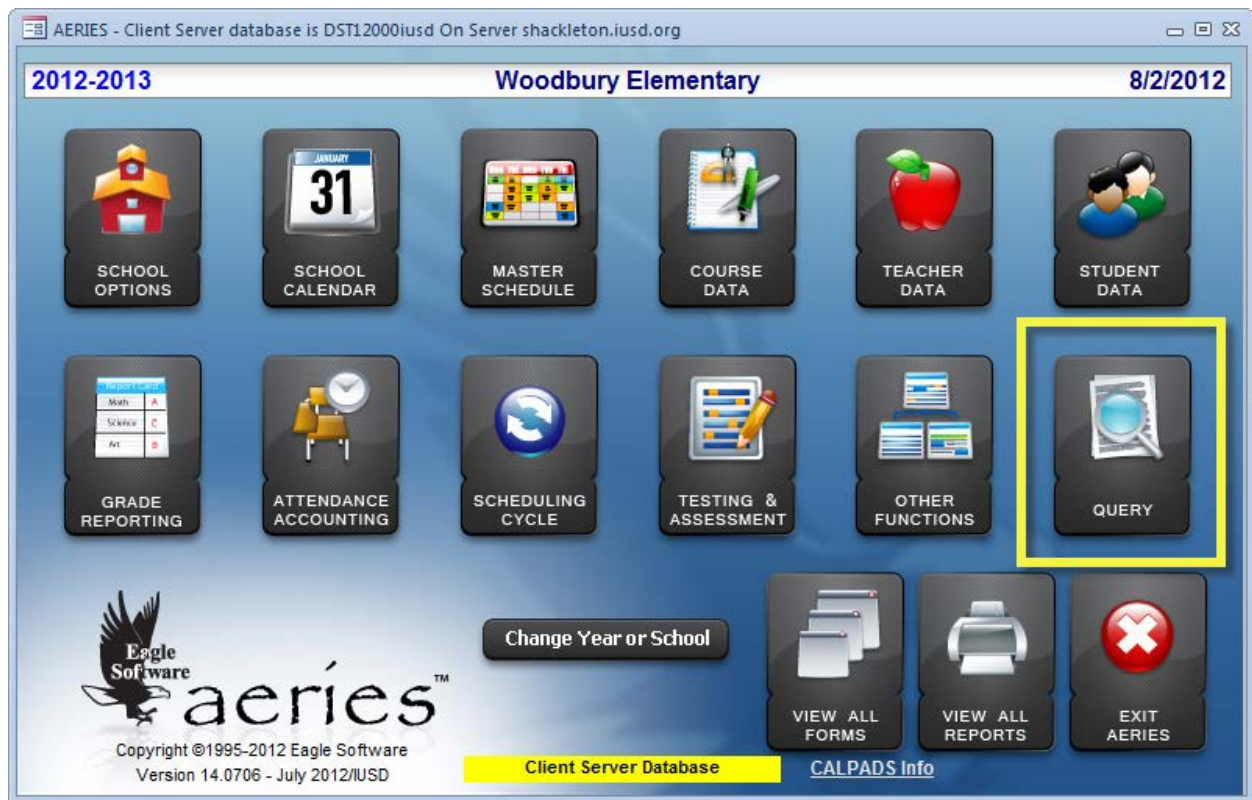


## Elementary Class List Reports Via Aeries Query Class List by Grade

There are several methods to obtaining class lists through Aeries. Here is an example of Class List by Grade

1. Go to Aeries and click on Query.



2. When the query screen pops up you will have two choices:
  - a. If you would prefer to type I the query just type (or cut and paste) the following into the Query Box. LIST STU SEC MST TCH STU.LN STU.FN STU.GR STU.GR MST.RM TCH.TE BY STU.GR
  - b. You can also click on Load (a button on the right side of the screen) and select ~Class List By Grade. See the next two screen shots as an example.

**Enter command**

COMMANDS		TABLES		FIELDS		SPECIAL	
		TBL	Table Name	FLD	Field Name	?	Description
LIST	Display output						New Line
TOTAL	Display totals						Barcode
SKIP	Bypass records						Day
KEEP	Select rcds						Month
CHANGE	Change data						Year
							Years (Age)

**Sort**

BY Sorted by

**IF**

IF  
OR  
AND  
(  
)

**COMPARISON**

= Equals  
# Not equal  
> Greater  
< Less than  
: Contains  
; Not contain  
>= Greater/Equal  
<= Less/Equal

**Math**

(( Start Math  
) Stop Math  
( Open Parenth  
) Close Parenth

+ Add  
- Sub  
\* Mult  
/ Div

☐ Include Inactive Students

**Buttons:** NEW, RUN, REPORT, LABELS, LETTERS, LETTER EDITOR, ENVELOPE, TO FILE, CHANGE, SAVE, **LOAD**, STARTUP, RESET, TABLES, EXIT

