

# **How to Create a New Class Folder in SilhouetteELAR4**

(Windows and MacOS)

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

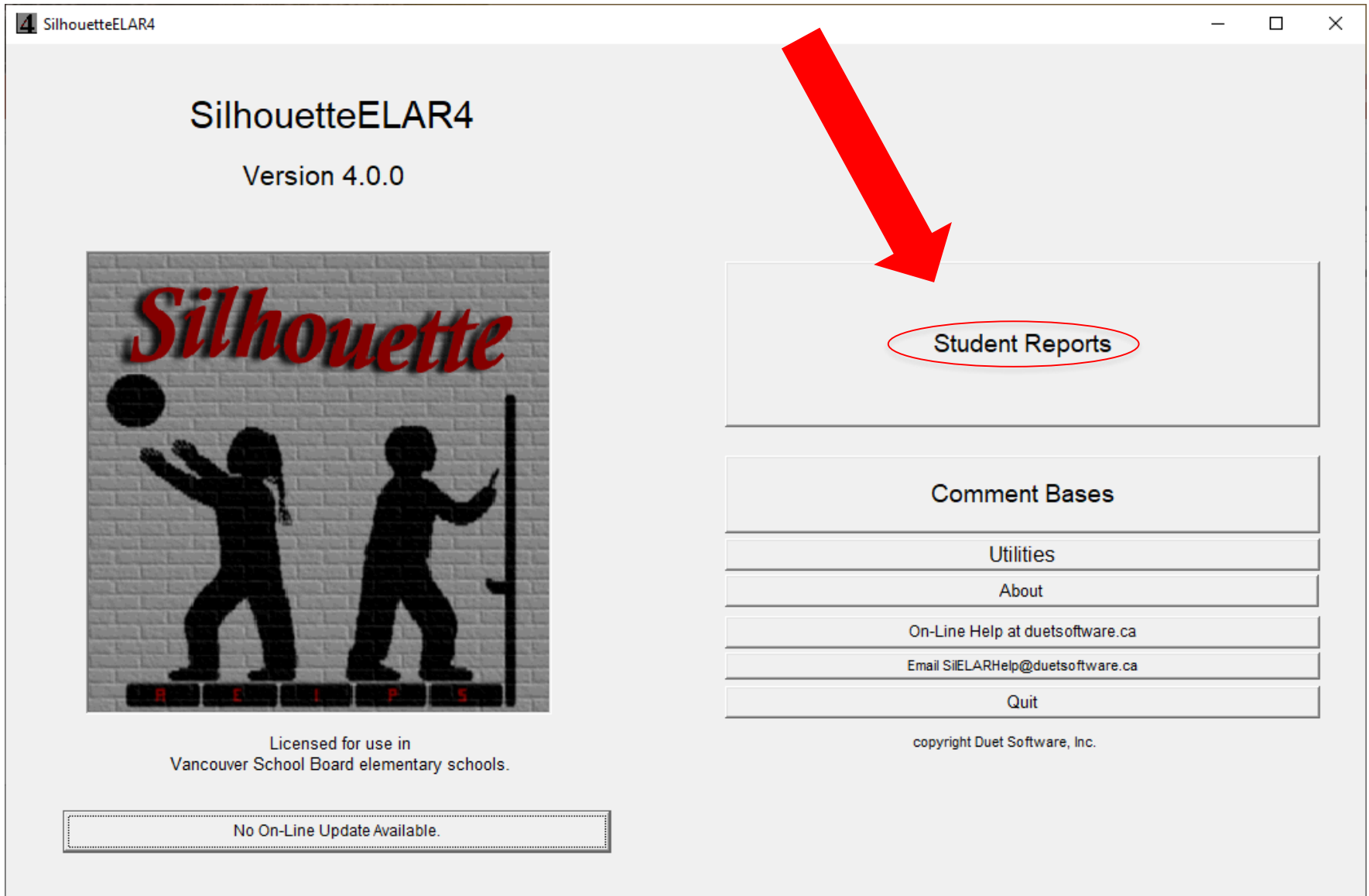
## **Note: The MyEdBC Silhouette Extract**

SilhouetteELAR4 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 SilhouetteELAR4” instructions if you need to update your master.csv file.

