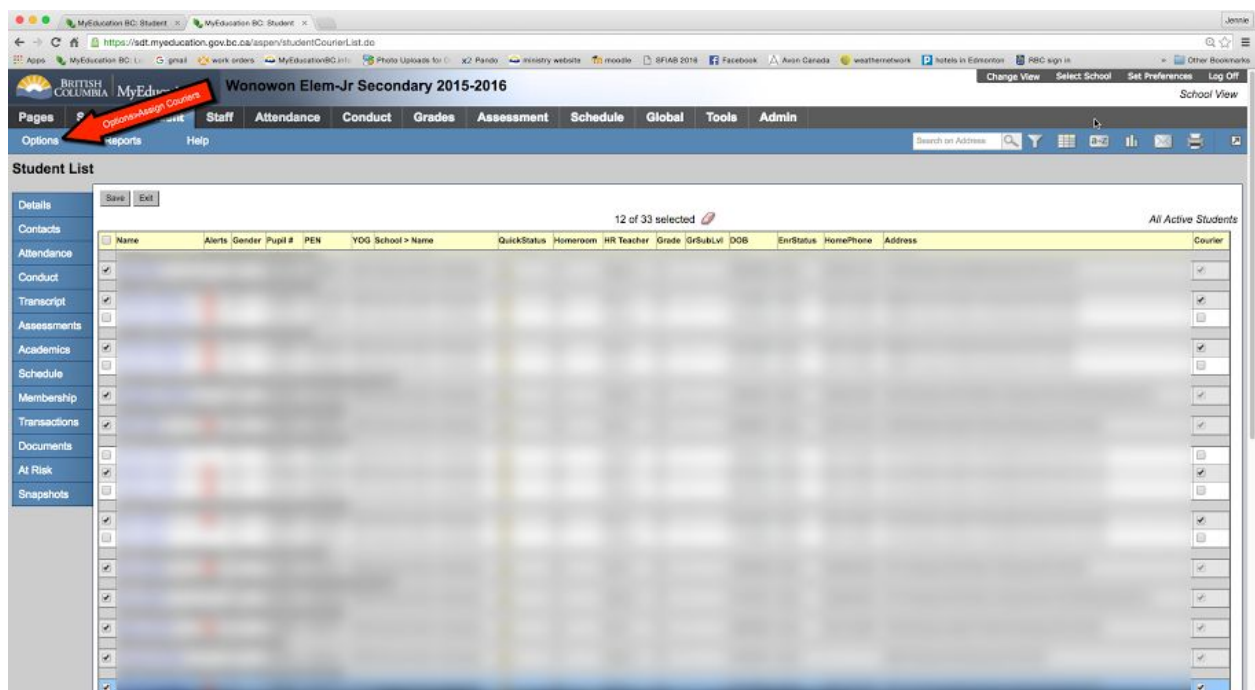


Assigning Family Courier to one student to each Address in MyEducation BC

A lot of notifications will be going home over the next while and I am sure you would rather send it home once per family in your school rather than 3, 4, 5 times. There is a way to assign the one student at each Address that will receive the notice and then print. Here are the steps:

School View>Student Top Tab>Options>Assign Couriers



This creates a checkbox column showing your school's Student list based on their Home Addresses.

You can then determine which student at each address will be taking the notice home>check the box beside their name>Save>Exit

I have created a Field Set that is available for all users that is called Family Courier--JC. The steps are:

School View>Student Top Tab>Filter: Family Courier--JC>select those that have an N>Options>Omit Selected>Sort by the Name column>sort by the Grade column>sort by the Homeroom column>Printer icon>Web Page (HTML)>you will now have a page to print.