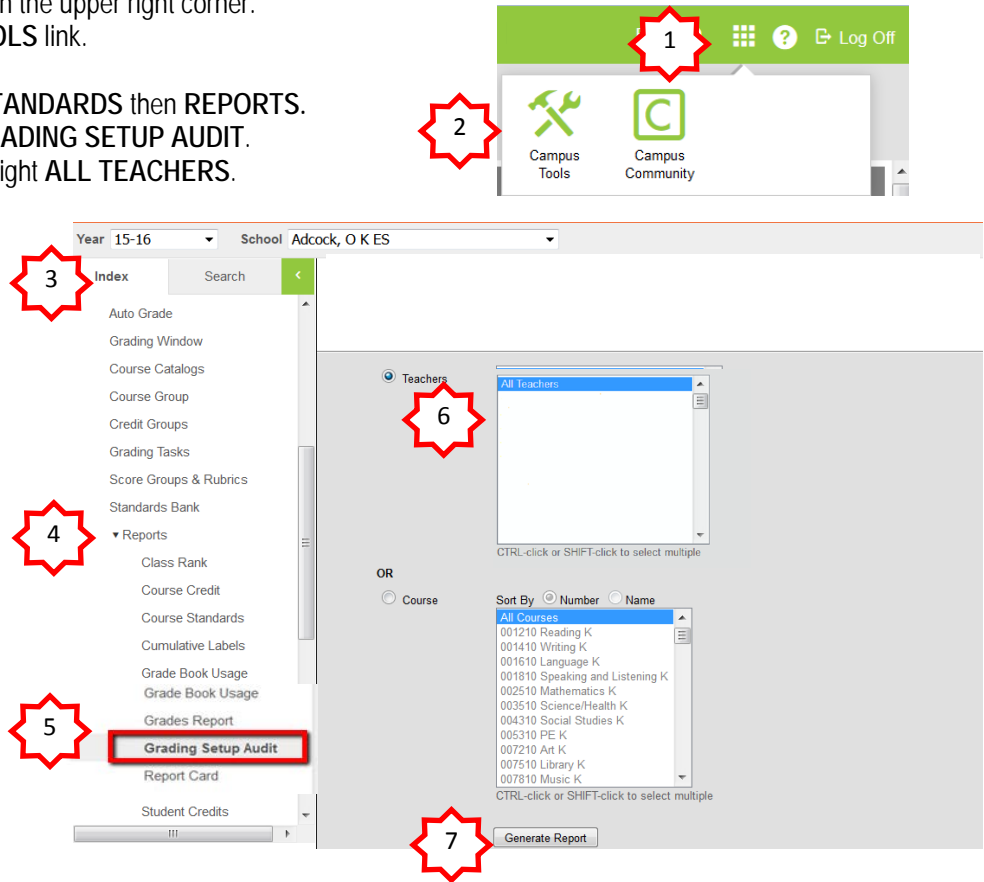


# GRADING SETUP AUDIT REPORT

The Grading Setup Audit Report displays assignments that have been incorrectly added to the grade book. These assignments, aligned to the incorrect grading tasks, will not calculate into the overall grade. The report will produce any errors with incorrect assignment alignment. Please contact the teacher to discuss realignment (see page 2).

## RUNNING THE REPORT (PRINCIPALS, APs, REGISTRARS, AND CLERKS)

1. Select the **APP SWITCHER** in the upper right corner.
2. Then click the **CAMPUS TOOLS** link.
3. Select **INDEX**.
4. Scroll to find **GRADING & STANDARDS** then **REPORTS**.
5. Under **REPORTS**, select **GRADING SETUP AUDIT**.
6. Select **TEACHERS** and highlight **ALL TEACHERS**.
7. **GENERATE REPORT**.



## RESULTS

The report will generate as an Excel document. It displays all courses that have grading tasks and standards marked as post-only.

This means teachers must not add assignments to these tasks as the scores entered will not calculate in the overall grade.

### Report Example

This example shows assignments that are aligned to the incorrect task (Standard Strand). These assignments must be moved.

Course Name	Section	Teacher Name	Grading Task	Standard	Post Only	Category Name	Assignment Count	Assignment Name
Reading 1	3	Teacher 2		Reading Foundational Skills	Yes	Formative(10%)	2	short vowel sort, vocabulary
Reading 1	3	Teacher 2		Reading Foundational Skills	Yes	Summative(90%)	0	
Reading 1	3	Teacher 2		Reading Informational Text	Yes	Formative(10%)	1	life cycle
Reading 1	3	Teacher 2		Reading Informational Text	Yes	Summative(90%)	0	
Reading 1	3	Teacher 2		Reading Literature	Yes	Formative(10%)	5	comprehension,
Reading 1	3	Teacher 2		Reading Literature	Yes	Summative(90%)	0	

Completing steps 1-6 will correct these errors.

