Creating Customized Fieldsets

Fieldsets are important options in MyEd to "customize" the information that is viewable on the screen. **Fieldsets** allow the user to determine the *specific* **type** of data that will be **viewed** on the screen AND the way it is *organized*. *Users can create their own customizable fieldsets from any screen – however, they will be limited to the content available for that particular screen.*

⊞ Creating Fieldset – Student Top Tab

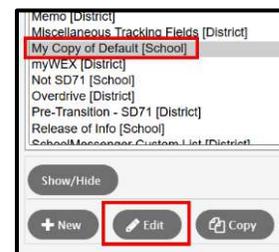|		
1	Click on the fieldset icon > "Manage Field Sets"	
2	Select a pre-existing fieldset that closely resembles the one you need. This will save you time in customizing the content. Create a copy of this fieldset > Save	
3	Scroll down to locate the copied fieldset > Edit.	
4	Move fields from one list to another depending on what to include. Put the list in *alphabetical order* by click on the icon. Change available fields by selecting another "context" using the drop-down arrow.	
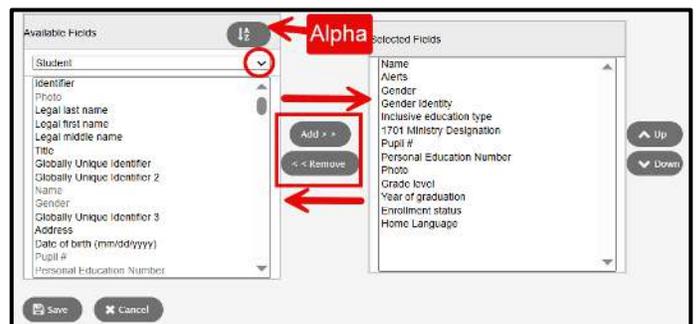
Rearrange - the items on the top of the list will be located on the left side of the table.

Save

If frequently used Fieldset, move up on the list. If it is to be set as the default, move to the top of the list.

Save.
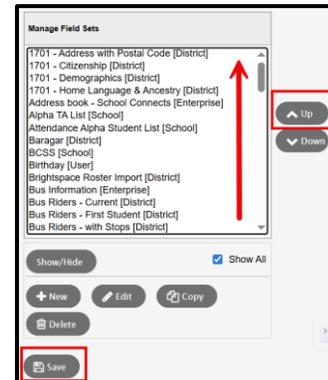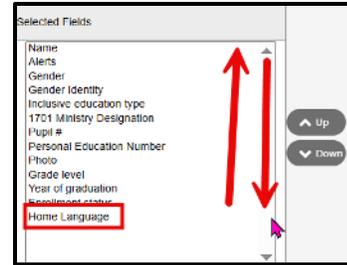
NOTE:

ⓘ The fieldsets will be only be available in the screen (Top Tab) they have been created in. Repeat the same steps to create customized fieldsets in other screens.

◉User created fieldsets will ONLY be viewed by the viewer.

🔄 If there is a fieldset that will be useful to everyone, have it created at the School or District level so everyone can access it.