

Copying your Class Folders and Comment Bases to your VSB OneDrive

SilhouetteELAR4
Mac OS version

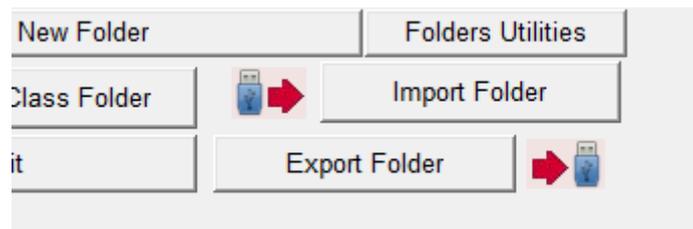
For many years it was expected that most teachers using SilhouetteELAR4 at school would be saving their work into their account on the school server OR saving to a location on their laptop computer.

Teachers are now directed to save to their **VSB OneDrive**.

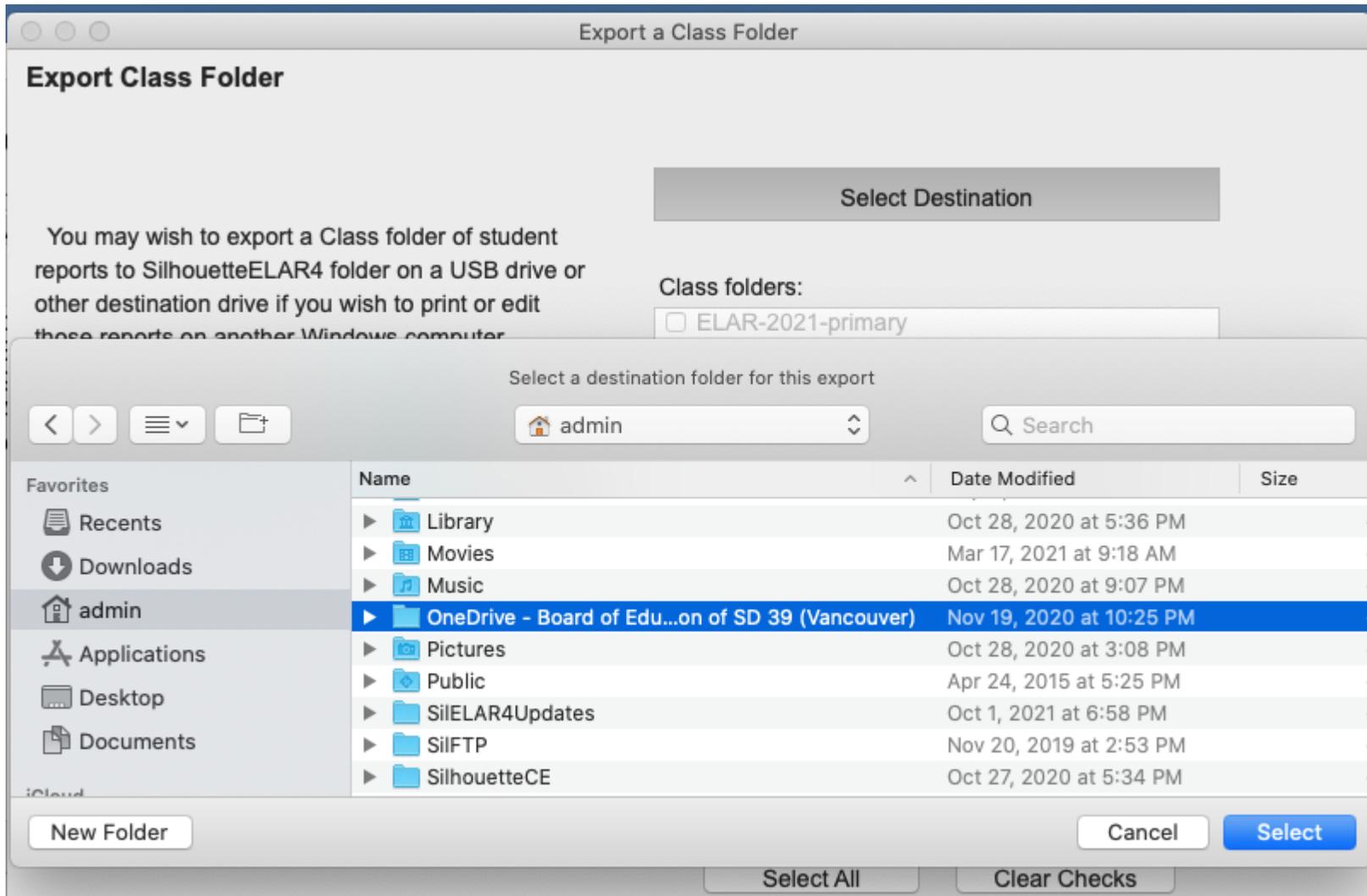
Scenario: You have classes saved on your laptop hard drive and would like to copy them to your VSB One Drive.

