

Missing Grades Audit

This report will show students in classes that have no average (due to no assignments or blank grading period average). It is good to run this ahead of Progress Reports or Report Cards to check that grades are in order for a given class prior to sending home reports of student grades.

Note: This report will check all classes on the master schedule. Ignore classes that should not have grade averages such as Inclusion, Planning, or Coordination Supervision.

1. Go to **Grades > Entry > Missing Grades Audit**.
2. At the setup box, set the desired **School**.
3. **Grade:** Leave blank all grade levels, otherwise click to select the desired grade level(s) of the classes to check.
4. **Teacher, Special Codes & Team :** Leave blank for all, otherwise click to select desired.
5. **As of Date:** Usually set to current date. If needed, change to desired enrolled date of the students to be checked.
6. **Exclude State Course Code 999999:** Normally checked to leave out state code 999999 courses. However, if needed, this can be unchecked to report missing grades for every class on the master schedule.
7. **Marking Period:** Click to select the grading period to report against.
8. **Show Remote Scheduled Students:** Selecting this option will show only the students who are "remotely" scheduled to the selected school. If not selected, only the students enrolled in the selected school will be shown.
9. **Limit Courses with Final Weight.**
This will provide a fast way to search for students with missing EOC exam scores in the E2 marking period.
10. Click **OK** to create the report.
11. Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.
12. To investigate a student, there is an **iGear** next to the student's name in which the user can check the schedule of the student, or grade information details.

Setup-05.15.18

Year : 2021

District : 010

School : 002

Grade :

Teacher :

Special Codes :

Team :

Column :

As Of Date : Jan 06 2021

Exclude State Course Code

Marking Period : P1,P2

Special Ed : All Sped Only No

504 : All 504 Only Non 504

LEP : All LEP Only Non LEP

Show Remote Scheduled Students

Limit Courses with Final Weight

OK

No KG if you are only running for 1st 9 weeks.

Use all MP's up to & including current MP.