## HOW TO CORRECT: MOVING THE ASSIGNMENTS (TEACHERS)

Each line containing an assignment on the report represents an error in alignment in the gradebook. The example shows assignments aligned to a progress grade grading task (Standard Strand). Assignments should only be aligned to standard clusters in the gradebook. Please use the following directions to correct this error.

The classroom teacher will need to complete this correction process.

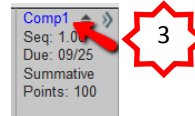
Each assignment must now be moved to the proper **TASK** (Standard Cluster for ES or Quarter for secondary).

1. Select the **APP SWITCHER** in the upper right corner.

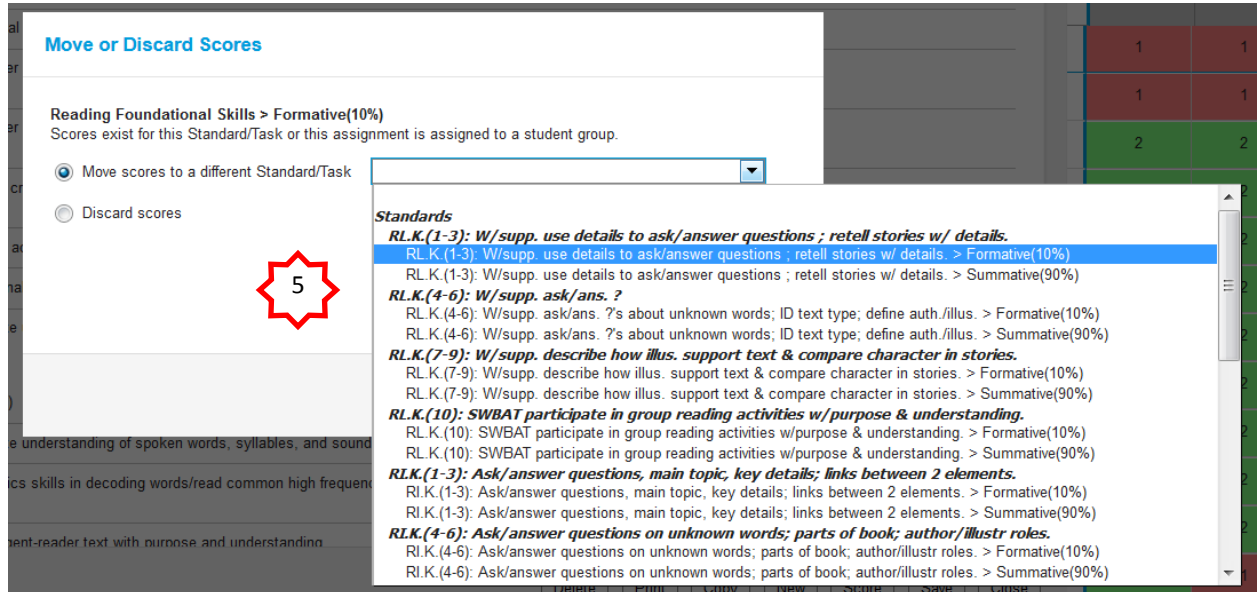
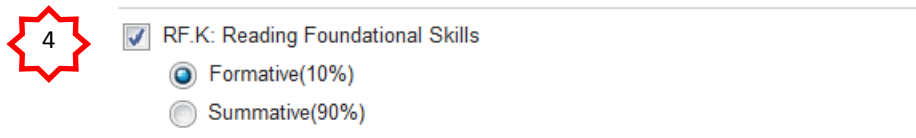


2. Select **CAMPUS INSTRUCTION**.

3. In your **GRADEBOOK**, select the assignment to be moved.

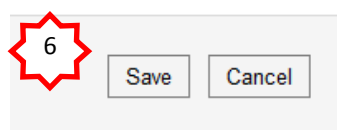


4. Scroll down to the **STANDARDS**. In this example, uncheck the Standard Strand Reading Foundational Skills.



5. Select the desired **STANDARD CLUSTER (ES)** or Quarter Grade (secondary).

6. **SAVE**



This process must be repeated for any and all assignments aligned to any Progress Grade, Semester, or Standard Strand (ES only) Grading Tasks.