



# **SGR4500 - TeacherPortal Assignment Audit Report**



# Table of Contents

**SGR4500 - TeacherPortal Assignment Audit Report ..... 1**






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## **Grade Reporting > Reports > Grade Reporting Reports > Grades > SGR4500 - TeacherPortal Assignment Audit Report**

This report displays assignment and grade data from TeacherPortal, including categories, assignments, assignment grades, cycle and semester averages, and override grades. The report only lists students who have at least one assignment grade. The report is for the current or prior school year only.

If you enter values for course number, section number, instructor ID, student ID, or both semester and cycle, the report runs without checking the record count. If either the semester or cycle is blank and the student assignment record count is greater than 350,000 for the selected campus, the program will require a value for semester and/or cycle.

### **Run the report:**

Parameter	Description
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .
<b>Course Nbrs (Blank for All)</b>	Type the course number(s), including all leading zeros and separating multiple courses with a comma (e.g., 0100,0110). Or, click  to <a href="#">select the course(s)</a> . Leave blank to select all courses in the district.
<b>Section Nbr (Blank for All)</b>	Type a specific section number, or leave blank to select all sections.
<b>Instructor IDs (Blank for All)</b>	Type the three-digit instructor IDs (control numbers), separating multiple IDs with a comma (e.g., 112,131). Or, click  to <a href="#">select the instructor IDs</a> . Leave blank to select all instructor IDs.
<b>Semester (1, 2, 3, 4, Blank for All)</b>	Type the one-digit semester. Valid semesters are 1 and 2.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.  Leave blank to select all semesters.
<b>Cycle (1, 2, 3, Blank for All)</b>	Type the one-digit cycle code. Valid cycle codes are 1, 2, or 3. Leave blank to include all cycles.
<b>Include Withdrawn Students (Y, N)</b>	Y - Include withdrawn students.  N - Do not include withdrawn students.
<b>Include Withdrawn Courses (Y, N)</b>	Y - Include withdrawn courses.  N or blank - Do not include withdrawn courses.
<b>Print for the Prior School Year (Y, N)</b>	Y- Print data for the prior school year. Only the school year prior to the current school year is available.  N - Do not print prior year data.

Parameter	Description
<b>Student IDs (Blank for All)</b>	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . Leave blank to select all students. You can select up to 300 students.
<b>Sort Order (S=Student, I=By Instructor)</b>	S - Sort by student.  I - Sort by instructor ID (control number). This option is recommended when running this report at the end of the year.
<b>Page Break on Student (Y, N)</b>	Y - Insert a page break after each student record.  N or blank - Do not insert page breaks.



## Back Cover