

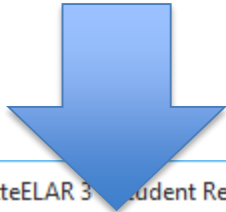
Additional Comments

**(including Quicktext, Spell
Checker settings, Thesaurus,
Get from and Add to the
Comment Base)**

(Windows and MacOS)

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

In a student's file, click on the **Additional Comments** menu item.



SilhouetteELAR 3 Student Report - Term 2: Stewdent Sampler

Student List Additional Comments Alternate Text Utilities Clear Checks Tools View or Print Report Save Report Save Report, then Exit Exit

< > **Stewdent Sampler** Classroom teacher: [] Division: [1]

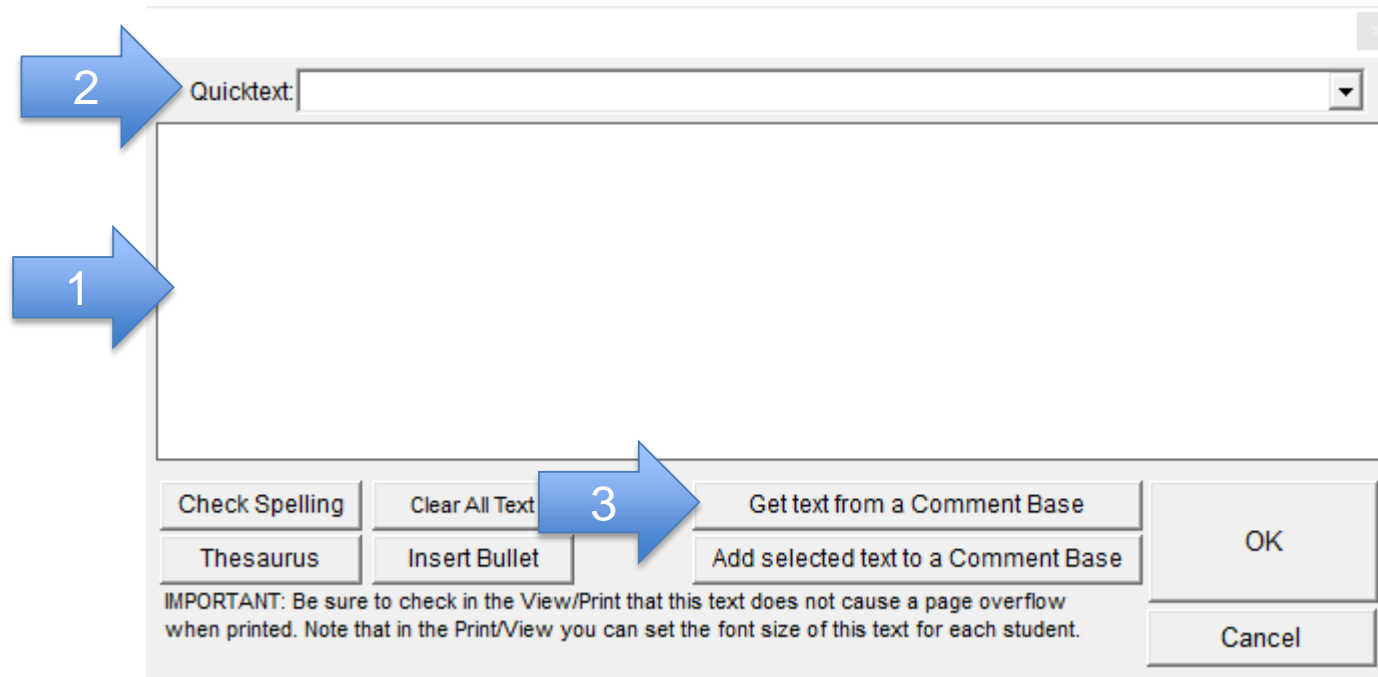
Current Levels
 Oral Language: [-] Reading: [-] Writing: [-]
 Continued ELL support is needed
 No further ELL support is needed

Support: times per week
 ELL Centre: [0] In-Class: [0] Consultation: [0]

