How To Add Student Custom Fields In School Settings

When you need to create custom student fields you can navigate to the settings on the menu bar and find the students on top.

Menu Bar >> Settings >> Students

Click on **Student Fields.**

When you enter the Student fields section you will find some default system fields. You can turn off the usage of some of these fields or add more. You can also create custom Categories and add fields to them.

To delete a category click on the bin logo to delete it on the left side under the category list

Add a new category by clicking on the '+Add New Category'.

When you add a new category you will get a popup page where you will need to add details like-

- Category Title
- Sort order

and submit.



After you have added a category you can start editing or adding new values of the fields in it.

Click '+Add New Field'

In this area add:

- Field name
- Field Type (Textbox, Dropdown, Checkboxes, etc.)
- Default (if any)
- Turn on or off required, hide, and system-wide toggle so that the requirement can be visible with the field.

Click **Submit** to save.



You can repeat the same steps to create more fields.

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