

Graduation Credit Check

Updated Jul 14, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

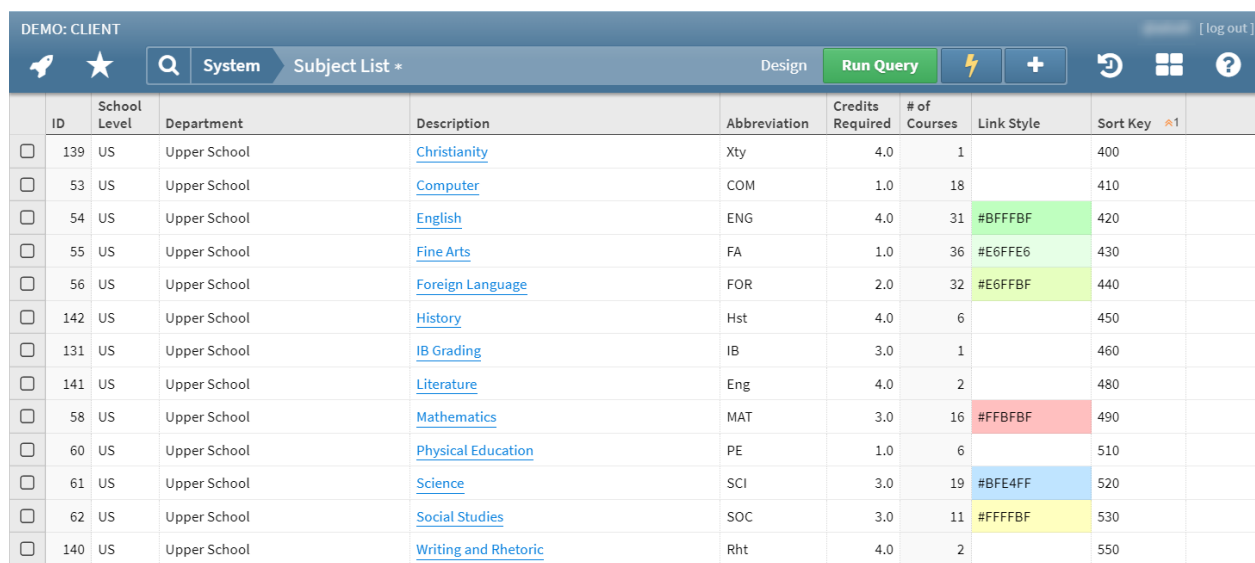
[Here is the new version of this article in the Veracross Community.](#)

Overview

As a student progresses through a school toward the goal of graduation, it is important that the school adequately communicate how many credits must be earned to meet the graduation requirements. Moreover, it is helpful for registrars, advisors, and other faculty members to be able to easily view how many credits a student has earned in a certain subject as well as how many are in progress or still need to be earned. This information can be accessed via Axiom in a few ways.

Setting the Credits Required Amount

Typically this feature only applies to Upper School subjects, as those are the only ones being counted towards graduation requirements. For each subject, setting the Credits Required amount dictates the number of credits required in that subject for a student to qualify for graduation. Any classes under courses associated with that subject deduct from that amount once the earned credit has been administered at the class's conclusion.



ID	School Level	Department	Description	Abbreviation	Credits Required	# of Courses	Link Style	Sort Key ▲1	
<input type="checkbox"/>	139	US	Upper School	Christianity	Xty	4.0	1		400
<input type="checkbox"/>	53	US	Upper School	Computer	COM	1.0	18		410
<input type="checkbox"/>	54	US	Upper School	English	ENG	4.0	31	#BFFFBF	420
<input type="checkbox"/>	55	US	Upper School	Fine Arts	FA	1.0	36	#E6FFE6	430
<input type="checkbox"/>	56	US	Upper School	Foreign Language	FOR	2.0	32	#E6FFBF	440
<input type="checkbox"/>	142	US	Upper School	History	Hst	4.0	6		450
<input type="checkbox"/>	131	US	Upper School	IB Grading	IB	3.0	1		460
<input type="checkbox"/>	141	US	Upper School	Literature	Eng	4.0	2		480
<input type="checkbox"/>	58	US	Upper School	Mathematics	MAT	3.0	16	#FFBFBF	490
<input type="checkbox"/>	60	US	Upper School	Physical Education	PE	1.0	6		510
<input type="checkbox"/>	61	US	Upper School	Science	SCI	3.0	19	#BFE4FF	520
<input type="checkbox"/>	62	US	Upper School	Social Studies	SOC	3.0	11	#FFFFBF	530
<input type="checkbox"/>	140	US	Upper School	Writing and Rhetoric	Rht	4.0	2		550

To set the Credits Required amount, navigate to the **System** homepage and select **Subject List** under

the Configuration section. Find the Subject description and edit the Credits Required box. Click Update Records to save changes.

Tip: If you are updating multiple subjects at once for graduation requirement purposes, it may be helpful to narrow your query to only viewing Upper School subjects.

Credit Report

The Credit Report is a query results page that details the up-to-date requirements that a given student must complete in order to qualify for graduation. This report can be accessed in two ways.

Credit Report Tab: On a student detail screen, select the **Credit Report** tab in the Reports section. This is a feature that is not automatically available to all schools, so please contact your account manager for more information.

On a Transcript: On a Find Transcripts query, there is a column labeled Credits Required. Click the number, which represents the number of credits a student will need after completion of the active school year.

Fields on the Credit Report

Subject: This displays any subject for which the number of credits required is greater than 0.

Credits Required: As noted above, this figure can be adjusted for the subject on the Subject List Query.

Credits Earned: This number is a sum of all posted transcript items in the subject.

Credits Scheduled: This number is all the credits a student has scheduled for the current year and future. May count some credits that have already been earned until Transcripts have been posted.

Credits Will Need: This number is the credits needed but not currently scheduled or posted. This number should help registrars and/or advisors plan student schedules and course requests

	Subject	Credits Required	Credits Earned	Credits Scheduled	Credits Will Need
<input type="checkbox"/>	Computer	1.0	0.00	0.0	1.00
<input type="checkbox"/>	English	4.0	3.00	0.0	1.00
<input type="checkbox"/>	Fine Arts	1.0	1.00	0.0	0.00
<input type="checkbox"/>	Foreign Language	2.0	3.00	2.0	0.00
<input type="checkbox"/>	Mathematics	3.0	3.00	2.0	0.00
<input type="checkbox"/>	Physical Education	1.0	0.00	0.0	1.00
<input type="checkbox"/>	Science	3.0	3.00	0.0	0.00
<input type="checkbox"/>	Social Studies	3.0	2.00	0.0	1.00
<input type="checkbox"/>	IB Grading	3.0	0.00	0.0	3.00
<input type="checkbox"/>	Christianity	4.0	0.00	0.0	4.00
<input type="checkbox"/>	Writing and Rhetoric	4.0	0.00	0.0	4.00
<input type="checkbox"/>	Literature	4.0	0.00	0.0	4.00
<input type="checkbox"/>	History	4.0	0.00	4.0	0.00