Acquiring the MyEdBC Attendance Extract for use by SilhouetteCE and Silhouette4

(revised March 2016)

1. In MyEdBC, from the **Field Sets** dropdown, select **SD39 Silhouette**
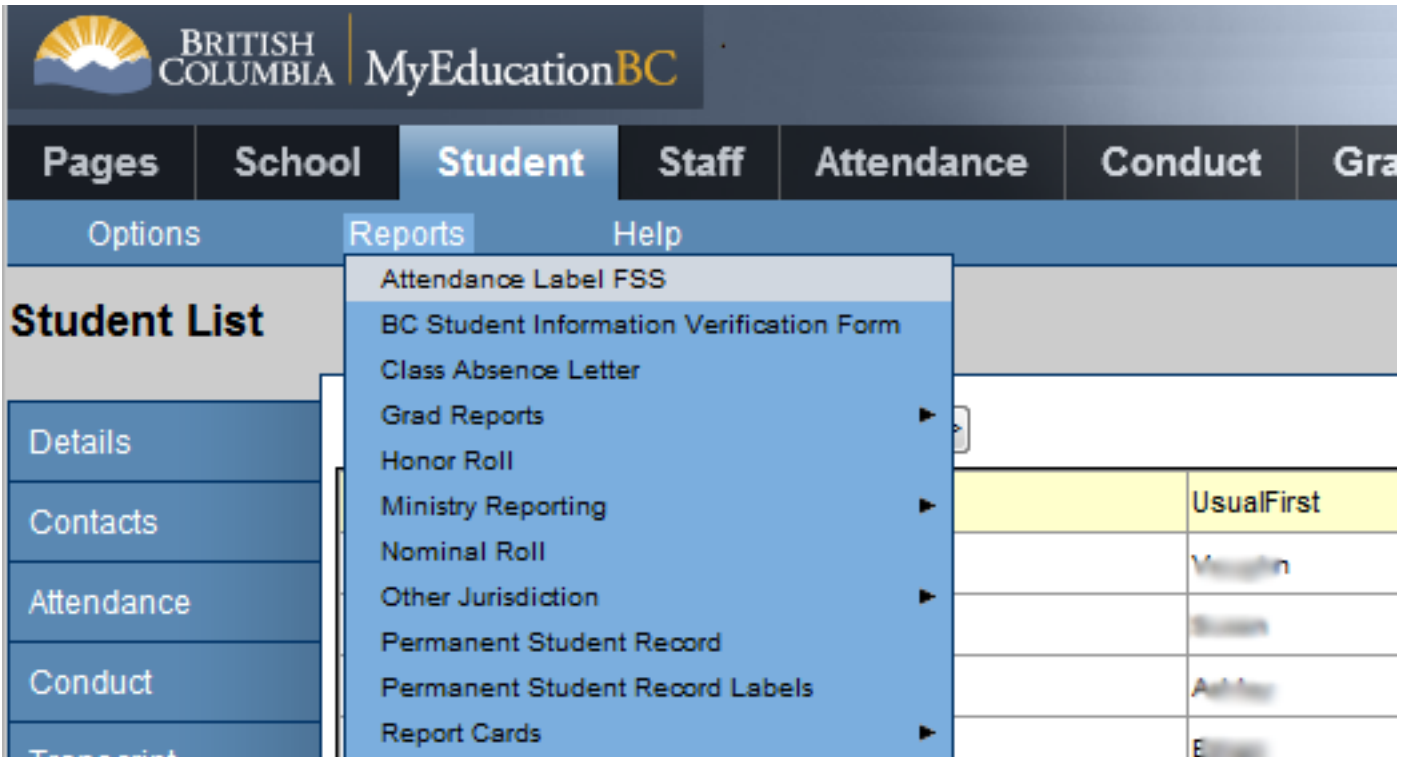

2. Ensure that you are sorting by Homeroom.

3. Click in the top check box (next to the word **HOMEROOM**) to select all students on this page. Notice on the example below that 35 of the 218 students have been selected.

