

MBA – STORED GRADE AUDIT

This document is an instructional guide for administrators that details how to use the MBA Stored Grade Audit as part of the End-of-Term and End-of-Year processes. The Stored Grade Audit helps identify blank stored grades, duplicate stored grades, and stored grades that differ from the PowerTeacher Pro gradebook.

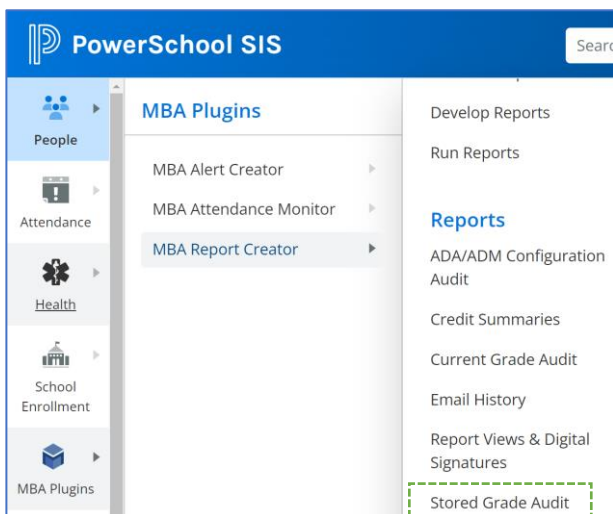
OVERVIEW

Using the MBA Stored Grade Audit

- Step 1: Create a Stored Grade Audit Template
- Step 2: Run the following MBA Stored Grade Audits
 - Blank Grades
 - Duplicate Grades
 - Stored Grade Not Matching Current Grade
- Step 3: Tips when using the MBA Stored Grade Audit

1. Create a Stored Grade Audit Template

[MBA PLUGINS](#) > [MBA REPORT CREATOR](#) > [REPORTS](#) > [STORED GRADE AUDIT](#)



- Expand COLUMN SELECTIONS and place a checkmark next to the STUDENT FIELDS to include in your TEMPLATE

- COLUMN SELECTIONS:
 - STUDENT DATA
 - STORED GRADE DATA
 - CURRENT GRADE DATA
 - GRADESCALE DATA
- * RECOMMENDED COLUMNS in the SCREENSHOT below

- Arrange the TEMPLATE COLUMNS
 - Select the THREE LINES ICON to the left of the STUDENT FIELD and DRAG and DROP to a new position

▼ Column Selection

- ▼ Student Data
 - Current Grade Level
 - Enroll Status
 - Student Dcid
 - Student Name
 - Student Number
- ▼ Stored Grade Data
 - Absences
 - Added Value
 - Citizenship
 - Comment
 - Course
 - Course Number
 - Credit Type
 - Date Stored
 - Earned Credit
 - Exclude Class Rank
 - Exclude GPA
 - Exclude Graduation Calculation
 - Exclude Honor Roll
 - Exclude Transcripts
 - GPA Points
 - Grade
 - Grade Dcid
 - Historical Grade Level
 - Percent
 - Potential Credit
 - School
 - School Year
 - Section Number
 - Storecode
 - Tardies
 - Teacher
 - Term ID
- ▼ Current Grade Data
 - Current Grade
 - Current Percent
- ▼ Gradescale Data
 - Gradescale GPA Pts
 - Gradescale Name

| Column |
|--------------------------------|
| School Year |
| School |
| Enroll Status |
| Student Name |
| Student Number |
| Current Grade Level |
| Teacher |
| Course |
| Course Number |
| Section Number |
| Gradescale Name |
| Date Stored |
| Term ID |
| Storecode |
| Grade |
| Percent |
| Earned Credit |
| Potential Credit |
| Current Grade |
| Current Percent |
| Exclude GPA |
| Exclude Graduation Calculation |
| Exclude Class Rank |
| Exclude Honor Roll |
| Exclude Transcripts |

Select FILTERS

- Under the STUDENTS column, choose ALL STUDENTS
- Under the BUILT-IN FILTERS, select NONE
- Under HISTORICAL GRADE LEVEL, enter the GRADE LEVELS that exist in your building
- Add a COLUMN FILTER
 - Select the + ICON on the COLUMN FILTER blue ribbon
 - Choose SCHOOL YEAR
 - Select = as the OPERATOR
 - Enter 24-25

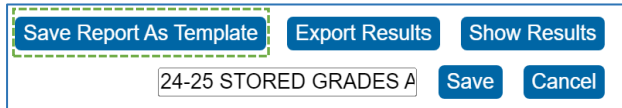
▼ Filters

| Students | Built In Filters | Include Inactive Students | Historical Grade Level |
|----------------|------------------|---------------------------|------------------------|
| All Students | None | <input type="checkbox"/> | 7 - 12 |
| Column Filters | | | |
| School Year | = | | 24-25 |

