

# Using Reports in Aeries

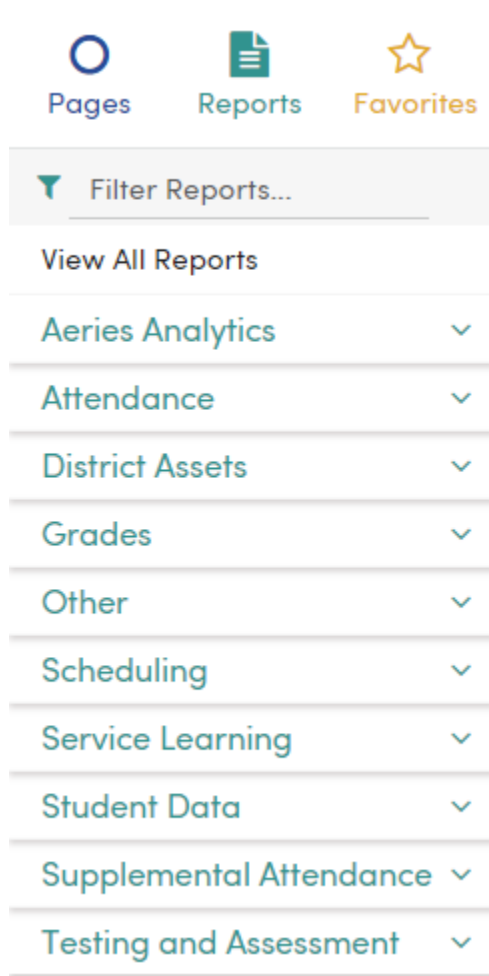
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There are many **Reports** available in Aeries Web that pull commonly accessed data into a pre-designed report format for users. **Reports** are available for most categories of Aeries Web functions, including **Student Data**, **Attendance**, **Grades**, **Scheduling**, and more.

## Accessing Reports

Reports can be accessed in several different ways. The first method of accessing reports is from the **Reports tab** of the Navigation Tree. This will display all available reports sorted by category. Use the filter box to search the available reports.

Note: The availability of certain reports depends upon the school the user is logged into. For example, student locator cards are not applicable to elementary daily attendance schools.



The screenshot shows the navigation menu for the Reports section in Aeries. At the top, there are three icons: a blue circle for 'Pages', a green document icon for 'Reports', and a yellow star for 'Favorites'. Below these icons is a search bar labeled 'Filter Reports...' with a downward arrow. The main menu consists of a list of report categories, each with a downward arrow on the right side:

- View All Reports
- Aeries Analytics
- Attendance
- District Assets
- Grades
- Other
- Scheduling
- Service Learning
- Student Data
- Supplemental Attendance
- Testing and Assessment

Reports can also be accessed from certain nodes within the pages **Navigation Tree**. For example Scheduling Process | Reports. Reports is the last option in most nodes of the Navigation Tree. Selecting these "Reports" options will take you to the View All Reports form already filtered to the area of the Navigation Tree you selected.

Another way to access reports is from **Print Buttons** on certain pages. In these cases, there will be links to reports directly on the form. For example: when using the Classroom Attendance form, you will see a link to the "Class Roster" report on the top left corner of the form. Near the student top bar, there may be a print button to print a report directly from a page.



A final way of accessing reports is from **View All Reports** on the navigation tree.



From the **View All Reports** page, you can filter the available reports by Category or keyword Filter.

**Report Format** allows the user to select various formats for reports. The Report Format will always default to PDF, but can be changed to other formats if needed. Other file formats include Excel (XLS), Word (RTF), or Plain Text (TXT).

**Report Delivery** specifies if you wish to receive the report via email or not. Emails will be sent to the currently logged in user. The **Email w/ Attachment** option will email the completed report after it has been generated. The **Email w/o Attachment** option will simply send an email alert after the report has been generated. The

None option will not notify the user upon completion. These options may be useful for complex reports that may take some time to process. Note: once the Report Delivery option is changed, it is saved for use on any reports run in the future. This option can be changed at any time from the View All Reports page, but also at the time of running various reports.

### Reports

**All Reports** | Report History | Custom Reports

Category: All Reports ▼ Filter:

Report Format: PDF - Adobe Portable Document Format ▼ Report Delivery: None ▼

Student Group: No Group Selected ▼

Report Name	Category
Absence Code Table	Attendance
Absence Verification Letter	Attendance
Add/Drop Listing	Scheduling
Aeries Software Revision Notes	Other
Asset Barcode Labels (Avery 5160)	District Assets
Asset Details	District Assets
Asset Items	District Assets
Assets Checked Out To Staff	District Assets
Assets Checked Out To Students	District Assets
Attendance Audit Listing	Attendance

All report delivery options will generate the report in your browser. The email options and the email delivery to the processing of the report.

When selecting reports to run, various options will display depending on the report.

## Print Gradebook Summary Report

### Report Options

Report Format: PDF ▼

Report Delivery: Email w/ Attachment ▼

Include Prior Terms

Include Dropped Gradebooks

Include Inactive Students?

Print Each Student on a Separate Page

Sort by Grade

Grade To Print: All ▼

Print All Students

Print Students With N or More Missing Assignments in All Gradebooks

Print Students With N or More Missing Assignments in ANY Gradebook

Print Gradebooks With N or More Missing Assignments

Run Report

Tip: Reports can also be added to [Favorites](#) for easy access in the same way that pages can.

## Running Reports for Groups of Students

There is also an option to run many reports filtered to specific **Student Groups**. Student groups can be set up by school sites when there are specific student characteristics that need to frequently be filtered, such as all students in a specific program. To run a report specific to a Student Group, select the appropriate group from the Student Group drop-down on the View All Reports page. When you select a group from the drop-down Box, the report will be generated reflecting only the students defined in the Student Group.

Category: All Reports ▼ Filter:

Report Format: PDF - Adobe Portable Document Format ▼ Report Delivery: Email w/ Attachment ▼

Student Group: No Group Selected ▼

Report Name	Category
Absence Co	Atter
Absence Ver	Atter
Add/Deen Listin	Sube

Many reports will also honor **KEEP/SKIP** query statements that are in place when the report is generated, limiting the report results to only the queried students.

## Report History

The Report History feature is located on the View All Reports page and is accessed by selecting the **Report History** tab at the top of the form.

**Report History** allows you to access and view reports that the user has generated previously. Each report that is run by a user is archived and can be accessed at a later time on this tab. The form allows a date range to be selected to filter all available reports. When the desired report is located, select the report and it can then be viewed, printed or downloaded/saved.

**Reports**

All Reports **Report History** Custom Reports

Category: All ▼ Filter:  Updated 9/15/2017 5:02:31 PM

Start Date: 09/08/2017  End Date: 09/15/2017

Report Name	Status	Date Run
Print Physical Fitness Test Results Summary by Student	Completed	9/15/2017 5:01:45 PM
Print Physical Fitness Test Results Summary by Student	Completed	9/15/2017 4:59:49 PM
Print Suspension Letter To Parent	Completed	9/15/2017 4:44:13 PM