

How to change the default path to save your SilhouetteELAR4 files

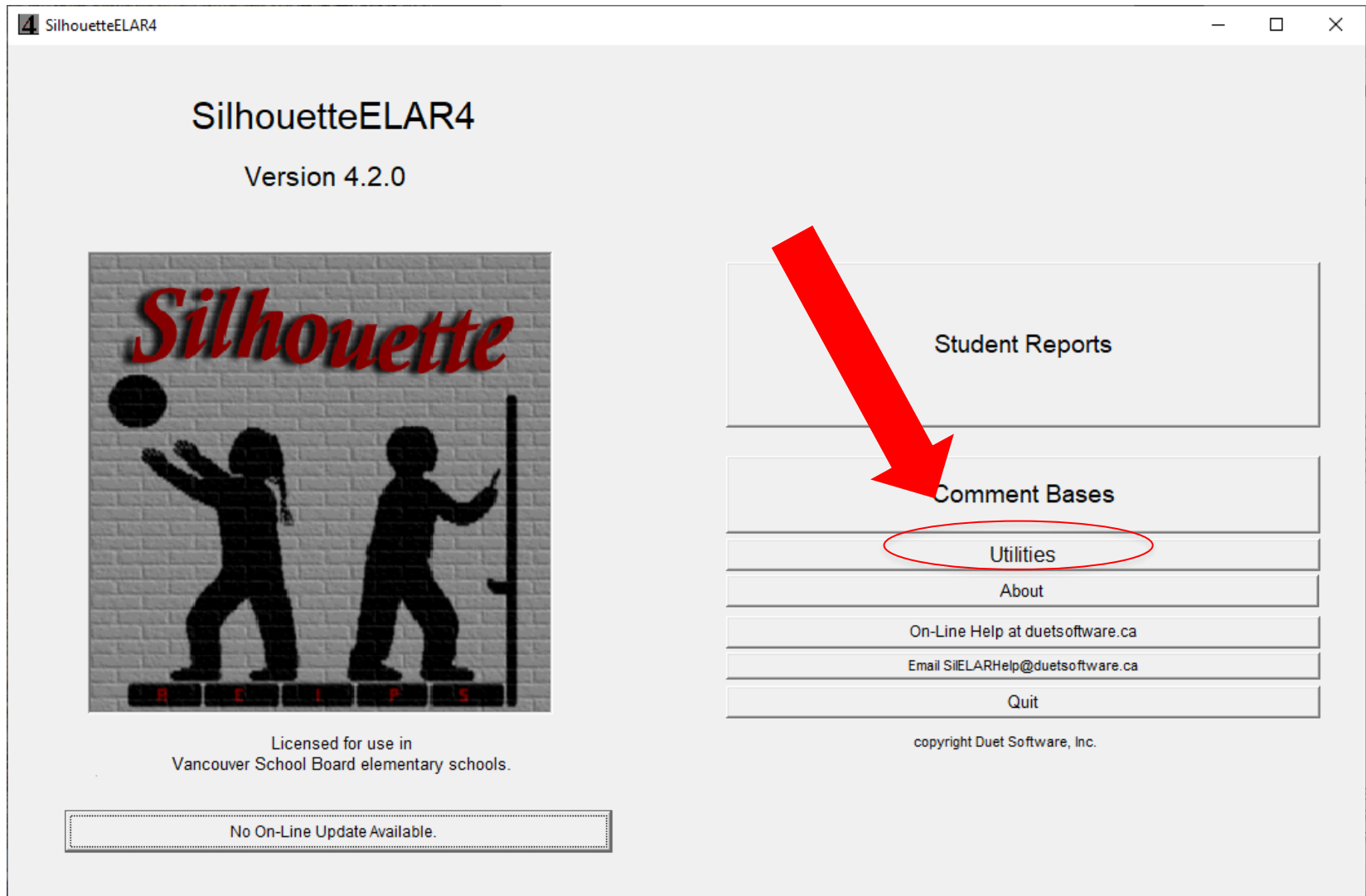
(revised Sep 2020)

New in Version 4.2.x

- Now that SilhouetteELAR4 is no longer installed on school servers, resource teachers must install SilhouetteELAR4 onto their VSB computers.
- By default, student report files are saved on your computer. However, you may wish to change that default to your **VSB OneDrive folder**.
- (Yes, saving onto a USB stick is possible but not recommended. Your VSB OneDrive folder is much more secure.)

