

HOW TO ADD STUDENTS TO ONE OF YOUR FOLDERS

(Windows and MacOS)

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

1. Select the class folder
2. Click on the **Term**
3. Click **Create New Student file**

SilhouetteELAR 3 - Student Reports

Student Reports

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

Folder: ELAR-1415-grade 6 and 7 group\Term2

ELAR-1415-grade 6 and 7 group

Show hidden folders

Folder Utilities: ELAR-1415-grade 6 and 7 group\Term2

Email Class Folder

Folder Password Delete Folder Rename Folder

New Folder Folders Utilities

Get Emailed Class Folder Import Folder

Exit Export Folder

ELAR Report Files

2 student files: ELAR-1415-grade 6 and 7 group\Term2

Sort by: Surnames and by Grades First Names

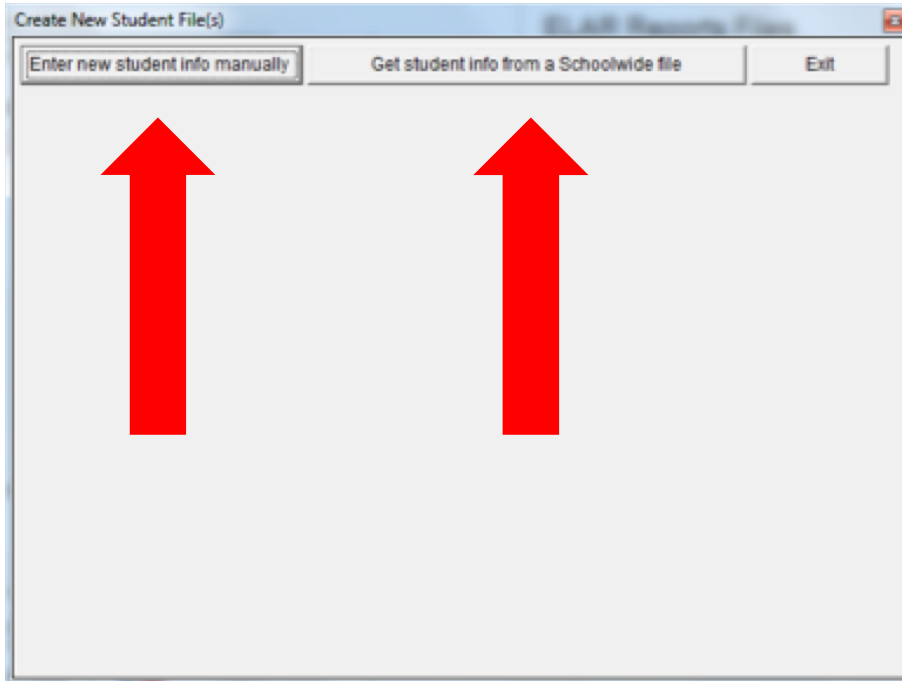
Term 1 Term 2 Term 3

Sampler, Stewdent 24 Sep 2015
Tomal, Charles

Create New Student file Edit Report Data

Batch Print Reports

Either enter the student manually or from the schoolwide data file.



This is what it looks like if you choose **Enter Manually**.

Fill out the information in the spaces below and click **SAVE New Student File**.

The new student has now been added.

Create New Student File(s)

Create ELAR Reports file.

Enter new student information:

1. Enter Surname:

2. First name(s). (e.g. Frederick William)

3. Name used (e.g. Fred)

4. Male Female

5. Grade:

6. Student ID:

7. PEN:(optional)

8. Classroom teacher:

9. Division:

This student file will be created with the Default ELAR Grid text. To change to an alternate text format, enter the student file and click on Alternate Text Utilities.

9. SAVE New Student File

This is what it looks like if you choose **Get student info from a Schoolwide data file**.

Check off the names of the student(s) you want to add and then click **Proceed**.

The screenshot shows a dialog box titled "Create New Student File(s)" with a subtitle "Create ELAR Reports file." Below the subtitle, it says "Create new student files from a schoolwide data file" and "Select the student(s) to be added to the class folder, ELAR-1415-grade 6 and 7".

A list of student names is displayed with checkboxes. Three names are checked: "5- [Name]", "5- [Name]", and "5- [Name]". The list is circled in red. Below the list, it says "3 names selected".

On the right side, there is a dropdown menu for "ELAR Grid Text" with "Default Grid Text" selected.

At the bottom, there are four buttons: "Check All", "Clear Checks", "Proceed" (circled in red), and "Cancel".