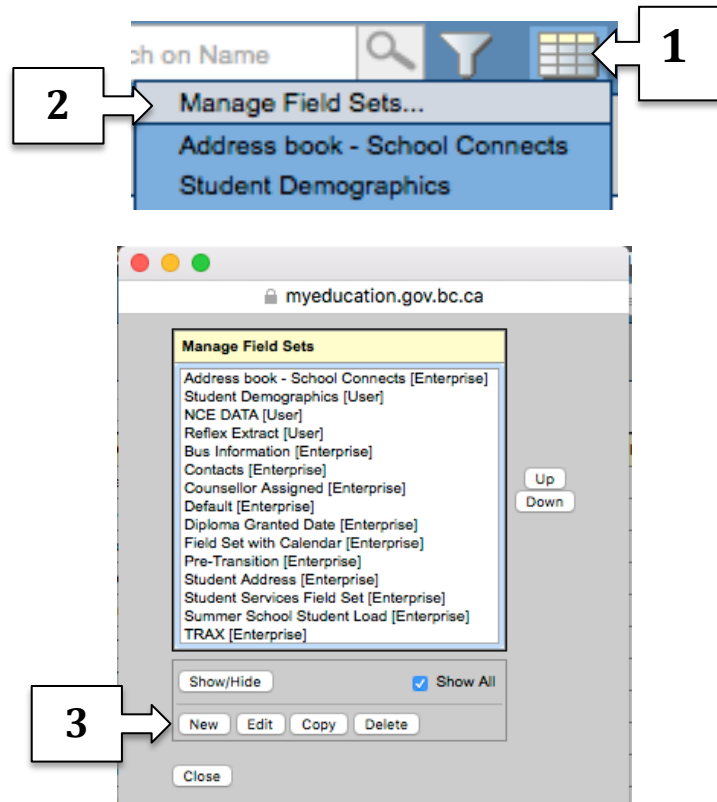
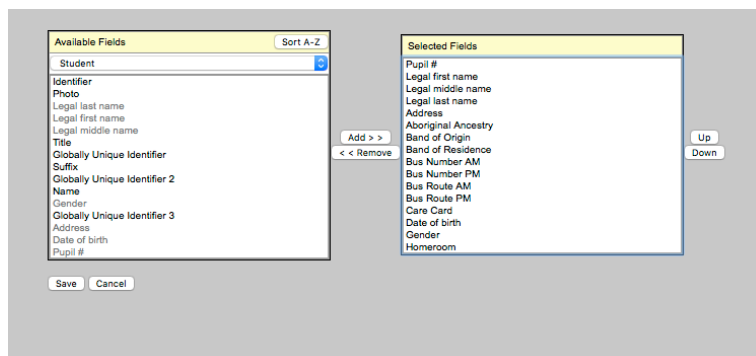


MyEdBC Data Extract

1. Create a new field set. Click on the field set icon and then click Manage Field Sets.



2. Create the first report and name it “Principalm Demographics”.



Add the fields:

Pupil #	Legal First Name	Legal Middle Name
Legal Last Name	Address	Aboriginal Ancestry
Band of Origin	Band of Residence	Bus Number AM
Bus Number PM	Bus Route AM	Bus Route PM
Care Card	Date of Birth	Gender
Homeroom	Homeroom Teacher	Home Phone
Grade Level	Special Education Status	Special Education Type
Designation		

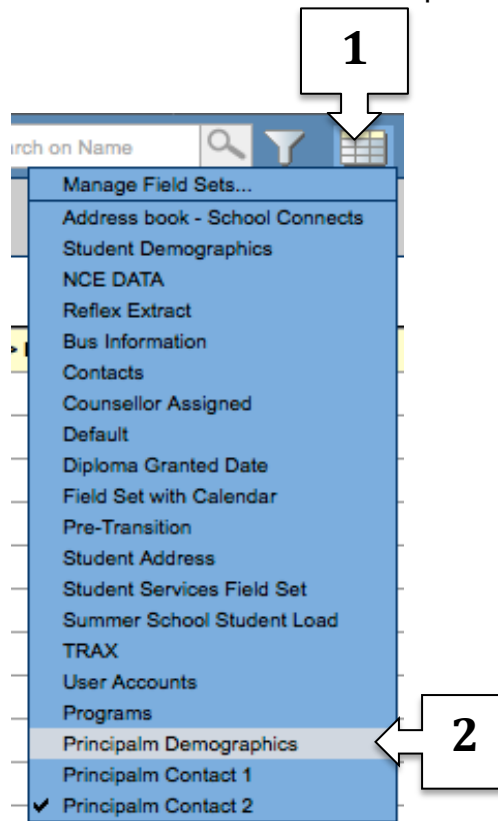
3. Repeat step 1 and create the second report titled “Principalm Contact 1” with the fields listed below.

