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.

3. 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.

All AERIES Reports		- 0	53					
Preview before	printing	Add Query Condition						
Select report to be printed. Click on OK to run report. Or doubleclick on report to do both. You can also select one group of reports to display.								
		✓ Add Favorites						
All Reports								
Favorites	_	ner IIISD	-					
Aeries New Reports	ANP							
Attendance	ATT	1030						
Classes	CLS							
Grade	GRD	- D						
Labels	LBL	t/Tardy IIISD						
Letters	LTR	Tardy IUSD/1/						
Master Schedule	MST	d/Abs/Tardy IUSD/14"						

4. 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.

=8 All AE	RIES Reports 🗖 🖻 🔀						
Preview before printing Add Query Condition							
Select report to be printed. Click on OK to run report. Or doubleclick on report to do both. You can also select one group of reports to display.							
Classes	Add Favorites						
Group	Report						
CLS	CLS Print Class List By Section						
CLS	Print Class List By Teacher						
CLS	Print Class List By Teacher/Custom						
CLS	Print Class Roster/Elementary/Laser						
CLS Print Class Roster/Secondary/Laser							
CLS	CLS Print Summary of Students By Course And Period						
CLS	LS Print Summary of Students By Teacher And Period						
CLS	CLS Print Summary of Students By Teacher and Period/SMS						

 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.



6. The next popup asks for the section numbr to print if not all. Usually the answer is all (which is the default.

SELECT SECTION TO PRINT	×
Select section to print if not All	ок
	Cancel
Al	

7. The next popup asks if you want to skip inactive students who are not preenrolled. 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).

	8/3/2012					
2012-2013	Grade 1				Page 1	
Sec 0132 Period 1	Sem: Y	Teacher:	Arbou	Jin	Room# 10	
STU# Student Name	Grade	Sex	STU#	Student Name	Grade Sex	
Alexandri Banton - Alexandri Alexandri Banto - Alexandri Alexandri Alexandri Alexandri - Alexandri - Alexandri	1 1 1 1 1 1 1	M F M F F				

Woodbury Elementary

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.