

Section Audit Report

The Section Audit Report displays category weights and placements as well as assignments that have been incorrectly added to the grade book. Assignments aligned to the incorrect grading tasks will **not** calculate into the Section's overall grade. This report will produce any errors with incorrect assignment alignment.

Running the Section Audit Report

1. From the Index tab, expand **Grading & Standards, Reports, Grading Setup**, and select **SECTION AUDIT**.
2. For **Teachers**: the choice **All Teachers** is highlighted (select the name of individual teachers as needed).
3. For **Courses**: the choice **All Courses** is highlighted (select a specific course(s) to display a grade level/department's data). Change the "Sort By" to see the courses listed alphabetically.
4. Determine the **Data to report** by checking one or more items:
 - **Categories** (Recommended)
 - **Assignments** (Recommended)
 - **Composite and Rollup Grades**
 - **Grade Calc Options**
5. Select **GENERATE REPORT**.

The screenshot shows the 'Section Audit Report' configuration page in Infinite Campus. The left sidebar has a menu with 'Grading & Standards' (1), 'Reports' (1), and 'Grading Setup' (1) expanded to show 'Section Audit' (1). The main area has 'Teachers' (2) set to 'All Teachers' and 'Courses' (3) set to 'All Courses'. The 'Data to report' section (4) has 'Categories' and 'Assignments' checked. The 'Generate Report' button (5) is at the bottom. A yellow callout box says: 'A sample of a default, a report with Categories and Assignments checked follows.'

NOTE: A section discussing this report is part of the Grading Setup Audit Report video at:

<http://training.ccsd.net/gradebook>.

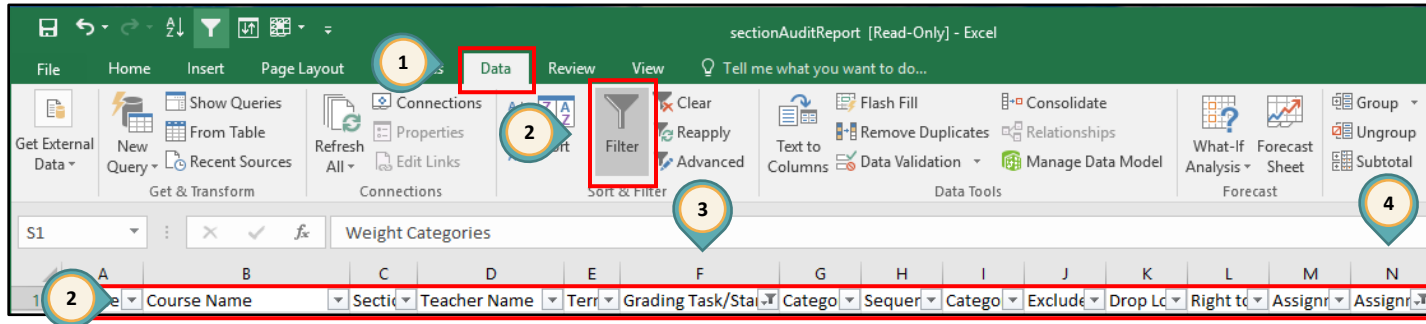
Click Videos > Grading Setup Audit Report > Watch Video

Results

The Section Audit Report, an Excel spreadsheet, displays all courses with categories and assignments. It can be filtered to show individual categories set up for courses and assignments placed in those categories.

Note for Elementary Administrators: Humanities teachers are the ONLY teacher type who are to place academic assignments in the Overall Grade category. This report will help determine if an assignment has been placed in the Overall Grade category accidentally.

With the Section Audit Report generated and opened in Excel:



1. Choose **DATA** from the Excel Ribbon.
2. Click the **FILTER** tool to enable drop down arrows.
3. **Elementary Administrators:** Find the title for the column **Grading Task/Standard** and click the drop down arrow. Remove the check for **Select all** and add a check next to **Overall Grade**. Doing this will allow only the grading task of **Overall Grade** to be listed.
4. **Elementary Administrators:** Find the title for the column **Assignment Name** and click the drop down arrow. Remove the check for the item **(Blanks)**. The remaining data will show the Course Names that have assignments placed in the “Overall Grade” category. (See **NOTE** above.)

This example highlights assignments incorrectly aligned to the Overall Grade Grading Task for an elementary school.

The Humanities courses are placed correctly. The Math, Reading, and Language assignments should be moved to the correct standard/cluster.

Course Name	Se	Teacher Name	Ter	Grading	Ass	Assignment Name
Humanities 3	8	Teacher 1	Y	Overall Grade	Summative	1 Typing With Two Hand
Humanities 3	9	Teacher 1	Y	Overall Grade	Summative	1 Typing With Two Hand
Math 3	1	Teacher 2	Y	Overall Grade	Formative	1 1 and 2 digit Multiplic
Reading 3	3	Teacher 2	Y	Overall Grade	Formative	1 The Good Deed Quiz
Humanities 4	1	Teacher 1	Y	Overall Grade	Summative	1 Creating a Poster in M
Humanities 4	2	Teacher 1	Y	Overall Grade	Summative	1 Creating a Poster in M
Language 4	4	Teacher 3	Y	Overall Grade	Formative	1 Getting to know you
Math 4	6	Teacher 3	Y	Overall Grade	Formative	1 2 digit Division
Reading 3	7	Teacher 4	Y	Overall Grade	Formative	1 Word meaning Quiz

Note: If this report identifies assignments incorrectly aligned to the Overall Grade, teachers must move the assignments in order for them to calculate. For assistance, see the Moving Assignments guide on the training.ccsd.net website.