

Section Audit Report (Grading Setup)

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Report Logic | Generate the Section Audit Report | Report Layout | Values Included on the Report

Tool Search: Section Audit

The Section Audit Report tracks the setup of teacher grade books and includes all courses that have grading tasks, standards, categories and grade calculation options. Note that report generation time depends on the number of teachers and courses selected.



Section Audit Report 🏠	Grading & Standards > Reports > Section Audit Report
Section Audit Report	
This report tracks the setup of teacher grade books and d Options for the selected Courses. Select one or all teach	lisplays Categories, Grading Tasks, Standards and Grade Calc ers and one or all Courses, as well as the data to report.
Report generation time depends on the number of teacher	ers and Courses selected.
Teachers All Teachers Aarons, Mitchell Abeggert, Laney	
Abra, Dean Addy, Joseph Alan Administrator, Demo Albinak, Gina	
Allen, Theon Warren Allsey, Dino Anderson, Abigail Axtman, Deborah Lyn Backes, Pearce	
CTRL-click or SHIFT-click to select multiple	
Courses	
Sort By O Number O Name	
All Courses	
1001 AP Statistics	
1100 Integrated Math I	
1175 H Integrated Math I	
1200 Integrated Math II	
1275 H Integrated Math II	
1300 Integrated Math III	
1375 H Integrated Math III	
1400 Integrated Math IV	
1475 H Integrated Math IV	
1500 Consumer Math A	
CTRL-click or SHIFT-click to select multiple	
Data to report:	
Categories	
Assignments	
Composite and Rollup Grades	
🗹 Grade Calc Options	
Include Post Only	
Include inactive records	
Refresh Show top 50 v tasks submitted b	etween 06/19/2024 and 06/26/2024
Batch Queue List	
Queued Time Report Title	Status Download
Generate Report Submit to Batch	
Image	1: Section Audit Report

See the <u>Grading & Standards Reports</u> Tool Rights article for the tool right needed to generate this report.



Report Logic

Logic looks to the grade book setup for the selected teacher or course and returns a list of grading tasks, standards, grade calculation options and categories associated with the course.

- If a course does not have a section, it is not included in the report.
- If a course has a section but does not have a teacher, it is not included in the report.
- If a course has a section and a teacher, but the teacher has not access Campus Instruction Grade Book, it is not included in the report.

Teachers in red text are inactive.

If no options are marked in the Data to Report section, the report returns Grading Tasks and Standards and indicates whether they are marked as Post Only.

Generate the Section Audit Report

- 1. Select which **Teachers** to include in the report. Or, keep the selection at All Teachers.
- Select the **Courses** to include in the report. Or, keep the selection at All Courses. Courses can be viewed/selected by Course Number or Course Name by changing the appropriate Sort By radio button.
- 3. Select the desired **Data to Report** options (listed below) by marking the checkboxes.
 - Categories
 - Assignments
 - Composite Grades
 - Grade Calc Options Mark Include Post Only to also report grading setup related to tasks and standards marked as "Post-Only"
- 4. Click the Generate Report button. The report displays in CSV format.

D5 D4 D4 Core Stills 81 1 Tescher, Jored O. No So So <		A	В	C	D	E	F	G	н	1	J	K	L	
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Image 2: Section Audit Report - Data to Report Options Marked				шIа	ye 2. 36	c_{ll}	π Αυμπ περυπ - Data	1 10 1	icpon	LOP	LIUIIS M	aireu		



