

Grade Report Mark Verification Listing – Aeries Web

From the Navigation Tree, select **View All Reports**.

From the **View All Reports** form, in the **Category:** field select **Grades**.

From the list of reports, select **Grade Report Mark Verification Listing**.

From the **Print Grade Report Mark Verification Listing Report Options** area:

- **Report Format:** field select the type of format to receive the report; **.pdf, .rtf, .xls, .txt**
- **Report Delivery:** field select the way you'd like the report delivered; **Email w/ Attachment, Email w/o Attachment, or None.**
 - Under the **Available Marks** area;
 - Click on the **Deselect All** button to uncheck all marks that are selected or manually click on each marking period that you do not want to print on the report.

Click on the **Run Report** button to generate the listing that can be printed and distributed to your teachers.

Print Missing Mark Listing

From the **View All Reports** form, in the **Category:** field select **Grades**.

From the list of reports, select **Missing Mark Listing**.

From the **Print Missing Mark Listing Report Options** area:

- **Report Format:** field select the type of format to receive the report; **.pdf, .rtf, .xls, .txt**
- **Report Delivery:** field select the way you'd like the report delivered; **Email w/ Attachment, Email w/o Attachment, or None.**
- Click on the radio button to print/sort report **By Student** or **By Teacher**. If the **Sort by Teacher** option is selected, the **Page Break On Teacher?** checkbox is automatically selected. If you do not want a separate page for each teacher deselect the **Page Break On Teacher?** checkbox.
- **Print Which Mark?** Select the report period mark to print.

Click on the **Run Report** button to generate the listing that can be printed and distributed to your teachers.