

View or Print Report

Clicking on the View or Print Report button will bring up this window.

Vancouver School Board: Checklist Edition

Paper size: Letter

Report Text Font: Select

Times New Roman | 11

Get Default Font/Size

Set as Default Font/Size

Printer Settings

Print Report

Print Current Page

Exit

Preview of Report:

VANCOUVER SCHOOL BOARD
PRIMARY PROGRESS REPORT Grade 1 Term 2
Captain Vancouver Elementary School

Teacher(s): Mrs. G. Larned
Principal: Mrs. M. Rovers
Grade/Unit/Division: Grade 1
Year: 2005 - 2006

Number of Pages: ____

Reena Chand

Reena has quickly adjusted to the expectations of grade one. She has become an independent worker. She has made some friends and especially likes playing with Joey and Karen. Her favourite things about school are reading and art. Reena has a good attitude towards school and learning and is always well behaved in class.

Skills to be used in the learning experience to plan the experience	N	A	M	P
English Language Arts Overall achievement:				
writes in day and only and takes notes when approximating words				<input checked="" type="checkbox"/>
is using strategies to figure out unknown words when reading				<input checked="" type="checkbox"/>
reads and understands stories at her grade level				<input checked="" type="checkbox"/>
written stories are to public and make sense			<input checked="" type="checkbox"/>	
English language skills are developing				<input checked="" type="checkbox"/>
initiates conversations and contributes to class discussions				<input checked="" type="checkbox"/>
listens to others				<input checked="" type="checkbox"/>
Mathematics Overall achievement:	<input checked="" type="checkbox"/>			
Because Reena was absent every morning for the last two months, she was able to cover only part of the Mathematics curriculum for this term.				
identifies, extends and creates a pattern			<input checked="" type="checkbox"/>	
demonstrates an understanding of the addition and subtraction facts up to 10 with counters			<input checked="" type="checkbox"/>	
recognizes numerals and number words to ten			<input checked="" type="checkbox"/>	
Music Overall achievement:				<input checked="" type="checkbox"/>
participates in singing and dancing activities				<input checked="" type="checkbox"/>
demonstrates appropriate audience behaviour				<input checked="" type="checkbox"/>
creates steady beat movements with her hands and feet				<input checked="" type="checkbox"/>
Physical Education Overall achievement:				<input checked="" type="checkbox"/>
performs numerous motor skills individually and with a partner using a variety of gym equipment			<input checked="" type="checkbox"/>	
engages in physical activity in a safe and responsible manner			<input checked="" type="checkbox"/>	
actively participates with enthusiasm in cooperative games			<input checked="" type="checkbox"/>	
listens intently to directions and is able to follow rules to P.E. activities			<input checked="" type="checkbox"/>	
demonstrates behaviours that indicate interest and enjoyment in physical activity			<input checked="" type="checkbox"/>	

Goals and Support I has

Reena's goal for next term will be to increase her reading level. This will be the focus of the daily guided reading lessons. Reena will continue to receive pull out support from the resource teacher five periods a week in order to develop her reading, writing and English language skills. At home you can support her learning by reading to her daily and by listening to Reena read her home reading books.

Teacher's Signature _____
Principal's / Vice Principal's Signature _____

Page 1/1 < > + - Set

The Silhouette print preview will show you the entire report for this student, as it would be printed. Click the < and > arrows to turn pages, and + and - to adjust the magnification of the preview. Use the scroll bars to slide the report in the window, or drag the report over by holding the mouse button down on the preview and moving the mouse. Click the Set button to set the current magnification as the default value.

Important: If you use the Report Text Font Select button to choose a different font and/or fontsize, SilhouetteCE will store that information for use when you later print or view this report. When you click on the Exit button, the font and fontsize information are stored.

The print preview cannot be edited. Return to the Student Report section to make any changes.

Get Default Font/Size

You may have been experimenting with different fonts and font sizes for your report. Click this button to retrieve the Default Font and Fontsize. When SilhouetteCE was installed on your computer, the Default was Times New Roman 10, but you may have changed the default (either accidentally or on purpose) since then.

Set Default Font/Size

Here you may set the current font and fontsize and the new default for student reports viewed or printed at your computer. This does not override custom font and fontsize settings that may have been set previously with other students.

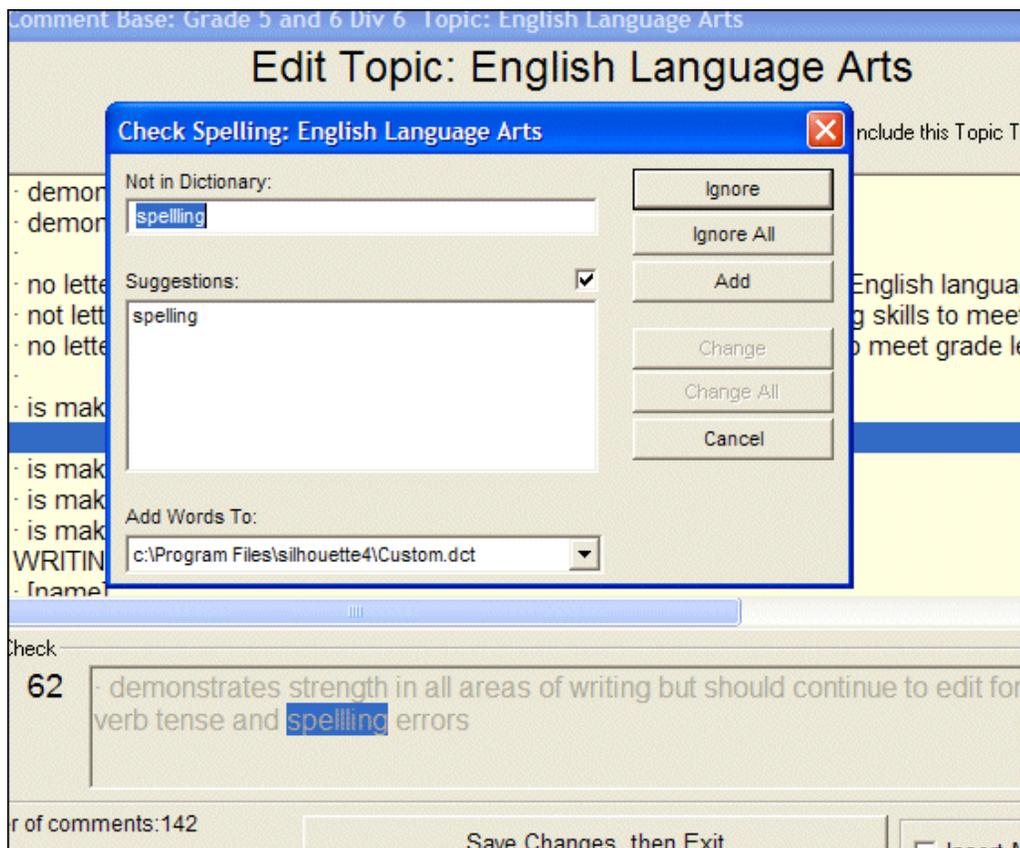
Appendices

The SilhouetteCE Appendices offer more specific information about some elements of SilhouetteCE.



