

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**

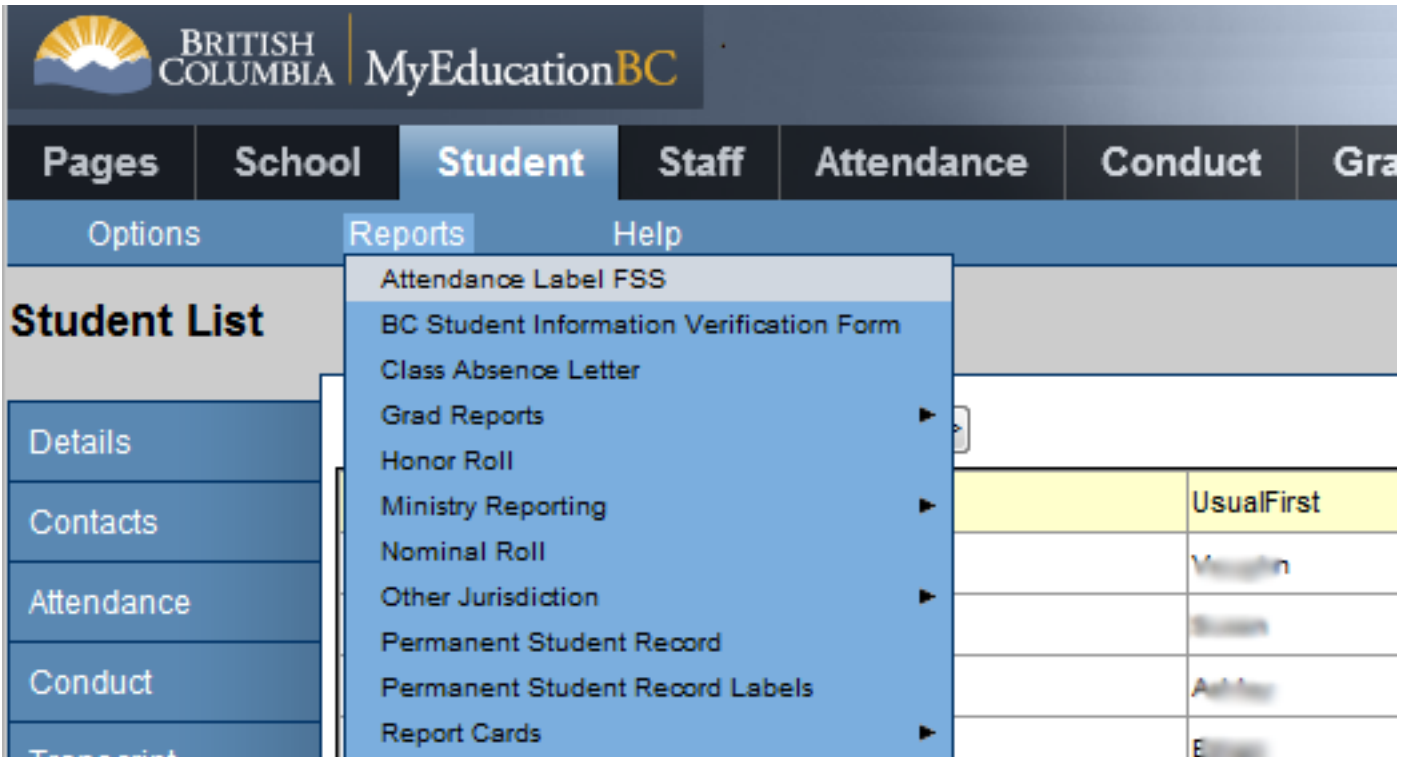
The screenshot shows the MyEdBC interface. At the top, there is a navigation bar with tabs for School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, and Tools. Below this is a search bar and a dropdown menu for Field Sets. The dropdown menu is open, showing a list of field sets. A red arrow points to the 'SD39 Silhouette' option. The main content area shows a table of student information with columns for LegalLast, LegalFirst, UsualFirst, Alerts, Gender, Pupil #, PEN, YOG, Homeroom, and HR Teac. The table is currently empty, and the dropdown menu is open over it.

