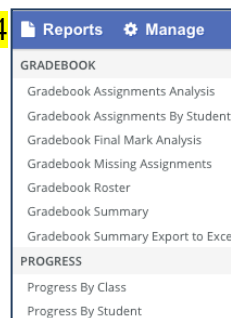


Emailing Aeries.net Gradebook Reports to Parents

- 1) Log into Aeries.net <https://lachsas.asp.aeries.net/teacher>
- 2) Click on **Gradebook** in the left side Navigation Tree
- 3) Select the **Gradebook** you are going to send email reports from then click on **Manage Gradebook**
 - a. **NOTE:** You can add other Gradebooks to the email report later in the process.
- 4) Click on **Reports** in the upper dark blue Navigation Bar
- 5) Select Gradebook Assignments By Student (see page 2 – Images 1 & 2)

Step 4



Step 5

Report Format: Select the export format to view a report.

Options: **PDF** (Adobe Reader) , **RTF** (Word) , **XLS** (Excel), **TXT** (Word)

Report Delivery: Select the method the report will be delivered to you

Options: **None** – the report will appear on your computer accessed in a separate window

Email w/ Attachment – report will be emailed to your LACOE email address

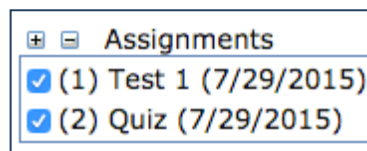
Email w/o Attachment – report will be email in the body of an email message to your LACOE email address

Gradebook(s) To Print tab (see page 2 – Gradebook Report Image 1)

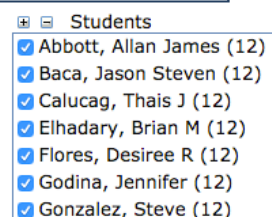
Select the Sort option: select either **Assignment Number** or **Due Date** as the sort variable

- 6) Select the Gradebook(s) to be included in the Report. More than one Gradebook may be selected.
- 7) For each Gradebook selected, the option to select All Assignments or only specific assignments is available.

7a) Click on the + or – icon above the Assignments box to select All (+) or None (–) of the Assignments in the Gradebook. Assignments can be selected individually by clicking in the check box to the left side of Assignment name

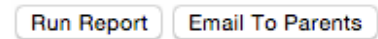


7b) Click on **the + or –** icon above the Students box to select All (+) or None (–) of the Students in the Gradebook. Students can be selected individually by clicking in the check box to the left side of student name



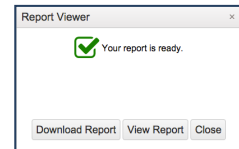
- 8) Click on the **Options** tab to modify the look of the Report (see page 2 – Gradebook Report Image 2)
 - a. **Report Title:** enter a title
 - b. **Report Comment:** add a brief narrative if needed
 - c. **Sort Assignments By:** options are **Assignment Number**, **Due Date**, **Category** and **Assignment Number or Category** or **Due Date**
 - d. **Student Sort:** options are **Student Name**, **Custom Sort**, **Student ID**
 - e. **Show Gradebook Summary:** will display a Gradebook total summary at the bottom of each student's report

- f. **Show Signature Line:** creates a signature line on the each Student's Report
 - g. **Show Completion Checks instead of Scores:** replaces scores with check marks when the student receives a passing score
 - h. **Print Only Students with Grade % Below:** enter a percentage total into each box to set the limit for which students the Report to generate a report for
 - i. **Print Only Students with Grade % Above:** enter a percentage total into each box to set the limit for which students the Report to generate a report for
 - j.
- 9) a. Click **Run Report** to generate a copy of the Report based on



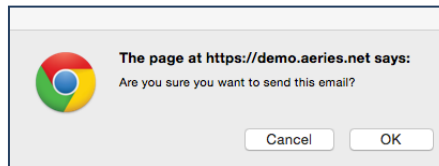
Report Format and **Report Delivery** options selected above.

b. Click on either **Download Report** or **View Report** to see the completed Report



NOTE: Run Report as PDF, with Delivery set to None to see what parents will be sent when using the Email To Parent button.

10) Click **Email To Parents** (see Step 8). A separate window opens. Click **OK** to confirm you want to email parents of the selected students a copy of the report.



11) A confirmation message will appear in the Print Gradebook Assignments By Student Report Options window

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Selecting multiple Gradebooks will expand the options for selecting assignments and students for each Gradebook to be included in the Report

Gradebook Report Image 1

Gradebook Report Image 2