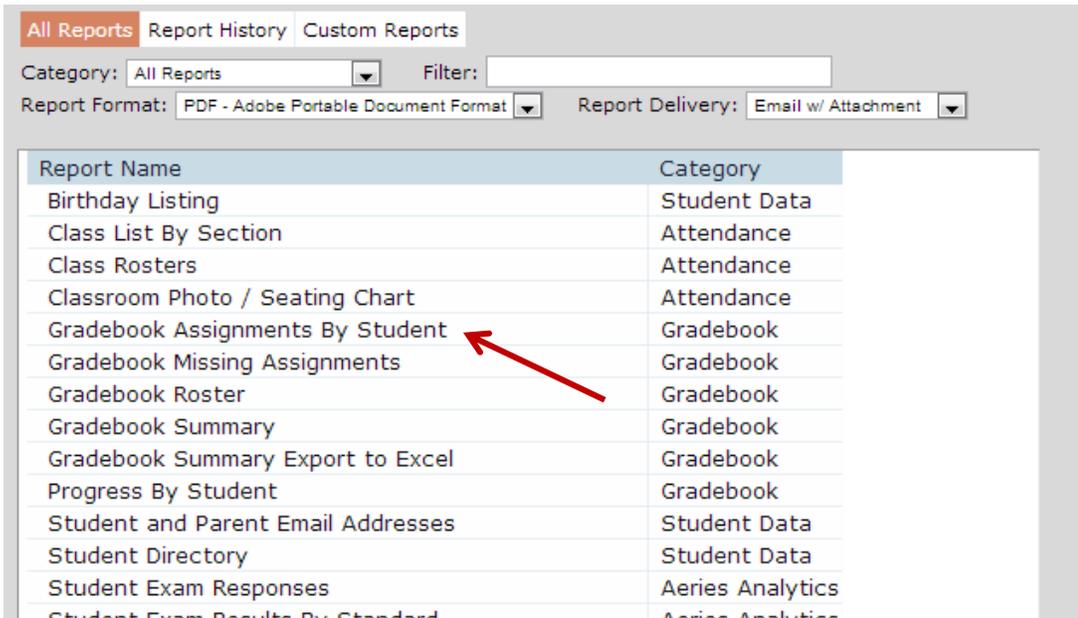


Email Grade Reports to Registrar

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



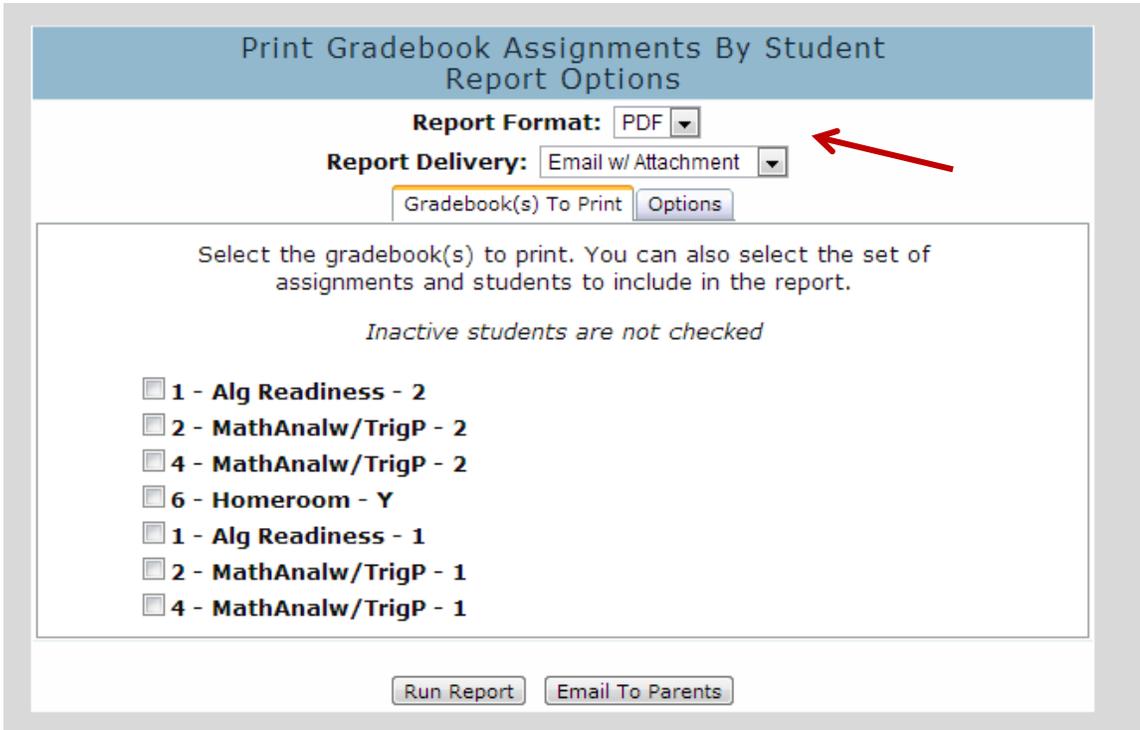
The screenshot shows the 'All Reports' interface with the following elements:

- Category: All Reports (dropdown)
- Filter: (text input)
- Report Format: PDF - Adobe Portable Document Format (dropdown)
- Report Delivery: Email w/ Attachment (dropdown)
- Table of Report Name and Category:

| 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 Results By Standard | Aeries Analytics |

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”.



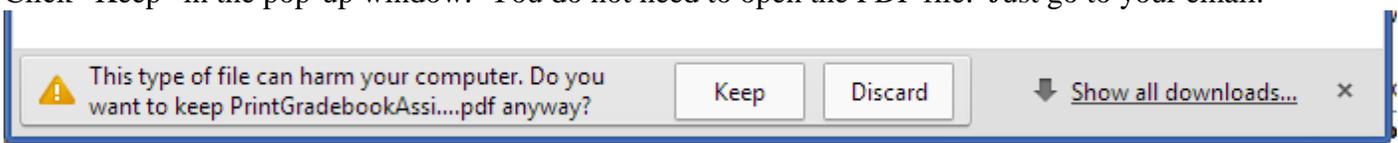
The screenshot shows the 'Print Gradebook Assignments By Student Report Options' dialog box with the following elements:

- Report Format: PDF (dropdown)
- Report Delivery: Email w/ Attachment (dropdown)
- Gradebook(s) To Print (button)
- Options (button)
- 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*
- List of gradebooks to print (checkboxes):

- 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

Buttons: 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.



In your email, there will be an email from Aeries. Open the email and forward it to Bridget.

