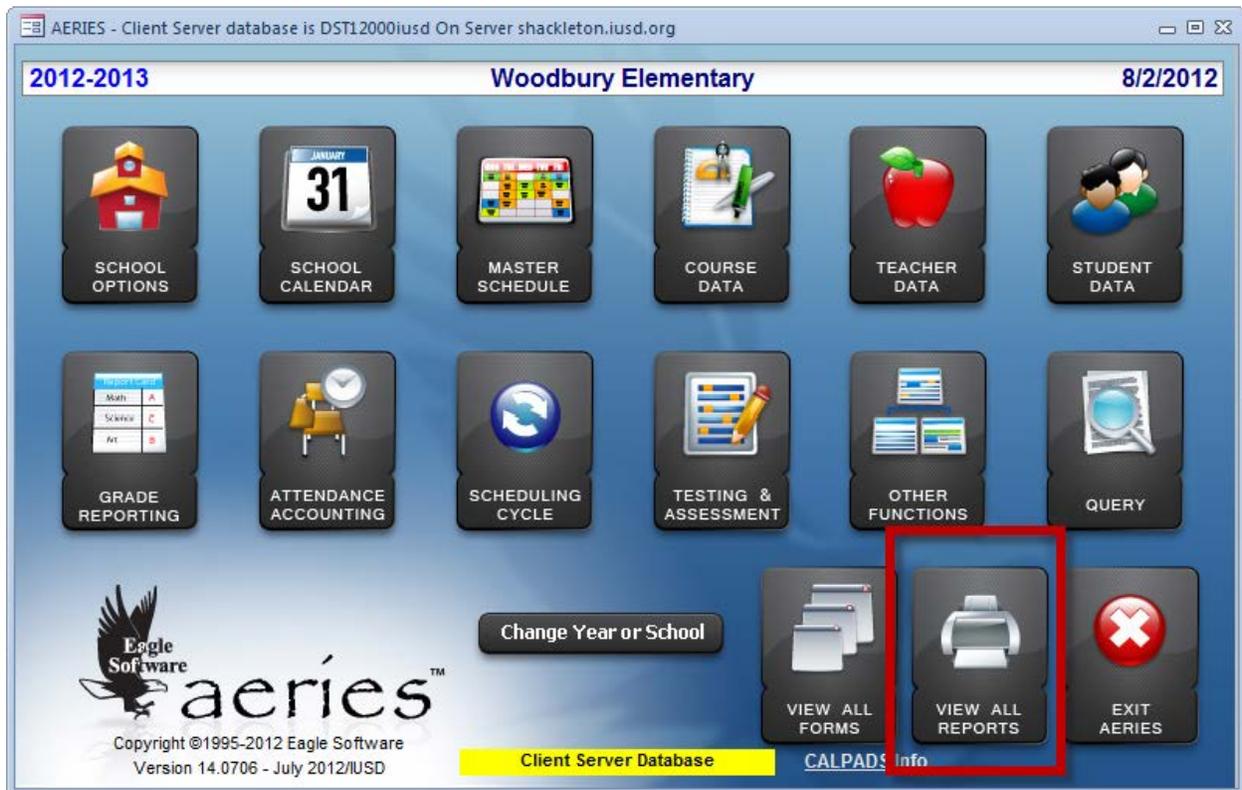


Aeries Report – Class List by Section

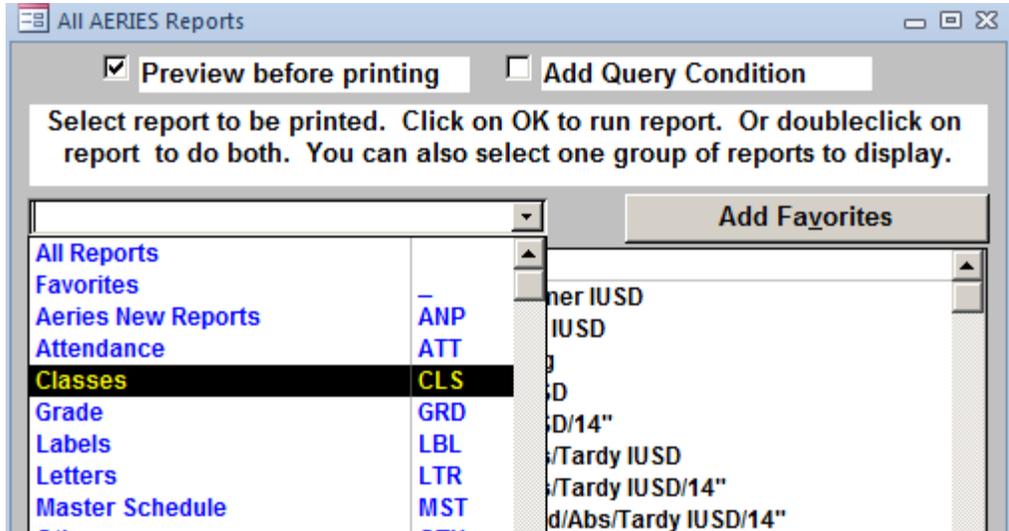
This is a report already provided via the Aeries Software. It lists students by section in the Master Schedule.

