

Additional Comments

**(including Quicktext, Spell
Checker settings, Thesaurus,
Get from and Add to the
Comment Base)**

(Windows and MacOS)

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

In a student's file, click on the **Additional Comments** menu item.



SilhouetteELAR4 - Student Report - Interim Report 1: Jian Onesample

Student List * Additional Comments Alternate Text Utilities Clear Checks Tools View or Print Report Save Report Save Report, then Exit Exit

< > Jian Onesample

- Continued ELL support is needed
- No further ELL support is needed

Support: times per week

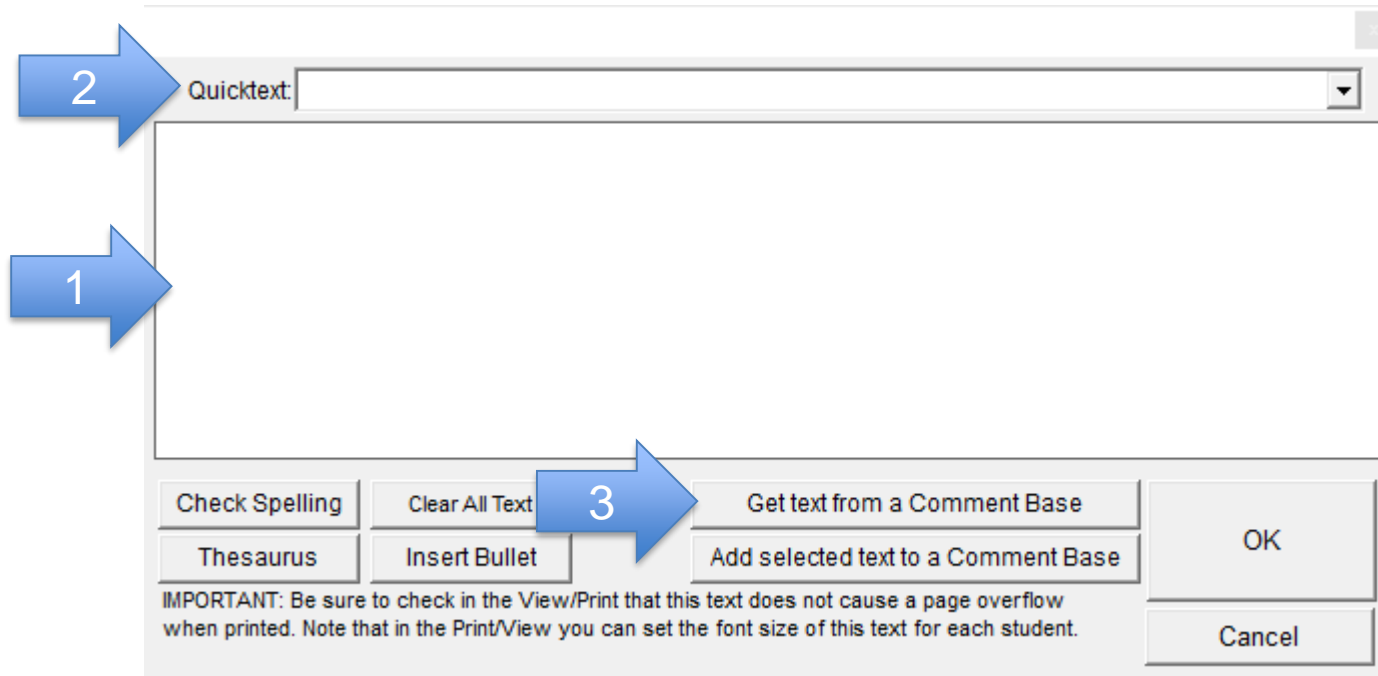
ELL Centre: 5 In-Class: 0 Consultation: 2

