Aeries Grade Reporting Cycle: Elementary Schools

Before School Begins:

District Configuration

- Set Report Card Options
- Add/configure Standards
- Create Report Card Templates
- Set Portal Options

Current Trimester

Next Trimester

First Day of Trimester

Start of Grading Window

End of Grading Window

Teachers During Trimester

- Create Gradebooks
- Track Student Progress

Office (right before Grading Window)

- Confirm Grading Window dates
- Initialize New Grading Cycle

Teachers During Grading Window

- Finalize Gradebook entries
- Load Grades from Gradebook
- Check/adjust final grades

Office During Grading Window: Nothing

Office After Grading Window

- Missing Mark report
- Verify completion
- Adjust/correct if necessary
- Print Report Cards
- Generate Report Card History
- Copy SBG to history