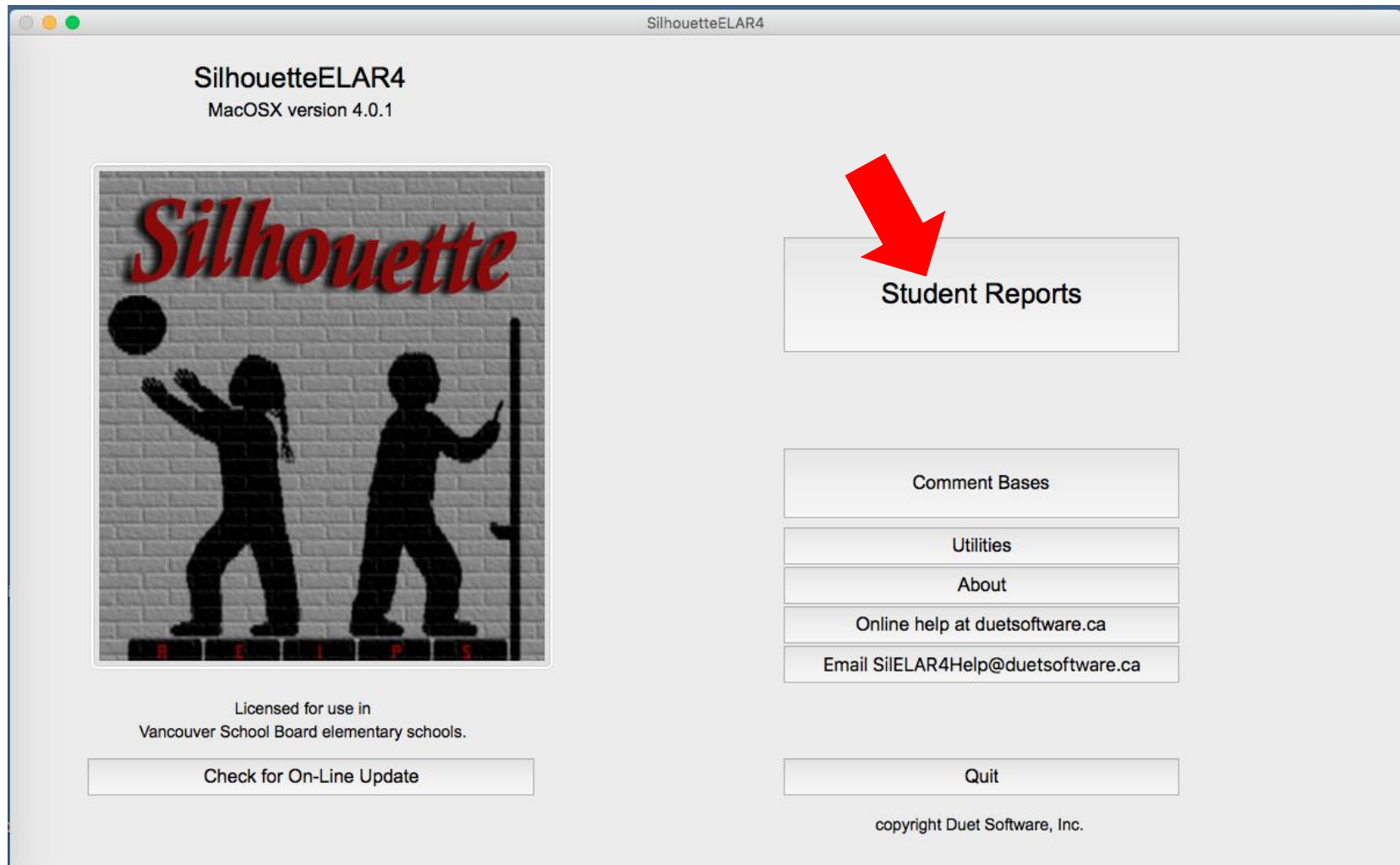


# **How to Edit a Student Report in SilhouetteELAR 4**

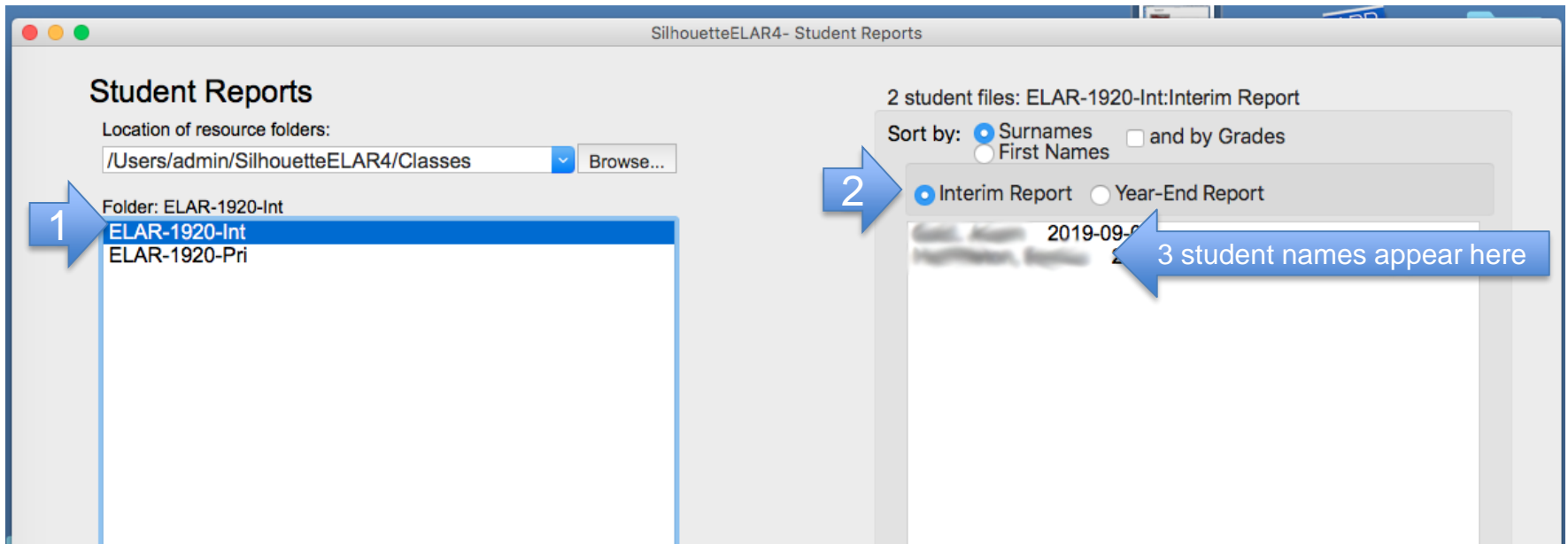
(MacOS)

