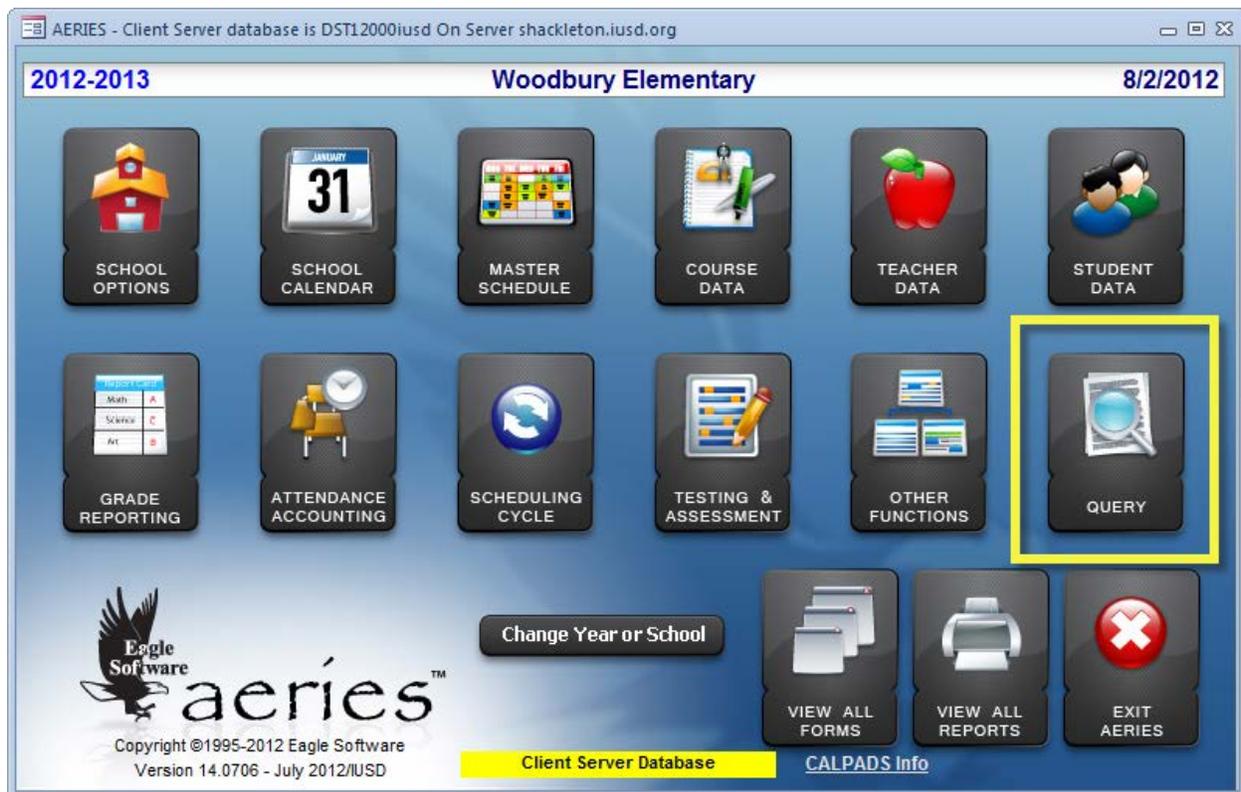


Elementary Class List Reports Via Aeries Query Class List By Grade – Truncated Names

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.**

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 **COMPARISON**

IF	=	Equals
OR	#	Not equal
AND	>	Greater
(<	Less than
)	::	Contains
	;	Not contain
	>=	Greater/Equal
	<=	Less/Equal

Math

((Start Math	+	Add
))	Stop Math	-	Sub
(Open Parenth	*	Mult
)	Close Parenth	/	Div

Include Inactive Students

* 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).

