

Verified Credits Workflow (Virginia)

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[Verified Credits Workflow](#) | [Credit Groups](#) | [End of Course Assessment Structure](#) | [End of Course Assessment Assigned to Course](#) | [Score Import Wizard](#)

In order for verified credits to post correctly to student transcripts, Credit Groups and Assessments need to be set up correctly. The following table provides a workflow for setting up these items. Then, specific guidelines are included to provide more details on the process.

Verified Credits Workflow

Number	Task	Campus Interface
1.	Create and assign Verified Credit State Code to Credit Groups.	Grading and Standards > Credit Groups
2.	Create the End of Course Assessment structure.	Assessments > Test Setup
3.	Assign grading tasks that post to student transcripts to the course.	Scheduling > Courses > Course > Grading Tasks
4.	Assign the End of Course Assessment to the course.	Scheduling > Courses > Course > Assessments
5.	At the end of the course (semester, end of term, etc.), post grades to student transcripts.	System Administration > Student Portfolio > Transcript Post > Post Grades To Transcripts
6.	Import End of Course Assessments using the Score Import Wizard.	Assessments > Score Import Wizard
7.	Use the Post Transcript tool to post verified credits to the transcript.	System Administration > Student Portfolio > Transcript Post > Post Verified Credits To Transcripts

Credit Groups

Tool Search: Credit Groups

See the [Credit Groups](#) article for more information.

Credit Groups define how credits earned by students are counted on the transcripts and are used in tracking a student's progress towards graduation. A State Code field can be chosen, indicating this Credit Group is for Verified Credits. This means a course may have more than one credit group assigned to it - one for verified credits, one for regular (non-verified credits).

Credit Groups ☆

Grading & Standards > Settings > Credit Groups

New Group Save Delete

Credit Group Tree

- Elementary School
 - Elementary School
 - K-5 Math
 - K-5 Reading
 - K-5 Science
 - K-5 Social Studies
 - K-5 Writing
 - Specials
- High School
 - Career and Technical Education
 - Economics and Personal Finance
 - Elective
 - English
 - Fine Arts
 - Foreign Language
 - Health and Physical Education
 - History and Social Sciences
 - Laboratory Science
 - Mathematics
 - Not for Credit

Credit Group Detail

*Name:

PESC Name:

Parent Group:

Credit Overflow Rollup:

State Code:

Comments:

Assign Verified Credits to Credit Groups

Determine how these credits groups should display when printing transcripts, as depicted in the following table. Click the image for a larger view.

Transcript Print	Credit Group Setup
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Transcript Print

Verified Credits and Standard Credits print separately

Credit Summary		
Standard Diploma	Attempted	Earned
English	1,000	1,000
Laboratory Science	1,000	1,000
Mathematics	1,000	1,000
Total	3,000	3,000
<hr/>		
Verified Credit	Attempted	Earned
English	1,000	1,000
Laboratory Science	1,000	1,000
Mathematics	1,000	1,000
Total	3,000	3,000
<hr/>		
Total Credits	6,000	6,000

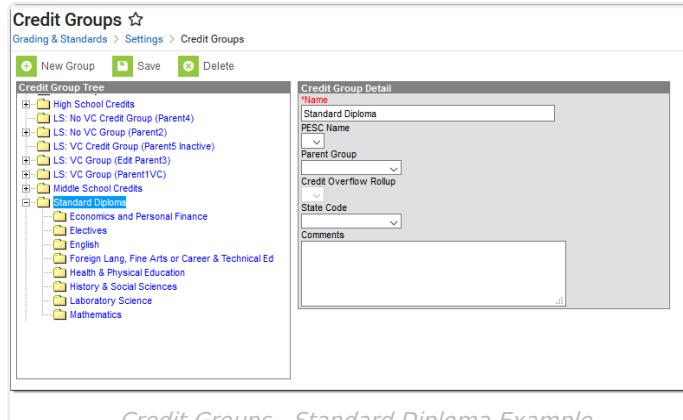
Verified Credits and Standard Credits Print Separate Example

Credit Group Setup

Standard Credits

Create a Credit Group easily identifying it as a standard credits group. Then, create a child credit group for each subject area where a student can receive credits. The child credit groups will have the Parent Group field populated with the name of the standard credit group.

