How to Print Student Reports in SilhouetteELAR 3

(Windows)
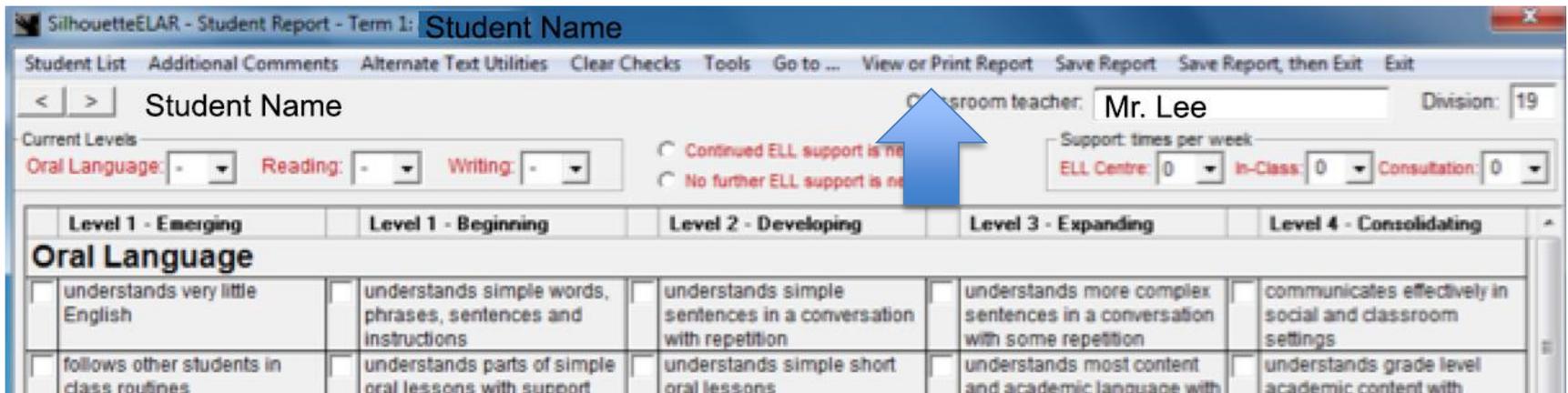
One at a time Printing or Batch Print

One at a time Printing: You can access the printing section of SilhouetteELAR from within each student's report and then print just that student's report
OR
Batch Print: you can choose to **Batch Print** some or all of the student reports in a folder

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One at a time Printing

When editing a student's report, you can click on the **View or Print Report** menu item just to take a look or to print the report if it is complete.

When you click on **View or Print Report**, the report is first automatically saved, and then you are brought to the print window showing a preview of the front and back pages of the report.

Points about four items in the left column:
- Do not be alarmed if the grid lines seem strange. This is a factor of the magnification on the preview. On the printed version, the grid lines be correctly rendered.
- Note that the **Font size for Additional Comments** text applies only to your additional comments. You cannot change the font size on the rest of the report.
- Student name format: This being a legal document, in most cases, the student's legal first name should appear on the front page. If the **Used Name** is the same as the **Legal Name** then it will not appear in parentheses.
- **Show all 'Areas requiring further attention':** By default, only the **Areas requiring further attention** that you have checked for this student will be printed on the report. However, you can use this option to have **all** the areas printed, some checked and the rest unchecked.

1. Click on the tiny VCR-type buttons to move between pages in the preview window
2. To change magnification, click on the down-arrow to the right of the magnifying glass and make a selection. Alternately, double-click with the left mouse button to zoom in, and double-click with the right mouse button to zoom out.

SilhouetteELAR 3 - Print ELAR Report: Stewdent Sampler

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Note: depending on the magnification in the print preview, some lines may not be visible. However, they will be printed correctly.

Font size for Additional Comments text: 9

Student name format
- Legal+(Used)+Surname
- Legal + Surname
- Used + Surname

Show all 'Areas requiring further attention'

Note: the Printer Dialog will open when you select Print Report or Print Current Page.

Print Report

Print Current Page

Exit

1

2

English Language Assessment Rubric/Report (ELAR) - Term 1: Stewdent Sampler
Support: ELL Centre: 4 times

English Level Achieved	LEVEL 1 Emerging	LEVEL 1 Beginning	LEVEL 2 Developing	LEVEL 3 Expanding	LEVEL 4 Consolidating

Printing a Report: ELAR reports are intended to be printed double-sided in **Landscape** format. When pressing **Print Report**, you will enter the standard print dialog.

