

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

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
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
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.

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.**

Credit Groups - Verified Credit

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

Transcript Print

Verified Credits and Standard Credits print together

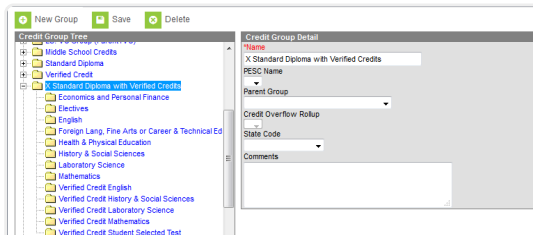
Credit Summary		
Standard Diploma with Verified Credits	Attempted	Earned
English	1,000	1,000
Laboratory Science	1,000	1,000
Verified Credit English	1,000	1,000
Verified Credit Laboratory Science	1,000	1,000
Total	4,000	4,000

Verified Credits and Standard Credits Print Together Example

Credit Group Setup

Create a Credit Group named accordingly, indicating both standard and verified credits are reported together.

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.



Credit Groups - Standard Diploma with Verified Credits

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.

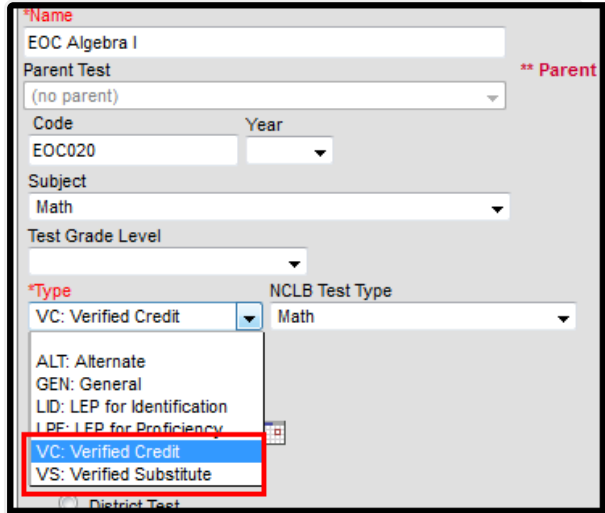
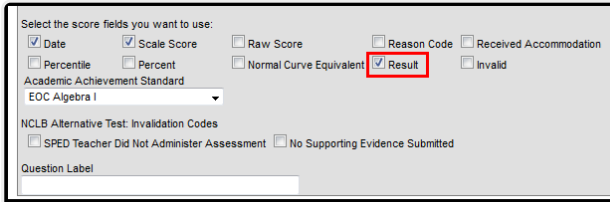
Task

Name the End of Course Assessments appropriately to show they are the end of course assessment.

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.

Image

EOC Algebra I Test Example

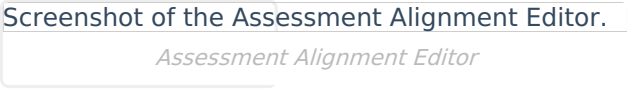
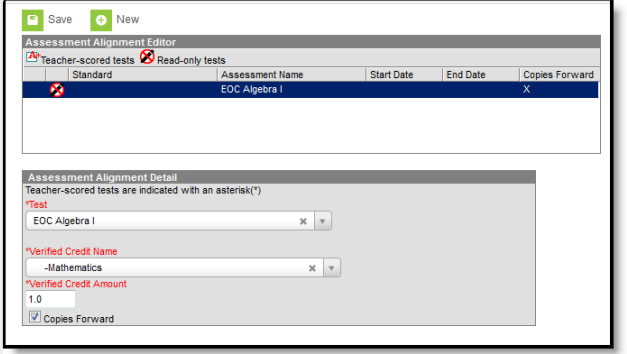

Task	Image
Set the Type field to be VC: Verified Credit or VS: Verified Substitute .	 <p>Type Dropdown - Verified Credit and Verified Substitute</p>
Mark AT LEAST the Result score field. Others can be chosen as well, but the Result value is used to determine the passing score.	 <p>Score Fields - Result Checkbox Marked</p>
Enter Result Statuses for the assessment, marking at least one as a Passing Score .	<p>Screenshot of the Result Statuses fields.</p> <p>Result Statuses</p>

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

Task	Image
Click the New icon and select the End of Course Assessment for this course in the dropdown list.	<p>Screenshot of the Assessment Alignment Editor.</p>  <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

Task

Create a new Score Import mapping based on the fields in the above file. Upload the saved CSV file, and click Upload and Continue.