The screenshot shows a report configuration window with two main panels: 'Available Fields' and 'Selected Fields'. The 'Available Fields' panel on the left has a search bar containing 'Student' and a 'Sort A-Z' button. Below the search bar is a scrollable list of fields including Identifier, Photo, Legal last name, Legal first name, Legal middle name, Title, Globally Unique Identifier, Suffix, Globally Unique Identifier 2, Name, Gender, Globally Unique Identifier 3, Address, Date of birth, and Pupil #. At the bottom of this panel are 'Save' and 'Cancel' buttons. The 'Selected Fields' panel on the right contains a list of fields: Pupil #, Emergency contact 1 > Relationship, Emergency contact 1 > Legal first name, Emergency contact 1 > Legal last name, Emergency contact 1 > Legal middle name, Emergency contact 1 > Address, Emergency contact 1 > Gender, Emergency contact 1 > Home phone, Emergency contact 1 > Work phone, Emergency contact 1 > Cell phone, Emergency contact 1 > Primary email, Emergency contact 1 > Place of Employment, and Emergency contact 1 > OCCUPATION. Between the panels are 'Add >' and '<< Remove' buttons. To the right of the 'Selected Fields' panel are 'Up' and 'Down' buttons.

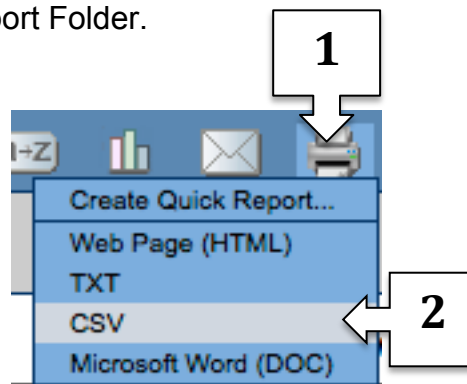
4. Repeat step 1 and create the third report titled “Principalm Contact 2” with the fields listed below.

The screenshot shows a report configuration window similar to the one above, but for a second report. The 'Available Fields' panel on the left is identical to the first screenshot. The 'Selected Fields' panel on the right contains a list of fields: Pupil #, Emergency contact 2 > Relationship, Emergency contact 2 > Legal first name, Emergency contact 2 > Legal last name, Emergency contact 2 > Legal middle name, Emergency contact 2 > Address, Emergency contact 2 > Gender, Emergency contact 2 > Home phone, Emergency contact 2 > Work phone, Emergency contact 2 > Cell phone, Emergency contact 2 > Primary email, Emergency contact 2 > Place of Employment, and Emergency contact 2 > OCCUPATION. The layout and buttons are the same as in the first screenshot.

5. To export the data, select the field set icon and choose Principalm Demographics.



6. Click the Quick Report icon and choose CSV. Name the report "Student_Demographics.csv" and save it in the Discovery Import Folder.



7. Repeat steps 5 and 6 for Principalm Contact 1 and Principalm Contact 2 naming the CSV files "Student_Contact1.csv" and "Student_Contact2.csv".

Extracting Student Schedules

Log in to MYEDBC and choose School View

Schedule Top Tab

Schedule Side Tab – Student Schedules

Top right of the screen – Click on Field Set Menu

Click on Manage Field Sets and choose New

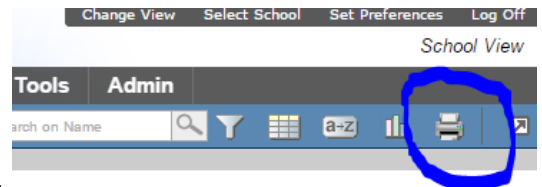
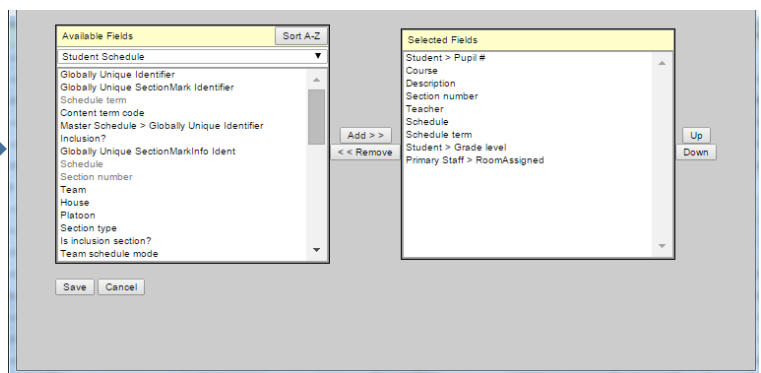
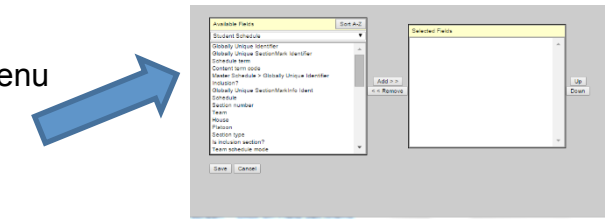
Name would be Principalm Schedule

Owner would be the School's Name so that all the clerical/ admin can see it to do the extract

Fields to add

- Student Table – Pupil#, Grade level
- Student Schedule – Course, Description, Section Number, Teacher, Schedule, Schedule Term
- Primary Staff – Room Assigned

Click on Save



Go to the top right of your screen and click on the printer icon.

Save as .CSV and name it Student_Schedules.csv