4. Click on the next page (>) button and then in the top check box again to select the next page of students. Continue until all the students in the school have been selected.
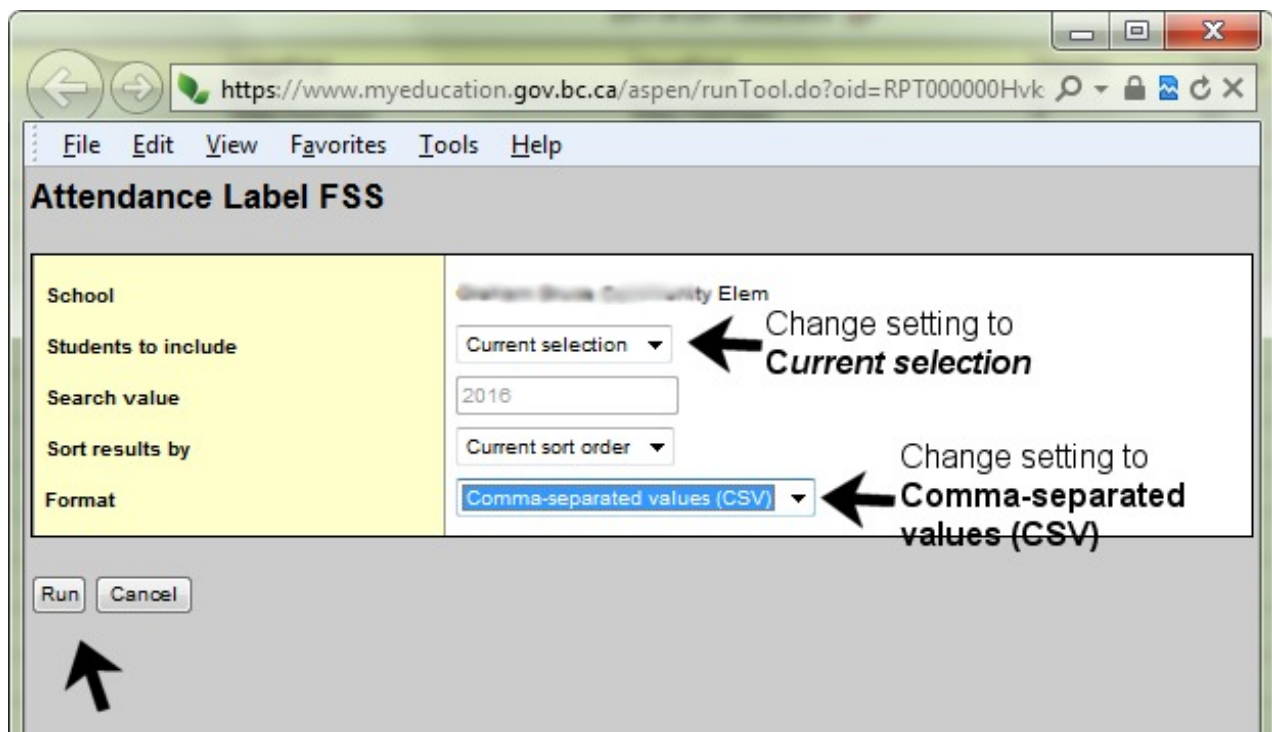
5. Click on **Reports** and then **Attendance Label FSS**.

