Email Grade Reports to Registrar

Go to "View All Reports" and select "Gradebook Assignments By Student".

All Reports Report History Custom Reports						
Category: All Reports 💽 Filter:						
Report Format: PDF - Adobe Portable Document Format 💌 Report Delivery: Email w/ Attachment 💌						
Report Name	Category					
Birthday Listing	Student Data					
Class List By Section	Attendance					
Class Rosters	Attendance					
Classroom Photo / Seating Chart	Attendance					
Gradebook Assignments By Student 🕳	Gradebook					
Gradebook Missing Assignments	Gradebook					
Gradebook Roster	Gradebook					
Gradebook Summary	Gradebook					
Gradebook Summary Export to Excel	Gradebook					
Progress By Student	Gradebook					
Student and Parent Email Addresses	Student Data					
Student Directory	Student Data					
Student Exam Responses	Aeries Analytics					
Student Exam Poculte Dy Standard	Aorios Applytics					

Select PDF for Report Format and "Email w/ Attachment" for Report Delivery. Choose all of the classes for the quarter you are submitting grades for and then click "Run Report".

Print Gradebook Assignments By Student Report Options
Report Format: PDF Report Delivery: Email w/ Attachment Gradebook(s) To Print Options
Select the gradebook(s) to print. You can also select the set of assignments and students to include in the report.
Inactive students are not checked
 1 - Alg Readiness - 2 2 - MathAnalw/TrigP - 2 4 - MathAnalw/TrigP - 2 6 - Homeroom - Y 1 - Alg Readiness - 1 2 - MathAnalw/TrigP - 1 4 - MathAnalw/TrigP - 1
Run Report Email To Parents

Click "Keep" in the pop-up window. You do not need to open the PDF file. Just go to your email.

	This type of file can b want to keep PrintGra	aarm your computer. Do you adebookAssipdf anyway?	Кеер	Discard	Show all downloads	×
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In your email, there will be an email from Aeries. Open the email and forward it to Bridget.

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MPOSE	• Unread	1–3 of 3 🕞
JMPOSE	Aeries Report Notification - Print Gradebook Assignments By Student - Yc 📼	12:42 pm
3) ail	🔲 🕺 Bridget, me, Bridget (4) 1Q Grade Records - OK, I'll wait to hear if you find a better way with fewer step 📼	12:36 pm
	🗌 📩 annalise schlesinger letter of recommendation - Thank you so much for agreeing to write my letter	Oct 15
s Fall 2013		
	Aeries Report Notification - Print Gradebook Assignments By 🖶 🖻 Student 🗈	
	Lo me →	
	Your Report Has Been Run! Report Name: PrintGradebookAssignmentsByStudent Report Date: 11/13/2013 12:42:07 PM	
	Report Options: SchoolCode: 888 UserName: amy.johnson ReportTitle: Student Assignments ReportComment: SortAssignmentsBy: Number SortStudentsBy: Name SortPagesBy: Gradebook ShowSummary: True ShowCompletionChecks: False PrintMissingAssignments: False PrintMissingAssignments: False PrintOnlyStudentsWithMissingAssignments: False LowPerc: -999 HighPerc: 9999 PrintSignatureLine: False ReportId: fd31f61a-a7fa-4ed4-8c51-0d4342c985fb KeepStatement: Enabled	
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