

How to bring the MyEdBC master.csv extract into SilhouetteELAR4

(revised Sep 2020)

(Windows and MacOS)

Note: The screenshots in this tutorial are from the Windows version but the process applies to the MacOS version as well.

MyEdBC Silhouette Extract Procedures

- School OAA creates the master.csv extract from MyEdBC and saves it.
- OAA sends the extract as an attachment via email or copies it onto memory stick for the resource teacher to import into her own computer.
- **Please consult with your OAA.**

Open SilhouetteELAR4

Click on “Student Reports”

SilhouetteELAR4
Version 4.0.0



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Vancouver School Board elementary schools.

Student Reports

Comment Bases

Utilities

About

On-Line Help at duetsoftware.ca

Email SilELARHelp@duetsoftware.ca

Quit

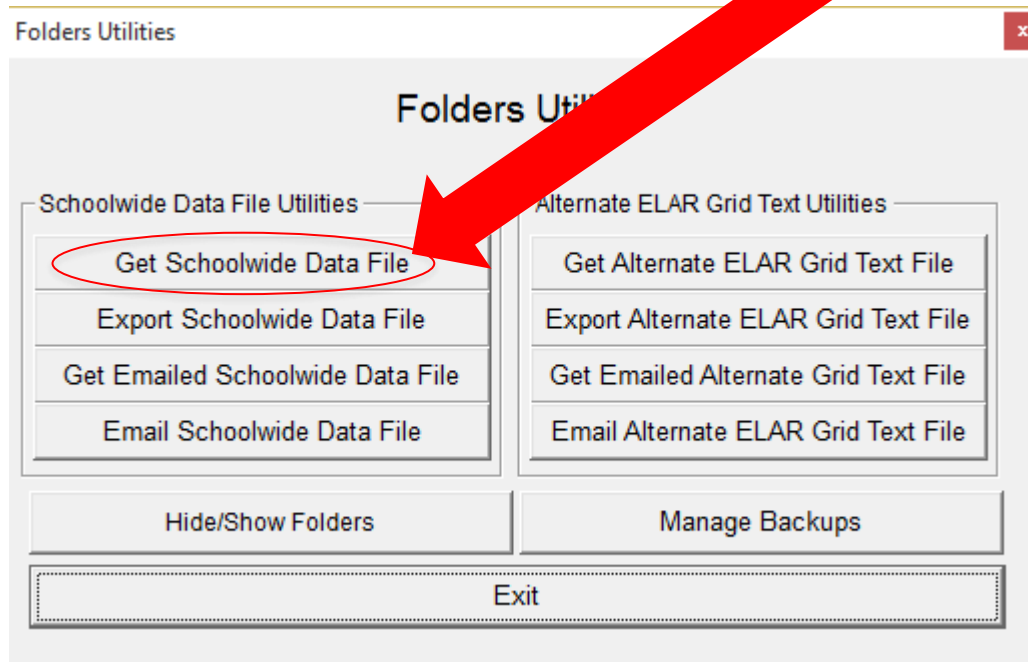
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No On-Line Update Available.

Click on “Folders Utilities”

The screenshot shows the 'Student Reports' application window. The title bar reads '4 SilhouetteELAR4 - Student Reports'. The main area is titled 'Student Reports' and contains a 'Location of ELAR class folders:' section with a text box showing 'C:\ProgramData\SilhouetteELAR4\Classes' and a 'Browse...' button. Below this is a 'Folders:' list containing three items: 'ELAR-1920-6 7 Group', 'ELAR-1920-K1 Group 1', and 'ELAR-1920-K1 Group 2'. A 'Show hidden folders' checkbox is present below the list. On the right side, there is a 'Student F' section with 'Sort by' options for 'Surnames' and 'First Names', and a checked checkbox for 'and by Grades'. At the bottom, there is a toolbar with several buttons: 'New Folder', 'Folders Utilities' (circled in red and pointed to by a large red arrow), 'Get Emailed Class Folder', 'Import Folder', 'Exit', and 'Export Folder'. On the right side of the main area, there are buttons for 'Create New Student file', 'Edit Report Data', and 'Batch Print Reports'.