# Open SilhouetteELAR4 program

## Click on “Student Reports”



SilhouetteELAR4  
Version 4.0.0



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**Student Reports**

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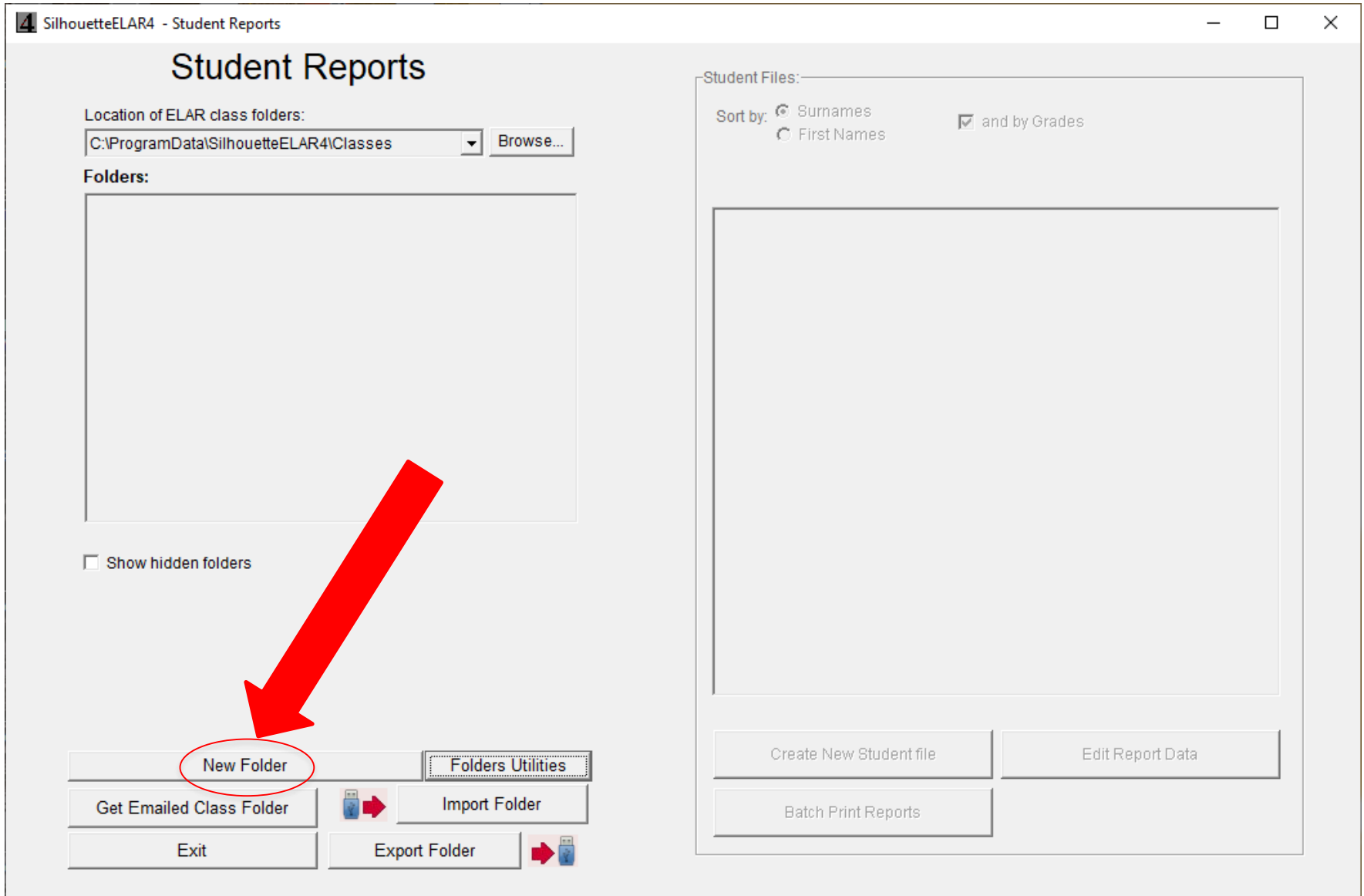
Email [SilELARHelp@duetsoftware.ca](mailto:SilELARHelp@duetsoftware.ca)

Quit

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No On-Line Update Available.