1	A	В	С	D	E	F	G	Н
1	Course #	Course Name	Section #	Teacher Name	Term	Grading Task/Standard	Post Only	District Data updated or
2	AMHOME3	Attendance AM and Life Skills	302	Teacher, Ann	QTR 1	Accepts constructive criticism	No	
3	AMHOME3	Attendance AM and Life Skills	302	Teacher, Ann	QTR 2	Accepts constructive criticism	No	
4	AMHOME3	Attendance AM and Life Skills	302	Teacher, Ann	QTR 3	Accepts constructive criticism	No	
5	AMHOME3	Attendance AM and Life Skills	302	Teacher, Ann	QTR 4	Accepts constructive criticism	No	
6	AMHOME3	Attendance AM and Life Skills	302	Teacher, Ann	QTR 1	Articulates, analyzes, and demonstrates solutions to a problem	No	
7	AMHOME3	Attendance AM and Life Skills	302	Teacher, Ann	QTR 2	Articulates, analyzes, and demonstrates solutions to a problem	No	
8	AMHOME3	Attendance AM and Life Skills	303	Teacher, Brian	QTR 1	Accepts constructive criticism	No	
9	AMHOME3	Attendance AM and Life Skills	303	Teacher, Brian	QTR 2	Accepts constructive criticism	No	
10	AMHOME3	Attendance AM and Life Skills	303	Teacher, Brian	QTR 3	Accepts constructive criticism	No	
11	AMHOME3	Attendance AM and Life Skills	303	Teacher, Brian	QTR 4	Accepts constructive criticism	No	
12	AMHOME3	Attendance AM and Life Skills	303	Teacher, Brian	QTR 1	Articulates, analyzes, and demonstrates solutions to a problem	No	
13	AMHOME3	Attendance AM and Life Skills	303	Teacher, Brian	QTR 2	Articulates, analyzes, and demonstrates solutions to a problem	No	
14	AMHOME3	Attendance AM and Life Skills	303	Teacher, Brian	QTR 3	Articulates, analyzes, and demonstrates solutions to a problem	No	
15	AMHOME3	Attendance AM and Life Skills	303	Teacher, Brian	QTR 4	Articulates, analyzes, and demonstrates solutions to a problem	No	
16								

Image 3: Section Audit Report - Data to Report Options Not Marked

The CSV format of the report limits the display of numbers when there are leading zeros in the Course Number and Section Number fields. Change the formatting of those columns in the spreadsheet to have them reflect the numbers properly.

Report Layout

Data Element	Description	Campus Interface
Number C		Scheduling > Courses > Course Information > Number Grading and Standards > Course Masters > Course Master Information > Number
Course Name	Reports the name of the course.	Scheduling > Courses > Course Information > Name Grading and Standards > Course Masters > Course Master Information > Name
Section Number	Reports the course section number.	Scheduling > Courses > Section Information > Section Number
Teacher Name	Reports the name of the primary teacher assigned to the section.	Scheduling > Courses > Section Information > Teacher Name Display Scheduling > Courses > Course > Section Staff History > Primary Teacher
Term	ermReports the name (or number) of the term in which the course section is scheduled.Scheduling > Course Section Scheduled.	



Data Element	Description	Campus Interface
Grading Task/Standard	Lists the grading task or standard assigned to the course.	Scheduling > Courses > Course Grading Tasks
Post Only	Indicates whether the grading task or standard is marked as post only. Reports yes when the Post-only Grading Task or Post- only Standard checkbox is marked; reports No when checkbox is not marked.	Scheduling > Courses >Course Grading Tasks/ Course Standards > Post-only Grading Task/Standard
courses.		Scheduling > Courses > Course Categories Grading and Standards > Course Masters > Categories
Sequence	Indicates the sequence (sort order) assigned to the category.	Scheduling > Courses > Course Categories > Sequence Grading and Standards > Course Masters > Categories > Sequence
Category Weight	Indicates the weight assigned to the category.	Scheduling > Courses > Course Categories > Weight Grading and Standards > Course Masters > Categories > Weight
Exclude from Calculation	Indicates whether the E <i>xclude this category from calculation</i> checkbox is marked on the category. Reports Yes when marked; reports No when not marked.	Scheduling > Courses > Course Categories > Exclude this category from calculation Grading and Standards > Course Masters > Categories > Exclude this category from calculation
Drop Lowest Score (%)	Indicates whether the <i>Drop Lowest Score (by percent)</i> checkbox is marked on the category. Reports Yes when marked; reports No when not marked.	Scheduling > Courses > Course Categories > Drop Lowest Score (by percent) Grading and Standards > Course Masters > Categories > Drop Lowest Score (by percent)