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.

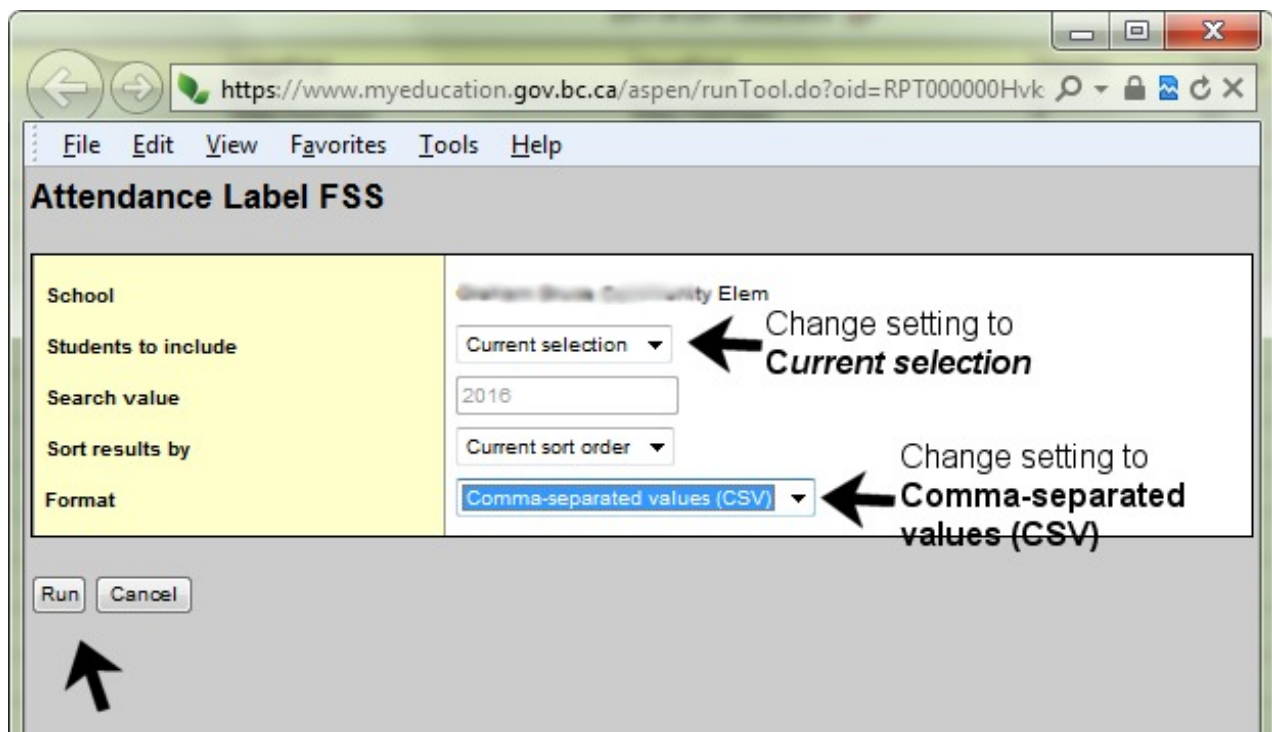
The screenshot shows the MyEdBC interface with the Student List table. The table has columns for Homeroom, LegalLast, LegalFirst, UsualFirst, and Gender. The Homeroom column is selected, and the top check box is checked. A red arrow points to the top check box, and another red arrow points to the Homeroom column header. The table shows 35 of 218 students selected. The table is sorted by Homeroom. The table has a table border and is displayed in a grid format. The table has a table border and is displayed in a grid format. The table has a table border and is displayed in a grid format.

