

Custom Report: KTS Posted Grade Audit Report – The purpose of this report is to allow **technical school administrators** to generate a list of teachers with the number of grades posted for each course/section. This includes only the CTE Term Grades, CTE Final Exam and CTE Final Grades. The report is written to function for the **technical schools ONLY**.

Selection Criteria: Use the Campus toolbar to select the school/academic year for report generation, then select the grading task from the dropdown box. This grading task will show on the worksheet tab of the Excel spreadsheet.

NOTE: This report is only functional for technical schools (ATCs & CTCs).

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Pathway: KY State Reporting > KDE Reports > KTS Posted Grade Audit

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: The report will generate in Excel format.

	A	B	C	D	E	F	G	H	I
	Sch Year	School Name	Course Number	Section Number	Course Name	Teacher Name	Last Date Posted	Posted	Selected Active Mask
1	2016	Blank County Area Tech Center	110202	5	C++	Washington, George	9/28/2015	31	T1
2	2016	Blank County Area Tech Center	110201	1	COMPUTER PROG I	Clinton, Bill	3/14/2016	5	T3
3	2016	Blank County Area Tech Center	110202	1	C++	Bush, George	3/30/2016	18	T3
4	2016	Blank County Area Tech Center	470979	2	Special Problems (CMM)	Van Buren, Martin		0	T2, T3
5	2016	Blank County Area Tech Center	460348	1	Internship (Electrical)			0	T3
6									
7									
8									

Suggested report uses:

- Confirm teachers have posted grades for a course section.
 - If the “Last Date Posted” and “Posted” columns are blank, no grades have been posted for the grading task selected on the report. In this case, the Gradebook Activity report at Grading & Standards > Reports > Grade Book Usage can be used for additional detail on all activity in a teacher’s gradebook – not just posted grades. (Row 5 of Example above)
- Data clean-up of Courses and Grading Tasks
 - If a section is listed on the report that is not needed (a course where grades are not actively being entered), the Active Mask should be turned off for this course. (Row 1 of Example above)
 - If more than one Active Mask is turned on per grading task, the grade sync will not work. For the KTS Data Exchange Progress, only one Active Mask should be marked at a time, per grading task for a course. (Row 5 of Example above)
 - The “Teacher Name” field should not be blank. If it is blank, there is no primary teacher assigned to the course. (Row 6 of Example above)
 - If a course section is missing from the report, the grading task selected for the report is not assigned to the course.