Click on “Get Schoolwide Data File”

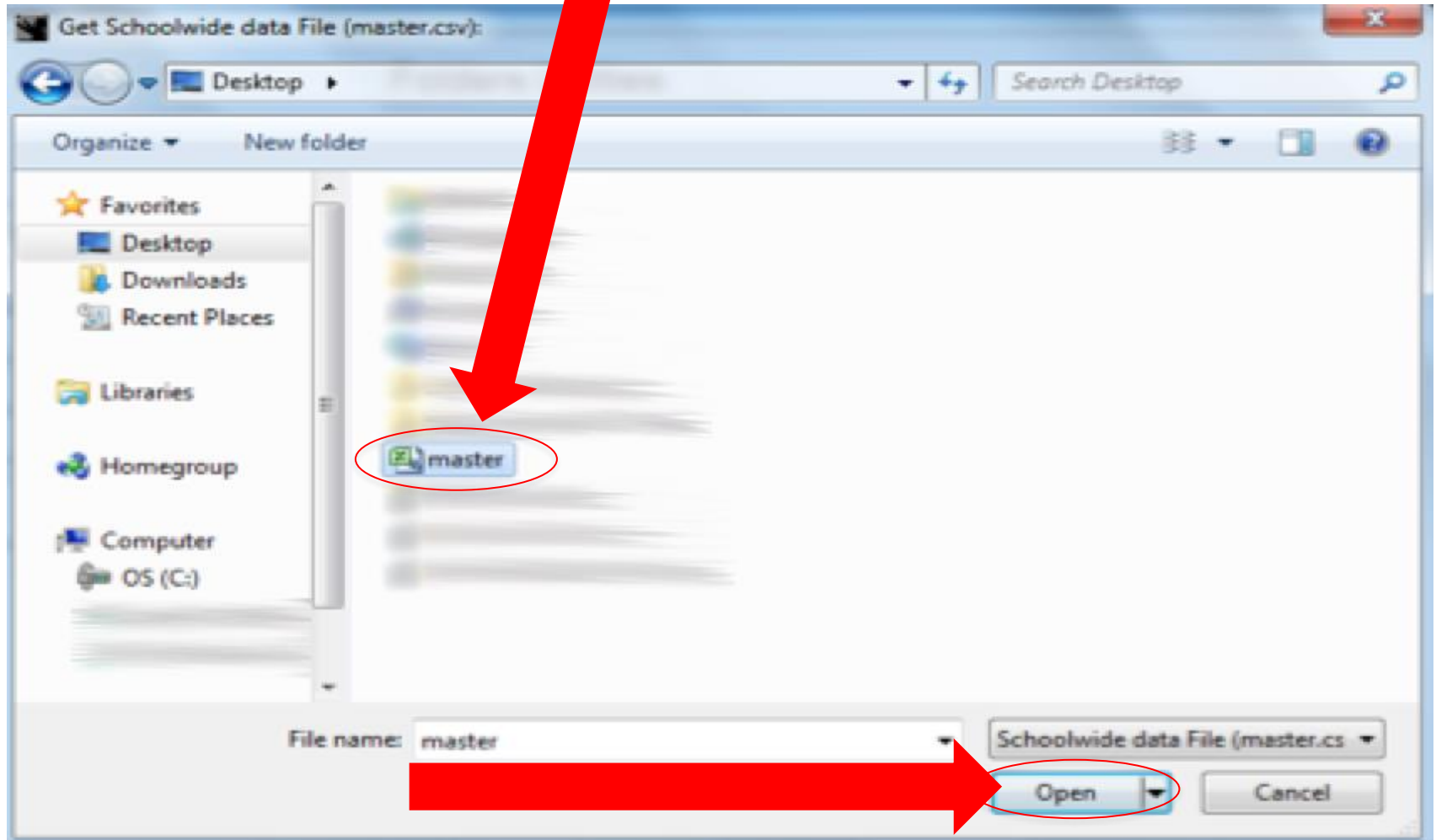


Find the “**master.csv**” file from where you saved it

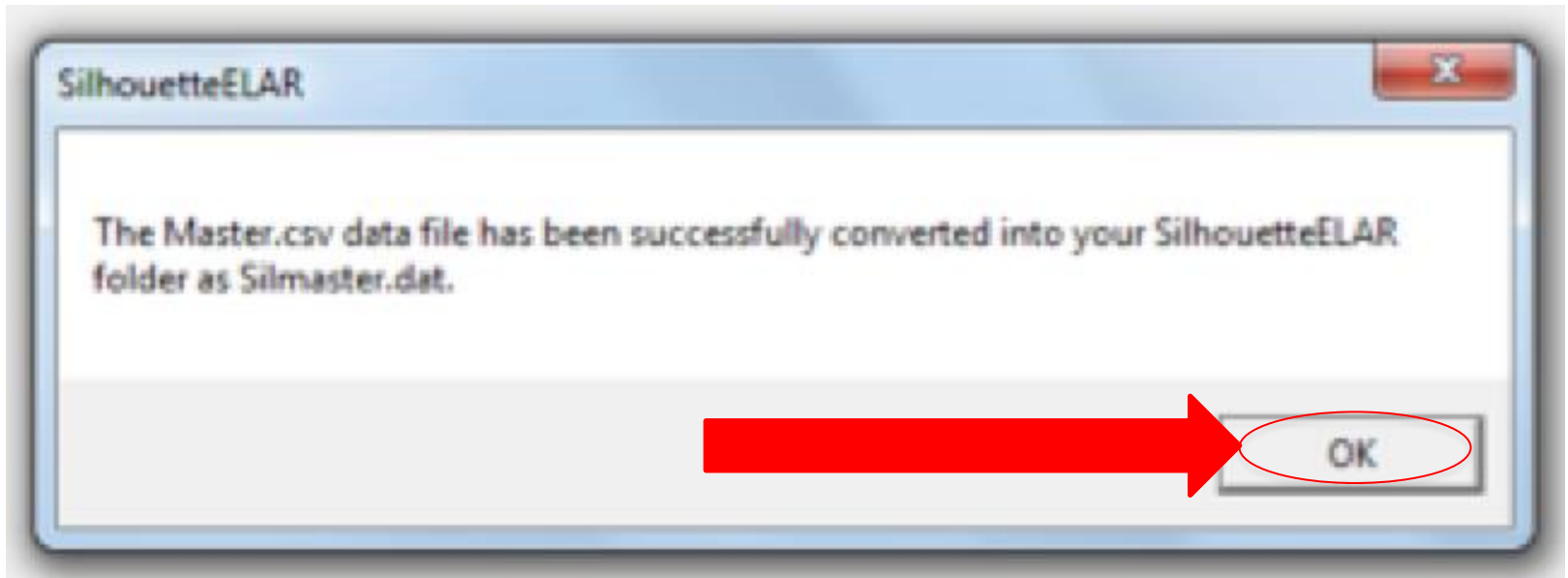
*(Sep 2020: both the Windows and Mac versions of SilhouetteELAR4 will recognize the master.csv file as long as it has the word ‘master’ in the file name and is a csv-type file. For