In the image below, the Credit Group is named Standard Diploma, and the child credit group is named English.



The screenshot shows the 'Credit Groups' interface. On the left, a 'Credit Group Tree' pane lists various credit groups, including 'High School Credits', 'Middle School Credits', and 'Standard Diploma'. The 'Standard Diploma' group is expanded, showing its child groups: 'Economics and Personal Finance', 'Electives', 'English', 'Foreign Lang, Fine Arts or Career & Technical Ed', 'Health & Physical Education', 'History & Social Sciences', 'Laboratory Science', and 'Mathematics'. On the right, a 'Credit Group Detail' pane is open for the 'Standard Diploma' group. It shows the 'Name' field set to 'Standard Diploma', the 'PESC Name' dropdown set to 'VC', and the 'Parent Group' dropdown set to 'Standard Diploma'. Other fields include 'Credit Overflow Rollup', 'State Code' (set to 'VC'), and a 'Comments' text area.

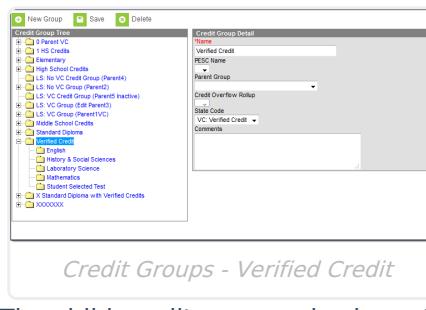
Credit Groups - Standard Diploma Example

Leave the State Code field blank.

Verified Credits

Create a Credit Group identifying it as a verified credits group. Then, create a child credit group for each subject area where a student can receive verified credits.

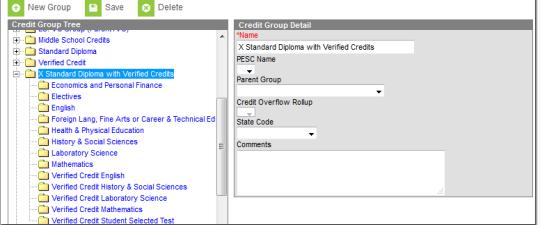
In the image below, the verified credit group name is Verified Credit. **Note that the State Code field is populated with VC: Verified Credit.**



The screenshot shows the 'Credit Groups' interface. On the left, a 'Credit Group Tree' pane lists various credit groups, including 'High School Credits', 'Middle School Credits', and 'Standard Diploma'. The 'Standard Diploma' group is expanded, showing its child groups: 'Economics and Personal Finance', 'Electives', 'English', 'Foreign Lang, Fine Arts or Career & Technical Ed', 'Health & Physical Education', 'History & Social Sciences', 'Laboratory Science', and 'Mathematics'. On the right, a 'Credit Group Detail' pane is open for the 'Standard Diploma' group. It shows the 'Name' field set to 'Standard Diploma', the 'PESC Name' dropdown set to 'VC', and the 'Parent Group' dropdown set to 'Standard Diploma'. Other fields include 'Credit Overflow Rollup', 'State Code' (set to 'VC: Verified Credit'), and a 'Comments' text area.

Credit Groups - Verified Credit

The child credit groups also have the state code field populated.

