# The VSB MyEdBC Silhouette Extract

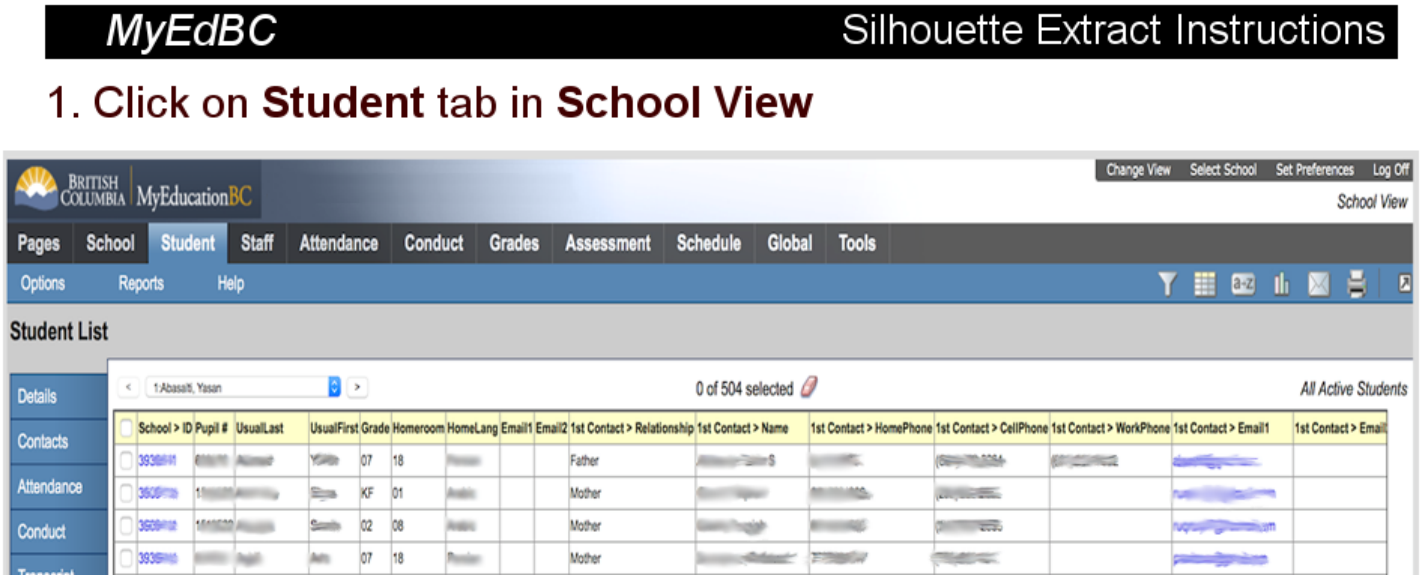
**What's it for?** The MyEdBC Silhouette extract is used by SilhouetteCE, Silhouette4 and SilhouetteELAR to enable teachers to create student report files quickly and accurately.

**What is the process?** Typically, the extract is created using an admin computer (see screenshot instructions below). It is saved to a USB stick which is passed on to a teacher. The teacher would then log onto a school computer, run either SilhouetteCE, Silhouette4 or SilhouetteELAR and use **Get Schoolwide Data File** (Student Reports/Classes Utilitities or Folders Utilities) to put the master.csv file onto the server. Immediately all three Silhouettes will have access to the file.

