

VTRA School (Read-Only) add-on role is combined with another user role, the user will have read only access to the VTRA field.

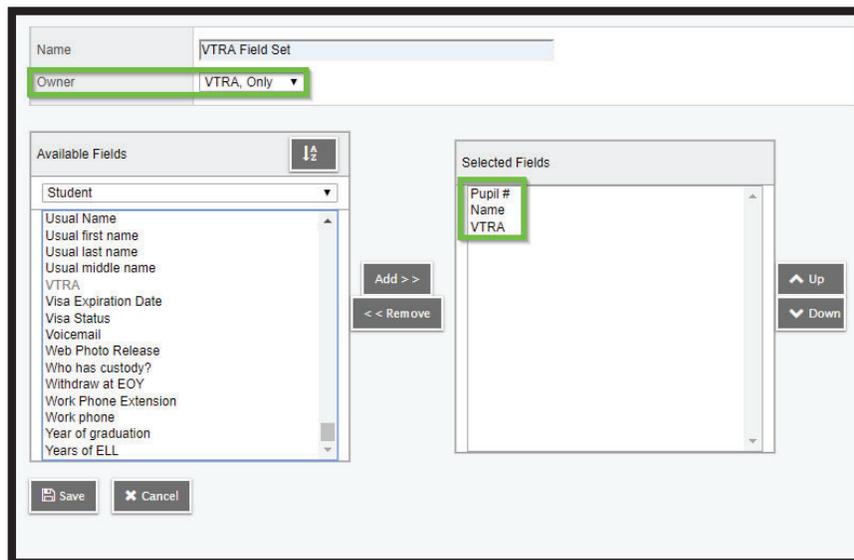
Important Note: Any “net-new” Security Role created in MyEducation BC must have the VTRA Security Tag added to it. This can only be done by logging a Service Request in HEAT. Security Roles created by copying an existing role will inherit the VTRA Security Tag.

4.0 Using VTRA

Any user with the VTRA or VTRA (Read-Only) Add-On Security role can access the VTRA field. To gain access to this field the user can either create a Field Set or run a Query.

4.1 Create a Field Set

From the Student Top Tab, click the **Field Set Menu** and select **Manage Field Sets**. Give the new field set a name, and add the VTRA field as well as any others as appropriate. In this example we have simply used *Pupil #, Name and VTRA*. Save the Field Set.



Important Note: The Owner of the field set should be set to the **current user only**, NOT the School or District level to prevent unauthorized viewing of the VTRA field.

Only the school district number and the date the VTRA was activated are entered: SDxx-Jun2019. Independent Schools are to enter their School Ministry Number and the date the VTRA was activated: FNxxxxxxxx-Jun2019.

After creation, the user can select the new Field Set from the template drop down on the upper right side of the Student Details ST screen to make changes to a single Student record.

Pages District Student Staff Attendance Conduct Grades Assessment Schedule Extracurriculars Global Tools Admin

Student List :: 08 - Abary, Xuehui

Details Options Reports Help

Save Cancel VTRA Field Set

Pupil # 693620

Name Abary, Xuehui

VTRA SD54-May2019

Save Cancel

X



4.2 Run / Save a Query

To quickly locate students with VTRA the user can run a query from Student Top Tab > Options: Query...

New Query Simple Mode ▾

Tables	Student ▾
Fields	Bus AM Drop2 Bus PM Pickup2 Status Card Number Bus PM Drop2 Birth Place VTRA ▾
Operator	Is not empty ▾
Value	<input type="text"/>

Search criteria

VTRA Is not empty null

Search based on Primary Active Students ▾

Search Cancel + New Save As... Select...