# MyEducation BC
# Using Student Services View

## Navigation

**Student | Plan**

### Top Tabs

Student:  Where you see information about an individual student including IEPs
Plan:  Where all plans are listed (Student > Plans shows individuals IEPs)

### Side Tabs under Student

Shows a list of all students **based on Filter**
Choosing a Side Tab will show information for individual students

**Details**
Demographic information editable by Office Staff
**Plans**
Filter, Data Dictionary will scope to IEPs
**Contacts**
All outside contact information
**Attendance**
Individual Attendance
**Transcrip**t
Historical Marks
**Schedule**
Current Courses

| Details |
| --- |
| Plans |
| Contacts |
| Attendance |
| Conduct |
| Academics |
| Transcript |
| Assessments |
| Schedule |

## Filters

Filters are the most likely reason you are not seeing something
Manage filters
Move your choice for default filter to the top
ie Active or My Cases

## Data Dictionary

Will allow staff to view IEPs from other districts in the old format

## Field Sets

Control which columns you see on a screen
Default Field set
Manage Field Sets
Add/Remove fields to your view
Create Field Sets:  Copy or New > Edit > Add/Remove Fields

## Sorts

Click Column Heading/Field name to sort
Reset Sort through sort icon

**Pupil # ▲**    **a→z**
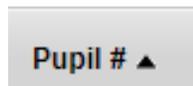
## Reports

Student Top Tab > Plans Side Tab > Reports > Click on IEP Name > Reports > Competency Based IEP Report