

## 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**.

### Fieldset – Student Top Tab

1 The **fieldset icon** is located just to the right of the filter icon.

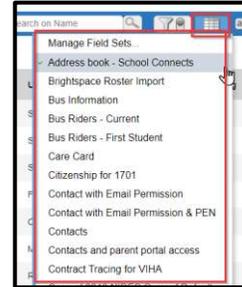
Clicking on it will display a dropdown of available fieldsets.

What is displayed will be dependent on what has already been created.

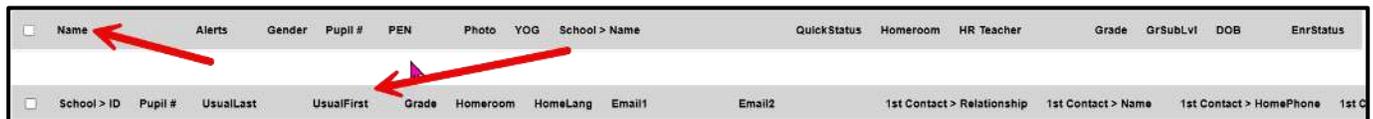
Selecting a fieldset will change the information the user sees and in what order.

The **“Default View”** (top) will include the QuickStatus and Alter icons.

The **“Address Book”** (bottom) separates first and last names.



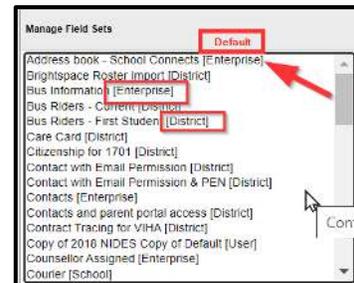
2



A fieldset can be created by the **“Enterprise”** (MyEd), the **“District”**, the **“School”** and by the **“User”**.

3 This can be viewed when **“Managing Field Sets”**.

Whatever fieldset is located at **the top** of the list, will automatically be displayed when arriving at this screen (**default view**).



### To change the default view

Click on the fieldset icon -> click on “manage [ ]” -> click on your preferred default fieldset -> use the “Up” arrow to move it to the top -> click “Save”.