# Open SilhouetteELAR 4 and click on **Student Reports**



In the **Folders** list on the left side of the **Student Reports** window:

1. Select a folder of reports.
2. Click on the **Interim Report** radio button. The student names should appear on the right side of the screen.
3. Click on a student's name to edit her ELAR report.



1. Add additional comments to your ELAR reports by clicking **Additional Comments**.  
*Please see the separate instruction guide on **Additional Comments** to learn about the many features in this section. Please see the separate instruction guides for **Comment Bases** if you wish to use Comment Bases with your ELAR report.*
2. You can preview your ELAR report before printing by clicking **View/Print**.  
*Please see the separate instruction guide **Printing ELAR Reports** to learn about printing features.*
3. Other menu items: the **Clear Checks** menu is easily understood. *Try it out on a 'practice' student file.*
4. In the **Tools** menu are **Rename Student** and **Delete Student File**. They are easily understood.
5. *Please see the separate instruction guides on SilhouetteELAR4 menu items for details about the **Alternate Text Utilities** and the **How to Clone ELAR** reports (The **Clone Interim Report 1 / Clone Interim Report 2** selector will appear to the right of the **EXIT** button only when editing Interim Report 2 or Final Reports).*

The screenshot shows the SilhouetteELAR4 software interface. At the top, there is a menu bar with the following items: SilhouetteELAR, Student List, Clear Checks, Tools, and EXIT. Below the menu bar is a toolbar with buttons for: Additional Comments, Alternate Text Utilities, View/Print, Save, Save, then EXIT, and EXIT. The main content area contains several sections:

- Radio buttons for "Continued ELL support is needed" and "No further ELL support is needed".
- A "Support: times per week" section with dropdown menus for "ELL Centre: 0", "In-Class: 0", and "Consultation: 0".
- A "Classroom teacher:" dropdown menu and a "Division: 10" dropdown menu.
- A tabbed interface with three tabs: "Oral Language" (selected), "Reading/Writing", and "Further Development".
- A table with five columns representing proficiency levels: "Beginning", "Developing", "Expanding", "Consolidating", and "Bridging". Each column contains a descriptive sentence and a list of checkboxes for specific skills.

Numbered callouts in the image point to the following elements:

- 1: Points to the "Additional Comments" button in the toolbar.
- 2: Points to the "View/Print" button in the toolbar.
- 3: Points to the "Alternate Text Utilities" button in the toolbar.
- 4: Points to the "Tools" menu item in the menu bar.

# Many Ways of Saving (and one way of not saving) Student Reports:

- Click on **Save** if you wish to save the report but do not wish to exit or move to another student file. Because of all the better options listed below you will rarely use this feature.
- Click on **Save, then Exit** when you have finished working on reports in this folder and want to return to **the Student Reports** window.
- When you click on **View/Print**, the student's report will be saved first automatically
- When you use the < or > buttons or the **Student List** dropdown to move to another student file, the student report will be saved first automatically.
- If you have made changes but do **not** wish to have them saved, click on **EXIT** and then select **No** when asked if you want to save the changes before exiting.

SilhouetteELAR4 OSX Student List Clear Checks Tools

SilhouetteELAR4 - Student Report - Interim Report:

< > Additional Comments Alternate Text Utilities View/Print Save Save, then EXIT EXIT

Continued ELL support is needed  
 No further ELL support is needed

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

Classroom teacher: Classroom teacher: Division: 10

Oral Language Reading/Writing Further Development

Beginning	Developing	Expanding	Consolidating	Bridging
<i>I can understand and respond to simple statements and questions in familiar situations.</i>	<i>I can participate in a conversation on everyday topics using simple structures.</i>	<i>I can participate in a conversation about familiar topics and some academic topics.</i>	<i>I can participate in conversations with some opinions and details on a range of academic topics.</i>	<i>I can speak fluently and accurately on a wide range of academic topics.</i>
<input type="checkbox"/> understands short, simple sentences on familiar topics	<input type="checkbox"/> understands and uses routine classroom phrases	<input type="checkbox"/> understands familiar phrases and academic tasks	<input type="checkbox"/> understands some complex multi-step tasks and academic language	<input type="checkbox"/> understands complex instructions and grade level academic content
<input type="checkbox"/> knows some common words about school, self, family, and activities	<input type="checkbox"/> expresses some words and phrases about self, family, and interests	<input type="checkbox"/> describes/speaks about academic content using some words and	<input type="checkbox"/> describes/speaks about academic content using a range of words and	<input type="checkbox"/> expresses a wide range of occupational & academic words &