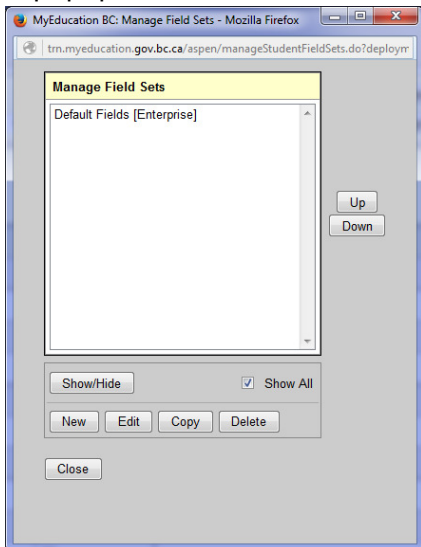
Changing Field Sets in the Gradebook (Usual Name vs. Legal Name)

In the Staff View


1. **Gradebook** Top Tab
2. **Scores** Side Tab
3. Click the  button in the Student Fields column.




4. A popup will occur:



5. Click **New**


Name	Usual Name  1. Type name of field set
Owner	Epp, Bradley

Available Fields	Sort A-Z
Student	
TermComments	
Title	
Transfer pending	
Transition Plan Narrative1	
Transition Plan Narrative2	
Transition Plan Narrative3	
Tuition Fee Effective Date	
Unlisted Phone Number	
Use mailing address	
User	
Usual Name  2. Find the data you wish to see	
Usual first name	
Usual last name	
Usual middle name	
Visa Expiration Date	

Add >>

<< Remove


Selected Fields

 **3. Click add to add the field**


4. change the order of the fields

Up

Down

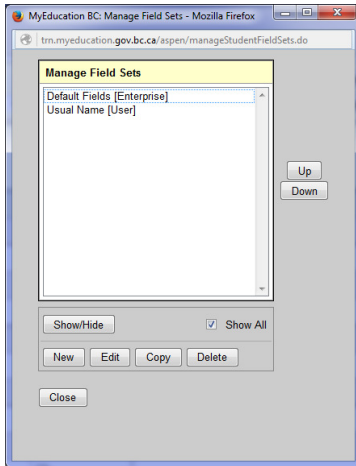


Save Cancel

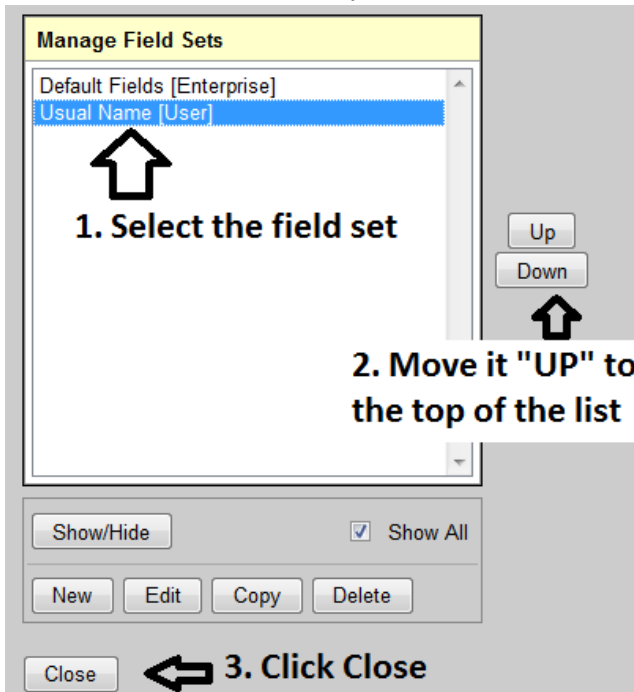
 **5. click save**

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

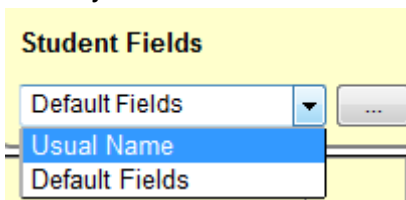
6. When finished, you should see a menu that looks like this:



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