Open SilhouetteELAR4

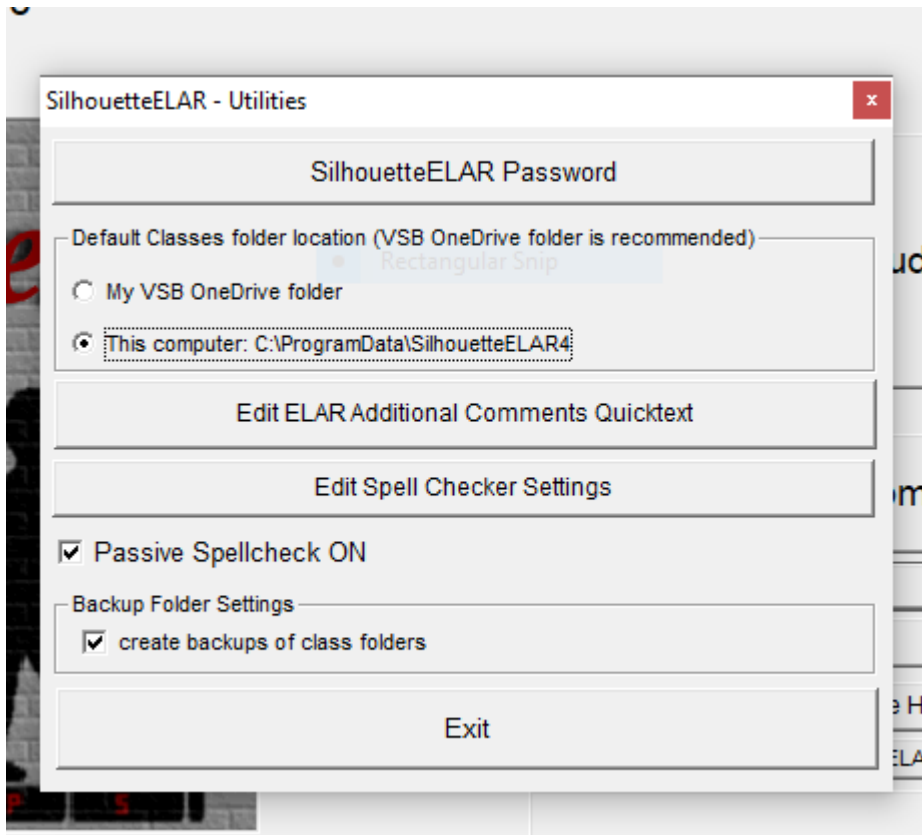
Click on “Utilities”



