



# Audit-Ready Learning Environment

## Self-Assessment Scorecard

For each question, check Yes, Partial, or No based on your institution's current state.

Category	Compliance Question	Yes	Partial	No
<b>1. Enrollment Data Accuracy</b>				
	Are enrollment records complete, timestamped, and tied to a verified learner identity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is enrollment data synced across your LMS and system of record?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Can you produce an accurate roster for any course at any point in time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Attendance &amp; Participation Tracking</b>				
	Is participation (logins, activity completion, time-on-task) captured automatically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Can you distinguish between course access and meaningful engagement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are attendance records retrievable by learner, course, or date range?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Grade &amp; Completion Record Integrity</b>				
	Are final grades and completion statuses locked and versioned after issuance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is there an audit trail for any changes made to grades or completion records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Can completion data be exported in a standardized format for external reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Certification Tracking &amp; Traceability</b>				
	Is every certification tied to a verifiable completion record and course version?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are expiration dates and renewal requirements tracked automatically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Can you prove which learner earned which credential, and when?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Reporting Readiness</b>				
	Can you generate compliance reports on demand, or does it require manual data pulls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are reports formatted to meet regulatory or accreditation standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Can you produce a complete audit package in under an hour without manual data pulls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Cross-System Data Consistency</b>				

Category	Compliance Question	Yes	Partial	No
	Does learner data stay in sync between your LMS, HRIS, SIS, or credentialing system?	■	■	■
	Are there manual handoffs or data re-entry steps that introduce error risk?	■	■	■
	Is there a single source of truth for learner records across systems?	■	■	■
<b>7. Audit Trail Completeness</b>				
	Is there a documented log of all changes to learner records, course content, and credentials?	■	■	■
	Are logs tamper-evident and securely stored?	■	■	■
	Can you quickly surface a complete learner history for any individual?	■	■	■

### Your Score

Count your "Yes" answers: \_\_\_\_\_ / 21    "Partial" answers: \_\_\_\_\_ / 21    "No" answers: \_\_\_\_\_ / 21

<p><b>0–8 "Yes" answers</b>  <b>■■ High Risk</b>            Significant compliance gaps. Prioritize remediation before your next audit.</p>	<p><b>9–14 "Yes" answers</b>  <b>■ ■ Moderate Risk</b>            Some gaps present. Review "Partial" and "No" items for quick wins.</p>	<p><b>15–21 "Yes" answers</b>  <b>■ Audit-Ready</b>            Strong compliance posture. Continue monitoring and automate where possible.</p>
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Ready to close your compliance gaps? [Learn how Genius Learning + Canvas LMS can help →](#)