Transcript Print	Credit Group Setup																		
<p>Verified Credits and Standard Credits print together</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Credit Summary</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Standard Diploma with Verified Credits</th> <th>Attempted</th> <th>Earned</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>1.000</td> <td>1.000</td> </tr> <tr> <td>Laboratory Science</td> <td>1.000</td> <td>1.000</td> </tr> <tr> <td>Verified Credit English</td> <td>1.000</td> <td>1.000</td> </tr> <tr> <td>Verified Credit Laboratory Science</td> <td>1.000</td> <td>1.000</td> </tr> <tr> <td>Total</td> <td>4.000</td> <td>4.000</td> </tr> </tbody> </table> </div>	Standard Diploma with Verified Credits	Attempted	Earned	English	1.000	1.000	Laboratory Science	1.000	1.000	Verified Credit English	1.000	1.000	Verified Credit Laboratory Science	1.000	1.000	Total	4.000	4.000	<p>Create a Credit Group named accordingly, indicating both standard and verified credits are reported together.</p> <p>When creating the child credit groups, standard credit groups will not have the State Code field populated, while verified credits will. This means a child group for English and a child group of Verified Credit English needs to be created.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  <p><i>Credit Groups - Standard Diploma with Verified Credits</i></p> </div>
Standard Diploma with Verified Credits	Attempted	Earned																	
English	1.000	1.000																	
Laboratory Science	1.000	1.000																	
Verified Credit English	1.000	1.000																	
Verified Credit Laboratory Science	1.000	1.000																	
Total	4.000	4.000																	

Verified Credits and Standard Credits Print Together Example

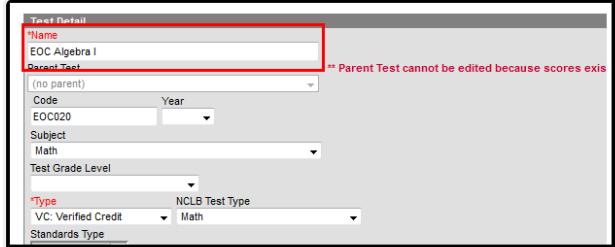
Repeat this process for each subject in which the student can receive standard and verified credits.

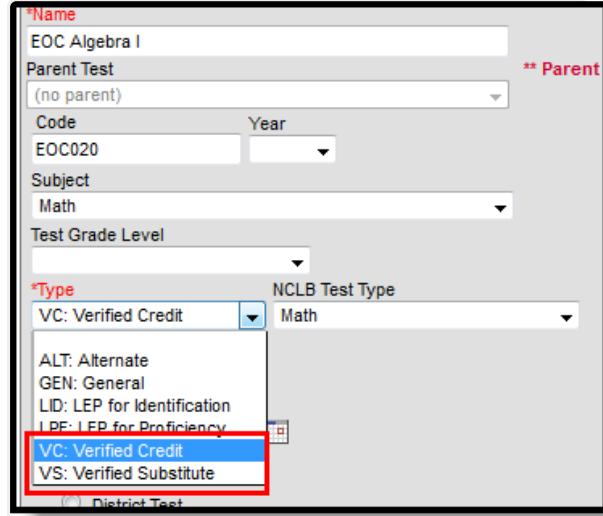
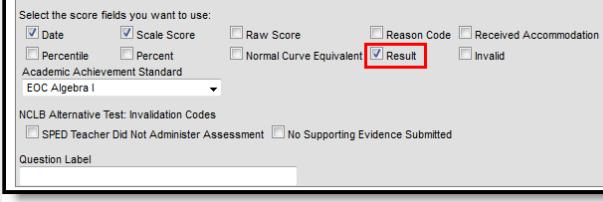
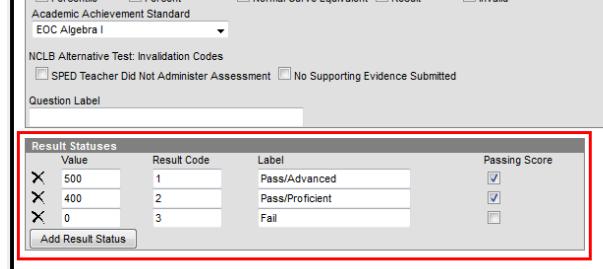
Remember, the Parent Group needs to be populated for each of these child groups.

End of Course Assessment Structure

See the [Test Setup](#) article for more information.

Students are awarded verified credits based on the passing of an end of course assessment. For each credit area where verified credits are given, an End of Course Assessment needs to be created and assigned to the appropriate course.