# Click New Folder



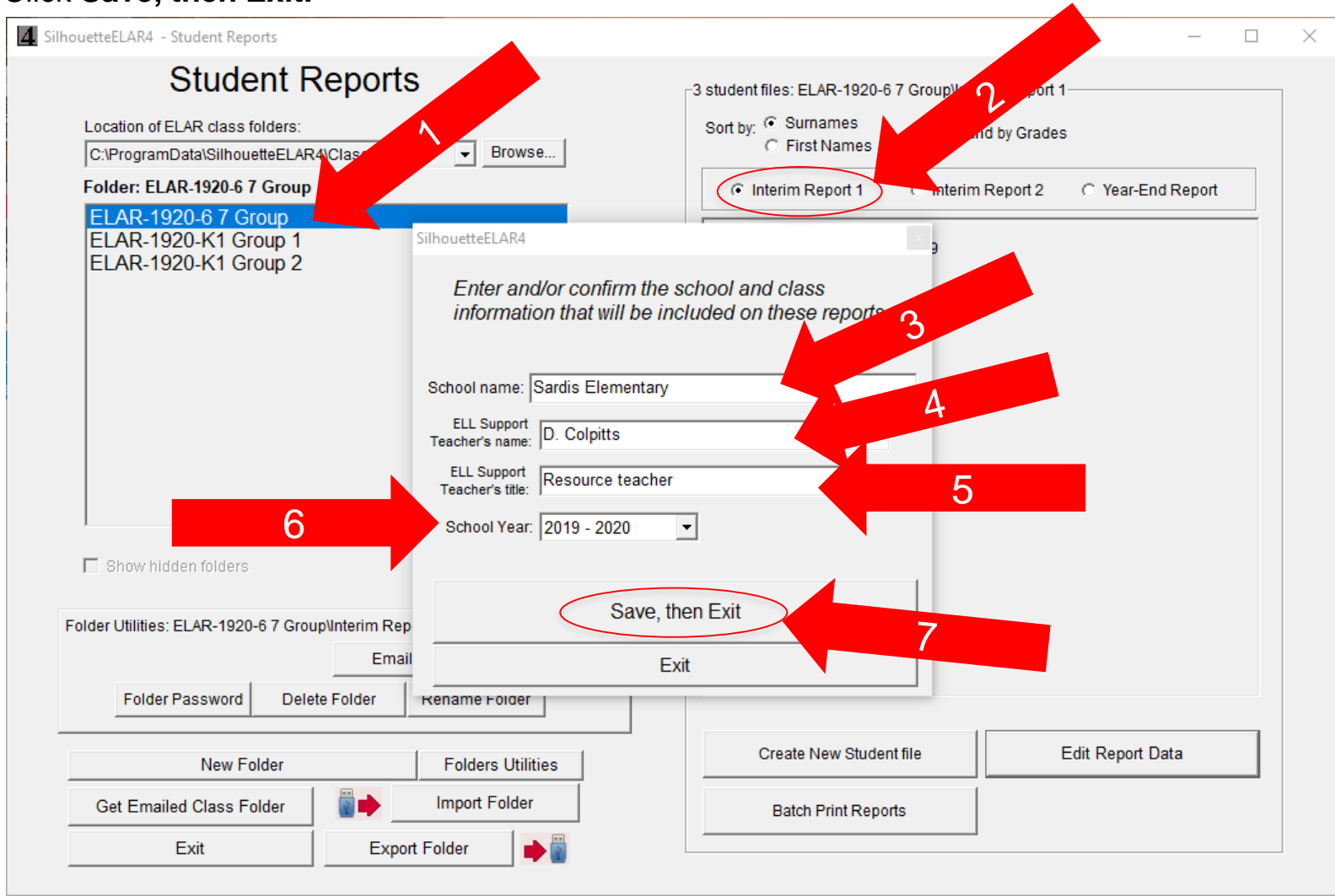
1. Select the names of your students (sorted by Division)
2. Select the school year from drop-down menu
3. Enter a class folder name
4. **Default Grid Text** is selected by default.
5. Choose between two or three report for these students
6. Click **Proceed**

The screenshot shows a dialog box titled "SilhouetteELAR4 - Creating New ELAR Class Folder". The dialog is divided into several sections:

- 1. Select students:** A list of student names with checkboxes. A red oval highlights the list, and a red arrow labeled "1" points to it. At the bottom, it says "3 names selected".
- 2. Select the school year:** A dropdown menu showing "2019 - 2020". A red arrow labeled "2" points to it.
- 3. Edit class folder name extension (max 20 letters):** A text field containing "ELAR-1920-6 7 group". A red arrow labeled "3" points to it.
- 4. Select ELAR Grid Text:** A dropdown menu showing "Default Grid Text". A red arrow labeled "4" points to it. Below this, there is explanatory text: "There are three Default Grid Text sets. The appropriate set is selected automatically according to each student's grade. K-2 students, Grades 1-3 students and Grade 4-7 students."
- 5. Choose between two or three reports for these students:** Two radio button options:
  - Two reports: this year, these students will receive ONE Interim Report and a Year-End Report.
  - Three reports: this year, these students will receive TWO Interim Reports and a Year-End Report. A red arrow labeled "5" points to this option.
- 6. Proceed:** A button at the bottom right. A red arrow labeled "6" points to it.

At the bottom left, there are buttons for "Check All" and "Clear Checks". At the bottom center, there is a "Cancel" button.

1. Click on your folder.
2. Click on **Interim Report**.
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**.



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

4 SilhouetteELAR4 - Student Reports

## Student Reports

Location of ELAR class folders:  
C:\ProgramData\SilhouetteELAR4\Classes

Folder: ELAR-1920-6 7 Group

- ELAR-1920-6 7 Group
- ELAR-1920-K1 Group 1
- ELAR-1920-K1 Group 2

Show hidden folders

Folder Utilities: ELAR-1920-6 7 Group\Interim Report 1

3 student files: ELAR-1920-6 7 Group\Interim Report 1

Sort by:  Surnames  First Names  and by Grades

Interim Report 1  Interim Report 2  Year-End Report

- 6-Onesample, Jian 25 Sep 2019
- 7-Threesample, Mia 25 Sep 2019
- 7-Twosample, Lucas

Student names appear here