

SilhouetteCE - First Term Basics

1. **Get a Schoolwide Data File for your class:** SilhouetteCE can take an exported file from Turbo-School use it to create your class folder of student files in just a few clicks. Use the Classes Utilities button to get the Schoolwide Data File.

2. **In SilhouetteCE, enter Student Reports**

- a. click on New Class Folder
- b. accept the default *Create a class using a Schoolwide Data File* (if this option is not available, then you need to import the Schoolwide Data File.
- c. select your division
- d. enter a class folder name, e.g. Div 7 Term 1 0607 Jones, and click on Create Folder

3. Use the **Edit Custom Report Data** and set up and enter basic information for your class. For Intermediate classes, you may wish to delete Fine Arts and enter Art and Music as graded subjects. Grade 4 teachers may need to delete French (this edit box is locked but you may temporarily unlock an edit box by the following method:

- hold down the CTRL key
- while holding down the CTRL key, hold down the Alt key
- while holding down the both the CTRL and ALT keys, click into the edit box

Once done with Edit Custom Report Data, click on Escape.

4. **The Template:** Click on New Template. You will see “Template” at the top of your list of student files names. Click on “Template”.

Press F1 to bring up SilhouetteCE Help. The “SilhouetteCE Template” section in Chapter 5: Student Reports gives a detailed description of the template creation process and the options that are available. Create a template for your class.

5. **The Reports:** Once your Template is complete, you are ready to work on student files. Press F1 to bring up SilhouetteCE Help. The “Edit Student Reports” section in **Chapter 5: Student Reports** gives a detailed description of the process and the options that are available. Create your student reports.

6. **Print your reports:** But before you do, why not get SilhouetteCE to print the student attendance onto the reports as well. The attendance data is available as a Turbo-School export. Turbo-School Note: Schools using Turbo-School (v8.09 or better) can get an attendance export by going to Utilities > Export Data. Select the Export by Division option and all the default settings. Select Format 5 - Attendance Export. Export the file to a floppy disk and it will be ready for use in Silhouette. See *Appendix H: Including Attendance* in the SilhouetteCE Help for step-by-step help.