Appendix A: The Silhouette Spellchecker and Thesaurus

The Silhouette Spellchecker



The Silhouette Spellchecker is available throughout Silhouette wherever you are editing text. This spellchecker functions like many typical spellcheckers. Click on the **Check Spelling** button:

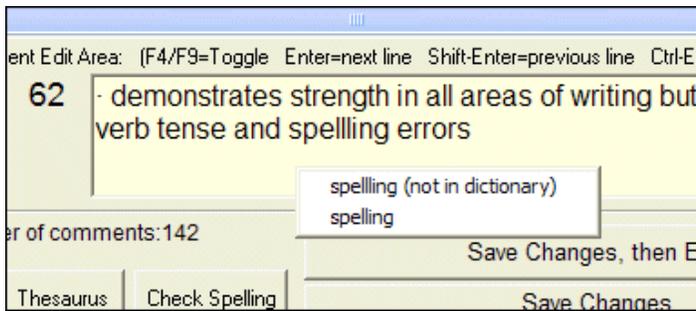
- misspelled words are displayed in the top window
- Silhouette will check its dictionary and display words with similar spellings
- Click on Ignore to skip this occurrence of the misspelled word, or Ignore All to skip all occurrences of the word.
- click on Add to add this word to the Silhouette custom dictionary. Use this feature to build up a custom dictionary of Canadian spellings and educational terms.
- To correct a misspelled word, enter the proper spelling beside the words "Change To:" or select a replacement from the list of suggestions. Then click Change to correct this misspelling or Change All to correct all misspellings of this word.

Notes:

1. When checking spelling in Student Reports, Silhouette only checks those comments which have been selected for inclusion on the report.
2. Silhouette does not check the spelling of any word containing a non-alphabetic character (e.g. postal code, numeric data, etc.)

Spellcheck: Autocorrect ON

In Silhouette Utilities (accessed on the front screen), you can turn Autocorrect on or off. When ON, as soon as you have typed a word, the spellchecker will compare try to find it in its dictionary and custom dictionary. If the word is not found, then the spellchecker may simply underline it if it finds no alternate spellings. It may also display a dropdown list of up to five alternates.

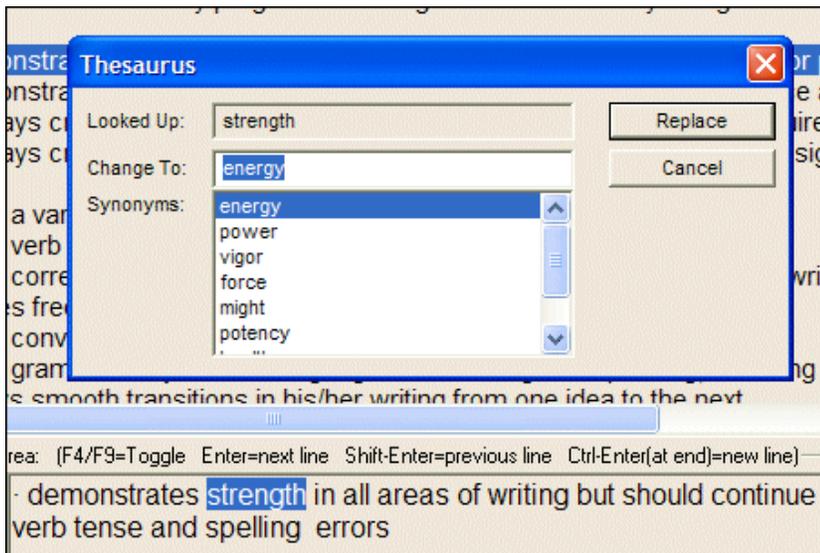


The Silhouette Thesaurus

The Silhouette Thesaurus is available in the Comment Base only. To use the Silhouette Thesaurus:

1. First highlight a word in the comment base. You can do this by double-clicking a word or by dragging to highlight the word or partial word.
2. Click on the Thesaurus button. If the selected word is in the thesaurus, up to ten related words will be shown. To replace the selected word, click on a word from the list and then click on Replace, or just double-click on the word from the list.

Tip: If, for example, you double-click on the word *prompting*, the thesaurus will reply that it has (No Suggestions). Instead of giving up, highlight the root word only, *prompt*. The thesaurus will display a full set of ten synonyms.



Appendix B: SilhouetteCE Tips

The Escape Key

In most Silhouette windows, pressing the Escape (Esc) key will activate the current Cancel, Exit or Done button.

Renaming and deleting text files

When loading or saving plain text files in Silhouette (for example, Report Opening and Closing comments, and Get Other File in Overview Topics and Introductory Comments) Silhouette will display the standard Windows requester. Within that requester, you can click a filename with the right mouse button and rename or delete the file if necessary.

Adding extra comment lines

When creating comments, it may be helpful to add a few blank lines at the end of each Topic Area. This will enable you to type in extra comments for any student who needs them without permanently entering them in the comment base.

If your Comment Base topic has many comments, you may find it confusing as you navigate back and forth. Use blank lines to mark off different sections. Type in labels that will help you to identify the sections even if you would never include them

in a student's report. Make it easy on yourself.

Adding bullets and special characters

Always put a space after bullets and special characters to separate them from the following word. This will ensure that the Silhouette spellchecker can distinguish the word from the special character. (Note: Hold Alt and type 0183 on the number pad to type a bullet manually, but make sure that the NumLock key is on)

Backing Up SilhouetteCE Data

It is always wise to backup your data. You could export to a floppy disk (the least safe method), or export to another hard drive on your computer, to a network folder on your network, or email the data to a friend or to yourself at school or at home. Whatever method you choose, you will know that if something untoward happens, you have a backup available.

Note: When exporting a class, the associated comment base files can be exported at the same time, so it is not necessary to export them separately.

Setting up your Comment Base

Before beginning your comment base you should plan its layout. Some teachers prefer larger topic areas containing sub-topics, others prefer a number of smaller topic areas. Also, some teachers prefer to include several versions of a single comment while others include just one version and edit it for each student. Some teachers prefer to build one comment base that will be used all year, while others prefer to use a new comment base each term, perhaps importing or cloning some of the previous term's comments. Silhouette is extremely versatile and can be set up to meet each teacher's needs.

Moving/re-ordering comments in the Comment Base

You may find that you wish to re-order your comments within a topic area.

