

Instructions for MyEdBC Extracts - Demographics

Creating a new Student Demographics extract definition

1. In MyEdBC, click the *Student* top tab, the *Reports* sub-top-tab, and then select *Quick Report*.
2. Quick Report Step 1: Select "New Report".
3. Quick Report Step 2: Select "Simple".
4. Quick Report Step 3: Select the fields required by SIM. (see below)
5. Quick Report Step 4: Select "Name" for the sort order.
6. Quick Report Step 5: No totals or statistics.
7. Quick Report Step 6: No report title or report date, set Format to "Comma-separated values (CSV)".
8. Quick Report Step 7: No changes to field format options.
9. Quick Report Step 8: Save as "SIM extract - student demographics", Owner can be *User* or *School*.
10. Click *Finish* to generate the extract. When the extract is complete, press Ctrl+S (Cmd+S on a Mac) to save it to your computer. Then go back to SIM and select *Update from SIS* from the Options menu (top right corner).

Using an existing Student Demographics extract definition

1. In MyEdBC, click the *Student* tab, then the *Reports* sub-tab, then select *Quick Report*.
2. Step 1: Select "Saved Report", then select the previously created SIM extract definition.
3. Click *Finish* to generate the extract. When the extract is complete, press Ctrl+S (Cmd+S on a Mac) to save it to your computer. Then go back to SIM and select *Update from SIS* from the Options menu (top right corner).

Viewing List of Required fields

1. Login into SIM with a clerical account.
2. Open the Options menu (top right corner)
3. Select *Update from SIS*
4. Click the *Required Fields & Instructions* button
5. The required fields are listed under *Student Demographics*.

Note: Most fields are from the MyEdBC *Student* list. Fields from other lists are indicated by "School >", "Mailing Address >", etc.