

HOW TO ADD STUDENTS TO ONE OF YOUR FOLDERS

(Windows and MacOS)

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

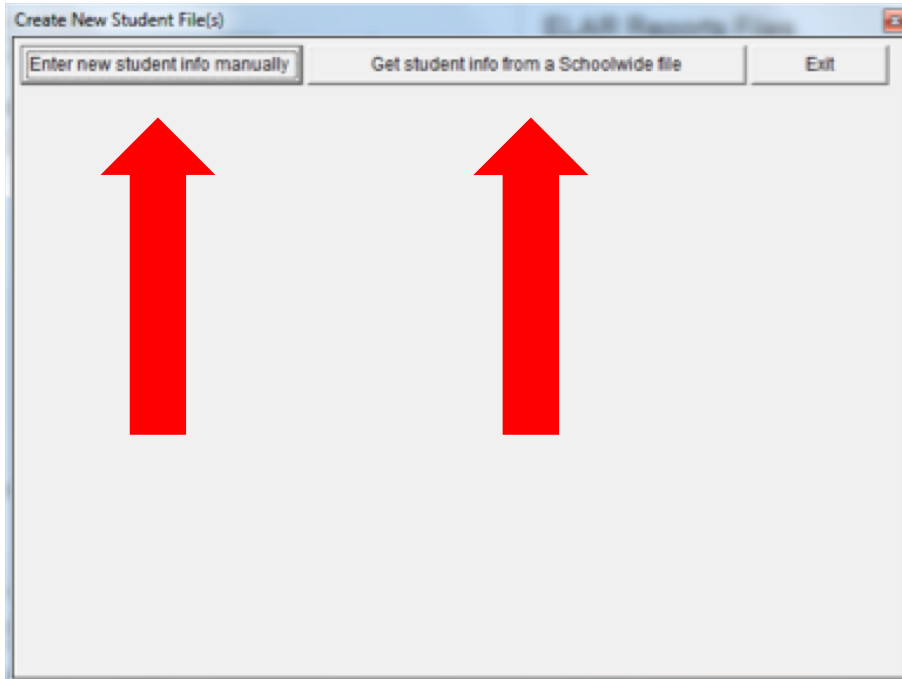
1. Select the class folder
2. Click on the appropriate term
3. Click **Create New Student file**

The screenshot shows the 'Student Reports' application window. The title bar reads '4 SilhouetteELAR4 - Student Reports'. The main window is titled 'Student Reports' and contains the following elements:

- Location of ELAR class folders:** A text box showing 'C:\ProgramData\SilhouetteELAR4\Classes' with a 'Browse...' button.
- Folder selection:** A list of folders: 'ELAR-1920-6 7 Group' (circled in red), 'ELAR-1920-K1 Group 1', and 'ELAR-1920-K1 Group 2'. A red arrow labeled '1' points to the first folder.
- Sort options:** 'Sort by: Surnames' (selected) and 'First Names'. A checkbox 'and by Grades' is checked.
- Report term selection:** Radio buttons for 'Interim Report 1', 'Interim Report 2' (selected and circled in red), and 'Year-End Report'. A red arrow labeled '2' points to the selected option.
- Folder Utilities:** A section for 'ELAR-1920-6 7 Group\Interim Report 2' with buttons for 'Email Class Folder', 'Folder Password', 'Delete Folder', and 'Rename Folder'.
- Bottom navigation:** Buttons for 'New Folder', 'Folders Utilities', 'Create New Student file' (circled in red), and 'Edit Report Data'. A red arrow labeled '3' points to the 'Create New Student file' button.
- Other buttons:** 'Get Emailed Class Folder', 'Import Folder', 'Export Folder', and 'Batch Print Reports'.

The right pane shows '2 student files: ELAR-1920-6 7 Group\Interim Report 2' with a list of student names: '6-Onesample, Jian 25 Sep 2019' and '7-Threesample, Mia'.

Either enter the student manually or from the schoolwide data file.



This is what it looks like if you choose **Enter Manually**.

Fill out the information in the spaces below and click **SAVE New Student File**.

The new student has now been added.

Create New Student File(s)

Create ELAR Reports file.

Enter new student information:

1. Enter Surname:

2. First name(s). (e.g. Frederick William)

3. Name used (e.g. Fred)

4. Male Female

5. Grade:

6. Student ID:

7. PEN:(optional)

8. Classroom teacher:

9. Division:

This student file will be created with the Default ELAR Grid text. To change to an alternate text format, enter the student file and click on Alternate Text Utilities.

9. SAVE New Student File

This is what it looks like if you choose **Get student info from a Schoolwide data file**.

Check off the names of the student(s) you want to add and then click **Proceed**.

Create New Student File(s)

Create ELAR Reports file.

Create new student files from a schoolwide data file

Select the student(s) to be added to the class folder, ELAR-1415-grade 6 and 7

Student Name	Selected
5- [Name]	<input type="checkbox"/>
5- Ungun, Wiles	<input type="checkbox"/>
5- [Name]	<input type="checkbox"/>
5- [Name]	<input checked="" type="checkbox"/>
5- [Name]	<input type="checkbox"/>
5- [Name]	<input type="checkbox"/>
5- [Name]	<input type="checkbox"/>
5- [Name]	<input checked="" type="checkbox"/>
5- [Name]	<input type="checkbox"/>
5- [Name]	<input type="checkbox"/>
5- [Name]	<input checked="" type="checkbox"/>
5- [Name]	<input type="checkbox"/>
5- [Name]	<input type="checkbox"/>
5- [Name]	<input type="checkbox"/>
6- [Name]	<input type="checkbox"/>

ELAR Grid Text:

3 names selected