Homeroom	LegalLast	LegalFirst	UsualFirst	Gender
01	Arreguin	Mel	Mel	M
01	Budron	Kawena	Kawena	F
01	Shut	Zyn	Zyn	F
01	Sh	Ele Gerdie Jullene	Ele Gerdie Jullene	F
01	Burndie	Runde	Runde	F

5. Click on **Reports** and then **Attendance Label FSS**.



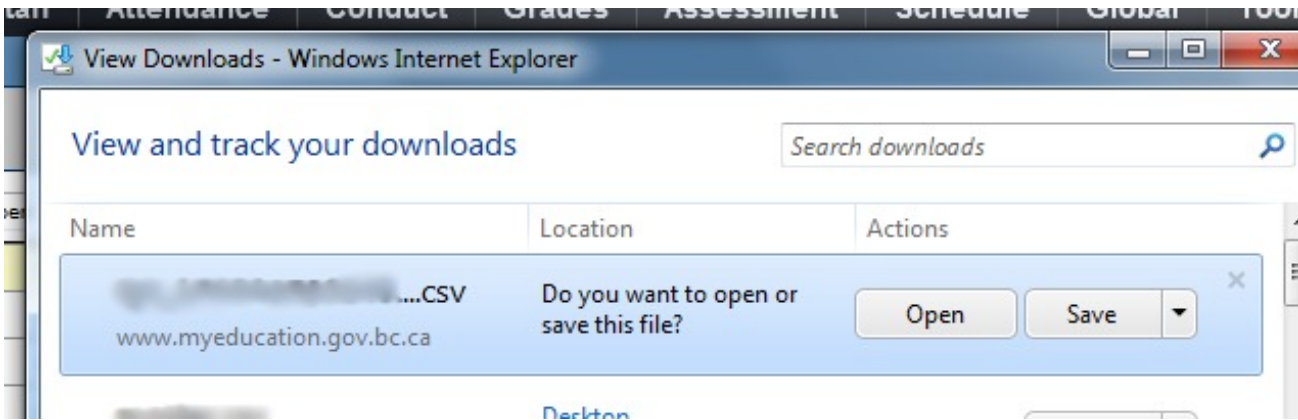
6. Change settings as below. Leave other settings as is. Then click on **Run** to create the attendance extract.



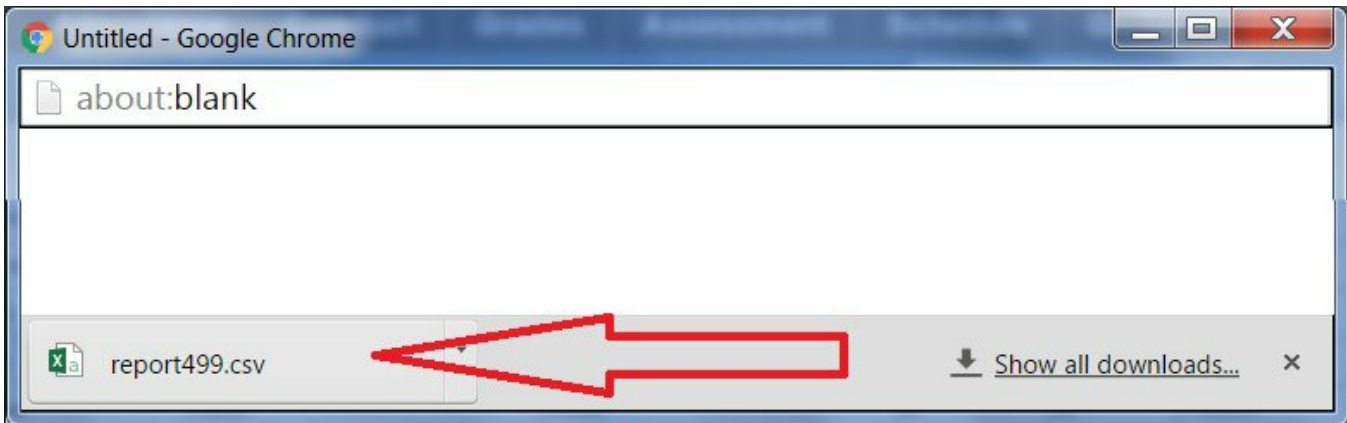
7. Depending on your browser, you may be offered different choices with the extract.