Classroom teacher: P Findlay Division: 2

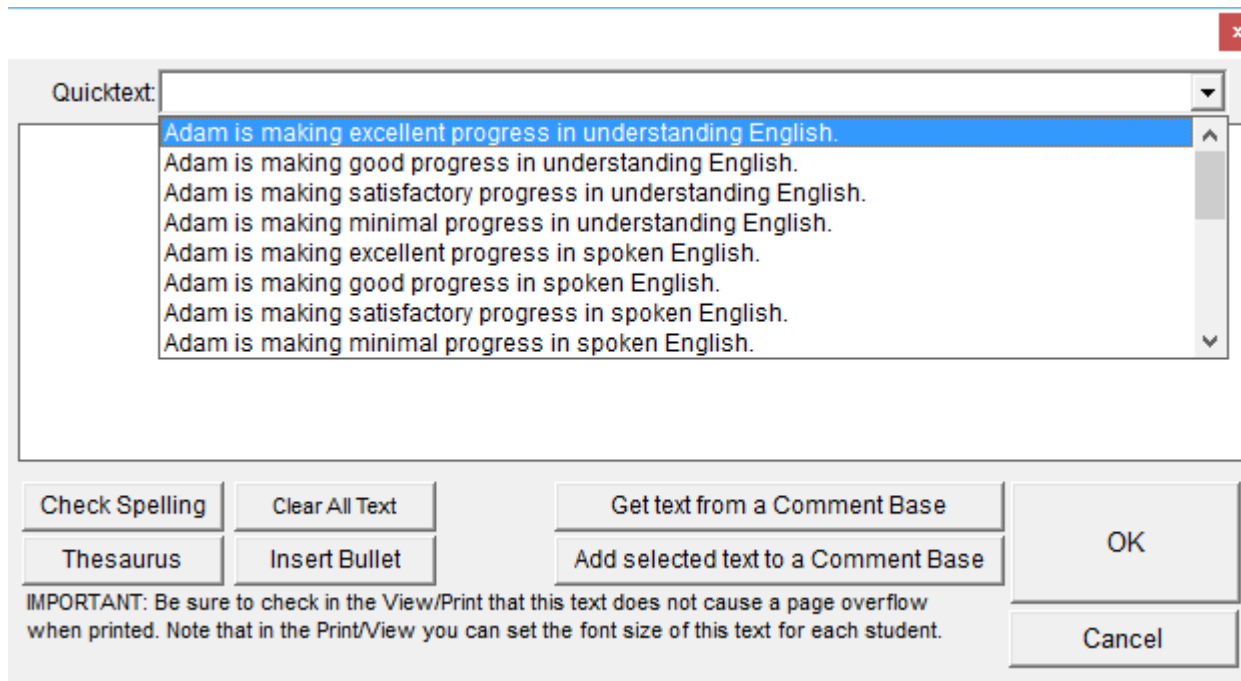
Beginning	Developing	Expanding	Consolidating	Bridging
Oral Language				
<input type="checkbox"/> <i>Goal: to understand and respond to simple statements and questions in familiar situations.</i>	<input type="checkbox"/> <i>Goal: to participate in a conversation on everyday topics using simple structures.</i>	<input type="checkbox"/> <i>Goal: to participate in a conversation about familiar topics and some academic topics.</i>	<input type="checkbox"/> <i>Goal: to participate in conversations with some opinions and details on a range of academic topics.</i>	<input type="checkbox"/> <i>Goal: to 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 checked="" 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 phrases and grade level academic content
<input type="checkbox"/> knows some common words related to school, self, family	<input type="checkbox"/> expresses a variety of words about self, family, and interests	<input checked="" type="checkbox"/> describes/speaks about academic content using some	<input type="checkbox"/> describes/speaks about academic content using a range	<input type="checkbox"/> expresses a wide range of conversational and academic

In the Additional Comments window, you can enter text:

1. by typing text in the window
2. by selecting Quicktext from the dropdown list
3. by using **Get text from a Comment Base**



The **Quicktext** dropdown offers single sentences that, when selected are added to the end of your current writing. Note that the student's name is automatically included in the text.



The screenshot shows a software window titled "Quicktext" with a dropdown menu open. The dropdown menu contains seven text options, with the first one highlighted in blue. Below the dropdown menu are several buttons: "Check Spelling", "Clear All Text", "Get text from a Comment Base", "Thesaurus", "Insert Bullet", "Add selected text to a Comment Base", "OK", and "Cancel". At the bottom of the window, there is an important note about printing.

Quicktext:

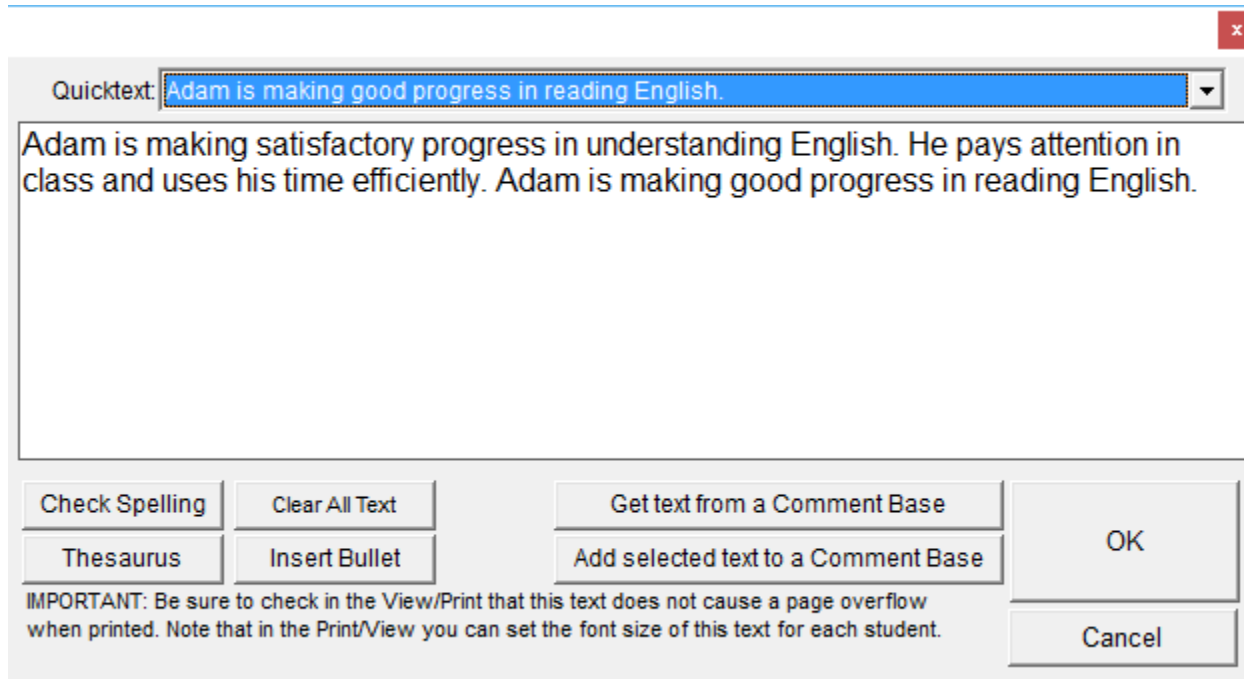
- Adam is making excellent progress in understanding English.
- Adam is making good progress in understanding English.
- Adam is making satisfactory progress in understanding English.
- Adam is making minimal progress in understanding English.
- Adam is making excellent progress in spoken English.
- Adam is making good progress in spoken English.
- Adam is making satisfactory progress in spoken English.
- Adam is making minimal progress in spoken English.

