

**Importing Silhouette Grades and Comments
October, 2008**

Process overview:

1) *The classroom teacher creates his set of Silhouette reports as usual, omitting the subjects that are taught by the specialist teacher. Any teacher who teaches another class or perhaps multiple other classes, treats each class as if it was his own, creating a class folder for each class and using a comment base that has just the subject(s) taught.*

2) *The specialist teacher sends both the class folder and the comment base to the classroom teacher, who imports three things: the comment base topic, the report card comments, and the letter grades. These will be merged with the rest of the class reports that the classroom teacher has prepared.*

Classroom Teacher	Specialist Teacher (e.g. Music)
<p><i>Create/Edit Classroom comment base</i></p> <ul style="list-style-type: none"> • include only the topics taught by the classroom teacher, remove the others 	<p><i>Create/Edit Specialist comment base</i></p> <ul style="list-style-type: none"> • will likely have only one topic - e.g. Music
<p><i>Create new class or term folder</i></p> <ul style="list-style-type: none"> • complete reports as usual for all students and all subjects taught • enter opening comments for all students • enter both letter grades and comments 	<p><i>Create a unique class folder for each class taught</i></p> <ul style="list-style-type: none"> • select comments for just the subject area taught • enter letter grades for just the subject area taught
<p><i>Receive the class folder and comment base</i></p> <ul style="list-style-type: none"> • If they were emailed, use Get Emailed Comment Base and Get Emailed Class to bring them into the classroom teacher's own Silhouette folder • If they were delivered via USB stick, or the T: drive, there is no need to import the comment base or class because the data can be retrieved directly from these sources 	<p><i>Send each class folder to the classroom teacher using one of the following options</i></p> <ul style="list-style-type: none"> • email it to the teacher • export it to USB stick and pass it on • export it to the T: drive (shared folder) on the RCS network <p><i>Be sure to send the comment base along with the class folder</i></p>
<p><i>Import the Specialist's Topic into the Classroom comment base</i></p> <ul style="list-style-type: none"> • click on the class comment base • click on Import a Topic • locate the Specialist comment base in the upper window on the screen. If necessary, use the Select Other Source button to find it on the USB stick or the T: drive. • follow the numbered on-screen steps • note that the imported topic will be added to the bottom of the list of topics in the classroom comment base. It may be necessary to use the Set Order of Topics button to re-order them. 	

Import the Specialist's report card comments into the classroom reports

- click on the (full) class folder
- click on Batch Import: **Topic Comments**
- locate the Specialist's class folder in the upper window on the screen. If necessary, use the **Select Other Source** button to find it on the USB stick or the T: drive.
- follow the numbered on-screen steps 1, 2, & 3 to select the class, comment base, and topic to be imported
- click on **Batch Import Topic Comments** in the centre of the screen to perform the import.

Import the Specialist's report card grades into the classroom reports

- click on the (full) class folder
- click on Batch Import: **Grades**
- locate the Specialist's class folder in the upper window on the screen. If necessary, use the **Select Other Source** button to find it on the USB stick or the T: drive.
- follow the numbered on-screen steps 1, 2, & 3 to select the subject and term to be imported and the subject and term in which to import
- click on **Copy Grades ...** at the bottom of the screen to perform the import.