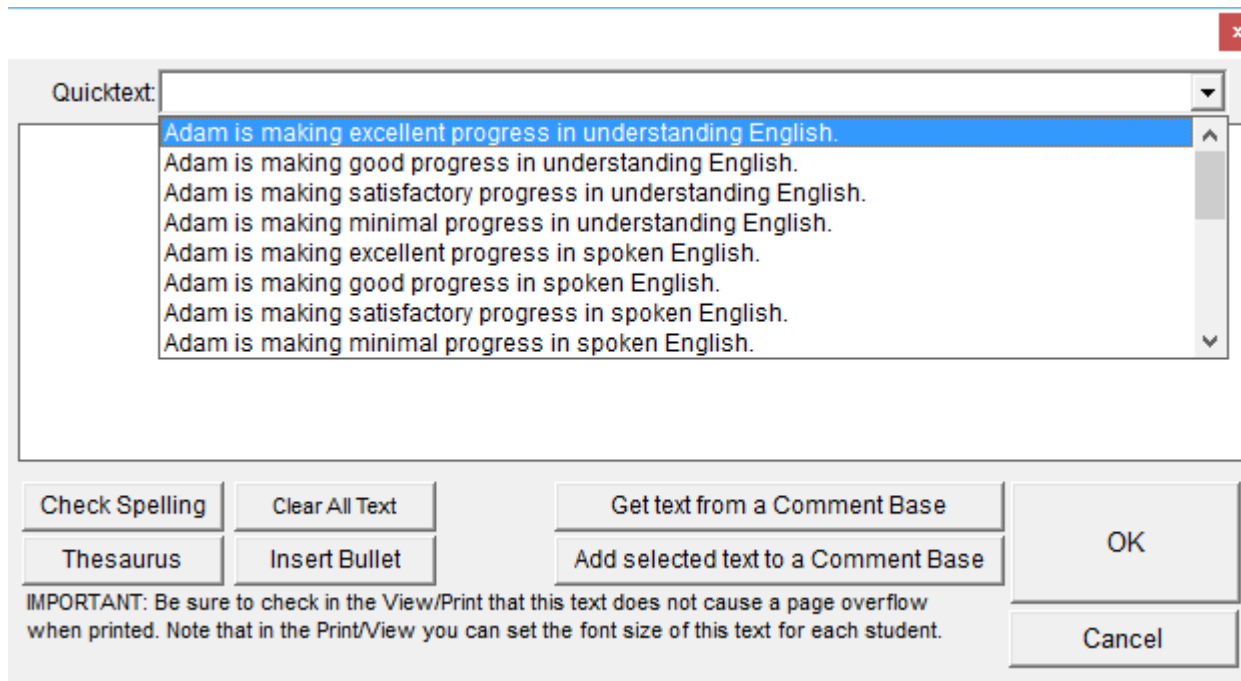
	Level 1 - Emerging	Level 1 - Beginning	Level 2 - Developing	Level 3 - Expanding	Level 4 - Consolidating				
Oral Language									
<input type="checkbox"/>	understands very little English	<input type="checkbox"/>	understands simple words, phrases, sentences and instructions	<input type="checkbox"/>	understands simple sentences in a conversation with repetition	<input type="checkbox"/>	understands more complex sentences in a conversation with some repetition	<input type="checkbox"/>	communicates effectively in social and classroom settings
<input type="checkbox"/>	follows other students in class routines	<input type="checkbox"/>	understands parts of simple oral lessons with support	<input type="checkbox"/>	understands simple short oral lessons	<input type="checkbox"/>	understands most content and academic language with support	<input type="checkbox"/>	understands grade level academic content with minimal support
<input type="checkbox"/>	-----	<input type="checkbox"/>	communicates basic needs	<input type="checkbox"/>	follows one direction at a time if given clearly	<input type="checkbox"/>	follows a series of directions with prompts	<input type="checkbox"/>	successfully follows directions at grade level
<input type="checkbox"/>	speaks almost no English	<input type="checkbox"/>	participates in choral speaking	<input type="checkbox"/>	asks and responds to simple questions	<input type="checkbox"/>	is usually able to ask questions for clarification, with some hesitations	<input type="checkbox"/>	is able to ask and answer questions for clarification
<input type="checkbox"/>	relies on body language and visual cues to communicate	<input type="checkbox"/>	responds with yes/no or single word utterances	<input type="checkbox"/>	speaks using short phrases	<input type="checkbox"/>	retells stories and recounts events with some support	<input type="checkbox"/>	makes longer content-based presentations
<input type="checkbox"/>	-----	<input type="checkbox"/>	speaks with hesitation	<input type="checkbox"/>	speaks with some hesitation, rephrasing	<input type="checkbox"/>	participates hesitantly in class discussions with	<input type="checkbox"/>	is able to listen to and add to group discussions