Check that the printer is correct and then click on **Preferences**. Check that the Orientation is set to **Landscape.** In the **Print on Both Sides** dropdown, select **Flip on Short Side**. Note that there will be differences in the **Properties** display according to the printer make and model. When done, exit **Preferences** and click on the **Print** button in the print dialog.
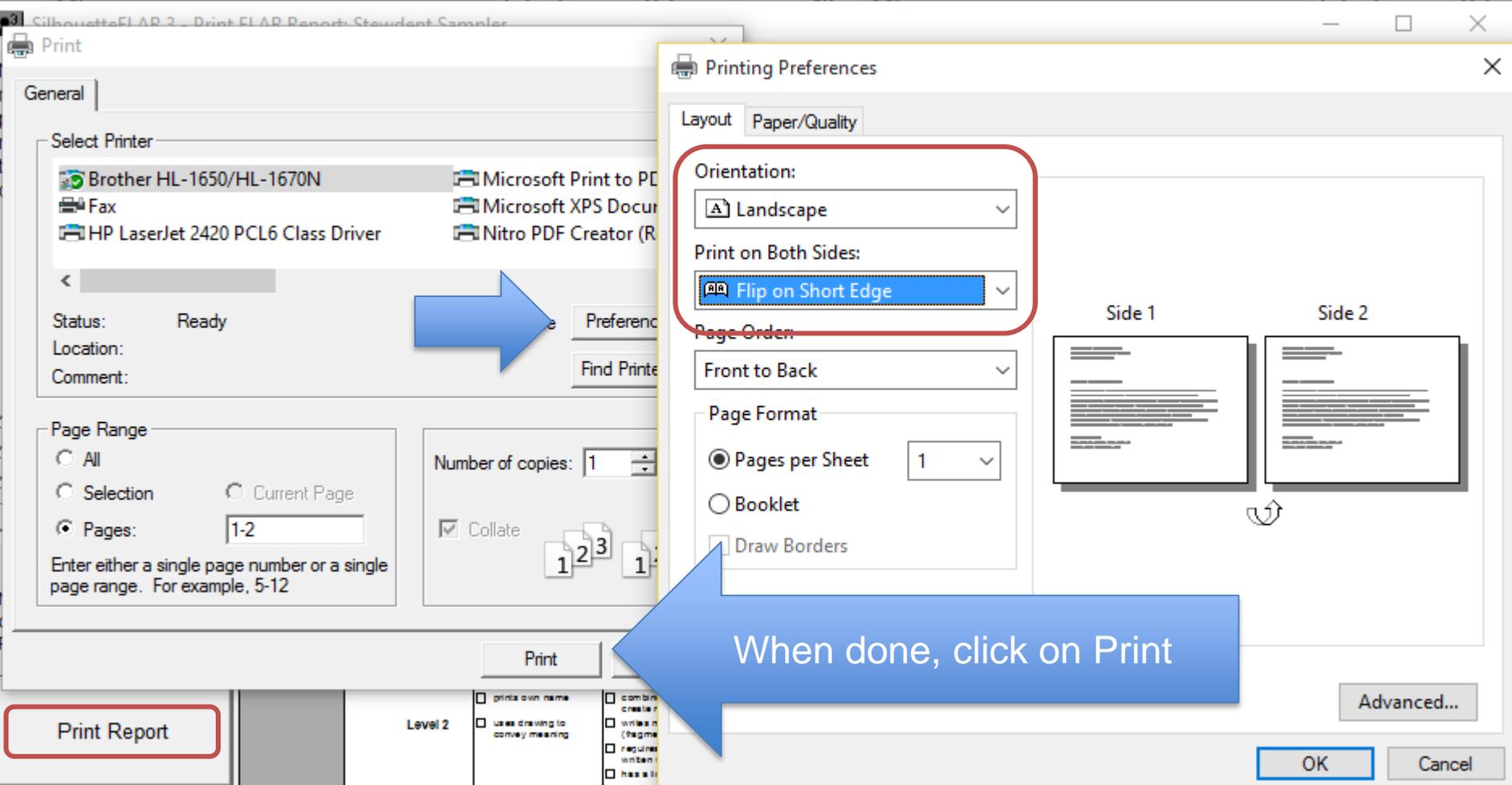
Batch Printing

Click on **Batch Print Reports** to print all or some of the reports in a folder.

When you enter Batch Printing, you will be guided by numbered steps in the process.

1. Check the Student reports to be printed. Notice that as soon as you have checked a couple students, the Print button will have changed to **2. Print these Reports**

Batch Print Student Reports: ELAR-1516-grade 6 and 7 group\Term1 — □ ✕

Note: depending on the magnification in the print preview, some lines may not be visible. However, they will be printed correctly.

1. Check the Student Reports to be printed:

☐ Sampler, Stewdent 02 Oct
☐ Tomal, Charles 24 Sep 20
☐ Varsh, Adam 02 Oct 2015

Font size for Additional Comments text: 9

Student name format
○ Legal+(Used)+Surname
○ Legal + Surname
○ Used + Surname

☐ Show all 'Areas requiring further attention'

Printer Settings

Check All   Clear Checks

Print

Print this report

or Skip this report

Print Current Page

or Cancel printing

Exit

When you click on **2. Print these Reports**, notice that the Printer Settings button changes to **3. Check Printer Settings**.

Upon clicking on **Print these reports** a preview of the first student's report is shown, and three buttons are enabled, **Print this report**, **or Skip this report** and **or Cancel printing**.

Next, click on **3. Check Printer Settings** to ensure that the report will be printed correctly.

In **Printer Settings,** do the following:

1. Check that the Paper Size is set to **Letter** and the Orientation is set to **Landscape**. These two settings should already have been made by SilhouetteELAR 3.
2. Enter **Properties** and in the **Print on Both Sides** dropdown, select **Flip on Short Side**.

(Note that there will be differences in the **Properties** display according to the printer model.)

When All Done with Printer Settings: see **4. Check these settings for this student report**

At this point you can change the **Font size for Additional Comments text**, the **Student name format** or the **Show all "Areas requiring further attention'** for this report. You can also zoom in and out of the preview and move between pages as you wish until satisfied that the report is ready to print.

Finally, click on the **5. Print this report** button. Check the paper printout to see that the first report printed as expected and then go back to #4 above for the next student's report already showing in the preview.