For example, below is the download window in **Internet Explorer**.

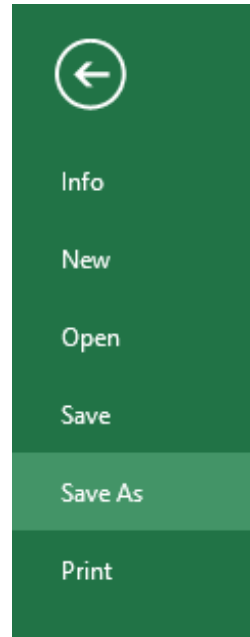
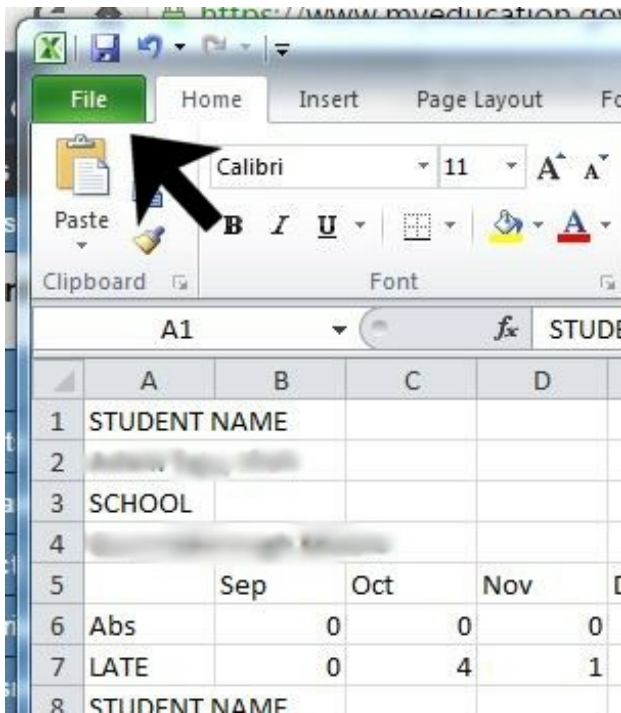
Choose to **Open** the file.



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.



