Elementary Class List Reports Via Aeries Query Class List By Grade – Truncated Names

There are several methods to obtaining class lists through Aeries. Here is an example of Class List by Grade – Truncated Names. This shortens the names to just a few letters in the interest of confidentiality

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 in the query just type (or cut and paste the following) in the following query in the query box LIST STU ((LEFT (LN, 4))) ((LEFT (FN,3))) GR GR TCH.TE MST.RM BY GR
 - b. You can also click on *Load* (a button on the right side of the screen) and select ~*Class List by Grade Truncated.* See the next two screen shots as an example. **The numbers in the query are how many letters you want to appear for each name. You can do more or less.

					<u>N</u> EW
					<u>r</u> un
Enter c	ommand				RE <u>P</u> ORT
LIST	Display output	TBL Table Name	FIELDS FLD Field Name	SPECIAL Pescription	LA <u>B</u> ELS
TOTAL SKIP	Display totals Bypass records			\ New Line Barcode	LE <u>T</u> TERS
KEEP Change	Select rcds Change data			Day Month Year	LETTER E <u>D</u> ITOR
	SORT			Years (Age)	EN <u>V</u> ELOPE
BY So	companison				TO <u>F</u> ILE
IF COR	= Equals			t Click on a column	<u>C</u> HANGE
AND	 Greater Greater 			heading in the Tables or Fields list to sort by	<u>S</u> AVE
)	: Contains			the column. Click the column heading again	LOAD
	; Not contain >= Greater/Equal			to sort descending. For Fields - click a third	STARTUP
	<= Less/Equal			time to sort by the sequence (default).	RESET
((Start	Math + Add				T <u>A</u> BLES
)) Stop (Open) Close	Math - Sub Parenth * Mult Parenth / Div	Include Inactive Students			E <u>X</u> IT

Select Load

E Select Query to be Loaded		23
Limit by Query Name	View / Import Query from Any School	
Limit by <u>A</u> uthor	View / Import Query from 0-6 Schools	
🗖 Limit to Favorites 📄 Limit to Table	Limit by School	
Fav Query Name Author		
When the second se	r	
LIST STU PWS PWA TCH STU.SN STU.LN STU.FN STU.	GR TCH.TE IF PWA.AID = NULL	Delete
~Class List by grade mreide	r	
LIST STU SEC MST TCH STU.LN STU.FN STU.GR STU.G	R MST.RM TCH.TE BY STU.GR	Delete
~Class List by Grade truncated mreide	r	
LIST STU ((LEFT (LN, 4))) ((LEFT (FN,3))) GR GR TCH.	TE MST.RM BY GR	Delete
Class List by teacher mreide	r	
Class List by teacher mreide	r RM TCH.TE TCH.TE BY TCH.TE	Delete
Class List by teacher mreide LIST STU SEC MST TCH STULIN STU.FN STU.GR MST.F ~Students Unassigned to a class in MST mreide	r RM TCH.TE TCH.TE BY TCH.TE r	Delete
Class List by teacher mreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR MST.F ~Students Unassigned to a class in MST mreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR TCH.T	r RM TCH.TE TCH.TE BY TCH.TE r E BY TCH.TE IF MST.SE = NULL	Delete Delete
Class List by teacher mreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR MST.F Cstudents Unassigned to a class in MST mreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR TCH.T 1st grade males for color vision IRVINED	r RM TCH.TE TCH.TE BY TCH.TE r E BY TCH.TE IF MST.SE = NULL JSD\LMhollar	Delete Delete
Class List by teacher mreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR MST.F ~Students Unassigned to a class in MST mreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR TCH.T 1st grade males for color vision IRVINED LIST STU TCH STU.LN STU.FN STU.SX STU.GR TE IF ST	r RM TCH.TE TCH.TE BY TCH.TE r E BY TCH.TE IF MST.SE = NULL JSD\LMhollar TU.SX = M AND STU.GR = 1	Delete Delete Delete
Class List by teacher mreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR MST.F CStudents Unassigned to a class in MST mreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR TCH.T 1st grade males for color vision IRVINE LIST STU TCH STU.LN STU.FN STU.SX STU.GR TE IF ST 4,5,6 Gr BOYS w/emails irvineus	r RM TCH.TE TCH.TE BY TCH.TE r E BY TCH.TE IF MST.SE = NULL JSD\LMhollar 'U.SX = M AND STU.GR = 1 sd\SusanRobinson	Delete Delete Delete
	r RM TCH.TE TCH.TE BY TCH.TE r E BY TCH.TE IF MST.SE = NULL JSD\LMhollar TU.SX = M AND STU.GR = 1 sd\SusanRobinson U.SX = M AND GR = 4 OR STU.SX = M AND GR =	Delete Delete Delete
-Class List by teacher Imreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR MST.F -Students Unassigned to a class in MST mreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR TCH.T 1st grade males for color vision IRVINED LIST STU TCH STU.LN STU.FN STU.GR TE IF ST 4,5,6 Gr BOYS w/emails irvineus LIST STU TCH STU. LN STU.FN TCH.TE STU.PEM IF STU 5 OR STU.SX = M AND GR = 6	RM TCH.TE TCH.TE BY TCH.TE r E BY TCH.TE IF MST.SE = NULL JSD\LMhollar TU.SX = M AND STU.GR = 1 sd\SusanRobinson U.SX = M AND GR = 4 OR STU.SX = M AND GR =	Delete Delete Delete
-Class List by teacher Imreide LIST STU SEC MST TCH STU.LN STU.FN STU.GR MST.F -Students Unassigned to a class in MST IST STU SEC MST TCH STU.LN STU.FN STU.GR TCH.T 1st grade males for color vision IRVINEL LIST STU TCH STU.LN STU.FN STU.GR TCH.T 1st grade males for color vision IRVINEL LIST STU TCH STU.LN STU.FN STU.SX STU.GR TE IF ST 4,5,6 Gr BOYS w/emails INTRINENT LIST STU TCH STU. LN STU.FN TCH.TE STU.PEM IF STU 5 OR STU.SX = M AND GR = 6	r RM TCH.TE TCH.TE BY TCH.TE r E BY TCH.TE IF MST.SE = NULL JSD\LMhollar TU.SX = M AND STU.GR = 1 sd\SusanRobinson U.SX = M AND GR = 4 OR STU.SX = M AND GR =	Delete Delete Delete Cancel

