# How to Edit a Student Report in SilhouetteELAR4

(Windows)

# Open SilhouetteELAR4
# 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
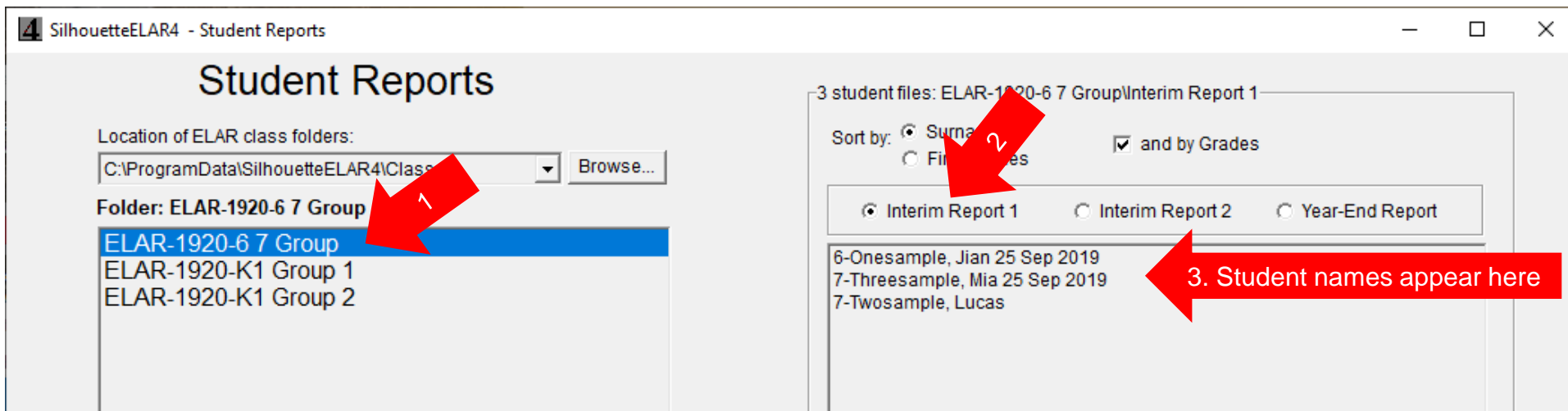
1. Fill in all areas indicated in red (see example below)
2. Check off the appropriate descriptors in the matrices
3. Scroll down for more descriptors for "Reading/Writing/Areas requiring further attention/development"
4. See "Many Ways of Saving…" page below

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 or Print Report**.
   *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.*

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

- Click on **Save Report** 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 Report, 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 or Print Report**, 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.