When do I create current grade cycles?

- One Week Before the End of 1st Quarter
- One Week Before the End of 2nd Quarter
- One Week Before the End of 3rd Quarter
- One Week Before the End of 4th Quarter

Troubleshooting:

- The grade cycle takes a snapshot of class rosters that is current the day the grade cycle is created. New students will not appear if they enroll after the grade cycle was created.

2. Select "Utilities".

3. Choose "Term Grades".

4. Select "Create Current Grade Cycle".

5. Choose the Grade Cycle: Term 1=1st Quarter, Term 2=2nd Quarter, Term 3=3rd Quarter, Term 4=4th Quarter
6. Dates Allowed for Teacher Grade Entry:
   From Date: Allow entry one week before grades are due.
   To Date: Allow one week following the due date for corrections.
7. Check the box to "Delete any existing record if recreating cycle" and "Keep records with grade already entered"
8. Choose "Create New Grade Cycle" Button.

Matt Rosebrough, Willard R-2 Teaching Specialist