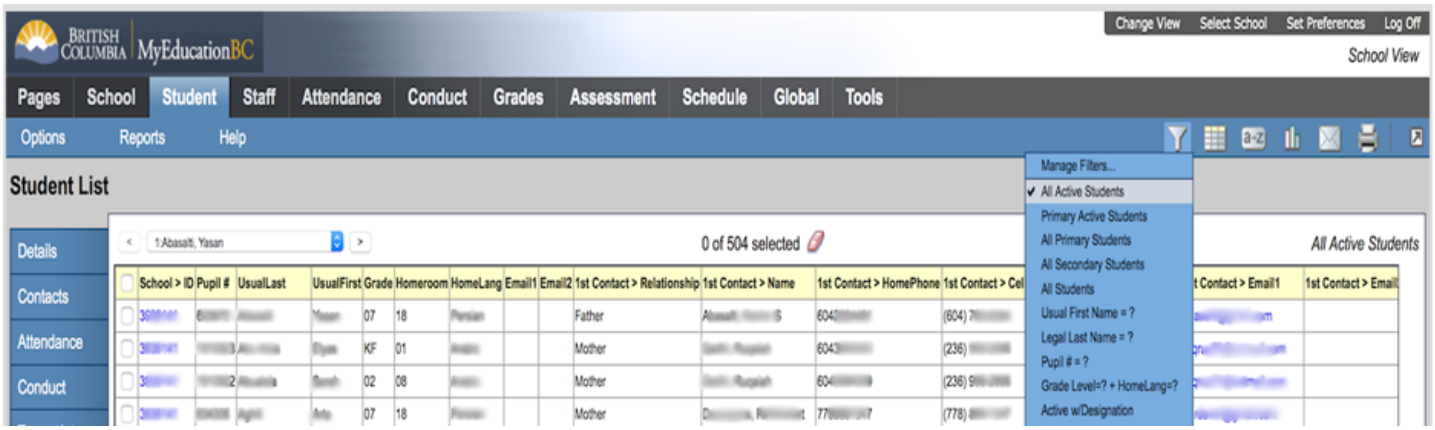
**How often must this be done?** Typically, a fresh extract may be created up to two or three times a year, depending on the number of student transfers the school experiences. The student information in the extract is used to create the initial class set of student files for Term 1 but may also be used to create new student files in Term 2 and Term 3.

**What about teachers who use Silhouette on their own Windows computer or on a MacOS computer?** With the file installed on the school server, any teacher can log onto a school Windows computer, run any of the three Silhouette products and use Export Schoolwide Data File or Email Schoolwide Data File to acquire it for use on their own computer.

