Section Audit Report (Grading Setup)

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Classic Path: Grading and Standards > Reports > Section Audit

Search Terms: 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.
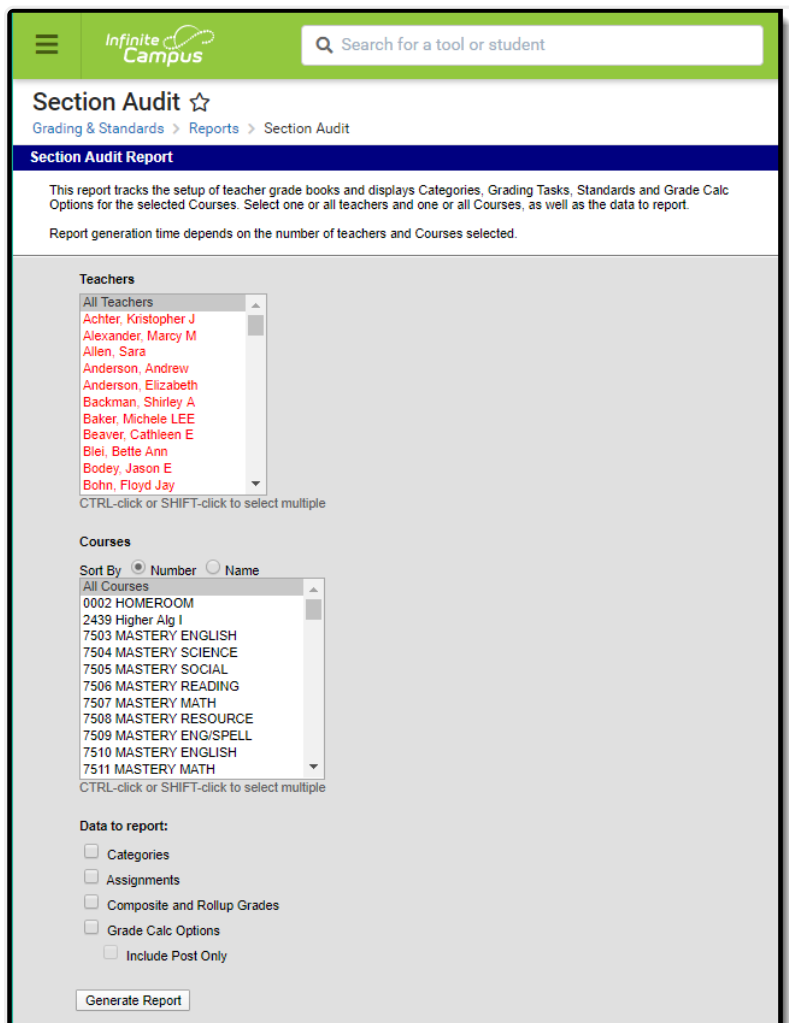

Image 1: Section Audit Report

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.
2. 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.

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Course #	Course Name	Section #	Teacher Name	Term	Grading Task/Standard	Post Only	Category	Sequence	Category Weight	Exclude from Calculation	Drop Lowest Score (%)	Right
305	19	Core Skills B I	1	Teacher, Jared	Q1	Quarter	No	new2	0	1	No	No	Yes
306	19	Core Skills B I	1	Teacher, Jared	Q2	Quarter	No	new2	0	1	No	No	Yes
307	19	Core Skills B I	1	Teacher, Jared	Q3	Quarter	No	new2	0	1	No	No	Yes
308	19	Core Skills B I	1	Teacher, Jared	Q4	Quarter	No	new2	0	1	No	No	Yes
309	32	Core Recreation & Leisure I	1	Teacher, Leo	Q2	Exam	No	new1	0	1	No	No	Yes
310	32	Core Recreation & Leisure I	1	Teacher, Leo	Q1	Progress Report 1	No	new1	0	1	No	No	Yes
311	32	Core Recreation & Leisure I	1	Teacher, Leo	Q2	Progress Report 1	No	new1	0	1	No	No	Yes
312	32	Core Recreation & Leisure I	1	Teacher, Leo	Q1	Progress Report 2	No	new1	0	1	No	No	Yes
313	32	Core Recreation & Leisure I	1	Teacher, Leo	Q2	Progress Report 2	No	new2	0	1	No	No	Yes
314	32	Core Recreation & Leisure I	1	Teacher, Leo	Q1	Quarter	No	new2	0	1	No	No	Yes
315	32	Core Recreation & Leisure I	2	Teacher, David	Q2	Exam	No						Yes
316	32	Core Recreation & Leisure I	2	Teacher, David	Q1	Progress Report 1	No						Yes
317	32	Core Recreation & Leisure I	2	Teacher, David	Q2	Progress Report 1	No						Yes
318													
319													
320													
321													