Select ~Class List by Grade truncated

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

📧 Eagle	Software's Query Languag	je - Cop	yright 2012 Eagle Software					_ 0 X
LIST STU	IT STU ((LEFT (LN, 4))) ((LEFT (FN,3))) GR GR TCH.TE MST.RM BY GR						NEW	
								RUN
Enter m	ore field code(s) to	sort	by, or IF, or RUN query					REPORT
	COMMANDS		TABLES		FIELDS		SPECIAL	
LIST	Display output	TBL	Table Name	FLD	Field Name		? Description	LA <u>B</u> ELS
TOTAL	Display totals	STU	Student Data	MST.SE	Section#		\ New Line	
SKIP	Bypass records	тсн	Teachers	MST.PD	Period		Barcode	LE <u>T</u> TERS
KEEP	Select rcds	MST	Master Schedule	MST.BL	Block		Day	LETTER
CHANGE	Change data	ACT	Activities and Awards	MST.SM	Semester		Month	EDITOR
		ADS	Assertive Discipline	MST.DY	MTWTFS		Year	
	SORT	ATL	Attendance Log	MST.CN	Course#		Years (Age)	ENVELOPE
REV Rev	/erse Sort	ATN	Attendance Notes	MST.TN	Teacher#			
IF	COMPARISON	AUT	Authorizations	MST.RM	Room#			TO FILE
IF I	= Equals	CNF	Conference	MST.CR	Credit			
OR	# Not equal	CON	Contacts	MST.SX	Sex		* Click on a column	CHANGE
	> Greater	CSI	Content Standards	MST.LO	LowGrade		heading in the Tables	SAVE
(< Less than	CIS	College Test Scores	MST.HI	HiGrade		or Fields list to sort by	<u>3</u> AVL
IS I	· Contains	DIS	Discipline Data	MST.MX	Max		the column. Click the	LOAD
ľ	Not contain	DNI	Dental	MST.TS	lotal		column heading again	
	>= Greater/Equal	ECA	Extracurricular Activity	MST.IB	Boys		For Fields - click a third	STARTUP
	<= Less/Equal	FEE	Fees and Fines	MST.IG	GIRIS		time to sort by the	
	Looorequa	FLG	Red Flag Table	MST.PS	Presch		sequence (default).	RESET
	Math	FRE	Free and Reduced Meal:	MST.GP	Group			
((Start	Math + Add	GBS	Gradebook Scores	MSI.SI	Exclude			T <u>A</u> BLES
)) Stop I	Math - Sub	GBU		MST.IR	TIACK	-		
(Open	Parenth * Mult		ude Inactive Students					EXIT
) Close	Parenth / Div					QUER	Y: ~Class List by Grad	de truncated

4. Once you have selected Run, you will see the output in a new screen. This query will give you the first four letters of the last name and the first three letters of the first name. As I indicated you can change those numbers in the query. The names are alpha by grade>

	LEFT (LN, 4) 🔻	LEFT (FN,3) 📼	Grade 🔹	Grade 🚽	Teacher na 👻	Room# 👻
	Arte	Arm	0	0	Hong	5
	Bana	Cin	0	0	Wang	2
	Barn	Jul	0	0	Parker	3
	Bhus	Aad	0	0	Goodman	5
	Bhus	Aad	0	0	Goodman	5
	Bilg	Ais	0	0	Parker	3
	Bilg	Ism	0	0	Parker	3
	Bran	Kay	0	0	Ernst	1
	Brya	Vin	0	0	Wang	2
	Buen	Adr	0	0	Parker	3
	Carr	Lov	0	0	Hong	5
	Cati	Oks	0	0	Hong	5
	Cha	Gra	0	0	Hong	5
1	-1		_	-		-

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 (as seen below). With your query still still in the query box, click on *Report.*



6. You will get a popup with some choices:



- a. You may change the title of the report
- b. You may select spacing (usually single spaced)
- c. You can select the page break. That is why I have grade listed twice in the query. It gives a better report. You should leave it checked.

7. Here is a sample of the report you will receive. You will have multiple pages per grade level with the Grade also listed on top. Remember that 0 (zero) is Kinder.

2012-2013		~Clas	s List by Gr	rade truncated Grade -
LEFT (LN, 4)	LEFT (FN,3)	Grade	Teacher name	Room
Arte	Arm	0	Hong	5
Bana	Cin	0	Wang	2
Barn	Jul	0	Parker	3
Bhus	Aad	0	Goodman	5
Bhus	Aad	0	Goodman	5
Bila	Ais	0	Parker	3
Bila	Ism	0	Parker	3
Bran	Kav	0	Ernst	1

Woodbury Elementary

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