

PowerSchool

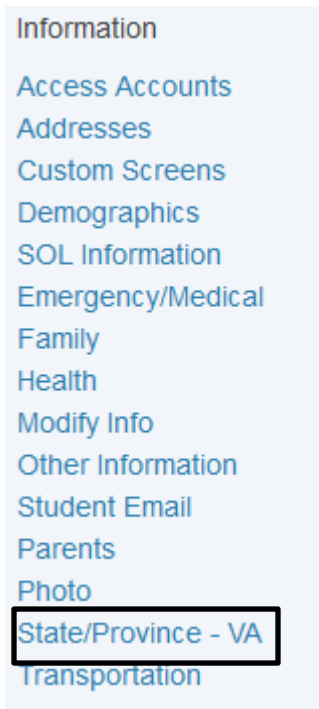
SOL Tests

Verified Credits

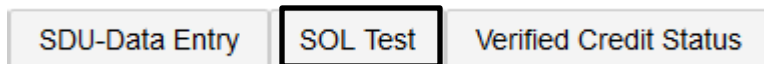
(Updated 07/24/18)

Entering SOL Test Scores (from another Virginia School, Substitute SOL Test Scores and Locally Verified Credit Scores):

1. On the Start Page, search for the desired student.
2. Click **State/Province - VA** under the Information heading on the left toolbar.



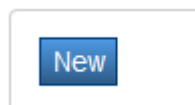
3. Click on the **SOL Test** tab



4. Click on the **SOL Test Scores** tab



5. Click on **New** to enter the SOL Score information




6. The **Add New SOL Test Score** screen will appear. Complete the following fields.
- a. **Test Administration – Time of Year** – From the pull down menu, select either:
 - Fall – test given in Sept, Oct, Nov, Dec, Jan or Feb
 - Spring – test given in March, April, May or June
 - Summer – test given in July or August
 - b. **Test Date** – Enter the date the test was taken
 - c. **Test Type** – From the pull down menu, select **SOL**
 - d. **Test Category** – From the pull down menu, select either:
 - End-of-Course Tests – all SOL tests except Writing
 - Writing Tests – English Writing SOL test only
 - e. **Test**- From the pull down menu, select the correct SOL test name. Use the attached SOL Test Names for reference.
 - f. **Substitute Test**- Complete this field only if this is a substitute or locally verified credit for the actual SOL test. From the pull down menu, select the correct Substitute or Locally Verified Credit Test Name. Use the attached Substitute SOL Test Names for reference.
 - g. **Test Scaled Score** – Enter the numerical test score
 - **Number** – Enter the numerical test score (enter a 1 if the test score is not available)
 - h. **Reporting Cat Scaled Scores** – Leave these fields blank
 - i. **Performance Level** - From the pull down menu, select either:
 - **Pass Advanced (1)** – A score of 500 or above (a score of 4 or 5 on AP test)
 - **Pass Proficient (2)** – A score of 400 to 499 (a score of 2 or 3 on AP test)
 - **Fail (5)** – A score of 399 or below
 - **Locality Awarded (99)** – A locally verified credit
 - j. **Grade Level** – Enter the grade level the student was in when the test was taken
 - k. **Serving Division and Serving Division** – this can be left blank or enter the information for the school (division – 060 and school – 760 for BHS, etc)

7. Click **Submit**.

Test Administration - Time of Year	Fall (1) *
Test Date (date test was taken)	9/30/2015 (MM/DD/YYYY) *
Test Type	SOL
Test Category	End-of-Course Tests
Test	Chemistry (2010) (EOC162) *
Substitute Test	Out of State Chemistry
Test Scaled Score	456 *
Reporting Cat Scaled Score 1	
Reporting Cat Scaled Score 2	
Reporting Cat Scaled Score 3	
Reporting Cat Scaled Score 4	
Reporting Cat Scaled Score 5	
Reporting Cat Scaled Score 6	
Reporting Cat Scaled Score 7	
Performance Level	Pass Proficient (2) *
Grade Level	11 *
Serving Division (Start typing to search and select from the list)	
Serving School (Start typing to search and select from the list)	

8. The new SOL test score will be displayed on the SOL Test Scores page.

Import Id	Test Administration	Test Type	Code	Name	Substitute Test	Date Taken	Scaled Score	Performance Level (Code)	Grade Level	Division	School
	Fall	SOL	EOC162	Chemistry (2010)	Out of State Chemistry	09/30/2015	456	Pass Proficient (2)	11		