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

Select Load

Select Query to be Loaded

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

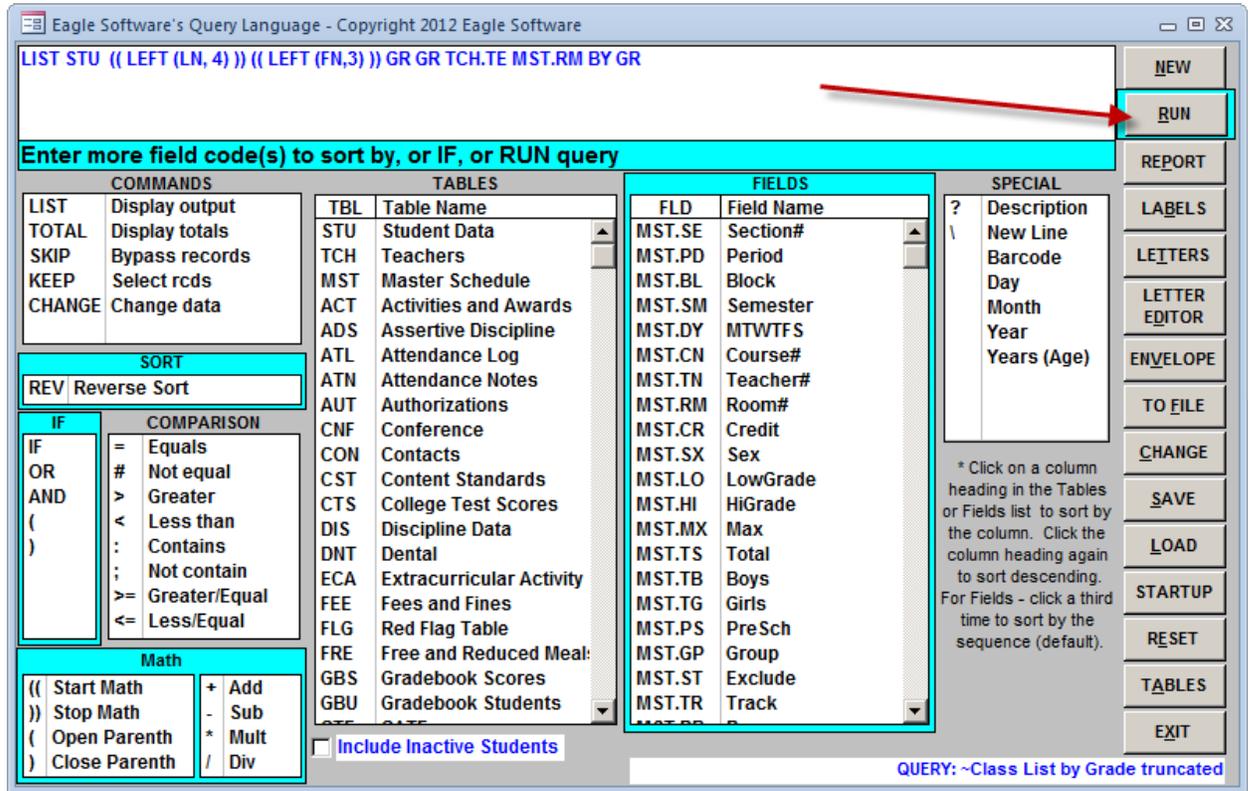
Fav	Query Name	Author	
<input type="checkbox"/>	***No Parent Portal Account	mreider	Delete
<input type="checkbox"/>	LIST STU PWS PWA TCH STU.SN STU.LN STU.FN STU.GR TCH.TE IF PWA.AID = NULL		Delete
<input type="checkbox"/>	~Class List by grade	mreider	Delete
<input type="checkbox"/>	LIST STU SEC MST 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	Delete
<input type="checkbox"/>	LIST STU ((LEFT (LN, 4))) ((LEFT (FN,3))) GR GR TCH.TE MST.RM BY GR		Delete
<input type="checkbox"/>	~Class List by teacher	mreider	Delete
<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	Delete
<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	Delete
<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	Delete
<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

