

Transcript Post (Virginia)

Last Modified on 10/22/2022 10:40 am CDT

[Checklist for Posting Transcripts](#) | [Checklist for Posting Verified Credits](#) | [Post Grades to Transcripts](#) | [Post Verified Credits to Transcripts](#)

Classic View: [System Administration](#) > [Student Portfolio](#) > [Transcript Post](#)

The **Transcript Post** will take a snapshot of the students' grades and post them to the students' permanent record. For Virginia districts, this tool also includes the ability to post verified credits to the student's permanent record. This tool will only allow users to select calendars to which they have rights.

Option	Example
Post Grades To Transcripts	<input type="checkbox"/>
Post Verified Credits To Transcripts	<input type="checkbox"/>
Post Verified Credits for Passing Grades to Transcripts <div data-bbox="177 1193 459 1821" style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>This option allows students to get a verified credit when passing the Course associated with the EOC assessment. The student does not need to pass the EOC assessment to have the verified credit post.</p> </div>	<input type="checkbox"/>

Checklist for Posting Transcripts

Before posting grades to the student's transcripts, verify that the proper setup has been done on the grading tasks, courses and sections.

- Verify the grade received in the course is viewable elsewhere, on a report card or other grading reports.
- Verify the [Post to Transcript checkbox](#) is marked for any grading task that should be listed on the transcript.
- Verify the [Grading Task](#) has the Credit Type and the Credit amount entered.

Credit amount is suggested but not required in order for a grade to post to transcript.

- Verify the Transcript checkbox is marked on the [Course](#) tab.
- Verify the grade the student received is a [valid score entry in the score group](#) and correct credit coefficient in the score group.
- Verify the [grade the student received is correct](#). After posting transcripts, only manual changes can be made to this grade.

Checklist for Posting Verified Credits

Before posting verified credits to the student's transcripts, verify that the following has been completed:

- Verify Credit Groups have the Verified Credits State Code option assigned, where necessary.
- Verify the End of Course Assessments assigned to courses have the VC: Verified Credit pr VS: Verified Substitute Type assigned.
- Verify the Assessment has the Result score field marked.
- Verify there is at least one passing score in the Assessment Result Statuses marked.
- Verify the EOC Assessment scores have been imported into Campus using the [Score Import Wizard](#).

See the [Verified Credits](#) article for more information.

Post Grades to Transcripts

1. Select the **Post Grades To Transcripts** radio button.
2. Select the **Calendars** for which to post transcripts.
3. Select the **Credit Groups** for which to post transcripts.
4. Select the **Terms** for which to post the transcripts.
5. Select the **Grade Levels** of the students where the transcript grades will be posted.
6. Mark the **Post Score Comments to Transcript**.
7. Click the **Run** icon. The process may take a little time to run. When finished, a confirmation message will display indicating how many grades were posted.
8. Click the **OK** button when finished.

Navigate to the student's Transcript tab to review the posted grades.

Post Verified Credits to Transcripts

1. Select the **Post Verified Credits To Transcripts** radio button.
2. Select the **Calendars** for which to post transcripts.
3. Select the **Credit Groups** for which to post transcripts.
4. Click the **Run** icon. The process may take a little time to run. When finished, a Verified Credits Results Summary displays in CSV.

	A	B	C	D	E	F	G	H	I	J	K
1	Verified Credit Results:										
2											
3	Errors: 3										
4	Student Number	State ID	First Name	Last Name	Course Year	Course Number	Course Name	Test Name	Error Message		
5	777777	55555555	Cierra	Smith	12-13	11111	Algebra 1	EOC Algebra 1	Did not meet Course Requirements		
6	333333	12345678	Isiah	Andrews	12-13	11111	Algebra 1	EOC Algebra 1	Did not meet Assessment Requirements		
7	222222	57485631	Irwin	Campbell	12-13	11111	Algebra 1	EOC Algebra 1	Did not meet Course & Assessment Requirements		
8											
9	New: 2										
10	Student Number	State ID	First Name	Last Name	Course Year	Course Number	Course Name	Test Name	Credit Result	Credit Name	Credit Amount
11	44444	87654321	Sabrina	Atlas	12-13	11111	Algebra 1	EOC Algebra 1	Verified Credit	Math	1
12	11111	33333333	Blake	Allen	12-13	11111	Algebra 1	EOC Algebra 1	Verified Substitute	Math	1

Verified Credits Results Summary