

Copying your Class Folders and Comment Bases to your VSB OneDrive

**SilhouetteELAR4
Windows version**

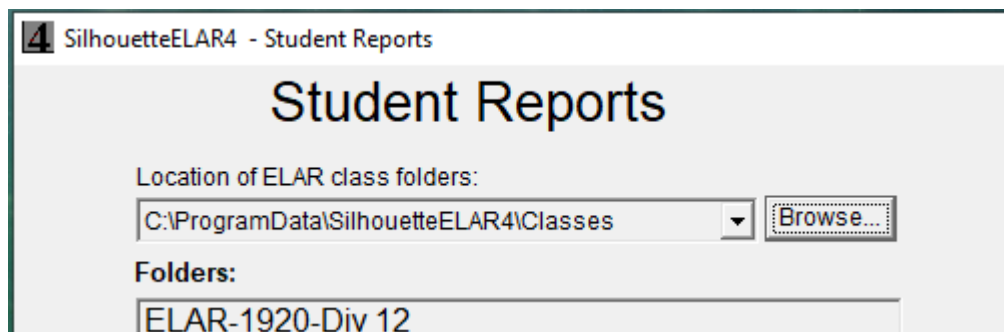
For many years it was expected that most teachers using SilhouetteELAR4 at school would be saving their work into their account on the school server OR saving to a location on their laptop computer.

Teachers are now directed to save to their **VSB OneDrive**.

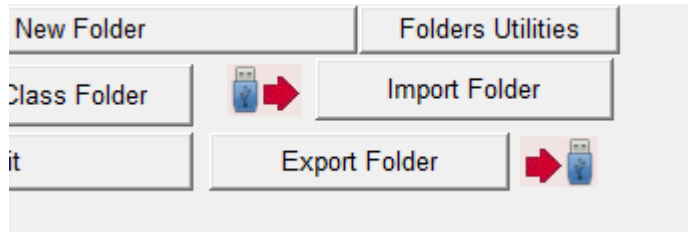
Scenario: You have classes saved on your laptop hard drive and would like to copy them to your VSB One Drive.

The process:

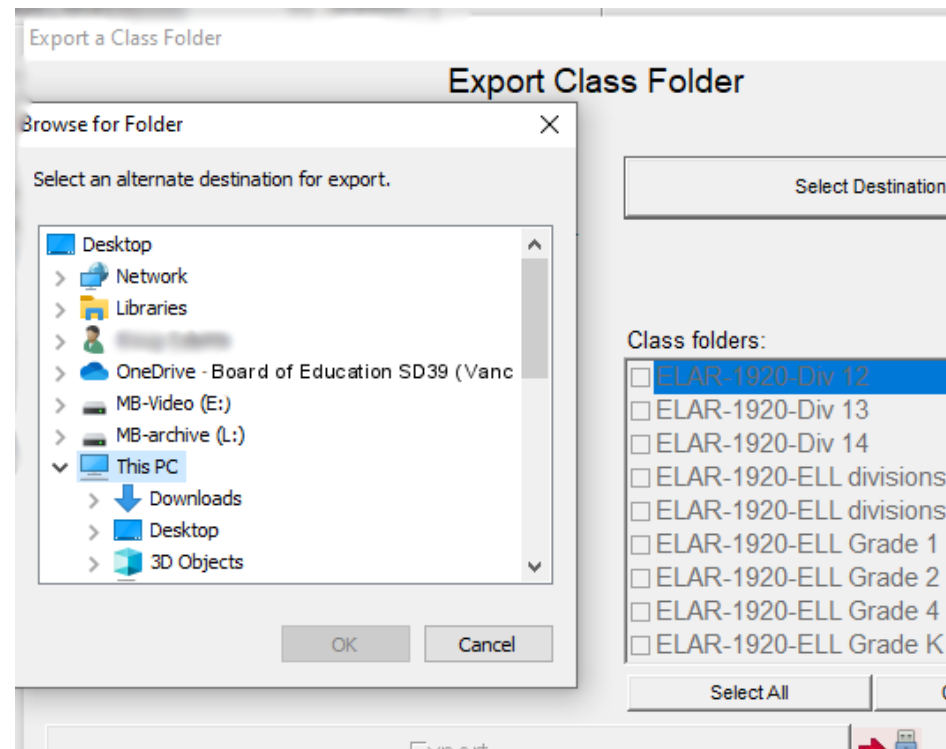
1. In **Utilities** (click the *Utilities* button on the opening window when you run SilhouetteELAR4), select the *This computer* radio button. This ensures that SilhouetteELAR4 will, by default, look into the C:\ProgramData\SilhouetteELAR4\Classes folder on your laptop to locate your class folders. Click on *Exit*.
2. Proceed to the **Student Reports** window. Notice that the *Location of ELAR class folders* indicates that the classes are located on your laptop hard drive.



