

Setting up the student list file for export into Silhouette. This will create a single file for import into Silhouette that has all the divisions on it. File creation is through BCeSIS

Steps	Icon
BCeSIS Main screen, click once on <b>Reports</b>	
On the right hand side of the window, click <b>Export/Ad Hoc File</b>	Export/Ad Hoc File
Click on <b>Saved Exports</b> at the bottom	Saved Exports
Click the <b>All</b> button at the top of the screen	Display Saved Exports <input type="radio"/> Yours <input checked="" type="radio"/> All
Click once on the line with <i>Silhouette Master.dat</i>	Silhouette Master.dat
Click on <b>Restore Saved Export</b> at the bottom left and click OK	Restore Saved Export
Click on <b>Create File</b> at the bottom right	Create File
New screen opens up and click on <b>Goto Extract</b>	Goto Extract
Click on the <b>School</b> tab once, make sure your school is highlighted	Schools Results
Click on the <b>Basic</b> tab once	Basic Courses
If you are going to create a file with all the divisions in the school you do not need to fill in anything on this screen, if you are going to make separate division files then you need to click on the ? below <b>HRM 1</b> and choose the division	HRM 1 <input type="text"/> ?
Click on <b>Run Extract</b> at the bottom of the screen	Run Extract
A new screen opens up showing <b>Processing Extract Criteria</b>	
When it is finished click on <b>Go Back</b>	Go Back...
Exit	
Click on <b>Save As..</b> to establish where you want the file to be – depending on whether you want it on your hard drive, a flash drive, diskette, network drive etc. The filename must be <b>Master.dat</b>	Save As...
Click on <b>Create Export</b> – a warning window will open, click on <b>OK</b>	Create Export
You will see a window with a message telling you the export is complete, click <b>OK</b>	
Exit	
New window appears asking if you want to save the export, click <b>Yes</b> or <b>NO</b>	
Exit	