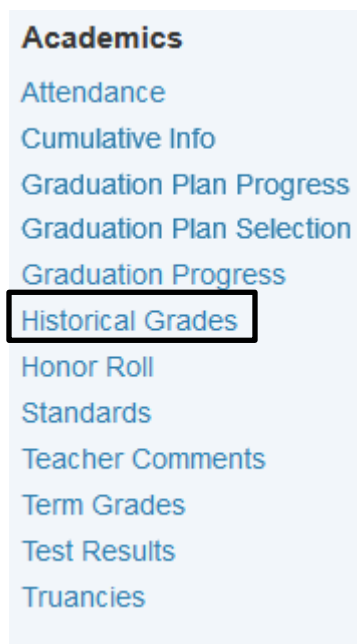
To edit the entry, click on the pencil icon on the left.

Entering a Verified Credit (VC, LVC, Sub VC, etc):

A verified credit associated with a SOL test must be tagged in the appropriate course on the student's historical grade page in order for the verified credit to print on the Virginia transcript and Verified Credit Report.

Verified credits should **ONLY** be tagged for the store of **F1!!!**

1. On the Start Page, search for the desired student.
2. Click **Historical Grades** under the Academics heading on the left toolbar.



3. Select the correct course that the verified credit is associated with by clicking on the **blue link** of the **letter grade** under the **F1** store code.

Year/Term	Grd Lvl	Course number	Course	Earned Credit	F1
13-14 YR	8	31300	Algebra I	1.00	B

4. The Edit Stored Grade will appear. Scroll down the page to the **Virginia State Information** section.

5. Enter a "1" (or '2" for English 11 if applicable) in the **Verified Credit Earned** field. Click **Submit**.

Virginia State Information - Version 1.7	
Verified Credit Earned	<input type="text" value="1"/>
Substitute Credit Course	<input type="text" value="No"/>

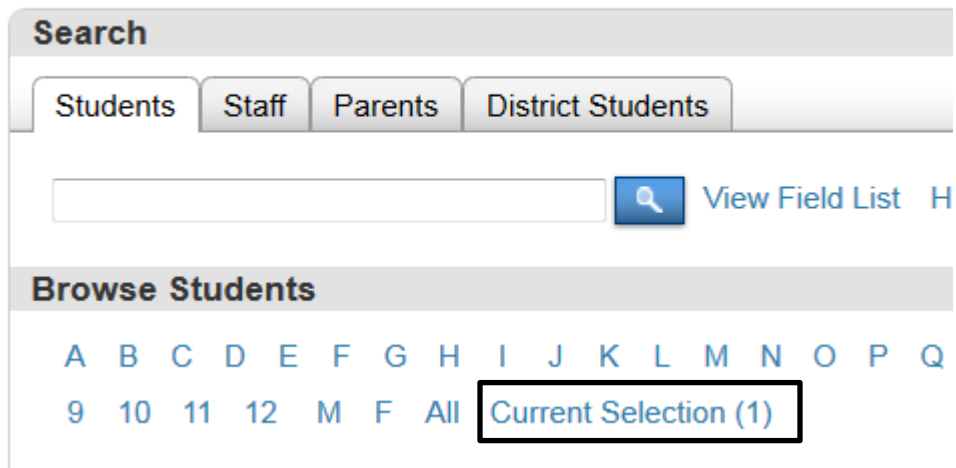
6. The verified credit now appears on the transcript.

Eastern Montgomery High School			
Grade 10	2012-2013	Store Code: F1	
43400	Biology II-Ecology	C	1.00
61200	Econ & Pers Fin	F	0.00
23600	VA and US History	C	<input type="text" value="1"/> 1.00
11500	English 11	D	<input type="text" value="2"/> 1.00
31340	Alg, Func & Data Anl	F	0.00
Crd Att: 5.00		Cmp: 3.00	

Running the Verified Credit Report:

On the **Start Page**, your **Current Selection** should contain only the student for which you have been entering information. (If it does not, search for the desired student, pull up one of their student pages, and then return to the Start Page.)

Start Page



The screenshot shows the 'Start Page' interface. At the top is a 'Search' section with a header bar. Below it are four tabs: 'Students', 'Staff', 'Parents', and 'District Students'. The 'Students' tab is selected. There is a search input field, a magnifying glass icon, and a 'View Field List' link. Below the search section is a 'Browse Students' section with a header bar. Underneath are two rows of letters: 'A B C D E F G H I J K L M N O P Q' and '9 10 11 12 M F All'. The 'Current Selection (1)' link is highlighted with a black box.



