



AERIESCON
S p r i n g 2 0 2 4

Session 541-4

Did You Know? – Part 4 - Reports

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Did You Know Part 4 - Rosters and Reports

Enhancements, new reports, unique features of reports, and some old favorites.

Topics are:

- ▶ Class Roster Enhancements
- ▶ Report Tags
- ▶ View All Reports
- ▶ Student Demographics Reports Button
- ▶ Favorite Reports
 - ▶ Summary of Students
 - ▶ Student Data Audit
 - ▶ Medical Profile
 - ▶ Report Card History
 - ▶ Emergency Student Listing
 - ▶ Student Data Report Listing

Class Roster Enhancements

The **Class Roster Report** is used to print class rosters for teachers

Many print options are available for this report. The type of school will determine which set of options are available on the **Class Roster Report**.

Separate options for schools with a master schedule and those without

Grade Roster - columns for Grades, Citizenship and Remarks

Attendance Roster – columns for day(s) of the week
Ability to print for one day or one month
Ability to filter
Ability to add fields – LF, BD, etc

The screenshot shows the 'Print Class Rosters Report Options' form. At the top, 'Report Format' is set to 'PDF' and 'Report Delivery' is set to 'None'. Below these are three radio buttons for 'Grade Roster', 'Attendance Roster' (which is selected), and 'Attendance Roster (including non-attendance sections)'. The 'Print For' section has two radio buttons: 'One Day' and 'One Month' (selected). To the right, there are checkboxes for 'Enter track if not all' and 'Print Additional Lines' (set to 0). Further right are checkboxes for 'Print Shading', 'Restart Numbering on New Page', 'Print Phone Number', 'Print Signature Line', 'Print Signature Time?', 'Print Student Aliases', 'Skip Teacher Assistants', 'Include Sections From Other Schools', 'Hide Attendance', and 'Add fields to the printout'. Below these are two sections for 'Schedule Type' and 'Sort'. 'Schedule Type' has 'Master Schedule' (selected) and 'Scheduling Master'. 'Sort' has 'Teacher/Section' (selected) and 'Teacher/Period'. At the bottom is a 'Select Sections to Print' section with an 'Advanced Section Filter' and two lists of sections. The left list includes 'Acosta (605)', 'Aldrich (601)', 'Allen (808)', 'Alvarado (610)', 'Ath Dir Base (882)', 'Ath Dir M Ten (888)', 'Ath Dir M BskBl (859)', 'Ath Dir M Golf (885)', 'Ath Dir M Soc (876)', 'Ath Dir M Track (952)', and 'Ath Dir W Golf (865)'. The right list includes 'Acosta (605) Pd 1 Y - IBHstAm2/HEcCv (0726) - Section 1038', 'Acosta (605) Pd 1 Y - Tchr Aide (1500) - Section 1043', 'Acosta (605) Pd 2 Y - IBHstAm2/HEcCv (0726) - Section 2166', 'Acosta (605) Pd 2 Y - Tchr Aide (1500) - Section 2043', 'Acosta (605) Pd 3 Y - Hon World Hst (0725) - Section 3036', 'Acosta (605) Pd 4 Y - Hon World Hst (0725) - Section 4142', 'Acosta (605) Pd 4 Y - Tchr Aide (1500) - Section 4037', 'Acosta (605) Pd 5 Y - PE (0011) - Section 5213', 'Acosta (605) Pd 5 Y - PE 9 (0010) - Section 5212', and 'Acosta (605) Pd 6 Y - Hon World Hst (0725) - Section 6079'.

Link to documentation: [Class Roster Report](#)

Report Tags

When a report has the **Report Tag** feature, all student records included in the report will be tagged with a string and/or a numeric value for the users to access later through the **Query** tool.

This data will be preserved for each user and per each report for later use. This allows students to have multiple **Report Tags** for different reports.

Description of tag values and Report Name is listed at the bottom of the report page

Print Students With Unverified Absences
Report Options

Report Format: PDF
Report Delivery: None

Start Date: 07/04/2022
End Date: 11/06/2022

☒ Landscape
☐ Portrait

☒ By Student Name
☐ By Primary Class
☐ By Counselor

☐ Double Space Output?