To move a block of comments, or re-order them:

1. Click on Multi Move Mode. Follow the red on-screen instructions.
2. Select up to 25 comments you wish to move, in the order you want them to appear. Silhouette will remember the order in which you click them.
3. Click on Selections Done.
4. Silhouette will display each of the selected comments, in the order they were clicked, and ask which comment number it should be inserted before. Click the comment number and the moved comment will appear immediately before it.
5. If all the comments are to be moved as a block, hold the SHIFT key while clicking the comment number referred to in step 4 above. Silhouette will then move all the selected comments, in the order they were selected to the new location.

Warning: If you enter Multi Move Mode, then find you must cancel the operation, Silhouette will exit right out of the topic area. It is recommended that you use the Save Changes button to save the topic area before entering Multi Move Mode.

Hiding and showing files

After using Silhouette for a number of reporting periods, you may find that you have Overview, Class, or Comment Base Folders which you want to keep but don't need to see in the file list. These files can be hidden by clicking on the Hide/Show button, then selecting the folders you wish to hide.



Appendix C: Windows/MacOS Compatibility

SilhouetteCE for MacOS comment bases and student reports are completely compatible with SilhouetteCE for Windows. Thus, these files can be transferred and used between both versions.

Disk formats: Windows or MacOS?

In order to share files between the Windows and MacOS versions of Silhouette, you must be able to read the same floppy disk in both computers. Since Windows cannot read a MacOS disk, you must use a Windows formatted disk in the MacOS computer.

Reading a Windows formatted disk with MacOS

MacOS computers running System 7.5 or later have the PC Exchange extension included as part of the System software. Make sure the extension is turned on and the MacOS computer will recognize a Windows disk when it is inserted.

Problems with Windows disks

Sometimes a MacOS computer will be unable to read a Windows formatted disk. This can occur if the disk was formatted with no label and used with Windows. It appears that Windows will overwrite the portion of the disk that should contain the disk label, so that the MacOS computer will display an incorrect disk label even though Windows will still consider the disk unlabeled. Typically, the MacOS computer will think the disk is labelled "ASi!" or "ASi" or contain an unknown character. It is recommended always to format your disks with labels if you may wish to transfer the files between the different versions of Silhouette. SilhouetteCE for Windows will automatically relabel your floppy disk before exporting any files to it.

Often reformatting the Windows disk, or trying a different disk, will solve the problem.

What if SilhouetteCE will not import from a PC disk?

There may be disks that PC Exchange can read, but still are unreadable to SilhouetteCE. If this occurs, simply open the SilhouetteCE folder from the floppy and drag its contents into your SilhouetteCE folder on your MacOS hard drive.

MacOS system files

The MacOS operating system automatically writes files onto any disk that is used in a MacOS computer. Therefore, after a Windows formatted disk has been read by MacOS, there will be some MacOS files on it (e.g. desktop, finder.dat, resource.frk, etc.). This is normal, and these files should be ignored. They will not interfere with SilhouetteCE for Windows or MacOS.



Appendix D: Keyboard and Mouse Shortcuts

Esc	The Esc key is always linked to the Cancel and Exit buttons in SilhouetteCE. Using this option will save a lot of time as you navigate through the screens.
Comment Base topics: Listbox highlighted	
F4 and F9	Press the F4 or F9 keys to switch focus to the editbox
Left click comment	Use the left mouse button to select a comment. The comment will appear in the editbox below.
Right click comment	Use the right mouse button to select a comment. The comment will appear in the editbox below and the focus will switch to the editbox so that you are ready to edit that comment.
Scrollwheel	Use the mouse scrollwheel to scroll up and down the list.
F7	Pressing F7 will insert a new comment at the bottom of the list
Up/down arrow keys	Use the up and down arrow keys on the keyboard to scroll up and down the list
Comment Base topics: Editbox highlighted	
F4 and F9 and Tab	Press the F4 or F9 or Tab keys to switch focus to the listbox
Arrow keys	Use the left, right, up and down keys on the keyboard to navigate in the editbox
Enter key	Press Enter to move to the next comment in the listbox and be ready to edit it
Shift-Enter	Press Shift-Enter to move to the previous comment in the listbox and be ready to edit it
F7	Pressing F7 will insert a new comment at the bottom of the list
Alt-0183 (Windows)	Windows: To insert a bullet in any text area in Silhouette, hold the Alt key and type the numbers 0183 on the number keypad. Check the

	Num Lock is ON.
Keyboard Shortcuts	
Ctrl-X	Use the mouse to highlight a section of text. Hold the Ctrl key and press the X key to cut the text and place it into the computer clipboard.
Ctrl-C	Use the mouse to highlight a section of text. Hold the Ctrl key and press the C key to copy the text and place it into the computer clipboard.
Ctrl-V	You can paste the text that was cut or copied into the computer clipboard. Click the mouse into the place where you would like to have the text placed. Hold the Ctrl key and press the V key to paste the text.
Preview Screens	
+ and - keys	These keys are linked to the + and - buttons below the print previews seen when you are preparing to print a Comment Base topic, a Report Overview, a Single Student Report or Batch Printing student reports.
< and > keys	These keys are linked to the < and > buttons below the print previews seen when you are preparing to print a Comment Base topic, a Report Overview, a Single Student Report or Batch Printing student reports.
Grades Entry Table	
Page Up Page Down	These keys are linked to the forward and back arrows and will advanced or back to the next student.
Tab	Moves down the column of marks.
Enter	Moves the cursor to the next mark to be entered for this student, either work habits or grade.



Appendix E: Network Options

Network Features

For schools on Novell and Windows Server 2003 networks, SilhouetteCE has features that allow for easy updating and sharing. All but one of these setting are made by editing the Sil.ini file. In most case this would be done by the district or school technology staff rather than by a classroom teacher.

The default Network Settings:

```
[Network Settings]
NetworkExe=False
Network Shared Folder=
Home Drive=
SNFDropdown=False
PreventUpdates=False
RegControls=False
```

VSU Windows Server 2003 typical settings:

```
[Network Settings]
NetworkExe=True
Network Shared Folder=s:\Teachers Community\SilhouetteCE
Home Drive=h:\
SNFDropdown=True
PreventUpdates=True
RegControls=False
```