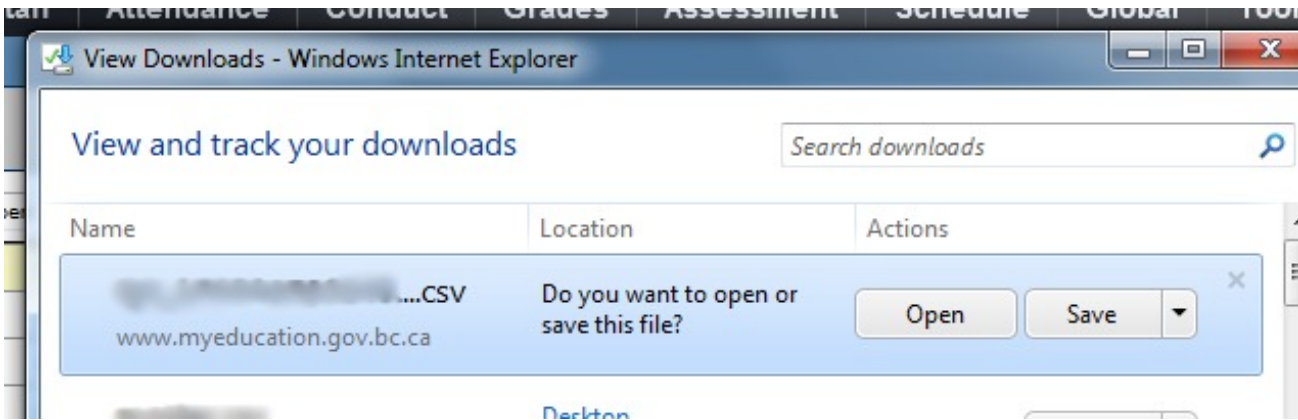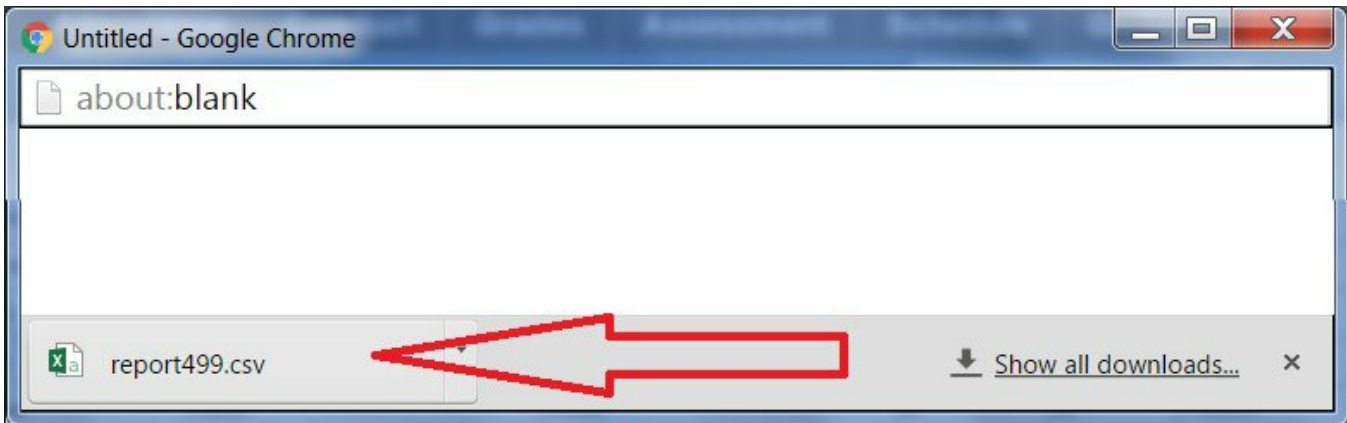6. Change settings as below. Leave other settings as is. Then click on **Run** to create the attendance extract.

7. Depending on your browser, you may offered different choices with the extract.

   For example, below is the download window in **Internet Explorer**.
   Choose to **Open** the file.

Below is the download window in **Chrome**. Click on the button at the left to Open the file.