Check Spelling Clear All Text Get text from a Comment Base OK

Thesaurus Insert Bullet Add selected text to a Comment Base Cancel

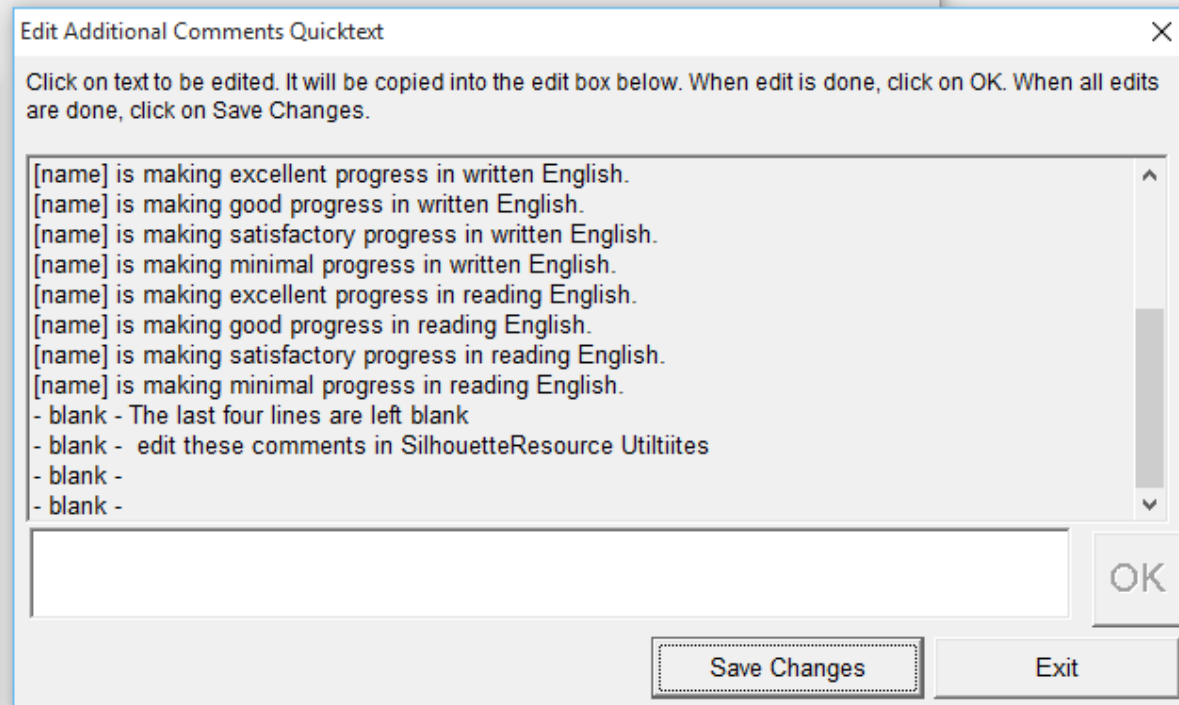
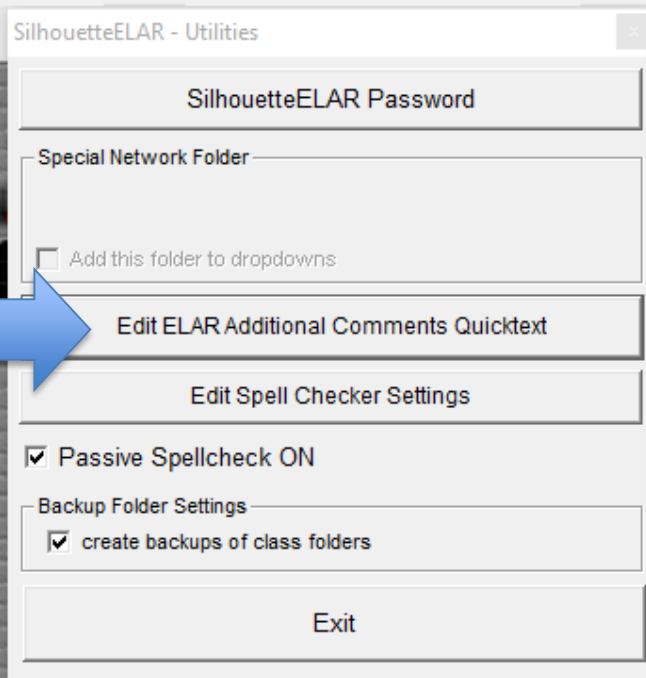
IMPORTANT: Be sure to check in the View/Print that this text does not cause a page overflow when printed. Note that in the Print/View you can set the font size of this text for each student.

In this example, the user has just clicked on the quicktext, “Adam is making good progress in reading English.” It has been inserted at the end of the paragraph.



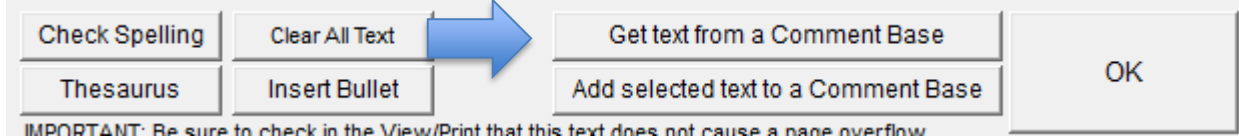
To edit the quicktext, click on **Utilities** on the opening window of SilhouetteELAR4, and then on **Edit ELAR Additional Comments Quicktext**.

Any of the lines may be edited. Be sure to use the standard special text inserts (e.g. [name], his/her, He/She) so that the correct names and pronouns are displayed.



Email SilELARhelp@duetssoftware.ca

Quit



If you have a Comment Base with at least one topic with at least one piece of text in that topic, you can use **Get text from a Comment Base** to copy it into your **Additional Comments**. Just follow the instructions on screen.

