## 1.0 Use Field Sets

Throughout MYED, you can use field sets to customize the columns that appear in a list. When you create field sets, you define the columns of information you want to see for every record on the page.

Manage your field sets in the right-hand corner of each page using the Field Set menu icon

Reynolds Secondary 2017-2018 Staff view -												
Pages I	My Info	Student	Attendance	Gradebook F	Planner Ass	essment PD	Tools					
Class List :: 2017-2018 - MFMP-1099 - FOUNDATIONS OF MATH AND PRE-CALCULUS 10												
Details Options V Reports V Help V Search on Name 🔍 Y 📰 6-2 Ih 🚍												
Roster 0 of 3 selected 🥔												
Seating Chart		Pupil #	Name		YOG	Homeroom	Info	Roster Status				
Groups		4			2020	13	[X]	Transferred on 9/	6/2017 from PRE-CALCI			
Reporting		4		gia	2020	13		oking at bot	h these pictures you			
Standards		4			2020	14		U U	the name to legal			
Categories									ast and I added the			
Reynolds Secondary 2017-2018 cell phone column.												
Pages	My Info	Student	Attendance	Gradebook	Planner A	ssessment I	PD '					
Class List :: 2017-2018 - MFMP-1099 - FOUNDATIONS OF MATH AND PRE-CALCULI												
Details	Optic	ons 🔻 🛛 Re	ports 🔻 🛛 Help 🔻	Search on N	lame	a y 🏢	a-z IIı	=				
Roster								0 of 3 selected 🥔				
Seating Chart		Pupil #	LegalFirst	LegalLast	YOG	Homeroom	Info	CellPhone	Roster Status			
Groups					2020	13	[X]		Transferred on 9/6/201			
Reporting					2020	13	[X]		Enrolled on 9/6/2017			
Standards					2020	14	[X]		Enrolled on 9/6/2017			
Categories												
Assignments												

From this area of the page, you can do the following:

- Create a field set.
- Modify an existing field set.
- Copy a field set.
- Delete a field set.

## 2.0 Create or Edit a Field Set

To create or edit a field set for a page:

1. Click the Field Set icon in, and then select Manage Field Sets:



The Manage Field Sets dialog box appears:



- 2. Do one of the following:
- 3. To create a field set, click New.
- 4. To modify a field set, select the field set to highlight it, and click Edit.

The Define Field Set dialog box appears:

Owner	Administrator, System	•		
Available Fields	Sort A-Z		Selected Fields	
Student Identifier Photo Last name Niddle name Name Title Address Suffix Local identifier Gender State identifier Date of birth Year of graduation Grade level		Add > > < Remove	Lodier Last name First name Homeroom	Dow

- 3. Type or edit the name for the field set.
- 4. Click the **Owner** drop-down to select who will be given access to the filter:
  - User: to copy this field set for yourself or another user. •
  - School: to copy this field set for all users at your school.
- 5. Select the fields in the Available Fields list that you want to include in your field set, and click Add.
  - In the Available Fields list, fields within each reference table are listed from most commonly used to least commonly used. To change this order to alphabetical, click the Alpha Sort button 2+2

- In the Available Fields list, fields within each reference table are listed from most commonly used to least commonly used. To change this order to alphabetical, click
- the Alpha Sort button (a+2)
- 6. To remove a field from the Selected Fields list, highlight it and click Remove.
- 7. When the Selected Fields list contains all of the columns you want on your page in the order you want them to appear, click Save. The Manage Field Sets dialog box displays the field set you created or edited.
- 8. Click Close.

To test your new field set, select it from the Field Set list. The page displays the columns you selected in the order you specified.

## 2.1 Create or Edit a Field Set

To create or edit a field set for a page:

1. Click the Field Set icon in, and then select Manage Field Sets:



The Manage Field Sets dialog box appears:

Manage Field Sets	Up Down	Remember the only way to edit an Enterprise or District Field set is to <b>copy it first</b>
Show/Hide Show All New Edit Copy Delete Close		

2. Select the field set you want to copy, and click **Copy.** The Save As dialog box appears:



- 3. In the **Name** field, you can change the name of the field set.
- 4. Click the **Owner Type** drop-down to select one of the following:
  - **User:** to copy this field set for yourself or another user.

- **School:** to copy this field set for all users at a school.
- **District:** to copy this field set for all users in your district.
- Enterprise: to copy this field set for all users in your Enterprise.
- 5. At the **Owner Name** field, click Q to select a different user, school, or district.
- 6. Click **Save.** The field set appears on the Manage Field Sets dialog box for the user you selected at the **User** field.
- 7. Delete a Field Set

You can delete sort orders that you've added to your **Field Set** menu. Deleting a field set deletes it from all users who have access to it.

**Note:** You might not have security privileges to delete a school- or district-owned filter. See your Aspen system administrator for more information.

## To delete a field set:

1. Click the Field Set icon in, and then select Manage Field Sets:



The Manage Field Sets dialog box appears:



- 2. Click to highlight the name of the field set you want to delete.
- 3. Click Delete.
- 4. Click Close.