



Kuder Galaxy® End of Year Checklist

This end-of-year checklist will assist you with harnessing the power of Galaxy tools to gather insights and reporting of student outcomes for the year.

Student Activities

- Complete all Galaxy Planets for your grade level.
- Check off your completed I-Statements: [Student Dashboard > Planet Completion](#)
- 3rd - 5th graders can explore the Occupation Database & Holland guide: [Student Dashboard > Planet Completion](#)
- 4th - 5th graders can explore the Training & Education Guide: [Student Dashboard > Planet Completion](#)

Reports

School Admins/Counselors:

- Review student progress for classrooms: [Educator Portal > Classrooms](#)
- Review student progress for grade level(s): [Educator Portal > Reports](#)
- Review Principal's Report: [Educator Portal > Reports > Principal's Report](#)

District Leaders:

- Review Superintendent's Report: [Educator Portal > Reports > Superintendent's Report](#)
- Review local school data: [Educator Portal > Schools](#)

Communications

- Print or email the Parent Letter: [Educator Portal > Downloadable Resources](#)
- Students have access to their Galaxy account over the summer. Encourage them to take advantage of Career Exploration during summer months:
 - Complete Planets.
 - Revisit Favorite Planets to watch videos, play games and complete activities.
 - Ask your parent/guardian to learn more about a career in your community.
 - Visit the library to read books about your career interests and areas you would like to learn more about.

Housekeeping

- Review your I-Statements in consideration of your student requirements: [Educator Portal > I-Statements](#)
- [Contact our team](#) if you need assistance.
- [Register for upcoming webinar trainings.](#)