Data Element	Description	Campus Interface
Right to Edit Categories	Indicates whether the teacher is assigned tool rights to modify categories assigned to the course. Reports Yes when tool rights for the Grade Book Edit Categories checkbox is marked; Reports No when not marked.	User Management > User Account Administration > User Account > Tool Rights > Instruction > Edit Categories
Assignment Count	Reports the total number of assignments associated with the category.	N/A
Assignment Name	Lists the names of the assignments associated with the category.	Instruction > Grades > Grade Book > Assignment
Composite	Indicates whether the grading task or standard is marked as a composite grade, and reports the calculation and the grading task or standard.	Scheduling > Courses > Course Grade Calc Options > Composite Grading and Standards > Course Masters > Grade Calc Options > Composite
Right to Edit Composite Grading	Indicates whether the teacher is assigned tool rights to modify composite grading information assigned to the course. Reports Yes when tool rights for the Grade Book Edit Composite Grades checkbox is marked; Reports No when not marked.	User Management > User Account Administration > User Account > Tool Rights > Campus Instruction > Edit Composite Grades
Grading Calc Type	 Reports the type of calculation assigned to the grading task or standard. Reports one of the following: Blank field (no calculation set) In Progress Grade Proficiency Estimate 	Scheduling > Courses > Course Grade Calc Options > Calculation Type Grading and Standards > Course Masters > Grade Calc Options > Calculation Type



Data Element	Description	Campus Interface
Grading Scale/Method	Reports the grading scale or rubric assigned to the grading task or standard.	Scheduling > Courses > Course Grade Calc Options > Grading Scale (when Fill Calculation Type = In Progress Grade) Grading and Standards > Course Masters > Grade Calc Options > Grading Scale (when Fill Calculation Type = In Progress Grade)
Weight Categories	Indicates the Weight Categories checkbox is marked when the Calculation Type is set to In Progress Grade.	Scheduling > Courses > Course Grade Calc Options > Weight Categories (when Fill Calculation Type = In Progress Grade) Grading and Standards > Course Masters > Grade Calc Options > Weight Categories (when Fill Calculation Type = In Progress Grade)
Use Score % Value	Indicates the Use Score's % Value checkbox is marked when the Calculation Type is set to In Progress Grade.	Scheduling > Courses > Course Grade Calc Options > Use Score's % Value (when Fill Calculation Type = In Progress Grade) Grading and Standards > Course Masters > Grade Calc Options > Use Score's % Value (when Fill Calculation Type = In Progress Grade)
Rights to Edit Grade Calc Options	Indicates whether the teacher is assigned tool rights to modify grade calc option information assigned to the course. Reports Yes when tool rights for the Grade Book Edit Grade Calc Options checkbox is marked; Reports No when not marked.	User Management > User Account Administration > User Account > Tool Rights > Campus Instruction > Edit Grade Calc Options
District Data Updated On	Indicates the date and time the district grading setup is pulled into the section, which usually occurs the first time the teacher opens grade book for the section.	N/A



Values Included on the Report

Depending on the options chosen on the report editor, the CSV report returns different values, as follows.

Course NumberCourse NameSection NumberTeacher Name	 Term Grading Task/Standard Post Only District Data Updated On
Vhen generating the report with D re included in the layout:	Pata to Report option of Categories , the following fields
Course Number	Category
Course Name	Sequence
Section Number	Category Weight
Teacher Name	Exclude from Calculation
• Term	• Drop Lowest Score (%)
 Grading Task/Standard 	Right to Edit Categories
Post Only	District Data Updated On
Vhen generating the report with D re included in the layout:	Pata to Report option of Assignments , the following field
Course Number	Post Only
Course Name	Category
 Section Number 	Assignment Count
Teacher Name	Assignment Name
Term Grading Task/Standard	District Data Updated On
 Grading Task/Standard 	
When generating the report with D ields are included in the layout:	Pata to Report option of Composite Grades , the following
Course Number	Grading Task/Standard
Course Name	Post Only
 Section Number 	Composite
Teacher Name	Right to Edit Composite Grading
• Term	 District Data Updated On



- Course Number
- Course Name
- Section Number
- Teacher Name
- Term
- Grading Task/Standard
- Post Only

- Grading Calc Type
- Grading Scale/Method
- Weight Categories
- Use Score % Value
- Rights to Edit Grade Calc Options
- District Data Updated On

When generating the report with **ALLData to Report options** selected, the following fields are included in the layout:

- Course Number • Right to Edit Categories Course Name • Assignment Count Section Number • Assignment Name • Teacher Name • Composite • Term • Right to Edit Composite Grading • Grading Task/Standard • Grading Calc Type Post Only • Grading Scale/Method • Category • Weight Categories • Use Score % Value • Sequence • Category Weight • Rights to Edit Grade Calc Options • Exclude from Calculation • District Data Updated On
 - Drop Lowest Score (%)