The process:

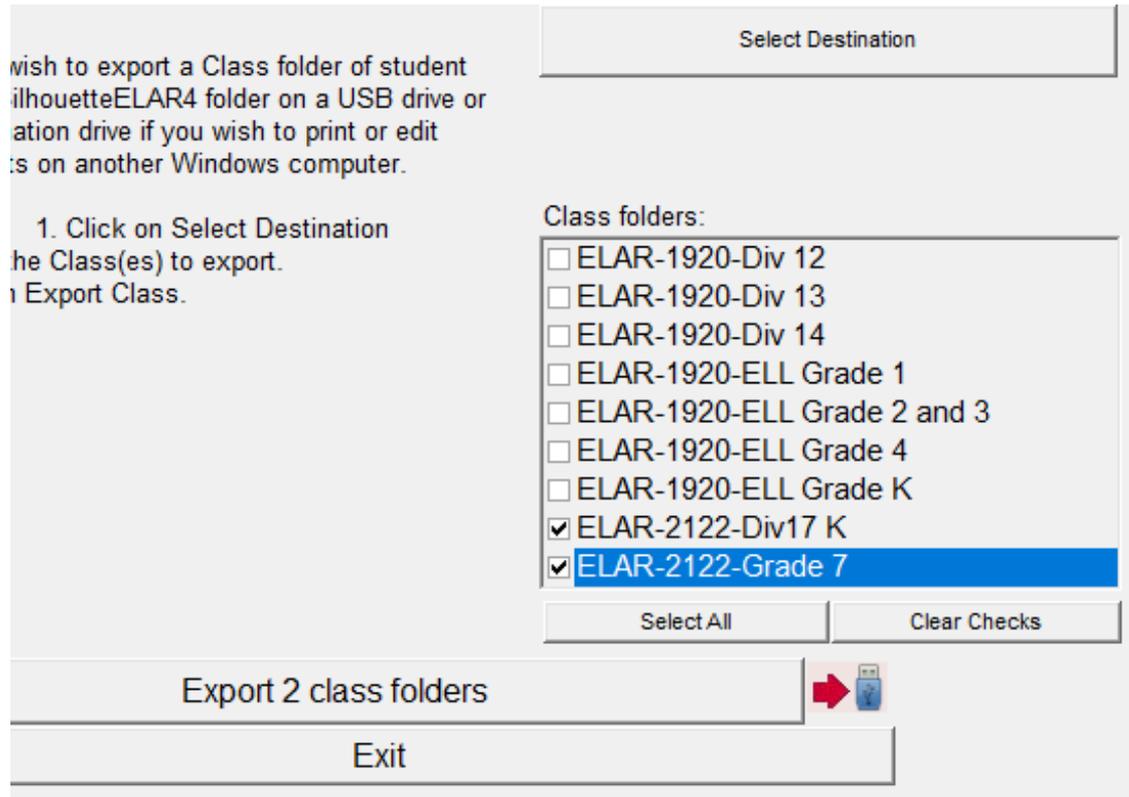
1. Open SilhouetteELAR4 and proceed to the **Student Reports** window. By default, the Mac OS version of SilhouetteELAR4 always shows the classes saved on your laptop hard drive.
2. At the bottom of the **Student Reports** window, click on *Export Folder*.



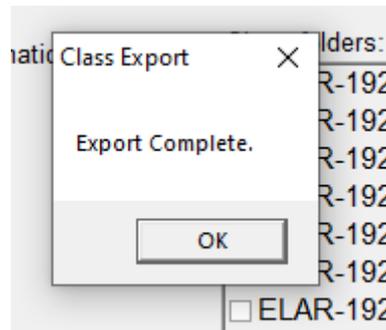
3. In the **Export Class Folder** window, click on *Select Destination*. You want to copy classes to your VSB OneDrive, so in the **Select a Destination Folder** window, locate and select **OneDrive – Board of Education of SD 39 (Vancouver)**. Click on *Select*.



