

Instructions for MyEdBC Extracts - Enrolments

Creating a new Enrolments extract definition

1. In MyEdBC, click the *Grades* top tab, the *Transcripts* sub-top-tab, and then set the filter to *Current Students*.
2. Open the Reports sub-top-tab, and then select Quick Report.
3. Quick Report Step 1: "New Report".
4. Quick Report Step 2: "Simple".
5. Quick Report Step 3: Select the fields required by SIM (see below).
6. Quick Report Step 4: Select "Student > Personal Education Number" for the sort order.
7. Quick Report Step 5: No totals or statistics.
8. Quick Report Step 6: No report title or report date, set Format to "Comma-separated values (CSV)".
9. Quick Report Step 7: No changes to field format options.
10. Quick Report Step 8: Save as "SIM extract - student enrolments", Owner can be User or School.
11. 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 MyEdBC

Using an existing Enrolments extract definition

1. In MyEdBC, click the *Grades* top tab, the *Transcripts* sub-top-tab, and then set the filter to *Current Students*.
2. Open the Reports sub-top-tab, and then select Quick Report.
3. Step 1: "Saved Report", then select previously created SIM extract definition
4. 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 MyEdBC

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 *Enrolments*.