**Note**: These instructions presume that you are using the **Chrome** browser to access MyEdBC.

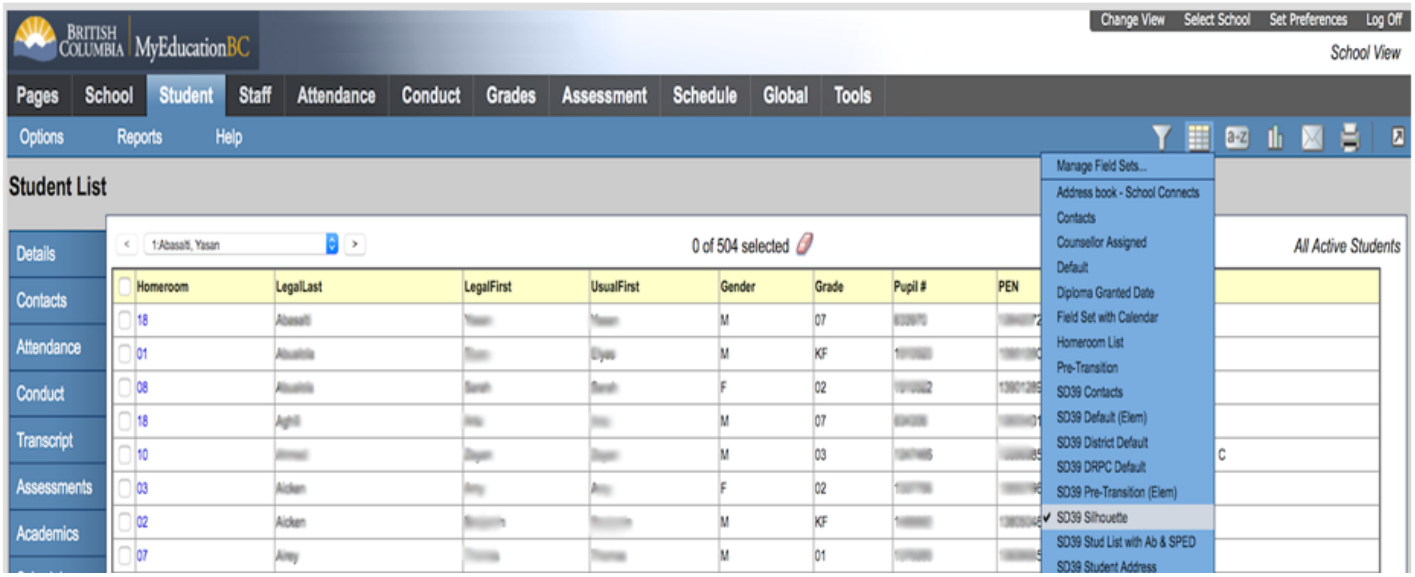


## 2. Ensure that **All Active Students** is selected in the **Filter Menu**

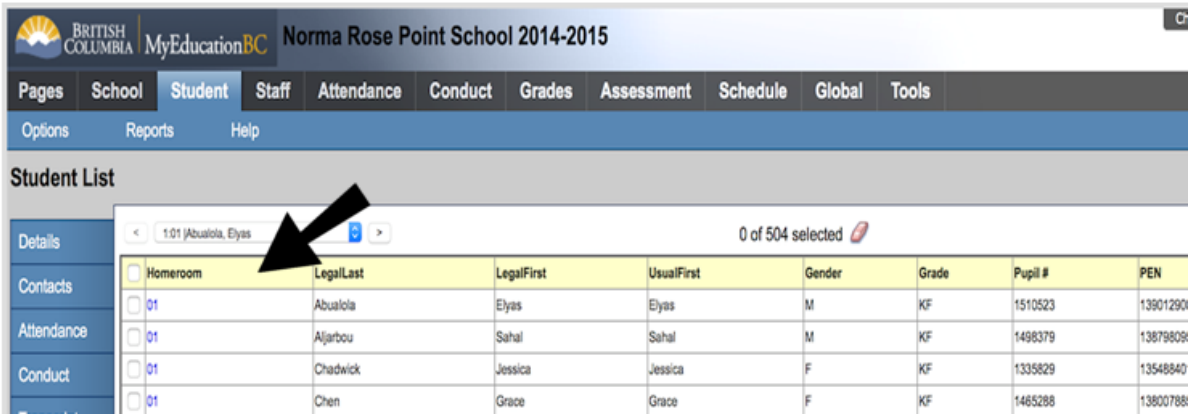