In the Additional Comments window, you can enter text:

1. by typing text in the window
2. by selecting Quicktext from the dropdown list
3. by using **Get text from a Comment Base**



The **Quicktext** dropdown offers single sentences that, when selected are added to the end of your current writing. Note that the student's name is automatically included in the text.



The screenshot shows a software window titled "Quicktext" with a dropdown menu open. The dropdown menu contains seven text options, with the first one highlighted in blue. Below the dropdown menu are several buttons: "Check Spelling", "Clear All Text", "Get text from a Comment Base", "Thesaurus", "Insert Bullet", "Add selected text to a Comment Base", "OK", and "Cancel". At the bottom of the window, there is an important note about printing.

Quicktext: [dropdown menu]

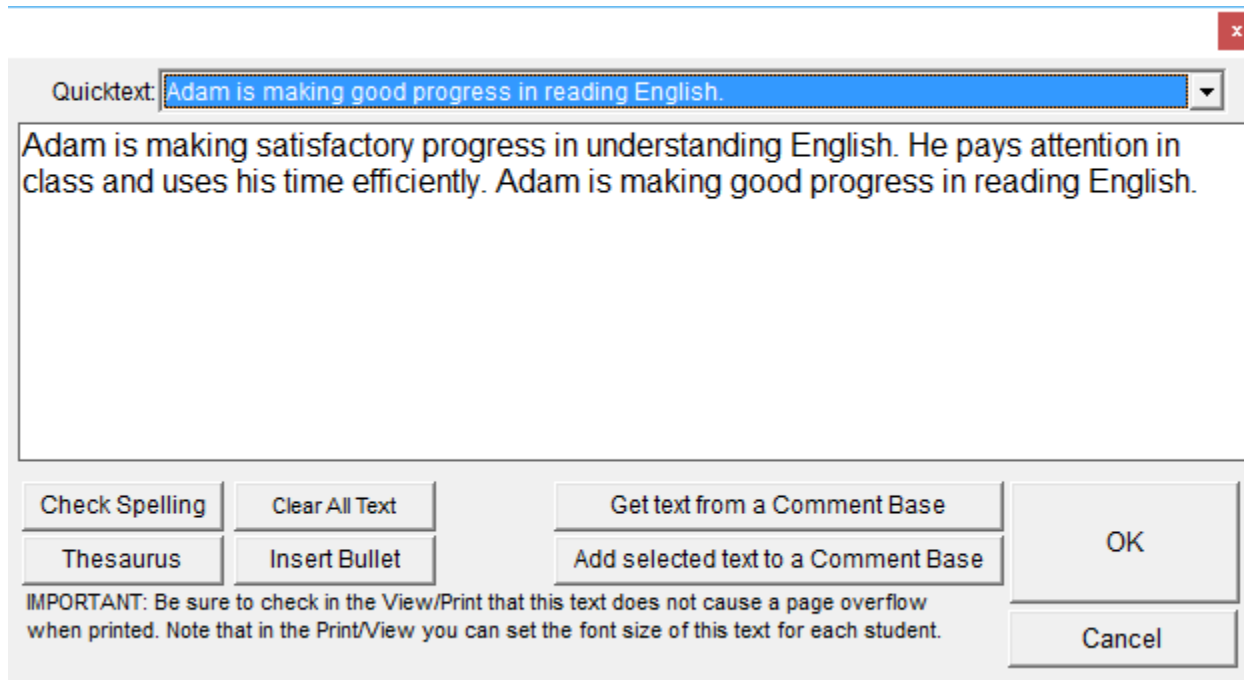
- Adam is making excellent progress in understanding English.
- Adam is making good progress in understanding English.
- Adam is making satisfactory progress in understanding English.
- Adam is making minimal progress in understanding English.
- Adam is making excellent progress in spoken English.
- Adam is making good progress in spoken English.
- Adam is making satisfactory progress in spoken English.
- Adam is making minimal progress in spoken English.