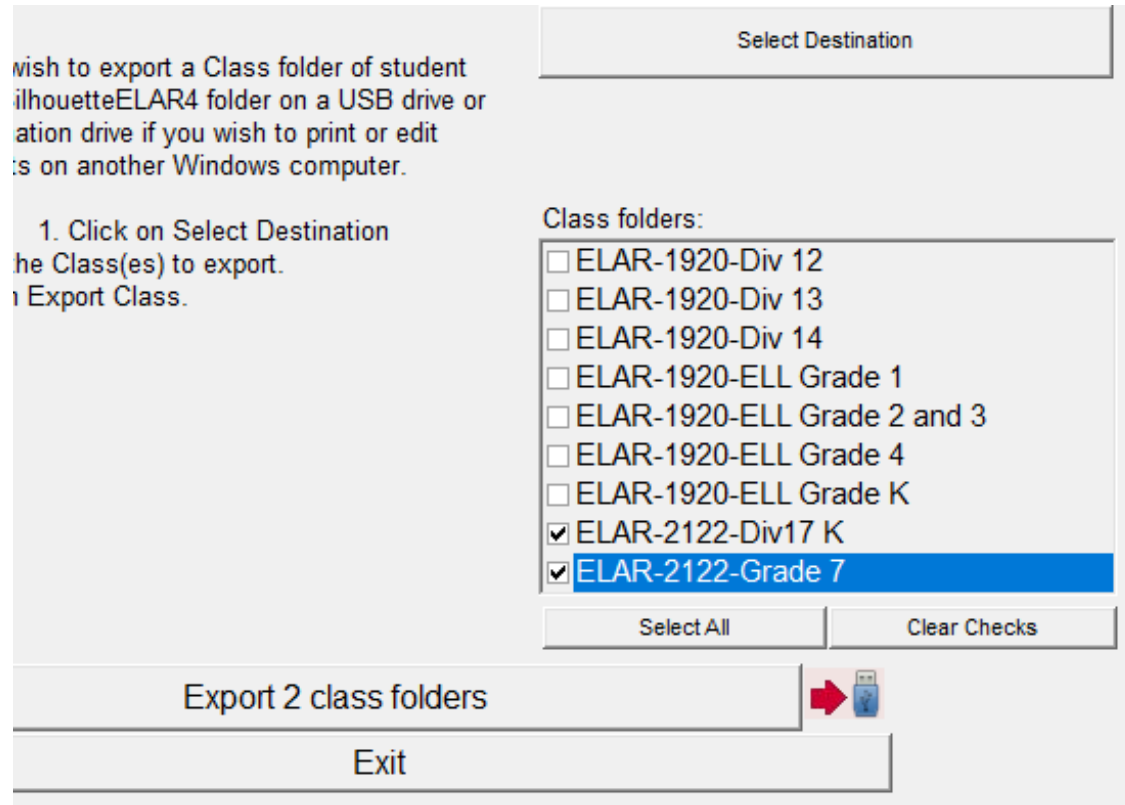
3. At the bottom of the **Student Reports** window, click on *Export Folder*.



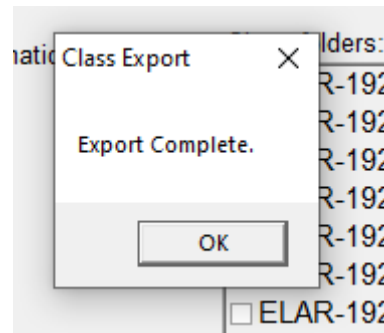
4. In the **Export Class Folder** window, click on *Select Destination*. You want to copy classes to your VSB OneDrive, so in the **Browse for Folder** window, use the slider to locate and select **OneDrive – Board of Education of SD 39 (Vancouver)**. Click on *OK*.



5. Check the classes you wish to copy to your OneDrive account and then click on the *Export* button (*Export 2 class folders* in the screenshot below).



6. When the classes have been copied to your OneDrive account you will see the **Export Done** message. Click on *OK*.



7. **Getting back to work:** You want to work on the classes on your OneDrive, so you must change the default path.
 - Exit **Student Reports** and enter *Utilities* on the opening SilhouetteELAR4 window.
 - Select the *My VSB OneDrive* folder radio button and locate your VSB OneDrive in the *Browse for Folder* dialog.
 - When done, return to **Student Reports** to check that you are indeed now working in the SilhouetteELAR4 folder on your VSB OneDrive.
 - SilhouetteELAR4 will remember your choice of default path the next time you run the software.
8. **Comment Bases:** When you set your default path to your VSB OneDrive, SilhouetteELAR4 will store not only your Classes but your Comment Bases and Backups there as well. If you have Comment Bases currently on your laptop then you should use the same *Export Folder* process to copy the Comment Bases to your VSB OneDrive account, but of course, you will do this in the **Comment Bases** window rather than the Student Reports window.