Credit Summary (Virginia)

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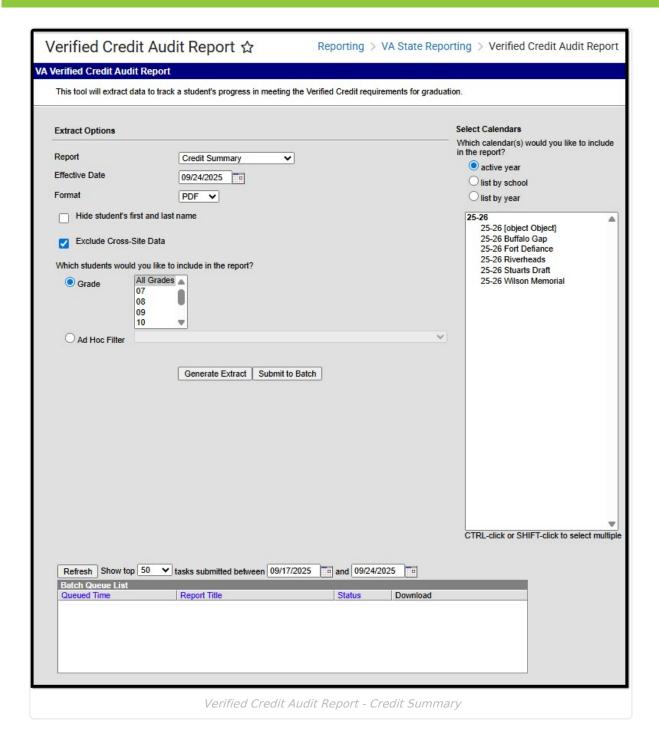
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Tool Search: Verified Credit Audit Report, Credit Summary

The Credit Summary Audit Report lists students' total number of Verified Credits earned for each credit type and course. This information is reported from the Transcript Credit section, where the Credit Earned and Credit Name fields display.

For information on setting up data to report verified credits, see the [Verified Credits Workflow](#) article.

Verified Credit Audit Report - Credit Summary

Report Logic

Credits are included on the reports when they are assigned a VC type on the Credit Group.

Calculations are as follows:

- Sum of the number of credits earned for each distinct credit name.
- Sum the total number of verified credits earned.
- Sum of the total number of verified credits per course (based on the unique course number).

Verified Credits, Verified Substitute and Locally Verified types are included.

If the student has multiple records on their transcript for the same course number, only one record displays for that course with the sum of all verified credits for that course.

Report Editor

The following fields are available for selection.

Field	Description
Report	Selection determines which report generates. In this instance, select **Credit Summary**.
Effective Date	Students who are enrolled as of the entered date in the selected calendar report. If no date is entered, all students who have posted transcript records report. This date defaults to the current date. Enter a new date in *mmddyy* format or use the calendar icon to choose a new date.
Format	The Credit Summary report can be generated in PDF (default), DOCX, Comma Separated (CSV) or HTML.
Hide student's first and last name	When marked, student names are not printed on the extract.
Exclude Cross-Site Data	When marked, excludes cross-site enrolled student data.
Grade Selection	Only those students enrolled in the selected grade level report (grades 07-12 or TT only). Instead of selecting students by grade level, an **ad hoc filter** can be chosen. Only those students in the selected filter who meet the reporting requirements of the report are included.
Report Generation	Click the **Generate Extract** button to display results of the report immediately. Use the **Submit to Batch** button to choose when the report should generate (best for large selections of students). See the Batch Queue article for more information.

Report Generation

1. Select the **Credit Summary** option from the Report dropdown list.
2. Enter the **Effective Date** as desired.
3. Determine if student names should print on the report. If yes, continue to step 4; if no, mark the **Hide student's first and last name**.
4. Unmark the **Exclude Cross-Site Data** checkbox when applicable.
5. Select the **Grade Levels** or **Ad hoc Filter** for desired student population on the report.
6. Click the **Generate Extract** button or **Submit to Batch** button, as desired.

Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
State ID	Reports the state-assigned identifier for the student.	Numeric, 9 digits	Person.stateID	Census > People > Demographics > Person Identifiers > Student State ID
Student Number	Reports the locally assigned identifier for the student.	Numeric, 9 digits	Person.student Number	Census > People > Demographics > Person Identifiers > Local Student number
First Name	Reports the student's first name. This only reports when the Hide student's first and last name checkbox is NOT marked.	Alphanumeric, 30 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name
Last Name	Reports the student's last name. This only reports when the Hide student's first and last name checkbox is NOT marked.	Alphanumeric, 30 characters	Identity.lastName	Census > People > Demographics > Person Information > :Last Name
Grade	Reports the grade level of the student's current enrollment.	Alphanumeric, 2 characters	Enrollment.grade	Student Information > General > Enrollments > General Enrollment Information > Grade Level

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Credit Name	Reports the credit name where the verified credits was earned.	Alphanumeric, 15 characters	TranscriptCredit. creditCode	Student Information > General > Transcripts > Transcript Credit > Credit Name
Credit Amount	Reports the total amount of credits for each verified credit type.	Numeric, 3 digits X.XX	TranscriptCredit. creditsEarned	Student Information > General > Transcripts > Transcript Credit > Earned
Total Verified Credits	Reports the total amount of verified credits the student has earned.	Numeric, 3 digits X.XX	Calculated value	Calculated value
Course Number	Reports the course number where the Verified Credit was earned.	Alphanumeric, 15 characters	Course.number	Student Information > General > Transcripts > Transcript Course Editor > Course Number
Course Name	Reports the course name where the Verified Credit was earned.	Alphanumeric, 15 characters	Course.name	Student Information > General > Transcripts > Transcript Course Editor > Course Name
Course Credit Amount	Reports the total number of credit amounts earned for each course. If more than one course with the same number and name is on the student's transcripts, the total credits for that course report.	Numeric, 3 digits	TranscriptCourse transcriptField1	Student Information > General > Transcripts > Transcript Credit > Earned

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Credit Type	Reports the type of cred the student received, as either: • **VC (**Verified Credit), if student passed the course and the End of Course Assessment with a test type of VC. • **VS** (Verified Substitute), if the student passed the course and the End of Course Assessment with a test type of VS. • **Locally Verified**, if the student has a Verified Credit for the course but did not pass the course or the End of Course Assessment or a Verified Credit was manually added to a student's transcript record.	Alphanumeric, 15 characters	Calculated value	Calculated value