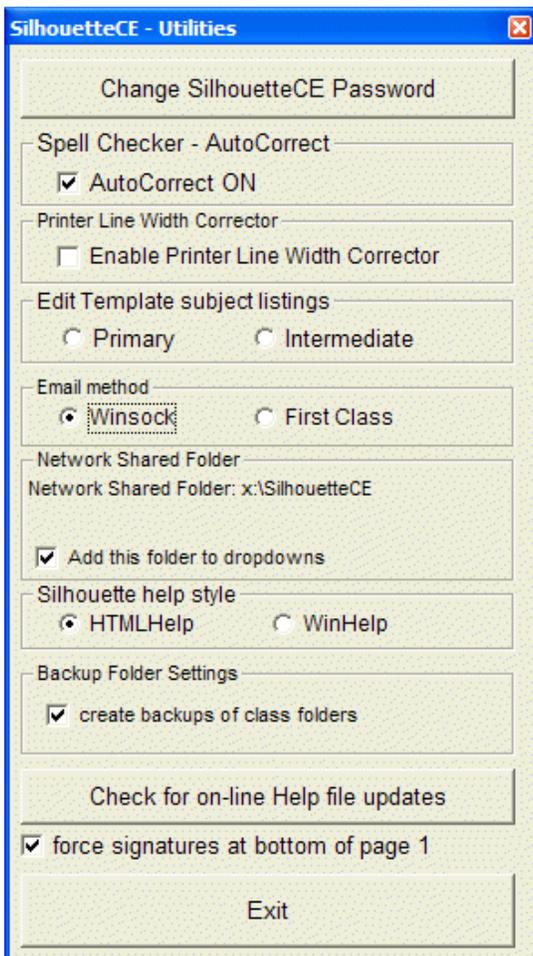
NetworkExe: When True, this indicates that SilhouetteCE is being run from a folder on the network. The folder contains the SilhouetteCE.exe and all the Silhouette related files including all the dependencies (e.g. ocx's, dll's, custom fonts). All computers on the network would run from this exe.

Home drive: On the network, each teacher's home drive, though labelled h:\, is distinct. When NetworkExe=True all work is directed to the Home Drive. In this way, each teacher's settings, classes and comment bases will be separate from everyone else's.

Special Network Folder: (Note: on SilhouetteCE screens, this is referred to as the Network Shared Folder.) This SilhouetteCE folder (Note: it must be a SilhouetteCE folder) is designated as a folder that each teacher can save to, when, for example, she wants to place a class folder to be printed, or she is sharing a comment base. There are special buttons on the Export and Import Comment Base and Class Folder windows which allow for instant access to the Network Shared Folder.

SNFDropdown: This is the only network setting that is accessible through SilhouetteCE Utilities. When checked, the Special Save Location will appear on the path dropdowns on, for example, the main Comment Base window and the Student Reports window. While most teachers may not use this feature, a secretary who is printing reports, or an administrator who is reviewing reports may find it very useful.

RegControls: When True, ActiveZip.ocx will be registered on the computer. This may be a necessary setting with some versions of Novell network installations. Default=False





Appendix F: Printing Class Lists

SilhouetteCE has a built-in utility to print class checklists. Many teachers have found the Silhouette checklists to be a very handy classroom management tool.

The Print Class List feature in SilhouetteCE is a customized and limited version of ClassList Printer, the software made freely available to schools that own a licence to Silhouette 4 or SilhouetteCE.

In Print Class List, you are able to print whole or partial class lists. You are able to customize the look of the printout in many ways. There are three or four frames on the main screen (below) that allow you to customize the printout: Data to appear on Class List printout, Sort by, Settings, and, if the class is a multi-grade class, Multi-Grade Settings.

With you class folder selected, click on **Print Class List**.

Class list printing options

Data to Appear on Class List Printout: Enter school and class information here to appear at the top of the class list.

If your class is using the Custom Report Format and you have entered the custom report data, then this information will automatically appear in many of the fields in this section. Otherwise, you will have to enter the data you wish to appear on a printout. The data will not be saved for future printings.

Indent Female names: Select this option if you want the girls' names to be indented a few spaces.

Sort by: You may choose to sort by first or last name, or to show first name only.

Choose Print Mode: Select Print Class with Grid to create an empty checklist, or Print Class with Grades or ID to print a hard copy of the grades you entered or a list of student ID numbers.

Settings: With these settings you are able to customize class list printouts to a great extent. The default setting (as above) will appear every time you enter the Print Class List section of SilhouetteCE, Your altered settings will be maintained for only as long as you work in this section.

Select the number of columns and height of rows for this printout. You may also choose to add up to 5 blank rows at the bottom of the list.

Be warned that if you choose a large font size, part of some students' names and other information may be truncated. Note also that the student name is printed along the bottom of the rectangle that encloses it.

Paper Size: Choose letter or legal.

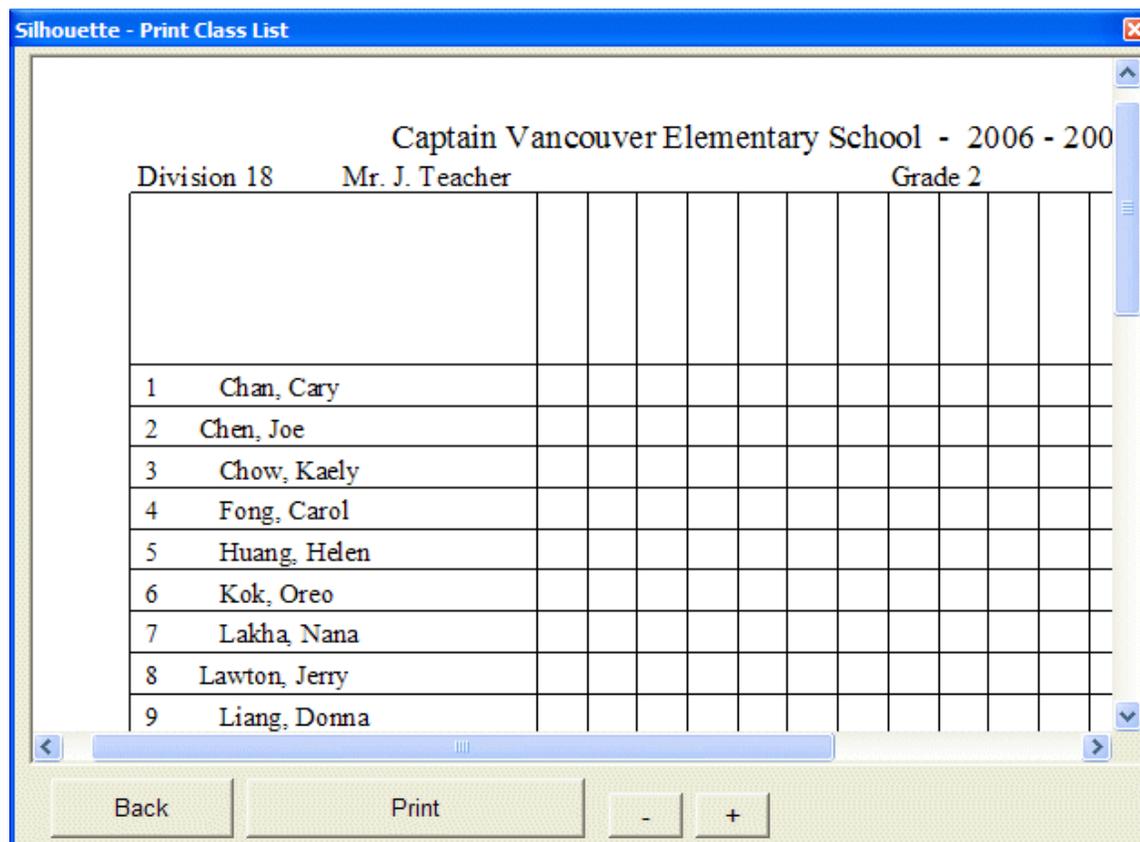
Include top/bottom columns: Checking either or both of these will add a tall extension to the top or bottom of the checklist which will be a place for writing column headings.