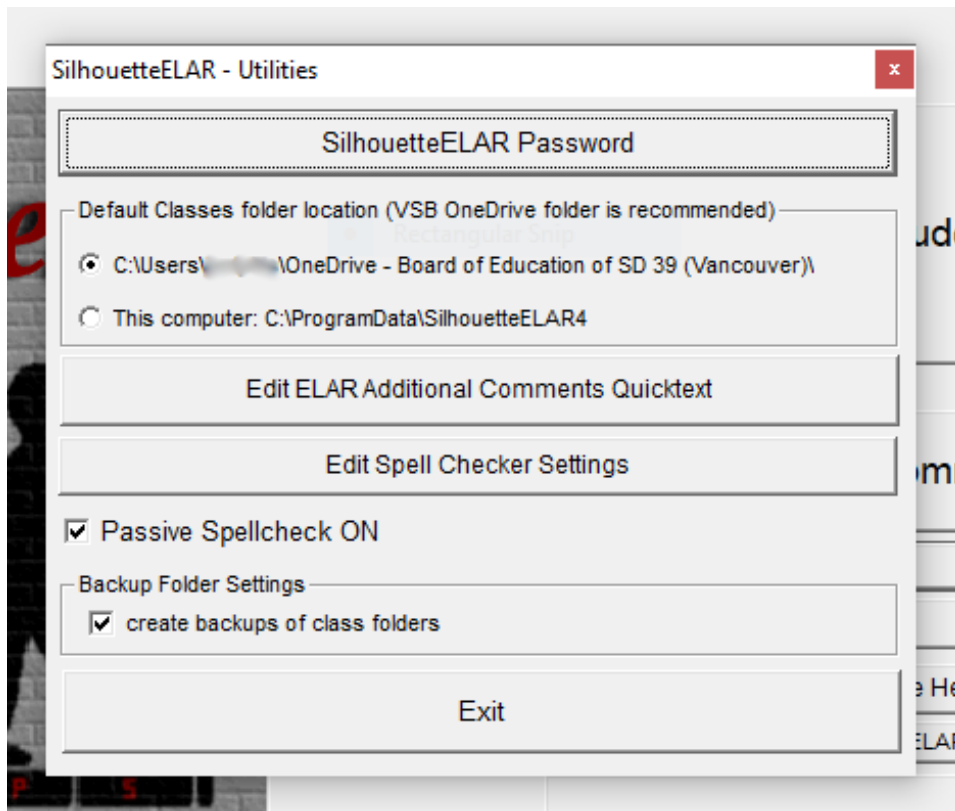
Default classes folder location

When SilhouetteELAR4 is installed on your computer, the main files are located in c:\ProgramFiles(x86). All student files and comment bases you create will be stored in the c:\ProgramData\SilhouetteELAR4 folder.

However, you may wish to have the student report files and your comment bases stored in your VSB OneDrive folder. By selecting the **My VSB OneDrive folder** radio button, SilhouetteELAR4 will thereafter use your VSB OneDrive folder as the default Classes, Comment Bases and Backup folder location.



Select the **My VSB OneDrive folder** radio button



When you select the My VSB OneDrive folder radio button, you will see a Browse for Folder window where you will locate and select **OneDrive – Board of Education SD39 (Vancouver)**. In most cases, just scroll up a little bit and there it is. If needed, a SilhouetteELAR4 folder will be created on your OneDrive folder and you are good to go. (This does not delete the files from your c:\ProgramData folder. Neither does it automatically copy the c:\ProgramData files into your OneDrive folder.)

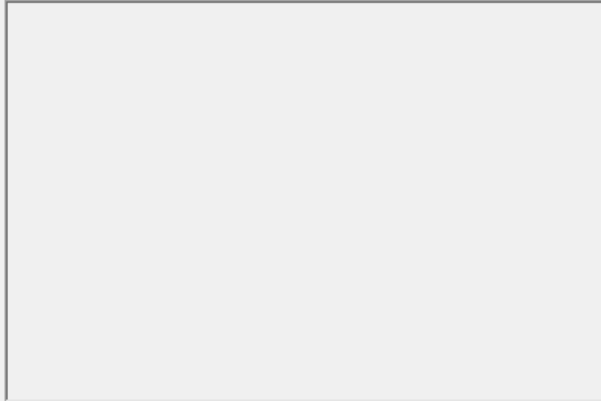
If you later change your mind, just reselect the **This computer** radio button. (This does not delete the files from your OneDrive folder. Neither does it automatically copy the OneDrive files into your c:\ProgramData folder.)

Student Reports

Location of ELAR class folders:

C:\Users\[redacted]\OneDrive - Board of Education of S [Browse...]

Folders:



Show hidden folders

New Folder

Folders Utilities

Get Emailed Class Folder



Import Folder

Exit

Export Folder



FYI – When you have selected your VSB OneDrive as the default save location, then the **Location of ELAR class folders** on the Student Reports window will display *C:\Users\[your VSB login name]\OneDrive – Board of Education of SD39 (Vancouver)*.