1. Click **System Reports** under the Reports heading on the left toolbar.



2. Click the **State** tab on the Reports page.



3. Click **Verified Credit Graduation Progress Report** under the Virginia State Reports heading.

Virginia State Reports	Version
 VA State Transcript - PDF	1.0
 Verified Credit Graduation Progress Report - PDF	1.0

4. Complete the following fields on the **Verified Credit Graduation Progress Report – PDF** page:

- a. **Select Schools** – make sure the radio button is checked for Current School Only

Select Schools* Current School Only All Schools

- b. **Students to Include** – make sure the radio button is checked for The Selected Students Only

Students to Include* The Selected 298 Students Only All Students

5. Click **Submit**.

Verified Credit Graduation Progress Report

StoreCode	Course	Course Name	Test Name (Code)	Test Score	Credits	Verified Credits Earned
Name: [REDACTED]		ID: [REDACTED]		Grade: 12		
F1	31300	Algebra I	Algebra I (2009) (EOC120)	Pass Advanced	1.00	1.00
F1	3135H	Algebra II Honors	Algebra II (2009) (EOC122)	Pass Advanced	1.00	1.00
F1	1196A	AP English Lang/Comp	EOC Reading (2010) (EOC109)	Pass Proficient	1.00	2.00
			EOC Writing (2010) (EOC112)	Pass Proficient		
F1	4310H	Biology I Honors	Biology (2010) (EOC161)	Pass Proficient	1.00	1.00
F1	4410H	Chemistry I H	Chemistry (2010) (EOC162)	Pass Advanced	1.00	1.00
F1	4210H	Earth Science H	Earth Science (2010) (EOC160)	Pass Proficient	1.00	1.00
F1	3143H	Geometry Honors	Geometry (2009) (EOC121)	Pass Advanced	1.00	1.00
F1	23600	VA and US History	VA & US History (2008) (EOC170)	Pass Proficient	1.00	1.00
F1	22150	World Hist/Geog I	World History I (2008) (EOC171)	Pass Advanced	1.00	1.00
F1	2216H	World Hist/Geog II H	World History II (2008) (EOC172)	Pass Advanced	1.00	1.00
Total Verified Credits:					11.00	

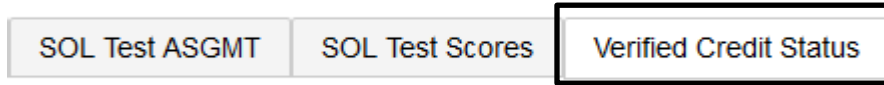
Verified Credit Status

1. On the **Start Page**, look up the student and click on their name.
2. Click **State/Province - VA** under the Information heading on the left toolbar.

Information

- [Access Accounts](#)
- [Addresses](#)
- [Attachments](#)
- [Custom Screens](#)
- [Demographics](#)
- [Emergency/Medical](#)
- [Family](#)
- [Health](#)
- [Modify Info](#)
- [Other Information](#)
- [Student Email](#)
- [Parents](#)
- [Photo](#)
- [State/Province - VA](#)

3. Click the **Verified Credit Status** tab on the State/Province – VA page.



4. The student’s Verified Credit Status page will appear.

Verified Credit Status

[Redacted] BHS

General	CTE	CTECC	Special Ed	Attendance	Transcript	SDU-Data Entry	SOL Test ASGMT	SOL Test Scores	Verified Credit Status	CRDC
										Discontinued

StoreCode ^	Course Number	Course Name	Test Name (Code)	Test Score	Performance Level	Grade	Credits Earned	Verified Credit
F1	31300	Algebra I	Algebra I (2009) (EOC120)	508	Pass Advanced	A	1.00	1.00
F1	3135H	Algebra II Honors	Algebra II (2009) (EOC122)	557	Pass Advanced	A	1.00	1.00
F1	1196A	AP English Lang/Comp	EOC Reading (2010) (EOC109)	1	Pass Proficient	A	1.00	2.00
F1	1196A	AP English Lang/Comp	EOC Writing (2010) (EOC112)	1	Pass Proficient	A	1.00	2.00
F1	4310H	Biology I Honors	Biology (2010) (EOC161)	485	Pass Proficient	A	1.00	1.00
F1	4410H	Chemistry I H	Chemistry (2010) (EOC162)	600	Pass Advanced	A	1.00	1.00