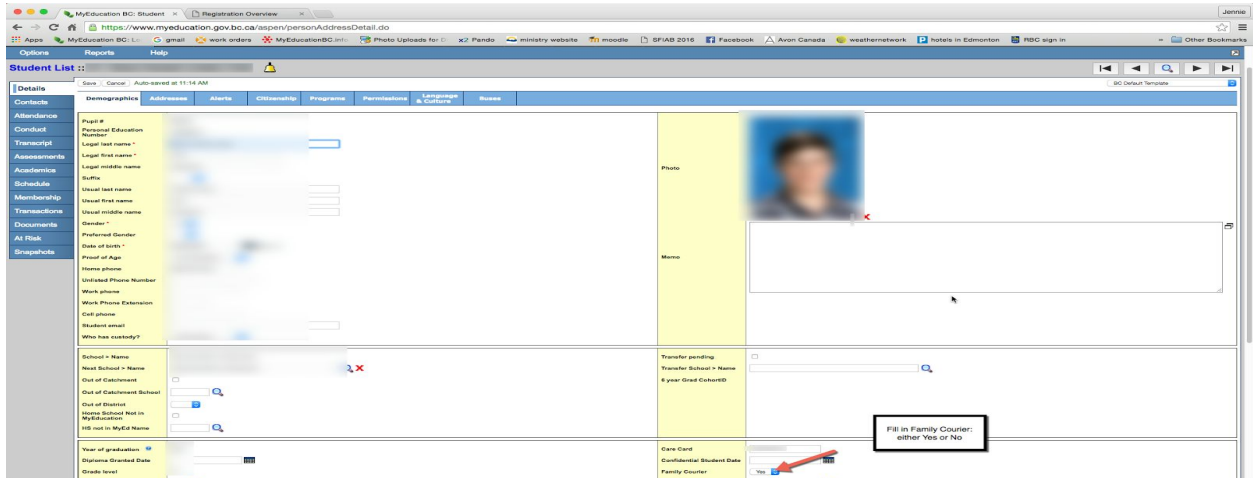


Extracting Homeroom Lists of Student Couriers from MyEducation BC

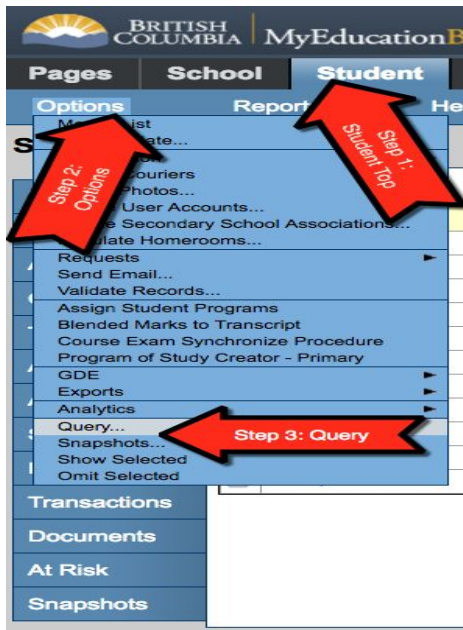
Many Elementary schools use a Family Courier to take home the important newsletters, notifications, etc. To extract this information as to which students are listed as the Family Courier in the program, you will need to use the following steps:

School View>Student Top Tab>Details Side Tab~~make certain that every student in your school that should be listed as the family courier has the Yes filled in



Next you will need to use the following steps to set up your Query for this extract:

School View>Student Top Tab>Options>Query



The steps to set up your Query are:

Tables: Student>click Sort A-Z>Fields: Family Courier>Operator: Equals>Value: Yes>click And>click Search

The screenshot shows the 'New Query' dialog box in the MyEducation BC system. The interface includes a sidebar with navigation options like 'Options', 'Student List', 'Details', 'Contacts', 'Attendance', 'Conduct', 'Transcript', 'Assessments', 'Academics', 'Schedule', 'Membership', 'Transactions', 'Documents', 'At Risk', and 'Snapshots'. The 'New Query' dialog has the following fields and steps indicated by red arrows:

- Step 1: Sort:** Points to the 'Sort A-Z' button next to the 'Fields' list.
- Step 2: select Field:** Points to the 'Family Courier' field in the 'Fields' list.
- Step 3: select Operator:** Points to the 'Equals' operator in the 'Operator' dropdown.
- Step 4: select Value:** Points to the 'Yes' value in the 'Value' dropdown.
- Step 5: select And:** Points to the 'And' button in the search criteria section.
- Step 6: click Search:** Points to the 'Search' button at the bottom of the dialog.

The search criteria section shows 'Family Courier Equals Yes'. The background shows a blurred view of the student list.

After clicking the Search button, the program will send you back to your Student Top Tab, but it will only show the list of students that have the Family Courier as a Yes. You will now need to use the following steps to print these lists by Homeroom:

Student Top Tab>Reports>Other Jurisdiction>Homeroom List

The screenshot displays the MyEducationBC web application interface. At the top, the logo for British Columbia MyEducationBC is visible. Below the logo, there are navigation tabs: Pages, School, Student, Attendance, Conduct, and Grades. The 'Student' tab is selected, and a red arrow labeled 'Step 1: Reports' points to it. Under the 'Student' tab, there are three sub-tabs: Options, Reports, and Help. The 'Reports' sub-tab is selected, and a red arrow labeled 'Step 2: Other Jurisdiction' points to it. A dropdown menu is open under 'Reports', listing various report options. The 'Other Jurisdiction' option is highlighted, and a red arrow labeled 'Step 3: Homeroom List' points to it. A secondary dropdown menu is open under 'Other Jurisdiction', listing various reports. The 'Homeroom List' option is highlighted in this menu.

BRITISH COLUMBIA MyEducationBC

Pages School **Student** Attendance Conduct Grades

Options **Reports** Help

Student List

- Details
- Contacts
- Attendance
- Conduct
- Transcript
- Assessments
- Academics
- Schedule
- Membership
- Transactions
- Documents
- At Risk
- Snapshots

Attendance Label FSS
Attendance Label FSS 5162
BC Student Information Verification Form
BC Student Information with Photo
BC Student Withdraw Form
Class Absence Letter
Honor Roll
Nominal Roll
Permanent Student Record
Permanent Student Record Labels
Report Cards
Student Address Labels - 5161
Student Address Labels - 5960
Student Request Entry Status
Student Unscheduled Periods
Grad Reports
Ministry Reporting
Other Jurisdiction
Quick Chart
Quick Report
My Job Queue...

Accommodation Directory (Ed Plan)
Account Statement
Attendance History
Birthday List
Bus List
Enrollment Activity
Homeroom List
Locker Assignments
Official School Transcript
School Variance Detail
School Variance Summary
Secondary School Information
Student Alerts
Student Assessment Scores
Student Contacts
Student Course Count
Student Directory
Student List
Student Membership
Student Profile
Student Requests
Student Transcript Sheet
Teacher Recommendation Verification