Printout Font: click on Change to select a new font or size.

MultiGrade Class Settings: These options will only appear if the class has more than one grade represented. You can choose to sort by grades and to show the grades alongside the student names.

Once you have selected the printing options, select the names of the students you wish to be included on the class list (you do not have to print the whole class) and click on Show. SilhouetteCE will display a preview of the list. Click on Back to change any of the settings, or Print to print the list.

The minus (-) and plus (+) buttons are for zooming in and out.



Printing a Grades List

If you have selected Print Class with Grades or ID, a drop down menu and a list of subjects will appear. Use the drop down menu to select Term 1, 2, 3, or Final. Then select the subject(s) you wish to have printed out and whether or not to Include Effort Marks (check box). Then click on Show/Print to view and print the list. One further option is to select Student ID Numbers from the drop down menu. In this case, the subjects will disappear and the list will only contain the student names and ID numbers.

ClassList Printer offers additional options

The separate software, ClassList Printer, offers options to create, print and save as Silhouette files any particular grouping of students at your school. Thereby, you may create and print a list of sports team, drama club or band members. See the ClassList Printer manual for details.



Appendix G: Creating Class folders using classlist files

SilhouetteCE's companion utility, ClassList Printer, can create Silhouette class lists using a the Schoolwide data file or master file exported from TurboSchool.

The Schoolwide Data file format

In order for Classlist Printer to create SilhouetteCE class list files, you must have a Schoolwide data file containing the names of all the students in the school. The file must be a text file with one line for each student containing the following information:

Division

Last Name

First name

Used

Sex

Grade

Student Number

Provincial Education Number (PEN)

Teacher

Room

Each item above must be enclosed in quotation marks in the line for one student. Here is a sample of the data needed:

"1","Barker","Sandra","Sandra","F","7","4194","999970899","Mr M Post","201"

"1","Chan","Edward","Edward","M","7","4321","999951138","Mr M Post","201"

It is not essential that each item be included, but any excluded items must still be represented by a comma and a pair of quotation marks ("").

It is essential that each student have a unique student number and that the first six items are accurate.

See ClassList Printer instructions on how to export this file.

Once the school master file has been created, use ClassList Printer to create SilhouetteCE class list files. ClassList Printer will read the master file and create single class list files on a floppy disk.

Creating a class folder in SilhouetteCE from a classlist file

To create the new class, run SilhouetteCE and insert the floppy disk containing the new class list file that ClassList Printer has created.

1. Select Student Reports, then click on Create New Class.
2. Select Create New Class from Class List File
3. Select a:\ (or other source drive) SilhouetteCE\ as your Path to Class List Files.
4. SilhouetteCE will display all the class lists in the source folder. Select the appropriate one and click on Use Class List.
5. Enter the name for the new class folder and choose one of the two comment base options - either a single comment base for the whole class or individual comment bases.
6. Select the comment base(s) to be used with the new class then click on Proceed and the new class folder will be created with the student files in it.

Note: If you plan to use a **template** as a basis for your student reports, do not do the above. Rather, create an empty new class folder, then create your template. Once the template is created and completed, select Create New Student Files from this Template, then Use Class List File.



Appendix H: Including Attendance

SilhouetteCE will print student attendance data onto each report card. In order to do this, you will need an attendance file exported from your office or district computer. Once this file has been imported into your SilhouetteCE folder, the attendance option will be available on the Print/View Reports screen.

Turbo-School Note: Schools using Turbo-School (v8.09 or better) can get an attendance export by going to Utilities -> Export Data. Select the Export by Division option and all the default settings. Select Format 5 - Attendance Export. Export the file to a floppy disk and it will be ready for use in Silhouette.

Importing Attendance data:

From the SilhouetteCE title screen, click on Student Reports.

1. Click on Classes Utilities.
2. Click on Get Attendance File.
3. Locate the attendance export file (The file exported from Turbo-School is called *AttLabel.dat.*) and open it.
4. SilhouetteCE will copy the attendance data into the SilhouetteCE folder, ready for use.

Notes:

1. This procedure must be repeated each term to ensure that the report includes up to date data.
2. Only one attendance file can exist in a SilhouetteCE folder at a time. The file contains data for the entire school, so that all classes can use it, but there cannot be attendance data from two schools at once. If two teachers from different schools attempt to import attendance data, the second file will overwrite the first. In this case, incorrect attendance data will be printed if the two schools have students with the same student number (quite likely). Silhouette will find what appears to be a correct student number and attendance for the report being printed, but it will actually be data from the other school.

Including Attendance Data on Student Reports

Once the attendance file has been imported, Silhouette will automatically check the file for attendance data for the student whose report is being printed by checking for the appropriate student number. If no such student number is found, Silhouette will report that attendance data could not be found and no attendance grid will appear on the report.

If Silhouette finds attendance data the attendance grid will be included automatically. However, it can be removed by clearing the Print Attendance check box on the View/Print Reports screen.

Note: Silhouette will report the number of absences and lates for each month that school has been in session. If a student was registered late, the months prior to registration will be represented with dashes (-).

Out-of-Date Attendance Files

When you enter Student Reports and click on a class folder that uses a custom report format, SilhouetteCE will automatically check the date of creation of any attendance file it finds in the SilhouetteCE folder. If this file is older than one month, you will be advised that "It is probably an old attendance file that should be deleted and replaced with an up-to-date attendance file before you print these reports."

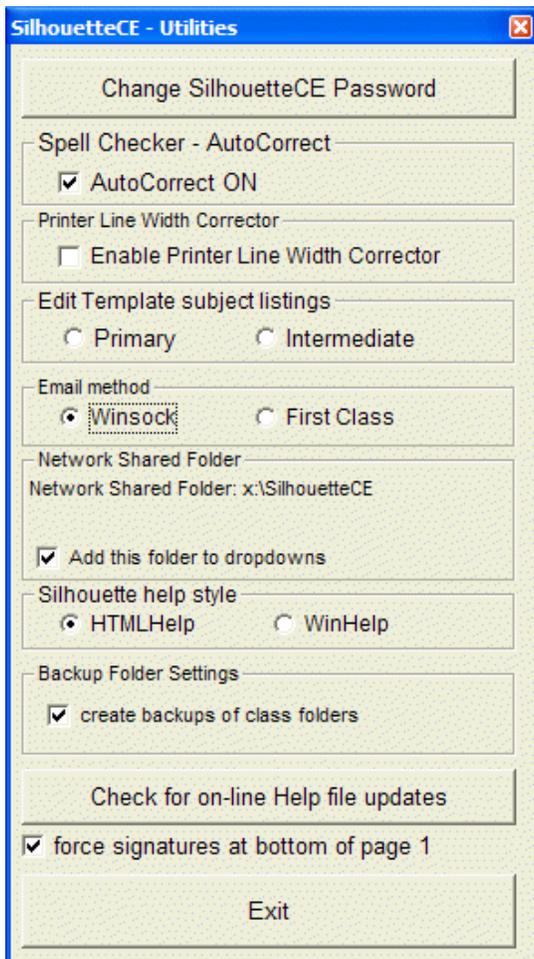
Notes: From Classes Utilities on the Student Reports window:

1. using **Get Attendance File**, you can copy an attendance file from, for example, a USB drive
2. using **Get Emailed Attendance**, you can move an attendance file (that you have saved to your desktop upon receiving it by email) into your SilhouetteCE folder
3. using **Export Attendance File**, you can copy the attendance file in your SilhouetteCE folder onto, for example, a USB drive, so that someone else can copy it into their SilhouetteCE folder.
4. using **Email Attendance File**, you can email an attendance file to someone who needs it.



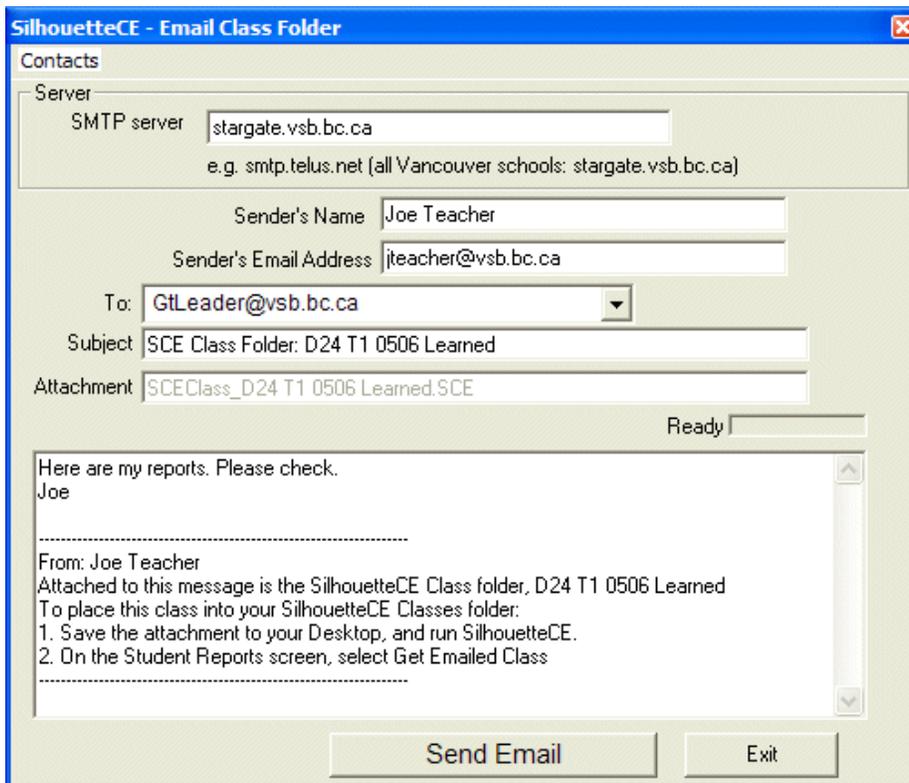
Appendix I: Setting up SilhouetteCE Email

In the SilhouetteCE Utilities, you must choose between two methods of email from within SilhouetteCE. Most teachers will select the Winsock method.



Winsock Method

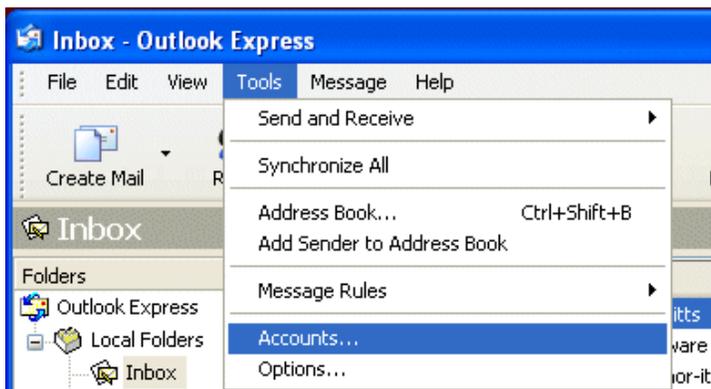
IMPORTANT NOTE: Vancouver teachers - the SMTP address for all non-administration computers in Vancouver schools is stargate.vsb.bc.ca.



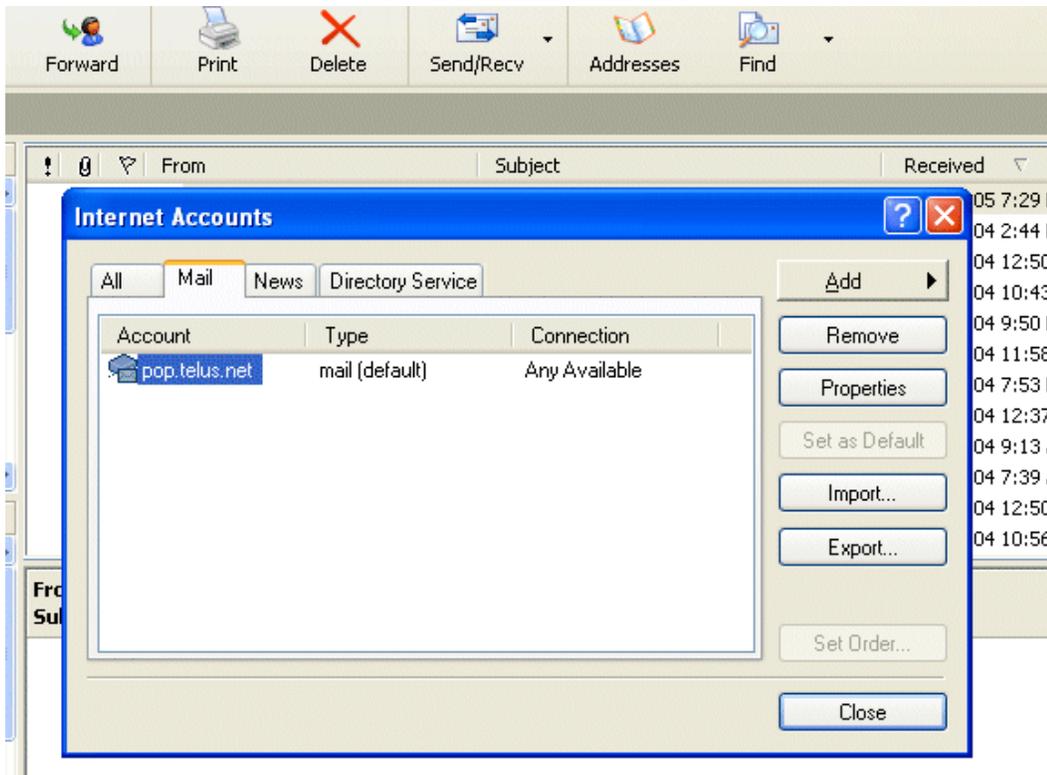
For computers in Vancouver schools you will not need (or be able) to use the method below. Just enter stargate.vsb.bc.ca as your smtp address.