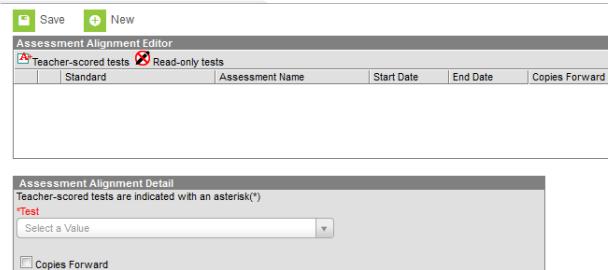
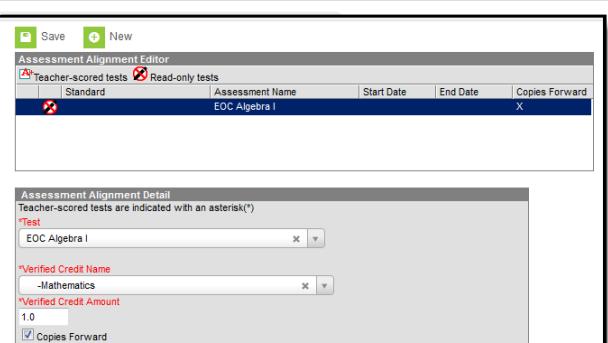
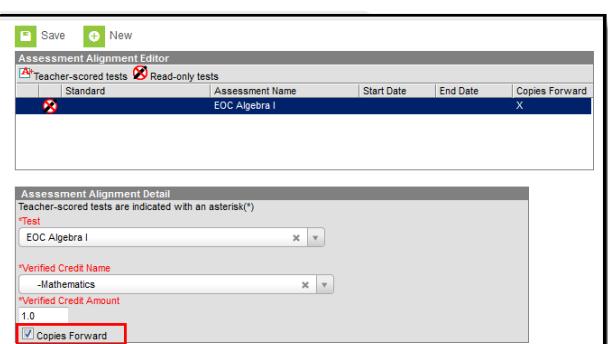
Task	Image
<p>Name the End of Course Assessments appropriately to show they are the end of course assessment.</p> <p>A Test Name of Math isn't necessarily an end of course assessment for math, but End of Course Math or EOC Algebra is more descriptive.</p>	<div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  <p><i>EOC Algebra I Test Example</i></p> </div>

Task	Image																
<p>Set the Type field to be VC: Verified Credit or VS: Verified Substitute.</p>	 <p>Type Dropdown - Verified Credit and Verified Substitute</p>																
<p>Mark AT LEAST the Result score field. Others can be chosen as well, but the Result value is used to determine the passing score.</p>	 <p>Score Fields - Result Checkbox Marked</p>																
<p>Enter Result Statuses for the assessment, marking at least one as a Passing Score.</p>	 <p>Result Statuses</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Result Code</th> <th>Label</th> <th>Passing Score</th> </tr> </thead> <tbody> <tr> <td>500</td> <td>1</td> <td>Pass/Advanced</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>400</td> <td>2</td> <td>Pass/Proficient</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>0</td> <td>3</td> <td>Fail</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Value	Result Code	Label	Passing Score	500	1	Pass/Advanced	<input checked="" type="checkbox"/>	400	2	Pass/Proficient	<input checked="" type="checkbox"/>	0	3	Fail	<input type="checkbox"/>
Value	Result Code	Label	Passing Score														
500	1	Pass/Advanced	<input checked="" type="checkbox"/>														
400	2	Pass/Proficient	<input checked="" type="checkbox"/>														
0	3	Fail	<input type="checkbox"/>														

End of Course Assessment Assigned to Course

See the [Assessment \(Courses\)](#) article for more information.

