



Print Aeries D & F Report – 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 Exception Listing**.

From the **Print Grade Report Exception 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,**

From the **Enter number of marks required to be included on report** area:

- Enter the minimum number of **Grade Marks** that are to be included on the report for each academic mark listed.
- **Using this mark:** field automatically defaults to the current grade reporting period., i.e. M5 = Semester 1
 - Check the box for the appropriate options available
 - **Print Only M#**
 - **Print Only Exception Marks**
 - Select the appropriate radio button based on how the report will print
 - **Sort by Student**
 - **Sot by Counselor**
- **Note: Citizenship & Work-Habits marks refer to the current mark only (M#)**