OUTLOOK EXPRESS: To set up your email settings in SilhouetteCE at home when you are using the winsock method:

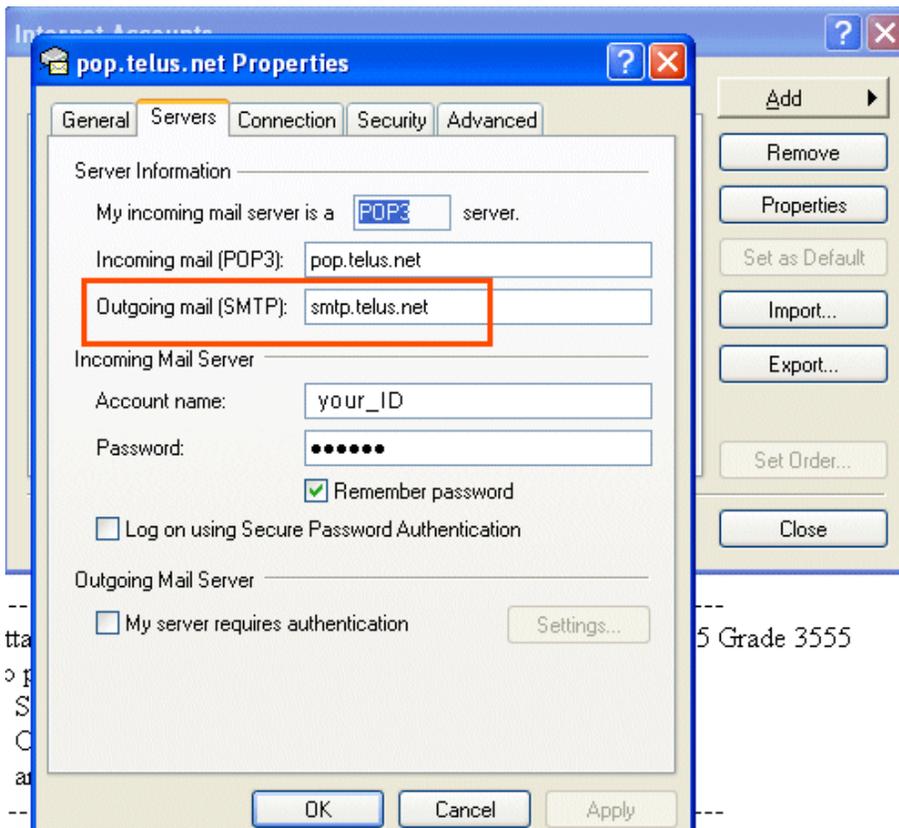
1. First, find your SMTP address: In Outlook Express click on Tools/Accounts (for Mozilla Thunderbird see below)



2. Next, double-click on your account in the list



3. Select the Servers tab and note the Outgoing Mail (SMTP) address. You will enter this address into SilhouetteCE.



4. Close Outlook Express and run SilhouetteCE.

5. On the Student Reports screen, select any class and then click on Email This Class Folder.

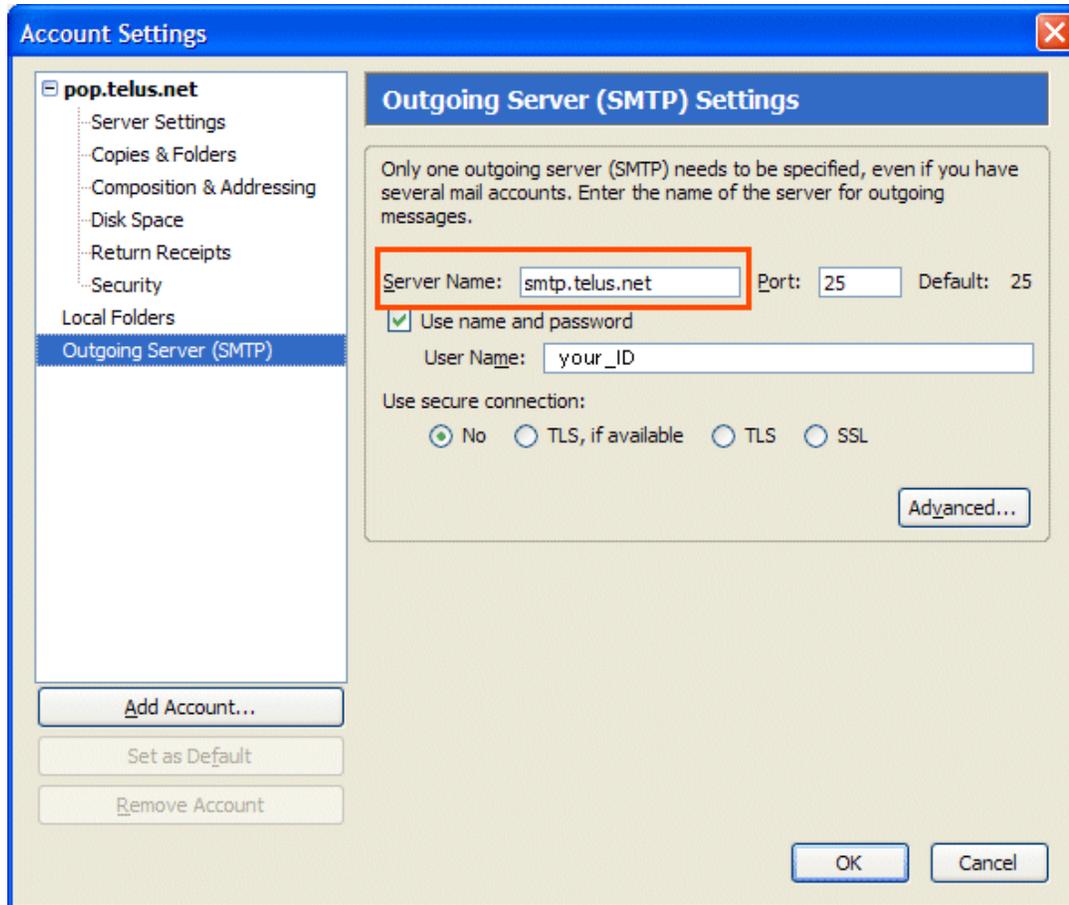
6. Enter your SMTP address, your name (Sender's Name) and your email address (Sender's Email Address) (Note: these will

be automatically saved so you won't have to enter them again.)