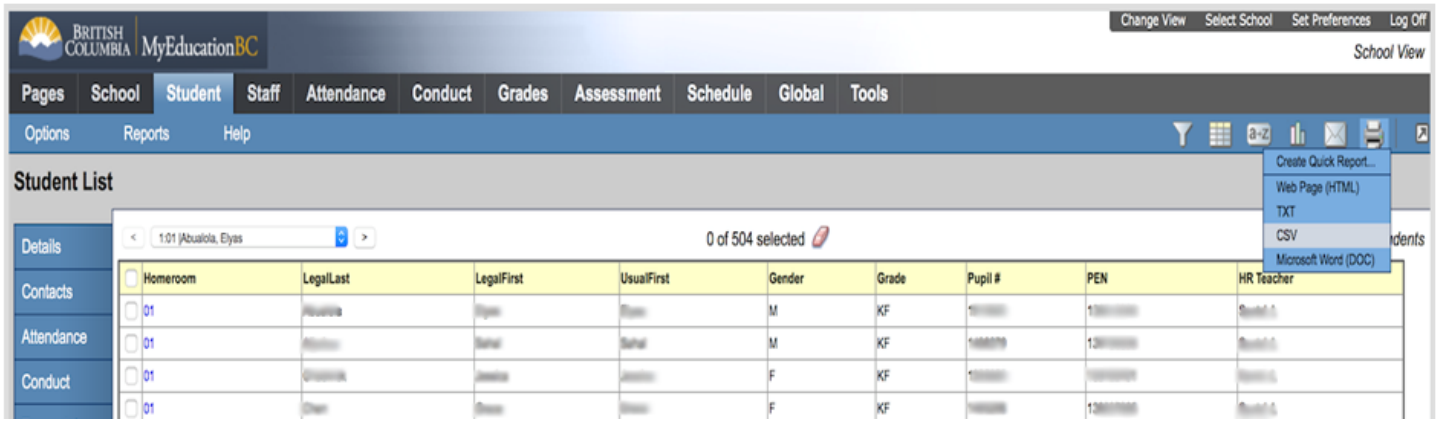

## 3. Select **SD39 Silhouette** from **Field Set Menu**



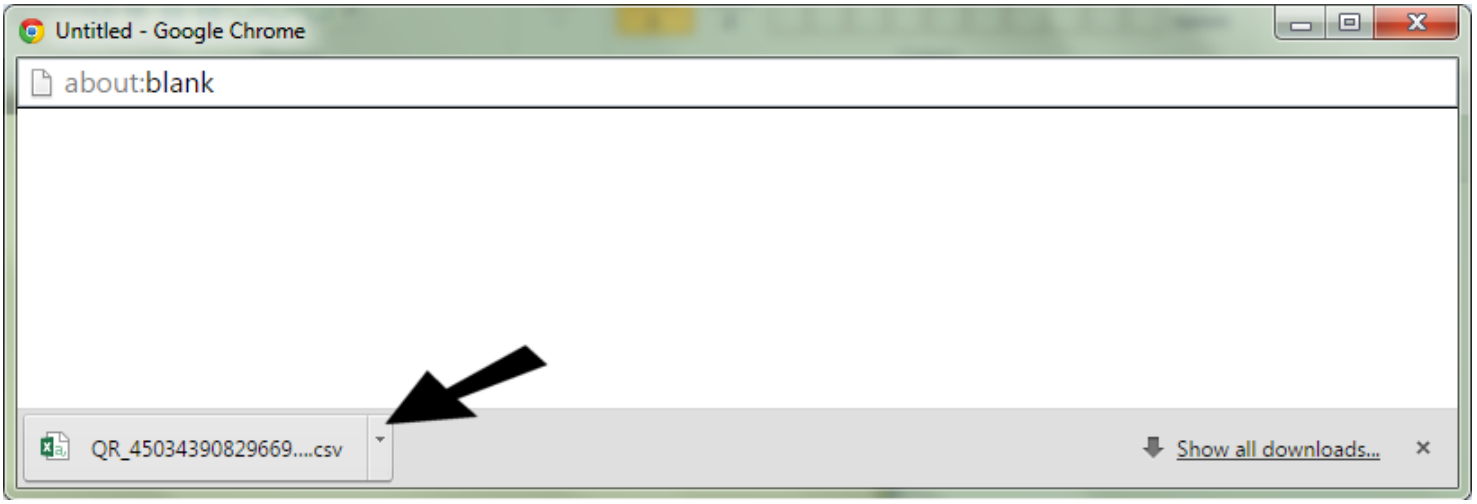
## 4. Click on the yellow **Homeroom** top-of-column.