Run Report

Report Tag Information

Report Name Value: PrintStudentsWithUnverifiedAbsences
Query Tag Value: A : All Students included in this report.
Query Value: The Query Value is not populated.
[Report Tag Help](#)

Link to documentation: [Report Tags](#)
Link to video: [Report Tags Video](#)

View All Reports

- 3 tabs –
 - All Reports
 - Organized by Category
 - Ability to Filter by Category and Title
 - Select Report Format
 - Select Report Delivery
 - Ability to limit to a Student Group
 - Report History
 - Ability to filter by Category and Title
 - Ability to limit to a date range
 - Stores data as of the time the report was run
 - Custom Reports
 - Create reports using fields from different tables that will print in a column format
 - Aeries Admin sets up preconfigured items for users to access

2022-2023

Screaming Eagle High School

Students in Programs

Grade - 9

Stu Id	Student Name	Gr	EL	Foster	SED	SpEd
99400002	Abdelnour, Alice	9	Yes		Yes	
99400003	Abdo, Alice A	9		Yes		
99400008	Abesamis, Tatiana J	9		Yes		
99400053	Almada, Jesus Jesse R	9			Yes	
99400065	Amaya, Ariane Christina	9			Yes	Yes
99400098	Ardon, Daniel	9	Yes			
99400111	Arias, Timothy	9	Yes		Yes	Yes
99400133	Ascha, Monica S	9		Yes	Yes	
99400142	Attia, Todd M	9			Yes	
99400169	Balboa, Christina P	9			Yes	
99400177	Bang, Allan	9		Yes		
99400193	Barr, James J	9			Yes	
99400199	Barrett, Jason T	9		Yes		
99400209	Baxter, Cristina Ann	9			Yes	
99400212	Baylon, Allison A	9		Yes		
99400230	Beltran, Alice M	9				Yes
99400235	Bennett, Brittney Alan	9			Yes	
99400252	Bhatty, Jason Hameed	9		Yes		
99400260	Black-Lewis, Javier Daniel	9				Yes
99400274	Bolik, Shane	9			Yes	
99400277	Bonomo, Sandra	9			Yes	
99400337	Burciaga, Daniel	9			Yes	
99400350	Byers, Luke M	9				Yes
99400353	Cabrera, Camia L	9		Yes	Yes	
99400412	Casaya, Coleman	9	Yes			
99400424	Castillo, Jennifer	9			Yes	
99400437	Castro, Jason	9		Yes		
99400453	Ceniseroz, Robert W	9		Yes		
99400455	Cervantes, Joel M	9				Yes
99400471	Chanphum, Erin	9	Yes	Yes		
99400485	Chien, Dion	9	Yes			Yes
99400492	Chopra, Robert R	9			Yes	
99400493	Chowdhury, Geoffrey D	9			Yes	
99400505	Ciulla, Kirah J	9			Yes	
99400529	Collins, Erin	9			Yes	

Custom Reports

The **Security** area for **Custom Reports** is in the **Other** section of the **Security** page.

- **Update** to Custom Reports – allows users to create new reports. Can only view their own reports.
- **Administer** to Custom Reports – allows users to create Custom Report Items, view all reports and share reports.

Permissions - kelly

Current Year (2017-2018)

☒ Display Current Permissions (Uncheck to Show All Permissions)

Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Expiration Date (Read will not expire)
Student Data								
Student Data	STU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Emergency Contacts	CON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Other								
Custom Reports	CRC			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="text"/>

Student Demographics - Reports button

- **Withdraw Form** - can be used during the student check-out process when students are leaving a school.
- **Student Data Report** - displays **Demographics, Enrollment Information and Student Photo**. To print this report for all students, see: **Student Data Printout Report**
- **Emergency Card** - displays the information from the **Demographics** page, **Student Photo, Parent/Guardian Information, Emergency Contacts, Sibling Information and Medical Information**. To print this report for all students, see: **Student Emergency Card Report**.
- **Student Envelope** - prints an envelope for the selected student or for all students.
- **Student Summons Report** - produces a call slip (office pass) for a student.
More information can be found here: **Student Summons Call Slip Report**

Other Favorite Reports

- **Summary of Students** - The Summary of Students report provides totals for students, sorted by a variety of demographic parameters. The report can be run at the district or school level. All reports provide overall totals as well as totals by gender.
- **Student Data Audit** - The Student Data Audit form provides two reports to assist users in finding data inconsistencies and/or in avoiding common CALPADS errors. The report choices are CALPADS Data or Basic Demographics
- **Medical Profile** - The Medical Log contains an option to view and/or print a Medical Profile. The Print Medical Profile button allows all of the medical related tables to be printed onto a single report. The user can select which tables and options to print.
- **Emergency Student Listing** - Lists students with demographic info, health problems, and contact information including red flag comments from CON with other sort options available.
- **Student Data Reports Listing** - This listing identifies available Student Data Reports by:
 - Medical Reports
 - Student Data Reports

Q & A



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THANK YOU!

Please take a moment to complete our session survey. *Did you know Part 4 Session 541-4*



<http://surveys.aeries.com/s3/AeriesCon-Session-Feedback-Survey-Spring-2024>



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