OK Cancel

Record: 1 of 276 No Filter Search

Select ~Class List by Grade truncated

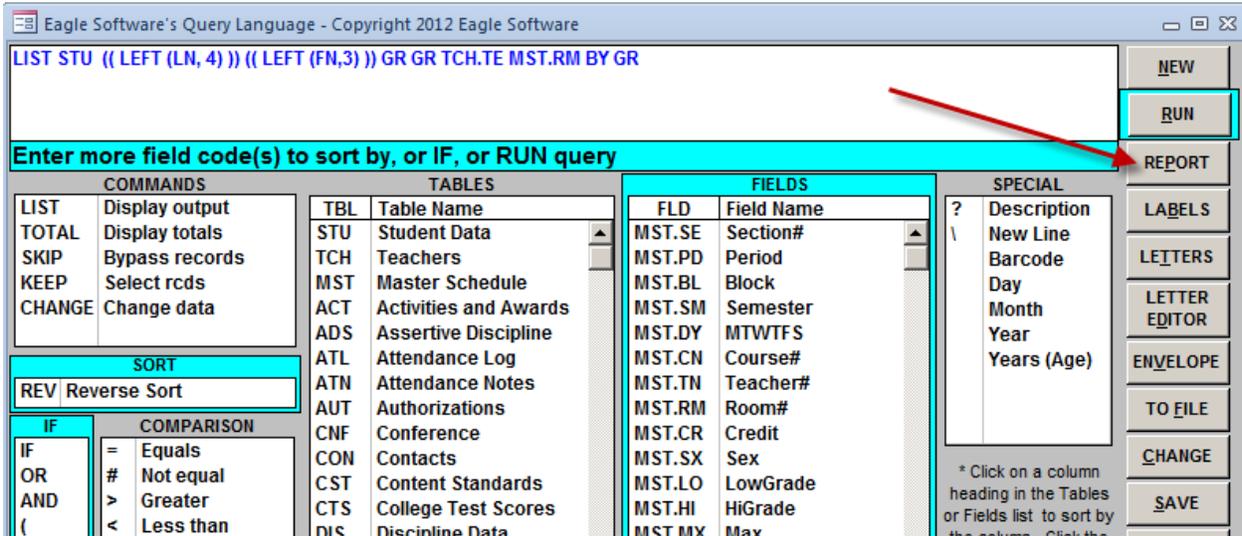
- Once you have used either method to obtain the query, the next step is to click on *Run*. This will give you the data you will need to create your report.



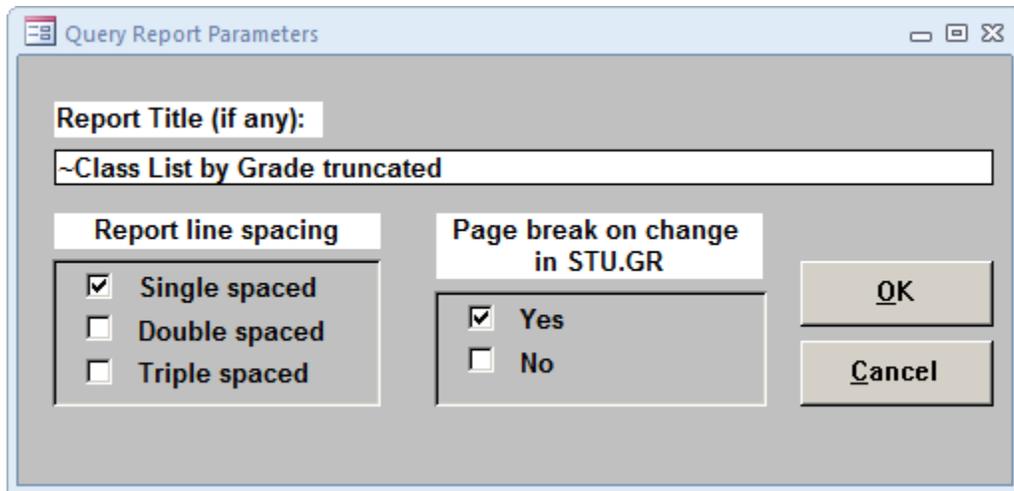
- Once you have selected Run, you will see the output in a new screen. This query will give you the first four letters of the last name and the first three letters of the first name. As I indicated you can change those numbers in the query. The names are alpha by grade>

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

- 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 in the query box, click on *Report*.



- You will get a popup with some choices:



- You may change the title of the report
- You may select spacing (usually single spaced)
- 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.

Woodbury Elementary

2012-2013		~Class List by Grade truncated Grade - 0		
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
Bilo	Ais	0	Parker	3
Bilo	Ism	0	Parker	3
Bran	Kay	0	Ernst	1

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.