1. In Aeries, go to view all reports:

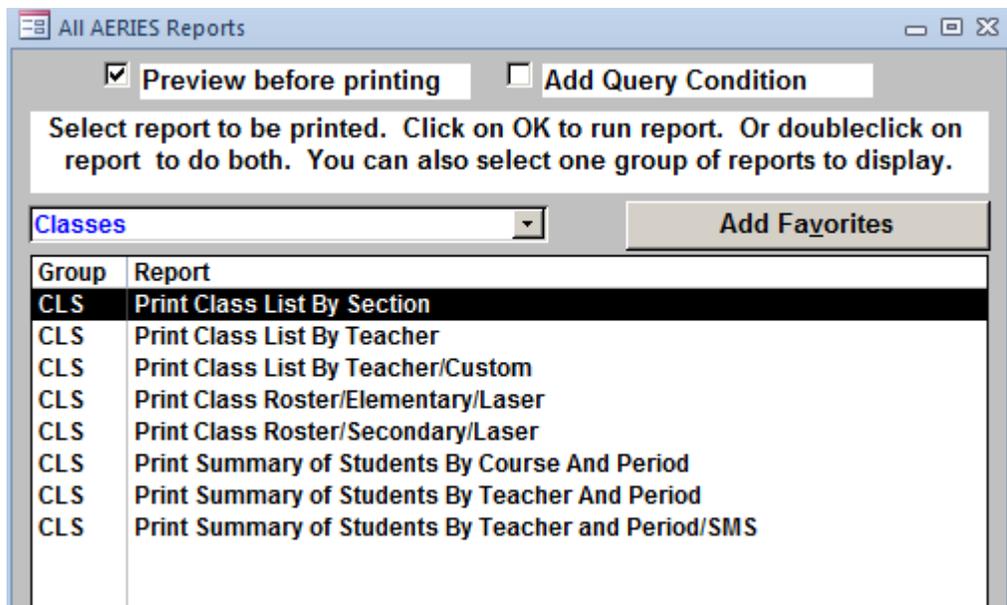


2. Clicking on View all reports will bring up a popup screen with a long list of all the reports in Aeries. The best strategy is to filter for the area you want to view.

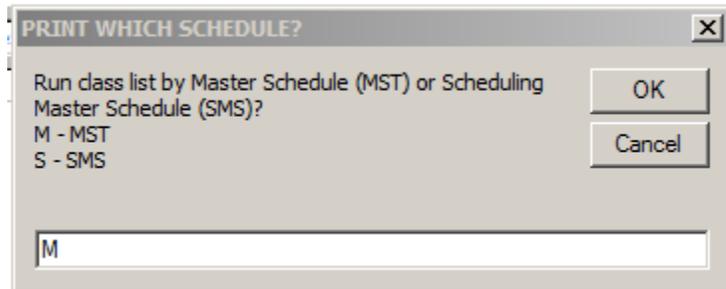
- In the screen shot below you can see the popup. I have gone to the drop down in the top left area and selected Classes.



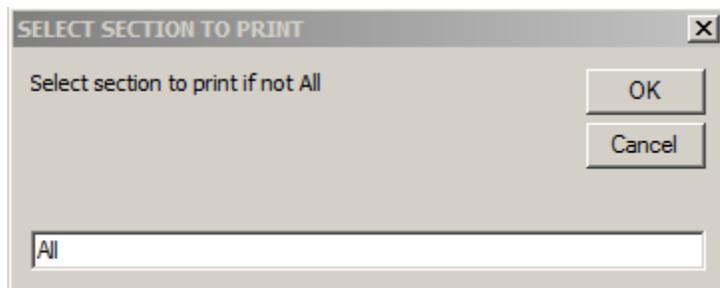
- I will now receive a filtered list of all reports in the Classes area. The one you are seeking is called Print Class List By Section. DO NOT select other lists if this information will be viewed by parents, students, or community members. These other lists may contain confidential information.



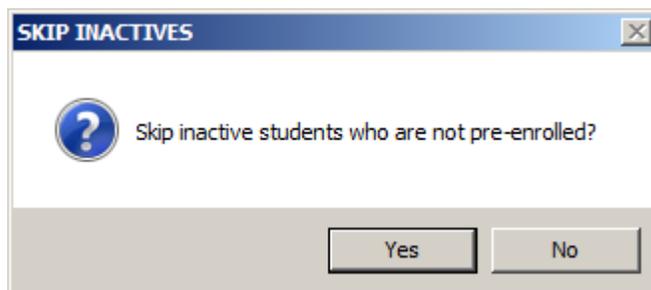
- Once you have selected Class List By Section, you will see a series of popup boxes with choices. The first is to choose Scheduling Master Schedule or Master Schedule. In general you should choose M unless you know for sure you are in Scheduling Master Schedule.



- The next popup asks for the section number to print if not all. Usually the answer is all (which is the default).



- The next popup asks if you want to skip inactive students who are not pre-enrolled. The answer is Yes.



8. Once you have answered all the questions, Aeries will generate a report. It prints each section on a different page. At the elementary level a teacher only has one section (1st grade, 2nd grade, etc).

Woodbury Elementary				8/3/2012			
2012-2013				Grade 1			
Sec 0132		Period 1		Sem: Y		Teacher: Arboun	
						Room# 10	
STU#	Student Name	Grade	Sex	STU#	Student Name	Grade	Sex
00001	John Smith	1	M				
00002	Jane Doe	1	M				
00003	John Doe	1	F				
00004	Jane Smith	1	F				
00005	John Doe	1	M				
00006	Jane Smith	1	M				
00007	John Doe	1	F				
00008	Jane Smith	1	F				
00009	John Doe	1	F				

9. The course name is on top and underneath will show the teacher by name and the room number. The list contains the student number, name, grade, and sex. Those are not changeable.

Please note, if you wish more control over the process, please use the queries that are available to list students and teachers in a variety of formats including truncated student name.