Check Spelling Clear All Text Get text from a Comment Base OK

Thesaurus Insert Bullet Add selected text to a Comment Base Cancel

IMPORTANT: Be sure to check in the View/Print that this text does not cause a page overflow when printed. Note that in the Print/View you can set the font size of this text for each student.

In this example, the user has just clicked on the quicktext, “Adam is making good progress in reading English.” It has been inserted at the end of the paragraph.



To edit the quicktext, click on **Utilities** on the opening window of SilhouetteELAR, and then on **Edit ELAR Additional Comments Quicktext**.

Any of the lines may be edited. Be sure to use the standard special text inserts (e.g. [name], his/her, He/She) so that the correct names and pronouns are displayed.

teELAR 3

SilhouetteELAR 3

Version 3.0.2

SilhouetteELAR - Utilities

SilhouetteELAR Password

Special Network Folder

Add this folder to dropdowns

Edit ELAR Additional Comments Quicktext

Edit Spell Checker Settings

Passive Spellcheck ON

Backup Folder Settings

create backups of class folders

Exit

Edit Additional Comments Quicktext

Click on text to be edited. It will be copied into the edit box below. When edit is done, click on OK. When all edits are done, click on Save Changes.

[name] is making excellent progress in written English.
[name] is making good progress in written English.
[name] is making satisfactory progress in written English.
[name] is making minimal progress in written English.
[name] is making excellent progress in reading English.
[name] is making good progress in reading English.
[name] is making satisfactory progress in reading English.
[name] is making minimal progress in reading English.
- blank - The last four lines are left blank
- blank - edit these comments in SilhouetteResource Utilitiies
- blank -
- blank -

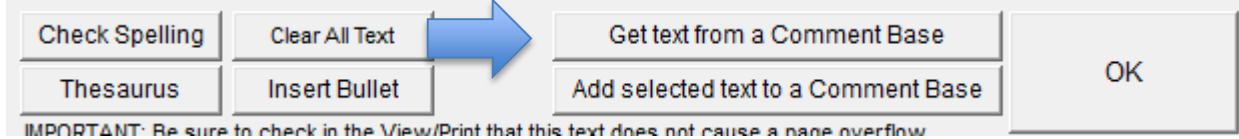
OK

Save Changes

Exit

Email SilELARhelp@duetssoftware.ca

Quit



If you have a Comment Base with at least one topic with at least one piece of text in that topic, you can use **Get text from a Comment Base** to copy it into your **Additional Comments**. Just follow the instructions on screen.

SilhouetteResource

Add multiple comments from a comment base

1. Select path:

2. Select Comment Base

3. Select Topic/Subject

Jones ELAR comments

Reading

Exit

Click comments in order. You may edit selected comments in edit box below.

01. [name] has been receiving additional support in Language Arts.