Image 2: Section Audit Report - Data to Report Options Marked

	A	B	C	D	E	F	G	H
1	Course #	Course Name	Section #	Teacher Name	Term	Grading Task/Standard	Post Only	District Data updated on
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
Course Number	Reports the number of the course.	Scheduling > Courses > Course > Course Information > Number Grading and Standards > Course Master > Course Master Detail > Number
Course Name	Reports the name of the course.	Scheduling > Courses > Course > Course Information > Name Grading and Standards > Course Master > Course Master Detail > Name
Section Number	Reports the course section number.	Scheduling > Courses > Course > Section > Section Editor > Section Number
Teacher Name	Reports the name of the primary teacher assigned to the section.	Scheduling > Courses > Course > Section > Section Editor > Teacher Name Display Scheduling > Courses > Course > Section Staff History > Primary Teacher
Term	Reports the name (or number) of the term in which the course section is scheduled.	Scheduling > Courses > Course > Section > Section Schedule Placement
Grading Task/Standard	Lists the grading task or standard assigned to the course.	Scheduling > Courses > Course > Grading Task
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 Task/Standard > Post-only Grading Task/Standard
Category	Reports the categories assigned to the courses.	Scheduling > Courses > Course > Categories Grading and Standards > Course Master > Categories

Data Element	Description	Campus Interface
Sequence	Indicates the sequence (sort order) assigned to the category.	Scheduling > Courses > Course > Categories > Sequence Grading and Standards > Course Master > Categories > Sequence
Category Weight	Indicates the weight assigned to the category.	Scheduling > Courses > Course > Categories > Weight Grading and Standards > Course Master > Categories > Weight
Exclude from Calculation	Indicates whether the *Exclude this category from calculation* 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 Master > Categories > Exclude this category from calculation
Drop Lowest Score (%)	Indicates whether the *Drop Lowest Score (by percent)* 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 Master > Categories > Drop Lowest Score (by percent)
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.	System Administration > User Security > Tool Rights > Campus 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.	Campus Instruction > Grade Book > Assignment

Data Element	Description	Campus Interface
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 Master > 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.	System Administration > User Security > 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 Master > Grade Calc Options > Calculation Type
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 Master > Grade Calc Options > Grading Scale (when Fill Calculation Type = In Progress Grade)

Data Element	Description	Campus Interface
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 Master > 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 Master > 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.	System Administration > User Security > 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.

When generating the report **without Data to Report** options, the following fields are included in the layout:

- Course Number
- Course Name
- Section Number
- Teacher Name
- Term
- Grading Task/Standard
- Post Only
- District Data Updated On

When generating the report with **Data to Report option of Categories**, the following fields are included in the layout:

- Course Number
- Course Name
- Section Number
- Teacher Name
- Term
- Grading Task/Standard
- Post Only
- Category
- Sequence
- Category Weight
- Exclude from Calculation
- Drop Lowest Score (%)
- Right to Edit Categories
- District Data Updated On

When generating the report with **Data to Report option of Assignments**, the following fields are included in the layout:

- Course Number
- Course Name
- Section Number
- Teacher Name
- Term
- Grading Task/Standard
- Post Only
- Category
- Assignment Count
- Assignment Name
- District Data Updated On

When generating the report with **Data to Report option of Composite Grades**, the following fields are included in the layout:

- Course Number
- Course Name
- Section Number
- Teacher Name
- Term
- Grading Task/Standard
- Post Only
- Composite
- Right to Edit Composite Grading
- District Data Updated On

When generating the report with **Data to Report option of Grade Calc Options**, the following fields are included in the layout:

- 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 **ALL Data to Report options** selected, the following fields are included in the layout:

- Course Number
- Course Name
- Section Number
- Teacher Name
- Term
- Grading Task/Standard
- Post Only
- Category
- Sequence
- Category Weight
- Exclude from Calculation
- Drop Lowest Score (%)

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