Save your TEMPLATE

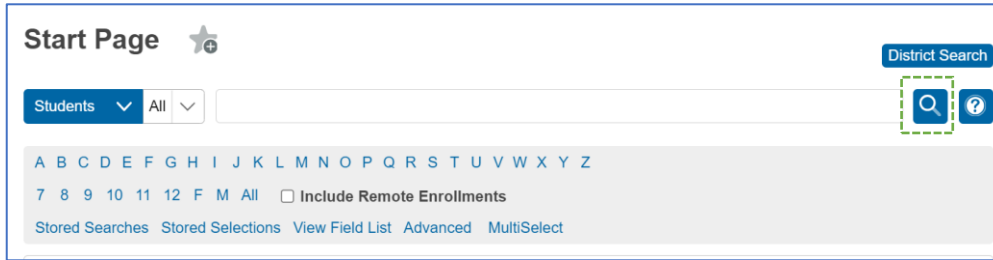
- Select SAVE REPORT AS TEMPLATE
- Enter a NAME for the TEMPLATE (EXAMPLE: 24-25 STORED GRADES AUDIT)

- SAVE

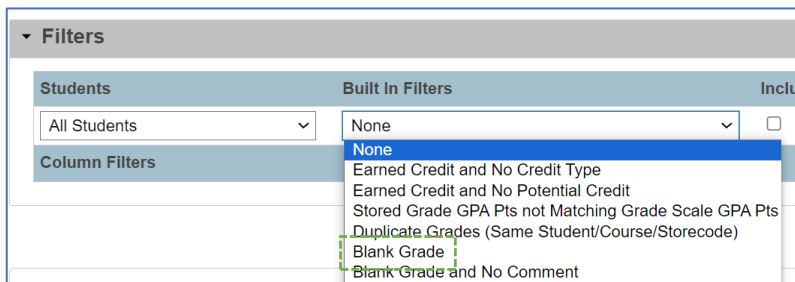


2. Run the MBA Stored Grade Audit

- Select Students from the PowerSchool START PAGE
 - Use the MAGNIFYING GLASS next to the STUDENT SEARCH FIELD to select all ACTIVE Students
 - * NOTE: You will also be able to FILTER the STUDENT SELECTION after you RUN the Stored Grade Audit



- Navigate to the MBA Stored Grade Audit Report
 - [MBA PLUGINS > MBA REPORT CREATOR > REPORTS > STORED GRADE AUDIT](#)
 - Under SAVE REPORT TEMPLATES, select the TEMPLATE you created (STEP #1)
 - Select RUN REPORT
- Run the following AUDITS:
 - DUPLICATE GRADES
 - BLANK GRADE
 - STORED GRADE NOT MATCHING CURRENT GRADE
 - * EXAMPLE: Search for BLANK GRADES for S1
 - Select BLANK GRADE under BUILT IN FILTERS



- Add a COLUMN FILTER to sort by STORECODE
 - Select the + ICON on the COLUMN FILTERS blue banner
 - Select STORECODE under COLUMN FILTERS
 - Select = from the OPERATOR dropdown menu
 - ENTER S1 in the BLANK FIELD

Filters

Students Level: All Students, Built In Filters: Blank Grade, Include Inactive Students: , Historical Grade: 7 - 12

Column Filters: Storecode = S1

→ Select SHOW RESULTS

Save Report As Template | Export Results | Show Results

EXAMPLE OF BLANK GRADES

1-5 of 5 Items

| School | School Year | Student Name | Enroll Status | Current Grade Level | Teacher | Course Number | Course | Section Number | Date Stored | Storecode | Grade | Percent | Comment | Potential Credit | Earned Credit | Current Grade | Current Percent |
|--------|-------------|--------------|---------------|---------------------|---------|---------------|------------------------------|----------------|-------------|-----------|-------|---------|---------|------------------|---------------|---------------|-----------------|
| | 23-24 | | 0 | 10 | | AV2012 | Algebra 1B | 1 | 02/27/2024 | S1 | | 0 | | 0.5 | 0 | -- | 0 |
| | 23-24 | | 0 | 11 | | HAgAPC | Advanced Plant Care | 1 | 02/27/2024 | S1 | | | | 1 | 0 | | |
| | 23-24 | | 0 | 8 | | HIBMTA | Basic Math A | 2 | 02/27/2024 | S1 | | | | 0 | 0 | | |
| | 23-24 | | 0 | 8 | | M8013A | ELA 8 (I) Inclusion | 1 | 02/27/2024 | S1 | | 0 | | 0 | 0 | -- | 0 |
| | 23-24 | | 0 | 7 | | M7130A | Computer Science Discoveries | 2 | 02/27/2024 | S1 | | | | 0 | 0 | | |

Rows/Page 10

- Repeat STEP #2 for the DUPLICATE GRADE Audit and STORED GRADE NOT MATCHING CURRENT GRADE Audit

3. Tips When Running the MBA Stored Grade Audit

- MBA Stored Grade Audit RESULTS are EXPORTABLE

Save Report As Template | Export Results | Show Results

- Adjust ROWS/PAGE to view more/less ROWS in current view

Page 1 of 12 << < 1 2 3 4 5 > >> Rows/Page 10

- Multiple Stored Grades Audit TEMPLATES may be created; examples may include:
 - Create a TEMPLATE for each STORECODE
 - Create a TEMPLATE to track EARNED CREDIT
 - Create a TEMPLATE with more/less COLUMN SELECTIONS
- DELETE unwanted TEMPLATES
 - Choose the NAME of the TEMPLATE you want to delete from the SAVED REPORT TEMPLATES dropdown menu

Saved Report Templates

GENERIC

Run Report | Delete Template