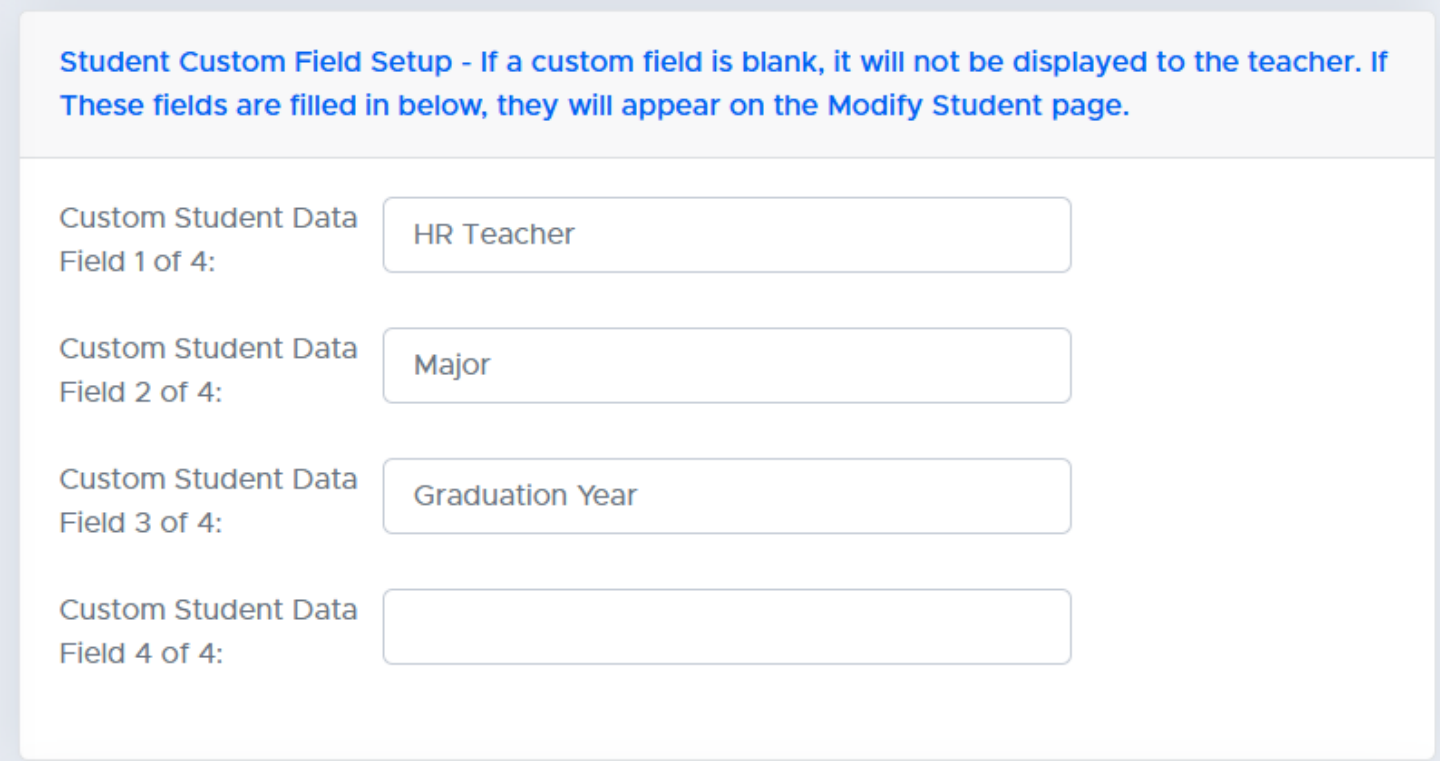
Custom Student Fields in Da Capo Inventory

Enrollment · https://docs.dacapoinventory.com/doc/custom-student-fields-in-da-capo-inventory/

Da Capo Inventory allows you to track up to **four custom fields per student**. These fields can be enabled, updated, and displayed to provide teachers with additional student-specific information.

Enabling Custom Fields



1. A **Director** enables Custom Fields from the **Director Dashboard**.
2. Once enabled, the fields will appear in the **Modify Student** page and in the **Upload Building (or District) Enrollment Template**.

Updating Custom Fields

Option 1: Manual Updates

- Teachers or Directors can add or edit custom field data for each student directly on the **Modify Student Detials** page.

Option 2: Upload Updated List of Students

- Teachers or Directors can re-upload the student list using the **Upload Building (or District) Enrollment Template**. The **Da Capo SYNC** feature can also be used to update such information during the nightly SYNC.
- To update successfully, the following must be included in the file:
  - **District Student ID** (must exactly match the existing record)
  - **First Name**
  - **Last Name**
  - **Grade Level**
  - Any **Custom Fields** you wish to update (up to four, located at the far right of the template).
- Only the fields you provide will be updated. Other student data will remain unchanged.
- Parent/guardian information is **not required** when uploading updates.

⚠ **Important:** Ensure that the District Student ID, student names, and grade level match existing records, and double-check spelling for accuracy.

Viewing Custom Fields

- Once saved, custom field data becomes visible when you visit the **Teacher's Enrollment Page** or by **hovering over a student’s name** on the **Lesson Card** (Teacher Homepage).
- This provides quick access to additional information at a glance.