8. The attendance extract will open by default in Excel where you will save the extract to your desktop or USB stick: Click on **File**, on **Save As** and then double-click on **Computer**. The **Save As** window will appear.
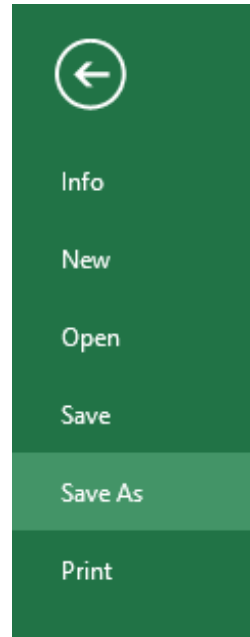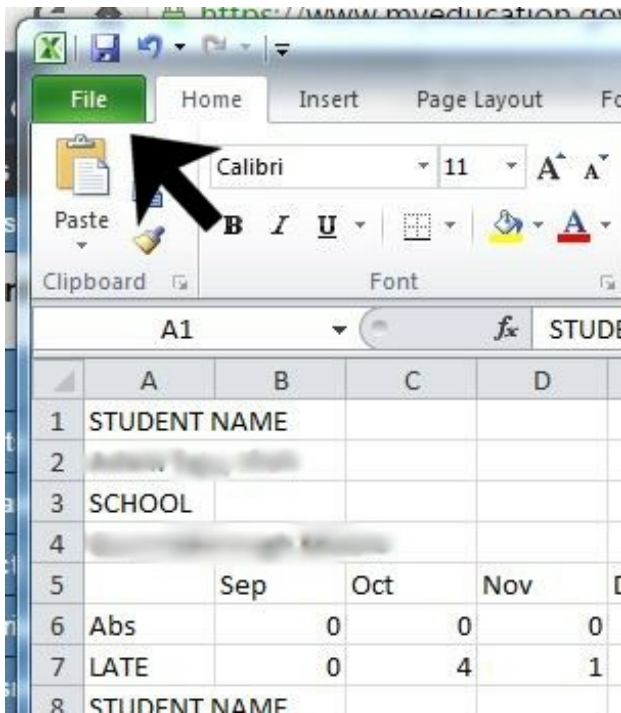
9. The **Save As** window: In the example below, the Desktop has been selected as the destination. Edit the **File name** to be attend and check that the **Save as type** is **CSV (Comma Delimited).** Then click on **Save**.