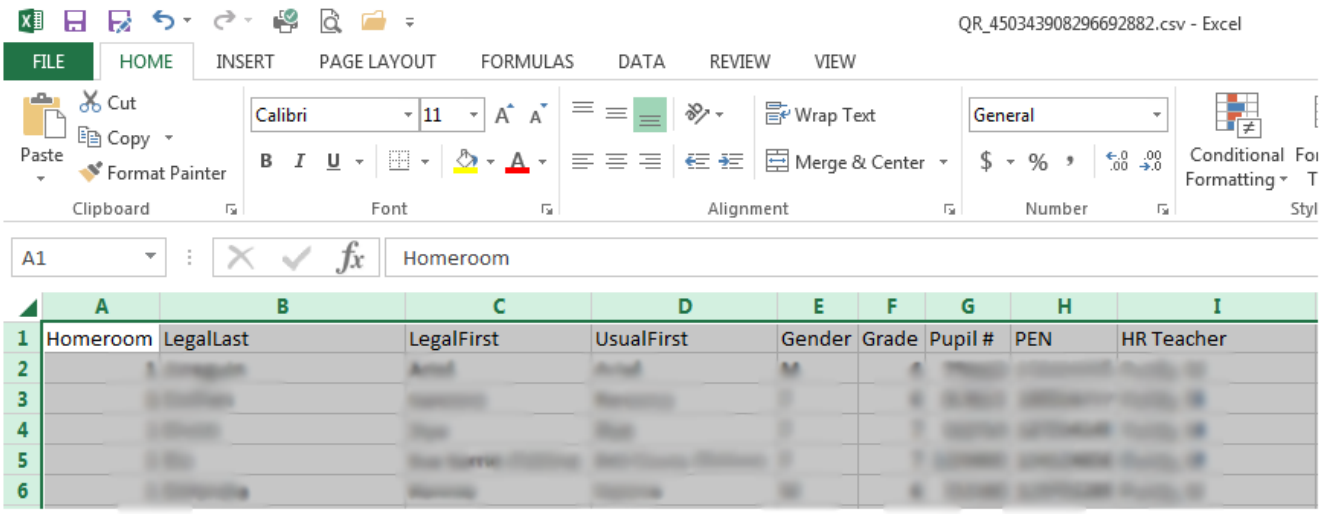

## 5. Select **CSV** from the **Quick Print Menu**



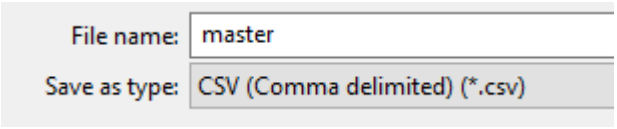

6. The Chrome download window will open. At the bottom left, click on the down-arrow and select Open.



7. Opening in Excel, the extract will show nine columns as below.

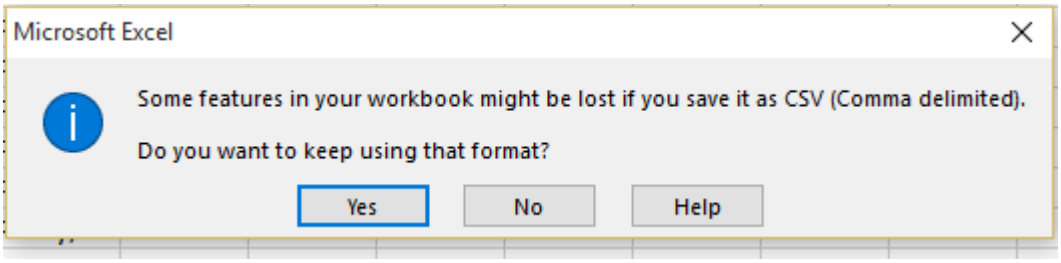



8. In **Excel**, select **File**, and then **Save As.** Change the file name from **QR_xxxxxxxx** to **master** and save the file to, for example, your desktop or a USB stick.

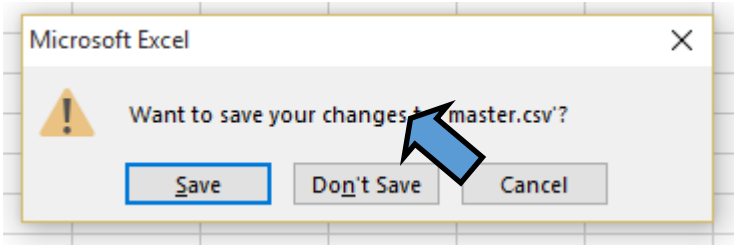



**Be Careful!** Be sure that in the Save as type box it is CSV (Comma delimited) (*.csv)

When the requester below appears, select **YES**.




9. Close **Excel**. When the requester below appears, select **Don't Save**.




10. **master.csv** is now ready to be brought into **Silhouette4**, **SilhouetteCE, SilhouetteIEP** and/or **SilhouetteELAR.**

If you saved to a USB stick, you would give the stick to a teacher who would take it to her computer and, in any one of those programs, click on **Student Reports**, **Classes Utilities** (or **Folders Utilities**) and then **Get Schoolwide Data File**.