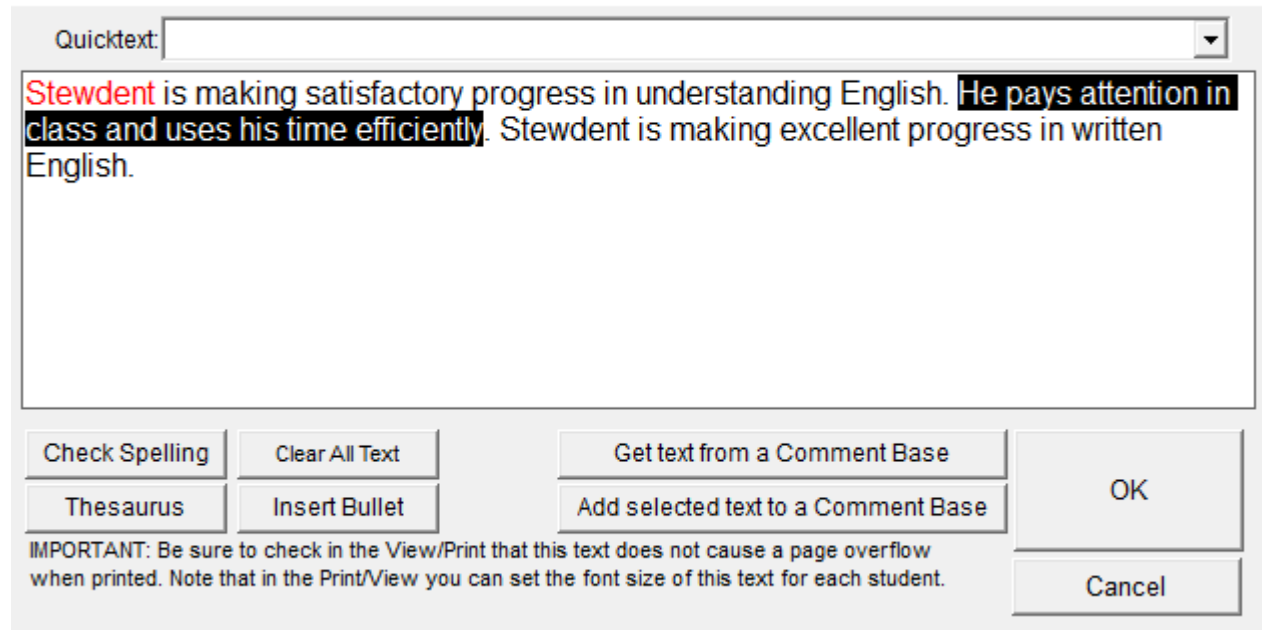
[name] has been receiving additional support in Language Arts.

Clear

Add this text

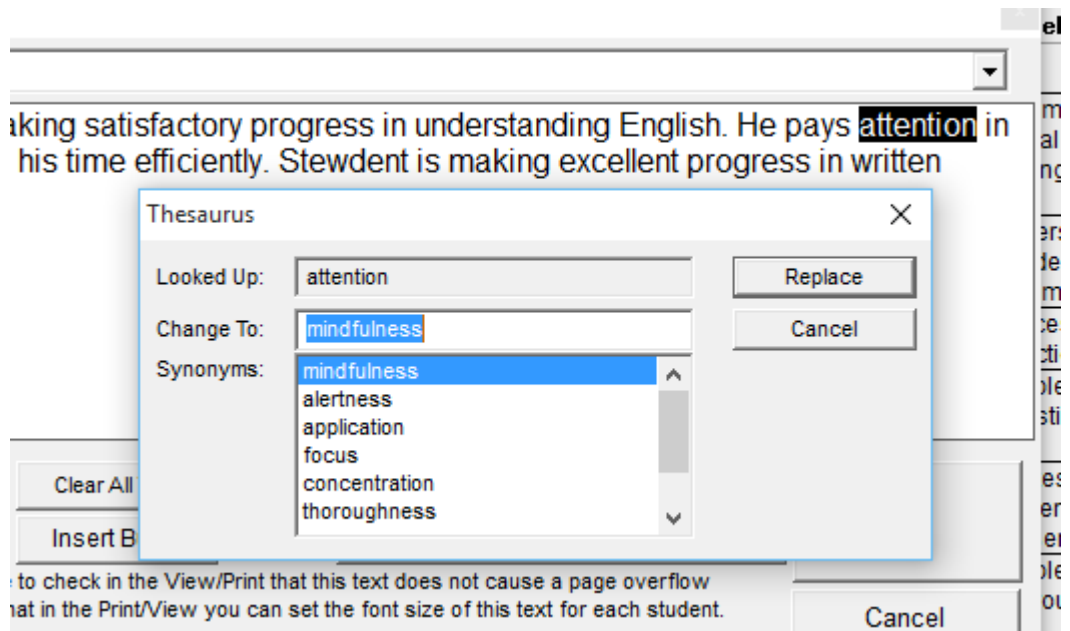
Spelling (these instructions for Windows version only):

Words that SilhouetteELAR does not understand will be shown in red. Above, notice that we would not expect Stewardent, an unusually spelled first name, to be recognized. In **Utilities** (on the opening SilhouetteELAR window) click on **Edit Spell Checker Settings** and then check **Ignore capitalized words**.



