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

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.

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**.

6. The verified credit now appears on the transcript.
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

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.

![Image of Virginia State Reports]

<table>
<thead>
<tr>
<th>Virginia State Reports</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA State Transcript - PDF</td>
<td>1.0</td>
</tr>
<tr>
<td>Verified Credit Graduation Progress Report - PDF</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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

   ![Image of Select Schools]

   ![Select Schools*]

   ![Current School Only][All Schools]

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

   ![Image of Students to Include]

   ![Students to Include*]

   ![The Selected 298 Students Only][All Students]

5. Click **Submit**.
### Verified Credit Graduation Progess Report

<table>
<thead>
<tr>
<th>StoreCode</th>
<th>Course</th>
<th>Course Name</th>
<th>Test Name (Code)</th>
<th>Test Score</th>
<th>Credits</th>
<th>Verified Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>31300</td>
<td>Algebra I</td>
<td>Algebra I (2009) (EOC120)</td>
<td>Pass Advanced</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>F1</td>
<td>3135H</td>
<td>Algebra II Honors</td>
<td>Algebra II (2009) (EOC122)</td>
<td>Pass Advanced</td>
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<td>1.00</td>
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<tr>
<td>F1</td>
<td>1196A</td>
<td>AP English Lang/Comp</td>
<td>EOC Reading (2010) (EOC109)</td>
<td>Pass Proficient</td>
<td>1.00</td>
<td>2.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>EOC Writing (2010) (EOC112)</td>
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<tr>
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<td>4310H</td>
<td>Biology I Honors</td>
<td>Biology (2010) (EOC161)</td>
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<tr>
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<td>Chemistry (2010) (EOC162)</td>
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<tr>
<td>F1</td>
<td>4210H</td>
<td>Earth Science H</td>
<td>Earth Science (2010) (EOC160)</td>
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<td>F1</td>
<td>3143H</td>
<td>Geometry Honors</td>
<td>Geometry (2009) (EOC121)</td>
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<td>F1</td>
<td>23600</td>
<td>VA and US History</td>
<td>VA &amp; US History (2008) (EOC170)</td>
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<td>22150</td>
<td>World Hist/Geog I</td>
<td>World History I (2008) (EOC171)</td>
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<td>2216H</td>
<td>World Hist/Geog II H</td>
<td>World History II (2008) (EOC172)</td>
<td>Pass Advanced</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

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

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