
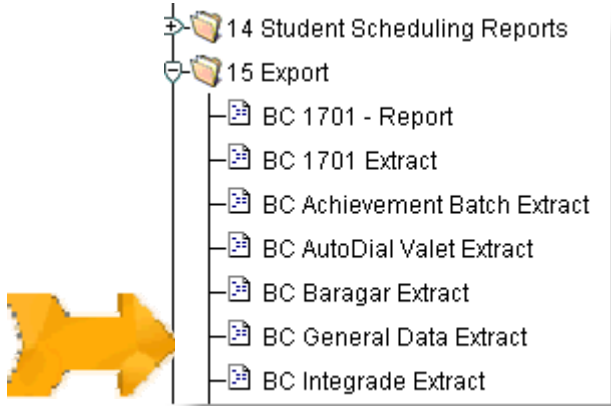
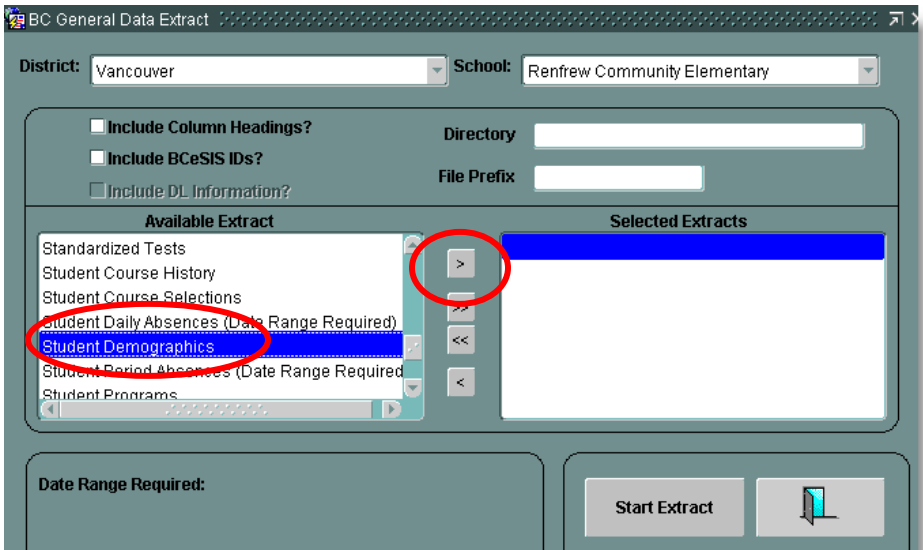


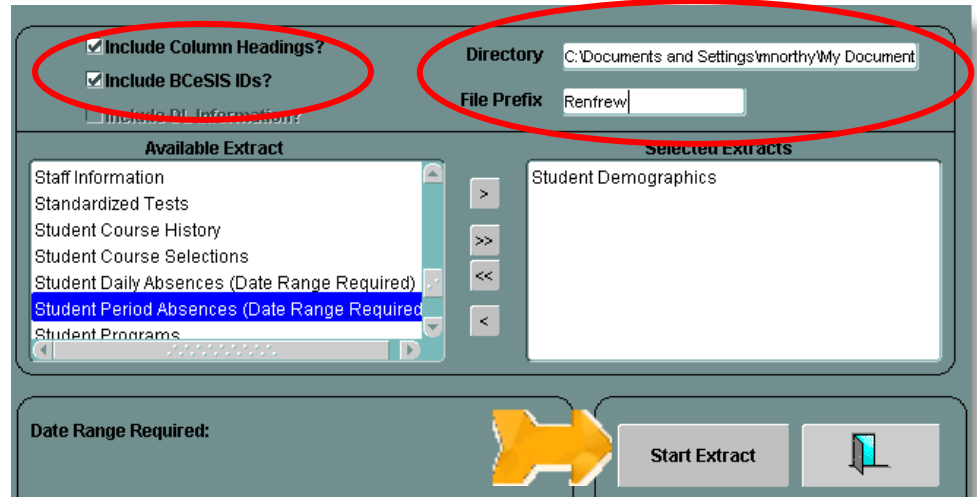
This guide will detail how to extract student demographics from the General Data Extract for export into Silhouette Resource.

<p>Go to Reports</p>	
<p>Click once on #15 Export and expand the selection and double click on BC General Data Extract</p>	
<p>A new window will open up, the BC General Data Extract.</p> <p>Scroll down to Student Demographics and click the > arrow to move it over into the right hand column.</p>	

Make sure that **Include Column Headings?** And **Include BCeSIS IDs?** boxes are checked.

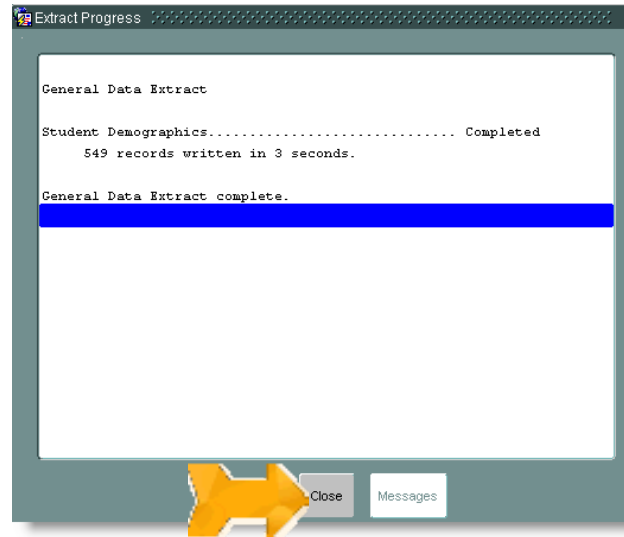
You will need to specify a directory for the extract to be saved in and a **File Prefix** name. Suggestion is to use your school name for the prefix.

When done click once on **Start Extract**.



The **Extract Progress** box will open up and when finished it will say **General Data Extract complete**.

Click on **Close**



Exit out the door



Start the **Silhouette Extract** program.