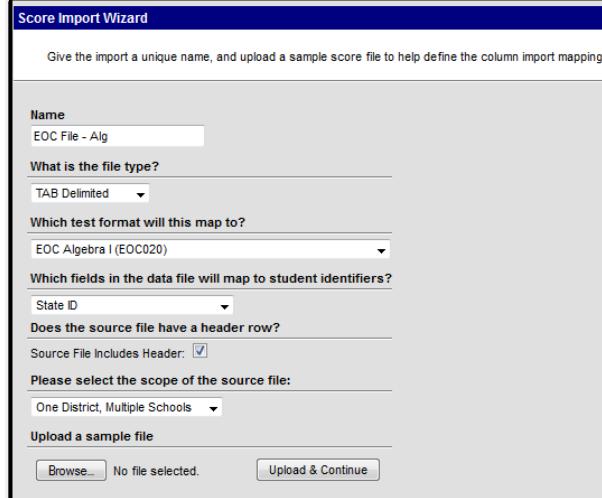
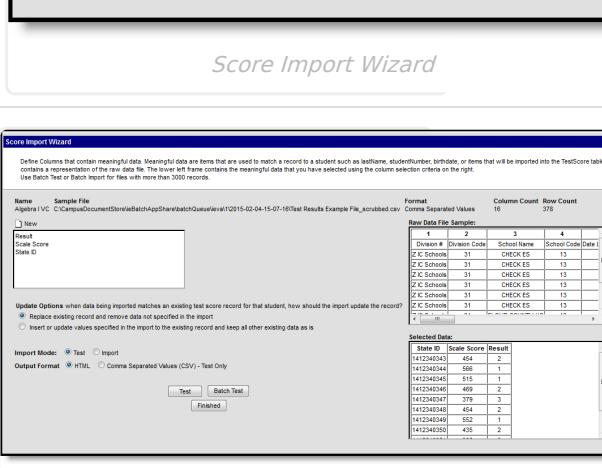
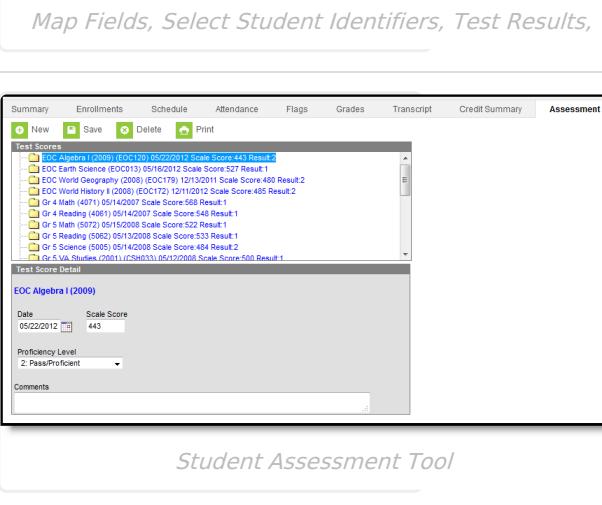
After creating the End of Course Assessment, it needs to be assigned to the course.

Task	Image
Locate the course in Scheduling module and navigate to the Assessments tab.	N/A
Click the New icon and select the End of Course Assessment for this course in the dropdown list.	 <p>Assessment Alignment Editor</p>
Select the Verified Credit Name and enter Verified Credit Amount .	 <p>Assessment Alignment Detail</p>
<p>Determine if this assessment should be included future calendars that offer this course. If yes, mark the Copies Forward checkbox. If no, do not mark the checkbox.</p> <p>Click the Save icon when finished.</p>	 <p>Copies Forward Checkbox</p>

Score Import Wizard

See the [Score Import Wizard](#) article for more information.

After all End of Course Assessments have been graded, import the scores using the Score Import Wizard.

Task	Image
Locate the file of assessment scores received from the state.	N/A
Create a new Score Import mapping based on the fields in the above file. Upload the saved CSV file, and click Upload and Continue.	
	<i>Score Import Wizard</i>
Map the fields accordingly. At minimum, import the score result. This is necessary to calculate the result of the assessment.	
	<i>Map Fields, Select Student Identifiers, Test Results,</i>
Test the import, make final changes, and then import.	
Choose data from the file that identifies the student uniquely - state ID, birth date, etc.	
Check the student's Assessment tool to verify scores were imported properly.	
	<i>Student Assessment Tool</i>