10.   Close Excel. A couple of windows will pop up. Deal with them as below:

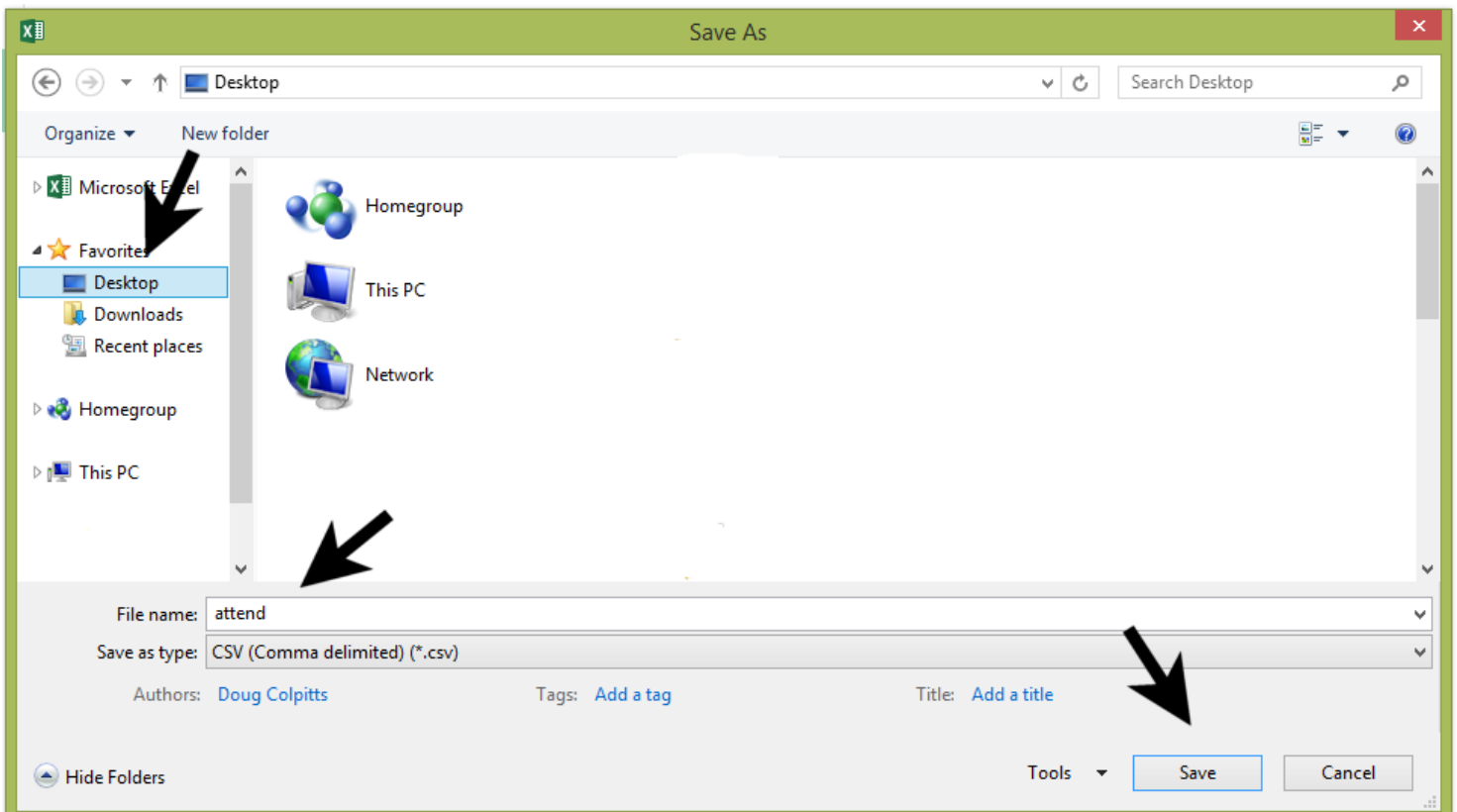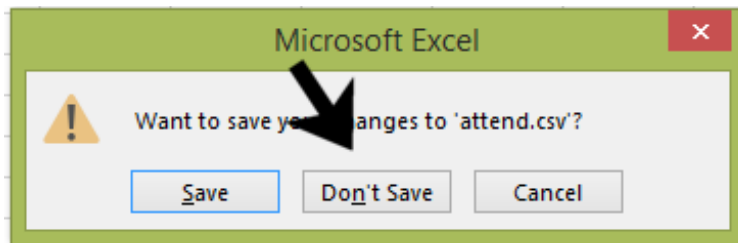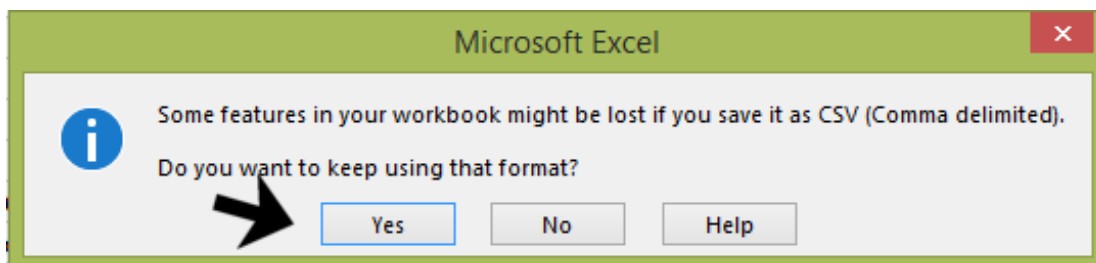## Using Get Attendance in SilhouetteCE or Silhouette4

Recommendation: The most efficient way to deal with the attendance file is to put it onto the school server using the server installation of either SilhouetteCE or Silhouette4. Any teacher who is working on Silhouette at school from their h:\ drive will automatically have the attendance data printed on their reports.

Once this is done, if a teacher then wants the attendance file for use on their own computer or for a MacOS computer, then they should use the Export Attendance File or Email Attendance File functions available on the school server Silhouettes. (see next page for screenshots)

1. In SilhouetteCE or Silhouette4, in the Student Reports window, click on the Classes Utilities button.

2. Then click on Get Attendance File, locate attend.csv on your desktop or USB stick and Open. You should see a message reporting that the attend.csv file has been successfully converted and saved as MyEdBCATTEND.dat. (see next page for screenshots).

3. Note: If you are putting the attendance extract onto the school server, then using SilhouetteCE to do the import will make it available to Silhouette4 as well, as vice versa.

Click on **attend.csv** and then **Open**.

Note: depending on your computer settings you may see **attend** only rather than **attend.csv**