7. To check that all is working well, email the class to yourself. Notice that you can add a personal note in the editbox at the bottom.

MOZILLA THUNDERBIRD: The procedure is very similar to that with Outlook Express

1. Select Tools/Accounts from the top menu



2. Select Outgoing server. Note the Server Name. You will enter this address into SilhouetteCE.

3. Close Thunderbird and continue with the instructions 5 to 7 above.



Appendix J: Setting up the Schoolwide data file

The schoolwide data file for use in SilhouetteCE and Silhouette4 is the same Turbo.dat file that ClassList Printer has used to create classlist files to be transferred to the reporting software. With Version 1.5 of SilhouetteCE and Version 4.5 or Silhouette4, the intermediate step that is ClassList Printer is no longer necessary. Either the Turbo.dat file from TurboSchool or the Master.dat file that is inside the ClassList Printer folder may be copied into the SilhouetteCE or Silhouette4 folders and will function as the schoolwide data file.

A. Setting up the Turbo.dat file: this will be done only once. TurboSchool will save these settings.

Reminder: The Turbo.dat file described below is used by SilhouetteCE, Silhouette4 and ClassList Printer

1. In Turbo School, go to Utilities and select **2. Export Data.**

2. Select **E. Edit the Format:** Select a blank format and enter the following elements to export (some element numbers may differ):

6 Division

- 1 Last Name
- 2 Given Name
- 3 Name Used
- 4 Sex
- 5 Grade
- 43 Com#
- 74 PEN
- 46 Teacher
- 47 Room

Once the above ten fields have been entered, you may add any number of extra fields. These will be made available for printout in ClassList Printer (Note: these extra fields are ignored by SilhouetteCE and Silhouette4). Be sure that there are no commas in these additional fields.

3. Cursor up to change the following:

Drive --> A (the letter of your floppy drive) or C, whichever you prefer

Filename --> Turbo.dat (actually any file name will do. Turbo School saves its files with the suffix .dat)

Title--> ClassListPrinter (this is the title for this save format)

4. Press <F2> to save this export format.

B. Exporting the Turbo.dat file (schoolwide data file):

1. Exit to **Utilities**, and again select **Export Data** and then select **3. By Division**.

Most of the defaults that follow should be accepted::

Starting Division: 1

Ending Division: (your school's last division number)

Split the Grades? Y

Split the Sexes? N

Include withdrawals? N

Date for determining enrollment? (current date)

2. Select the format of the destination: select **4. Database (commas and quotes)**

3. Select form to export: select the **ClassList** form you saved in #4 above

4. When Turbo School asks for a drive letter, enter the drive you may wish to save the Turbo.dat and Common.vec files onto, for example, your C: drive. Change the target drive as desired. Turbo will then save the file.

C. Getting the (Turbo.dat) schoolwide data file into SilhouetteCE or Silhouette4

1. Exit Turbo School, enter SilhouetteCE or Silhouette4.

2. Enter **Student Reports** and click on **Classes Utilitites**.

3. Click on **Get Schoolwide data file**. Locate the Turbo.dat file you just saved and click on **Open**. The file will be copied into your Silhouette folder and be available as the schoolwide data file.

See Also

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[Appendix K: Windows Vista support](#)



Appendix K: Windows Vista support

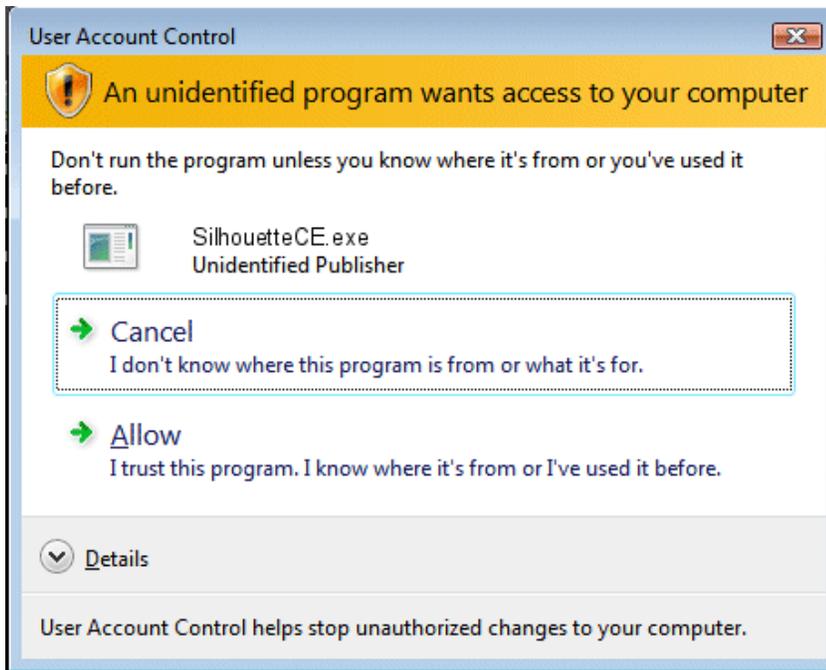
SilhouetteCE (as of Version 1.5) supports Windows Vista and behaves in identical fashion to other Windows editions except in one way, the UAC (see below). It will install by default in the c:\Program Files folder just as it always has for previous versions of Windows. A manifest file included with the upgrade and install for SilhouetteCE elevates SilhouetteCE to administrator status so that it is able to save comments and student reports into the Program Files\SilhouetteCE folder successfully. With this manifest file in place, when you run SilhouetteCE, Vista brings up the UAC window for you to confirm that this elevation is okay.

UAC (User Account Control)

UAC stands for User Account Control, and is a new security feature of Windows Vista. Instead of forcing us to create separate administrator and standard user accounts to help keep our system secure against virus and malware threats, UAC lets us use just one user account, but play two different roles with it: the role of a standard user for the day-to-day tasks, and the role of the administrator for system maintenance, when needed.

When you use the computer for the regular tasks (like checking email or editing documents), the standard user identity is used. Only when you attempt to do a system maintenance task (like installing new software, or changing settings that affect other users) or run software that requires access to areas that Vista considers sensitive, then UAC temporarily puts the administrator's hat on you and (with your permission) allows you to perform the task. When the task is finished, UAC returns to using your standard user identity. That's what all those elevation prompts are about: they ask you to confirm that you are about to perform a task that requires elevated (administrative) access to your computer.

SilhouetteCE requires elevation to administrator status because it saves data into the Program Files folder. This is what you see the UAC advisor each time you run SilhouetteCE.



Credit: some of the above text are paraphrases of text from <http://www.tweak-uac.com>, where you can get TweakUAC, free software that allows you to run UAC in 'silent mode'.

See Also

[Appendices](#)

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