*\* Click on a column heading in the Tables or Fields list to sort by the column. Click the column heading again to sort descending. For Fields - click a third time to sort by the sequence (default).*

Select *Load*

Select Query to be Loaded

☐ Limit by Query Name  
☐ Limit by Author  
☐ Limit to Favorites  
☐ Limit to Table  
☐ View / Import Query from Any School  
☐ View / Import Query from 0-6 Schools  
☐ Limit by School

Fav	Query Name	Author	
<input type="checkbox"/>	~Class List by grade	mreider	
<input type="checkbox"/>	LIST STU SEC MST TCH STU.LN STU.FN STU.GR STU.GR MST.RM TCH.TE BY STU.GR		Delete
<input type="checkbox"/>	~Class List by Grade truncated	mreider	
<input type="checkbox"/>	LIST STU (( LEFT (LN, 4) )) (( LEFT (FN,3) )) GR TCH.TE MST.RM BY GR		Delete
<input type="checkbox"/>	~Class List by teacher	mreider	
<input type="checkbox"/>	LIST STU SEC MST TCH STU.LN STU.FN STU.GR MST.RM TCH.TE TCH.TE BY TCH.TE		Delete
<input type="checkbox"/>	~Students Unassigned to a class in MST	mreider	
<input type="checkbox"/>	LIST STU SEC MST TCH STU.LN STU.FN STU.GR TCH.TE BY TCH.TE IF MST.SE = NULL		Delete
<input type="checkbox"/>	1st grade males for color vision	IRVINEUSD\LMhollar	
<input type="checkbox"/>	LIST STU TCH STU.LN STU.FN STU.SX STU.GR TE IF STU.SX = M AND STU.GR = 1		Delete
<input type="checkbox"/>	4,5,6 Gr BOYS w/emails	irvineusd\SusanRobinson	
<input type="checkbox"/>	LIST STU TCH STU.LN STU.FN TCH.TE STU.PEM IF STU.SX = M AND GR = 4 OR STU.SX = M AND GR = 5 OR STU.SX = M AND GR = 6		Delete
<input type="checkbox"/>	4th, 5th and 6th grade except for apaas	irvineusd\LaRaeCunningham	
<input type="checkbox"/>	LIST STU CON NM GR CU CON.EM CON.CD BY GR CU IF CON.CD = "P1" OR CON.CD = "P2"		Delete

OK Cancel

Select ~Class List by grade

- Once you have used either method to obtain the query, the next step is to click on *Run*. This will give you the initial data you need to eventually create the report.

- Once you have selected Run, you will see the output in a new screen. The names in the screen shot are purposely blurred. The report will go many pages. The names are alpha by grade.

Query						
Last Name	First Name	Grade	Grade	Room#	Teacher na	
Wang	Wang	0	0	5	Hong	
Wang	Wang	0	0	2	Wang	
Wang	Wang	0	0	3	Parker	
Wang	Wang	0	0	5	Goodman	
Wang	Wang	0	0	3	Parker	
Wang	Wang	0	0	3	Parker	
Wang	Wang	0	0	1	Ernst	
Wang	Wang	0	0	2	Wang	
Wang	Wang	0	0	3	Parker	
Wang	Wang	0	0	5	Hong	
Wang	Wang	0	0	5	Hong	

5. Click on the X in the upper right corner of the results to close it. This will take you back to the query box. With your query still in the query box, please click on *Report*.

6. You will get a popup with some choices:

- a. You may change the title by highlighting it and typing in a new title.
- b. You may select the spacing (usually Single spaced)
- c. You may select the page break. This is why I have the grade listed twice in the query. It gives a better report. You want to leave it checked

7. Here is a sample of the report you will receive. You will have several pages per grade level with the grade also listed on top.

## Woodbury Elementary

2012-2013		Class List by grade - 0		
Last Name	First Name	Grade	Room	Teacher name
Hong	Hong	0	5	Hong
Wang	Wang	0	2	Wang
Parker	Parker	0	3	Parker
Goodman	Goodman	0	5	Goodman
Parker	Parker	0	3	Parker
Parker	Parker	0	3	Parker
Ernst	Ernst	0	1	Ernst
Wang	Wang	0	2	Wang
Parker	Parker	0	3	Parker
Hong	Hong	0	5	Hong
Hong	Hong	0	5	Hong
Hong	Hong	0	5	Hong
Wang	Wang	0	2	Wang
Wang	Wang	0	2	Wang
Wang	Wang	0	2	Wang

8. You can print this or export it to a pdf. You will need to follow these steps each time you wish an updated report.