

How to Create a New Class Folder in SilhouetteELAR 3

(Windows and MacOS)

Note: The screenshots in this tutorial are from the Windows version but the process applies to the MacOS version as well.

Note: The MyEdBC Silhouette Extract

SilhouetteELAR 3 uses a special MyEdBC extract (master.csv) to enable you to create folders of student files without having to enter the student information manually.

See the “MyEdBC extract into SilhouetteELAR” instructions if you need to update your master.csv file.

Open SilhouetteELAR 3 program

Click on “Student Reports”

SilhouetteELAR 3

SilhouetteELAR 3

Version 3.0.2



Licensed for use in
Vancouver School Board elementary schools.

No On-Line Update Available.

Student Reports

Comment Bases

Utilities

About

On-Line Help at duetsoftware.ca

Email SilELARHelp@duetsoftware.ca

Quit

copyright Duet Software, Inc.

Click New Folder

SilhouetteELAR 3 - Student Reports

Student Reports

Location of ELAR class folders:
C:\ProgramData\SilhouetteELAR\Classes


Folders

Show hidden folders

Folder Utilities:

Student Files:

Sort by: Surnames and by Grades First Names



1. Select the names of your students (sorted by Division)
2. Select the school year from drop-down menu
3. Enter a class folder name
4. **Default Grid Text** is selected by default.
5. Click **Proceed**

The screenshot shows a dialog box titled "SilhouetteELAR - Creating New ELAR Class Folder" with a close button (X) in the top right corner. The dialog is divided into two main sections. The left section, titled "1. Select students", contains a list of student names, each preceded by a checkbox. Four checkboxes are checked, and the list is highlighted in blue. A red oval encircles the list, and a red arrow labeled "1" points to it. Below the list, it says "4 names selected" and there are "Check All" and "Clear Checks" buttons. The right section contains three numbered steps: "2. Select the school year:" with a dropdown menu showing "2015 - 2016" and a red arrow labeled "2" pointing to it; "3. Edit class folder name extension (max 20 letters):" with a text input field containing "ELAR-1516-grade 6 and 7 group" and a red arrow labeled "3" pointing to it; and "4. Select ELAR Grid Text:" with a dropdown menu showing "Default Grid Text" and a red arrow labeled "4" pointing to it. Below this is a note: "Note: the Default Grid Text for K/1 students differs from the Default Grid Text for 2/7 students." and an "IMPORTANT NOTE: When you create an ELAR folder, ELAR student files will be created for Term 1." At the bottom, there are two buttons: "5. Proceed" and "Cancel", with a red arrow labeled "5" pointing to the "Proceed" button.

SilhouetteELAR - Creating New ELAR Class Folder

1. Select students

2. Select the school year: 2015 - 2016

3. Edit class folder name extension (max 20 letters):
Class folder name prefix: ELAR-1516-grade 6 and 7 group

4. Select ELAR Grid Text: Default Grid Text

Note: the Default Grid Text for K/1 students differs from the Default Grid Text for 2/7 students.

IMPORTANT NOTE: When you create an ELAR folder, ELAR student files will be created for Term 1.

4 names selected

Check All Clear Checks

5. Proceed Cancel

1. Click on your folder.
2. Click on **Term 1**.
3. Enter the **School name** (reminder: This will be printed on the front page of each ELAR report.)
4. Enter your name (as you would like it to appear on the ELAR reports).
5. Enter the **ELL Support Teacher's title**.
6. The school year should be automatically selected for you.
7. Click **Save, then Exit**.

The screenshot shows the 'Student Reports' window of the SilhouetteELAR 3 application. A modal dialog box is open, prompting the user to enter school and class information. Red arrows with numbers 1 through 7 indicate the following steps:

- 1:** Points to the 'Location of ELAR class folders' dropdown menu.
- 2:** Points to the 'Term 1' radio button in the 'ELAR' section.
- 3:** Points to the 'School name' text input field.
- 4:** Points to the 'ELL Support Teacher's name' text input field.
- 5:** Points to the 'ELL Support Teacher's title' text input field.
- 6:** Points to the 'Term 1' dropdown menu.
- 7:** Points to the 'Save, then Exit' button.

The background interface includes a 'Folders' list with 'ELAR-1415-grade 6 and 7 group' selected, and a 'Sort by' section with 'Summary' and 'Find by Grades' options. The modal dialog contains the following text and fields:

SilhouetteELAR

Please enter and/or confirm the school and class information that will be included on your reports.

Class: ELAR-1415-grade 6 and 7 group\Term 1

School name: Dr. Sample Elementary School

ELL Support Teacher's name: D. Teacher

ELL Support Teacher's title: Resource teacher

Term 1: 2015 - 2016

Buttons: Save, then Exit, Exit

Your students' names should appear on the right side of the screen
Click on a student's name to edit her ELAR report

SilhouetteELAR 3 - Student Reports

Student Reports

Location of ELAR class folders:
C:\ProgramData\SilhouetteELAR\Classes

Folder: ELAR-1415-grade 6 and 7 group\Term1

ELAR-1415-grade 6 and 7 group

Show hidden folders

Folder Utilities: ELAR-1415-grade 6 and 7 group\Term1

Email Class Folder

Folder Password Delete Folder Rename Folder

New Folder Folders Utilities

Get Emailed Class Folder Import Folder

Exit Export Folder

3 student files: ELAR-1415-grade 6 and 7 group\Term1

ELAR Report Files

Sort by: Surnames and by Grades
 First Names

Term 1 Term 2 Term 3

Student names appear here

Create New Student file Edit Report Data

Batch Print Reports