example, if the school office staff saved the MyEDBC extract as **CaptainCookMaster.csv**, SilhouetteELAR4 would still be able to locate and import it.)*

Click on the file

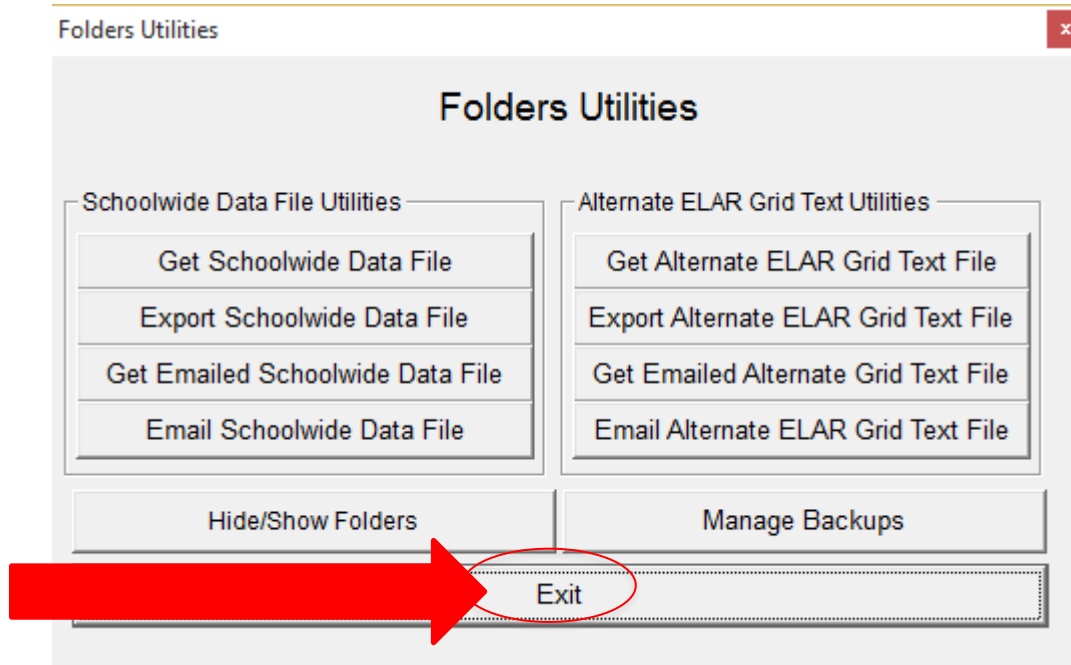
Click “Open”



Click "OK"



Click “Exit”



All done. The MyEdBC master.csv file has been copied into SilhouetteELAR4 on your computer.