Thesaurus (Windows only):

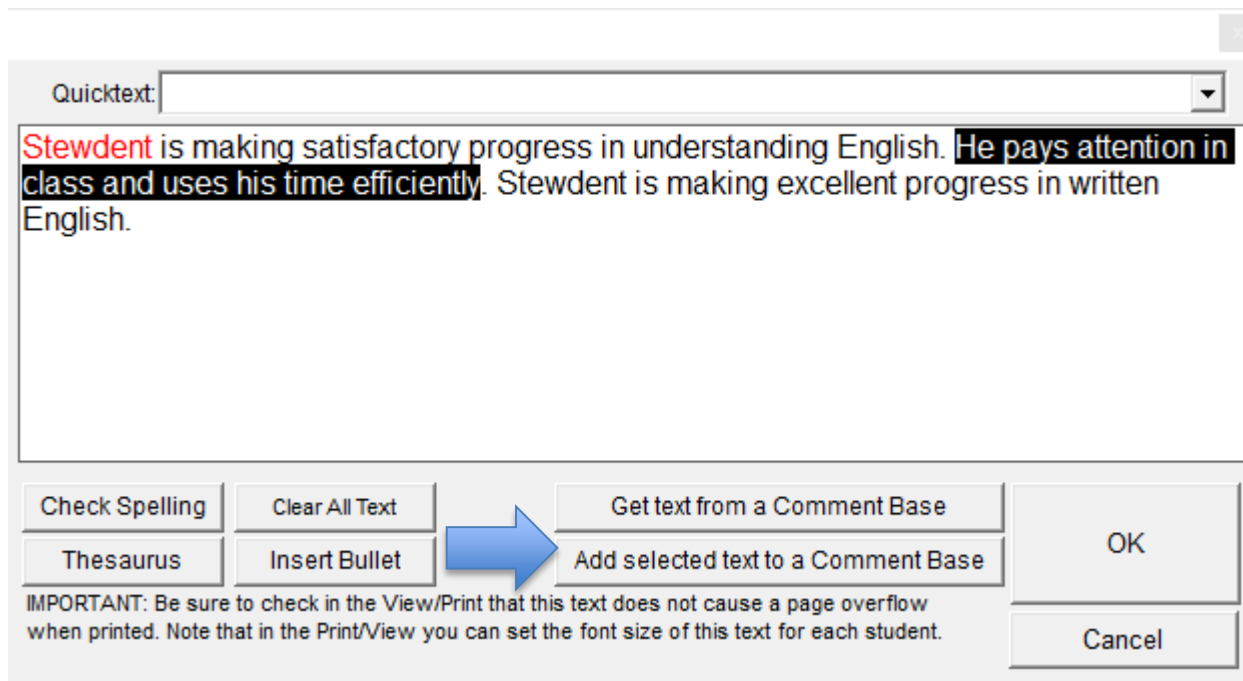
The SilhouetteELAR Thesaurus is not comprehensive but it can be helpful. To use it, highlight a work and then click on the Thesaurus button.



Adding text to a Comment Base:

As you are writing a report and you produce a piece of text you think you might want to reuse, you can immediately save it to a comment base.

1. Highlight the text and then click on **Add selected text to a Comment Base**.



1. Note: the path to your Comments folder will automatically be selected

2. Select the Comment Base and the Topic.

3. You will then see the comments that are already included in the Topic.

4. Click on **ADD AS COMMENT #x:**

SilhouetteResource

Add a comment to the comment base

1. Select path: C:\ProgramData\SilhouetteELAR\Comments

2. Select Comment Base: Jones ELAR comments

3. Select Topic/Subject: Reading

Exit

Jones ELAR comments - Subject/Topic: Reading : 1 comments

01. [name] has been receiving additional support in Language Arts.

ADD AS COMMENT #2: He pays attention in class and uses his time efficiently

Notice however, that the comment in this example contains two gender-specific pronouns, 'He' and 'his'. At some point before you attempt to reuse this comment in another report, you should enter the comment base and change those pronouns to the special text inserts, 'He/She' and 'his/her'.