Add multiple comments from a comment base

1. Select path:

2. Select Comment Base

Jones ELAR comments

3. Select Topic/Subject

Reading

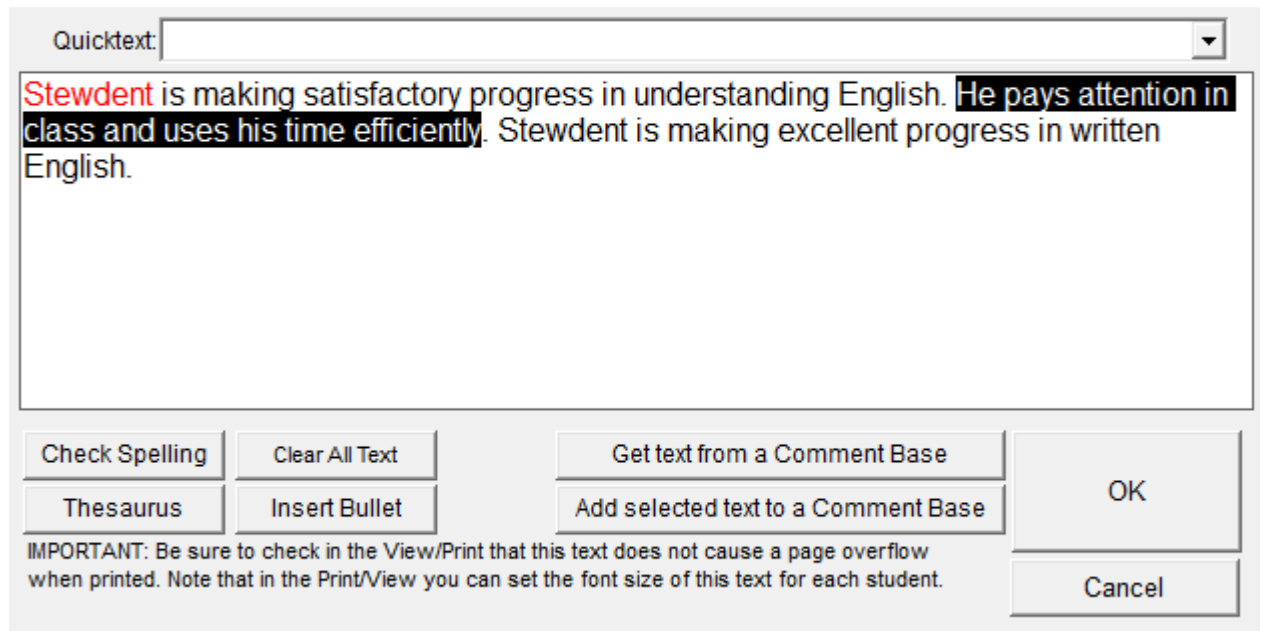
Click comments in order. You may edit selected comments in edit box below.

01. [name] has been receiving additional support in Language Arts.
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[name] has been receiving additional support in Language Arts.	<input type="button" value="Clear"/>
	<input type="button" value="Add this text"/>

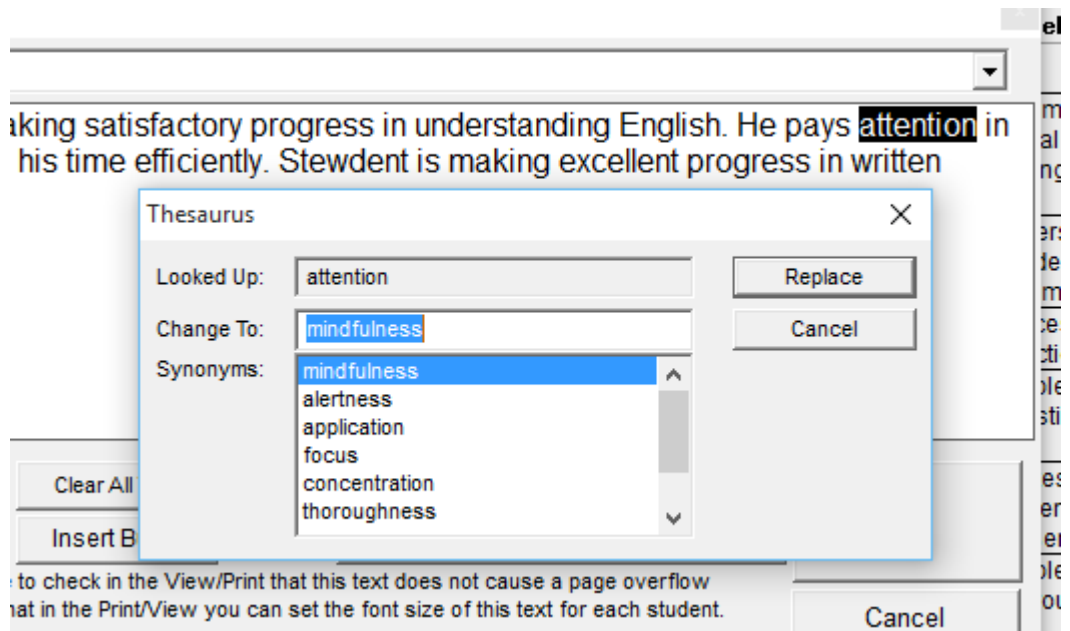
Spelling (these instructions for Windows version only):

Words that SilhouetteELAR4 does not understand will be shown in red. Above, notice that we would not expect Stewardent, an unusually spelled first name, to be recognized. In **Utilities** (on the opening SilhouetteELAR4 window) click on **Edit Spell Checker Settings** and then check **Ignore capitalized words**.