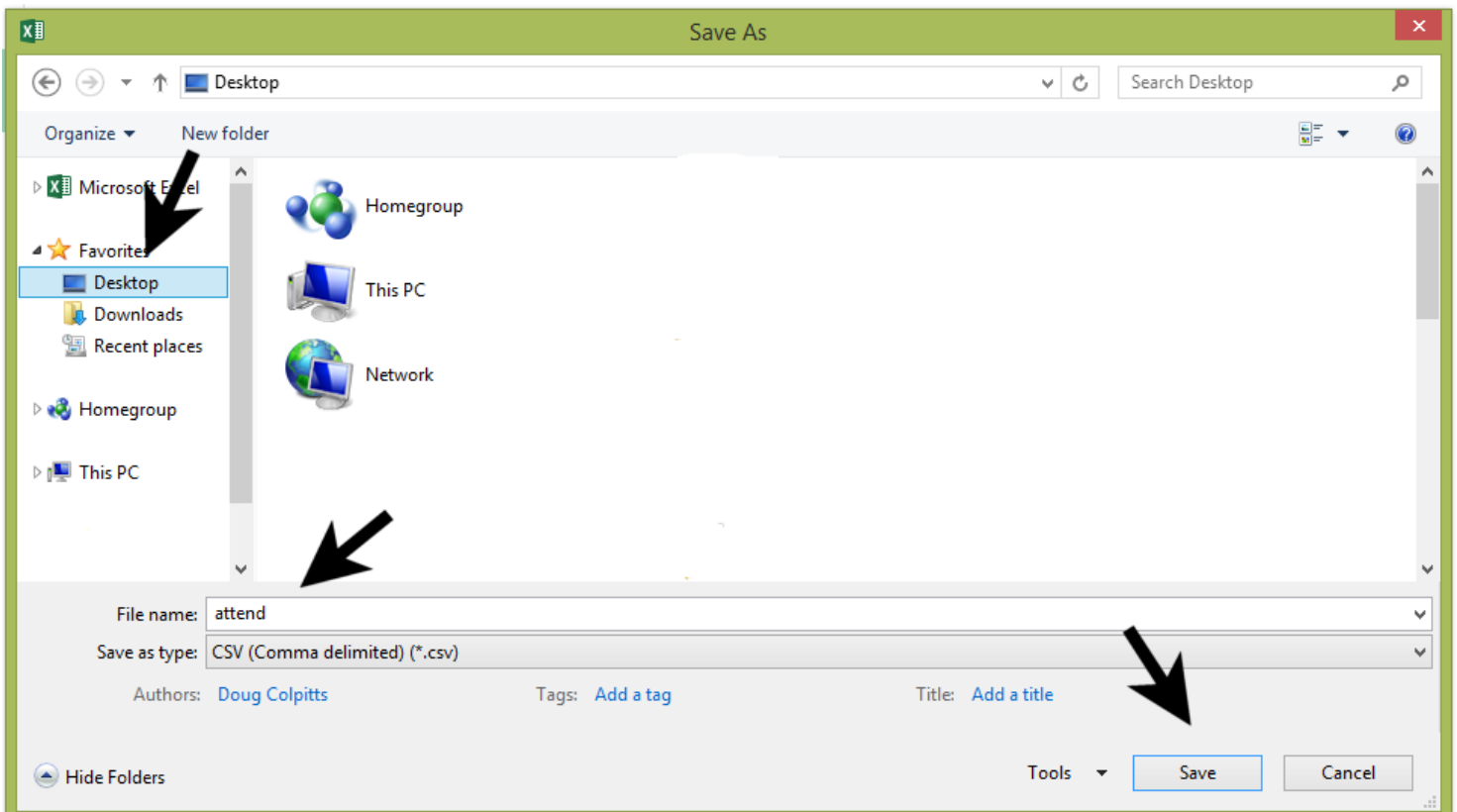
Save As

OneDrive

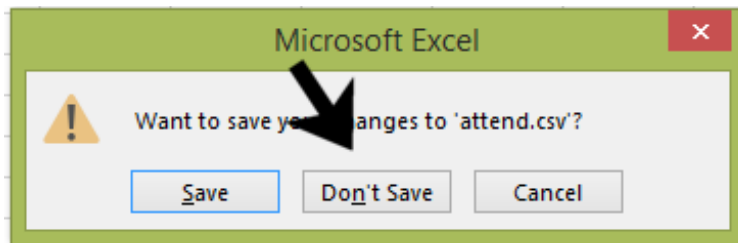
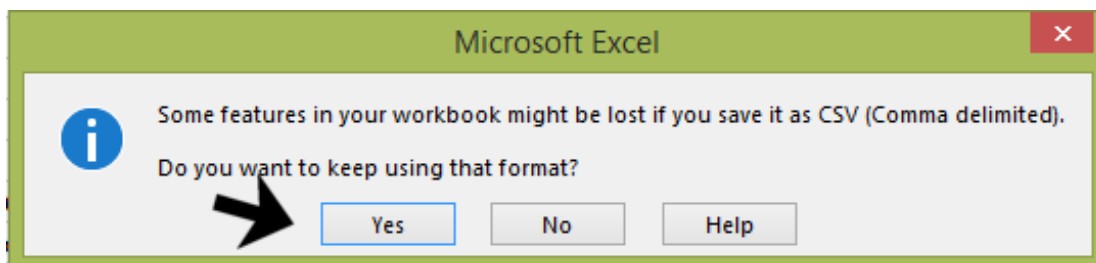
Computer

+ Add a Place

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.