Image

Score Import Wizard

Give the import a unique name, and upload a sample score file to help define the column import mapping.

Name
EOC File - Alg

What is the file type?
TAB Delimited

Which test format will this map to?
EOC Algebra I (EOC020)

Which fields in the data file will map to student identifiers?
State ID

Does the source file have a header row?
Source File Includes Header: ☒

Please select the scope of the source file:
One District, Multiple Schools

Upload a sample file
Browse... No file selected. Upload & Continue

Score Import Wizard

Map the fields accordingly. At minimum, import the score result. This is necessary to calculate the result of the assessment.

Test the import, make final changes, and then import.

Choose data from the file that identifies the student uniquely - state ID, birth date, etc.

Score Import Wizard

Define Columns that contain meaningful data. Meaningful data are items that are used to match a record to a student such as last name, student number, birthdate, or items that will be imported into the TestScore table and contain a representation of the raw data file. The lower left pane contains the meaningful data that you have selected using the column selection criteria on the right. Use Batch Test or Batch Import for files with more than 2000 records.

Name: Algebra I VC
Sample File: C:\Campus\Documents\ScoreBatchApp\BatchQueue\eval12015-02-04-15-07-18\Test Results Example File_scored.csv

Format: Comma Separated Values
Column Count: 16
Row Count: 379

Raw Data File Sample:

1	2	3	4
Division #	Division Code	School Name	School Code
200	31	CHECK ES	13
200	31	CHECK ES	13
200	31	CHECK ES	13
200	31	CHECK ES	13
200	31	CHECK ES	13
200	31	CHECK ES	13

Update Options: when data being imported matches an existing test score record for that student, how should the import update the record?
☒ Replace existing record and remove data not specified in the import
☐ Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode: ☒ Test ☐ Import
Output Format: ☒ HTML ☐ Comma Separated Values (CSV) - Test Only

Test Batch Test Finished

Selected Data:

State ID	Scale Score	Result
1412345678	454	2
1412345678	506	1
1412345678	515	1
1412345678	468	2
1412345678	379	3
1412345678	454	2
1412345678	552	1
1412345678	435	2

Map Fields, Select Student Identifiers, Test Results,

Check the student's Assessment tool to verify scores were imported properly.

Summary **Enrollments** **Schedule** **Attendance** **Flags** **Grades** **Transcript** **Credit Summary** **Assessment**

New **Save** **Delete** **Print**

Test Scores

- EOC Algebra I (2009) (EOC020) 05/22/2012 Scale Score 443 Result 1
- EOC Earth Science (EOC013) 05/16/2012 Scale Score 527 Result 1
- EOC World Geography (2008) (EOC179) 12/13/2011 Scale Score 480 Result 2
- EOC World History I (2008) (EOC172) 12/11/2012 Scale Score 495 Result 2
- Gr 4 Math (4971) 05/14/2007 Scale Score 568 Result 1
- Gr 4 Reading (4981) 05/14/2007 Scale Score 548 Result 1
- Gr 5 Math (5072) 05/15/2008 Scale Score 522 Result 1
- Gr 5 Reading (5062) 05/15/2008 Scale Score 533 Result 1
- Gr 5 Science (5005) 05/14/2008 Scale Score 484 Result 2
- Gr 5 Math Studies (2001) (JCS0131) 05/12/2008 Scale Score 500 Result 1

Test Score Detail

EOC Algebra I (2009)

Date: 05/22/2012 Scale Score: 443

Proficiency Level: 2: Pass/Proficient

Comments:

Student Assessment Tool