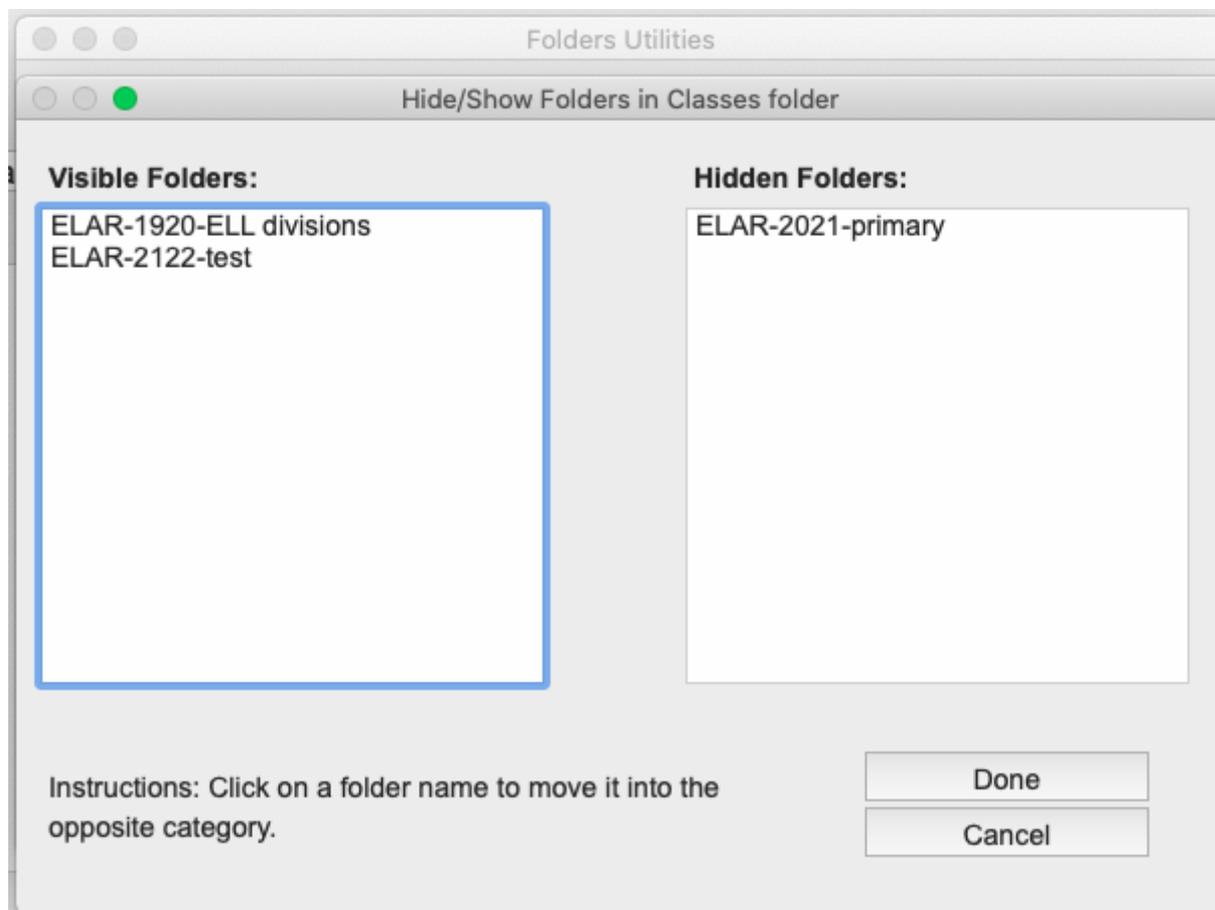
4. Check the classes you wish to copy to your OneDrive account and then click on the *Export* button (*Export 2 class folders* in the screenshot below).



5. When the classes have been copied to your OneDrive account you will see the **Export Done** message. Click on *OK*.



6. **TIP:** When you return to the Student Report screen your hard drive classes will still show there. These files can be hidden so that you will not accidentally continue working on them instead of your One Drive classes. Click on *Folders Utilities* then *Hide/Show Folders*. Click each file in the “Visible” category to move it over to the “Hidden” category. Click *Done* when you are finished.



7. **Getting back to work:** You want to work on the classes on your OneDrive, so you must change the default path by clicking on the Browse button at the top of the Student Report screen. Locate your VSB One Drive folder and select it, just as you did in step 3 above.

NOTE: You must do this EACH TIME you run SilhouetteELAR4.

8. **Comment Bases:** When you set your default path to your VSB OneDrive, SilhouetteELAR4 will store not only your Classes but your Comment Bases and Backups there as well. If you have Comment Bases currently on your laptop then you should use the same *Export Folder* process to copy the Comment Bases to your VSB OneDrive account, but of course, you will do this in the **Comment Bases** window rather than the Student Reports window.