Thesaurus (Windows only):

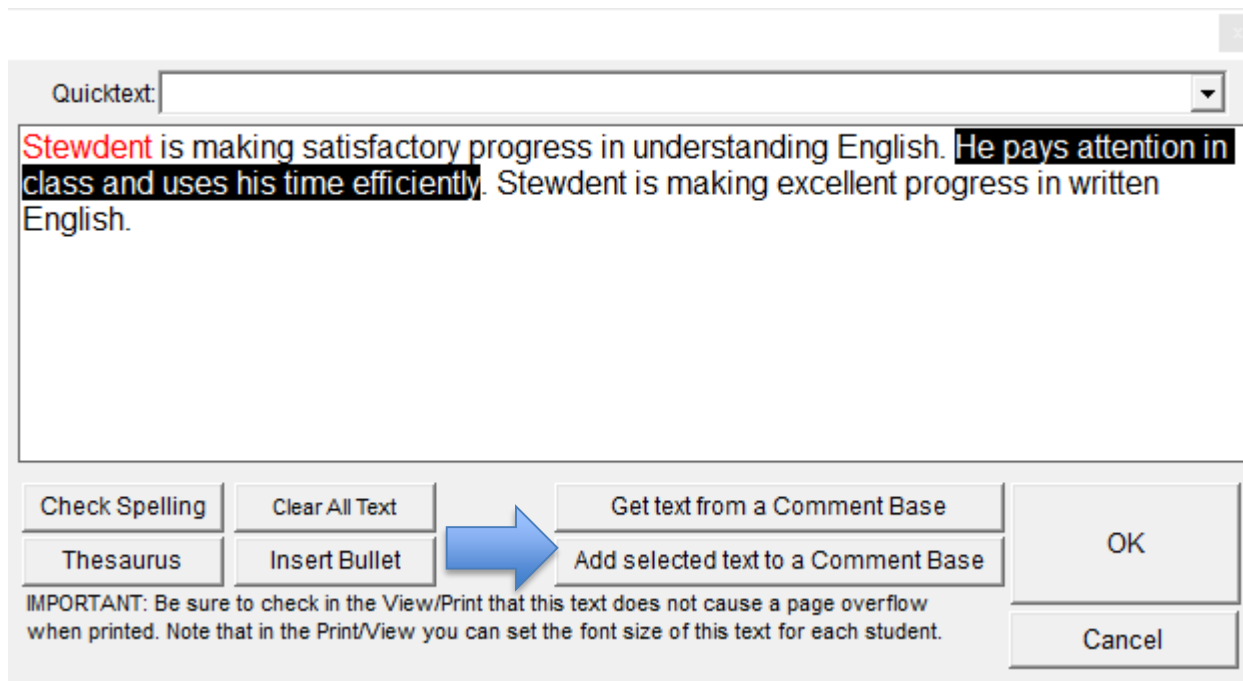
The SilhouetteELAR4 Thesaurus is not comprehensive but it can be helpful. To use it, highlight a work and then click on the Thesaurus button.



Adding text to a Comment Base:

As you are writing a report and you produce a piece of text you think you might want to reuse, you can immediately save it to a comment base.

1. Highlight the text and then click on **Add selected text to a Comment Base**.



1. Note: the path to your Comments folder will automatically be selected

2. **Select the Comment Base and the Topic.**

3. You will then see the comments that are already included in the Topic.

4. Click on **ADD AS COMMENT #x:**



Add a comment to the comment base

1. Select path: C:\ProgramData\SilhouetteELAR\Comments

2. Select Comment Base: Jones ELAR comments

3. Select Topic/Subject: Reading

Exit

Jones ELAR comments - Subject/Topic: Reading : 1 comments

01. [name] has been receiving additional support in Language Arts.

ADD AS COMMENT #2: He pays attention in class and uses his time efficiently

Notice however, that the comment in this example contains two gender-specific pronouns, 'He' and 'his'. At some point before you attempt to reuse this comment in another report, you should enter the comment base and change those pronouns to the special text inserts, 'He/She' and 'his/her'.