

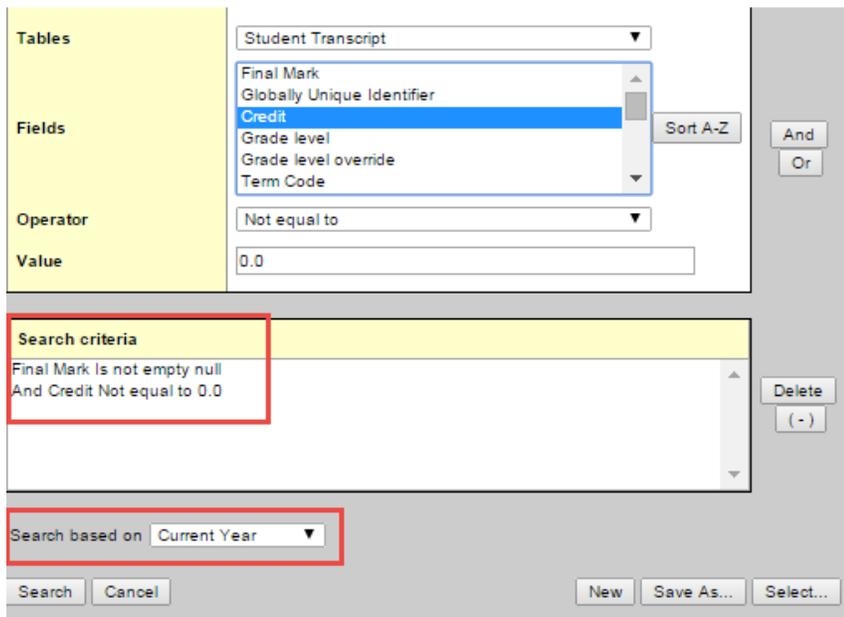
Updating Credits for Courses with no Final Mark

This process can take a significant amount of time if run on a large number of records. It is recommended that it is not run during peak times in the school day (school day start, for example) and that the query is done by year to reduce the number of records being processed at once.

Step 1:

In the **School** view, select the **Grades** top tab

1. Click on the **Transcripts** side tab. Be patient – it is loading a lot of data.
2. Click the  icon and set the transcript definition selection to **All**
3. In the **Options** menu, select **Query**.
4. In the *New Query* pop-up, use the following parameters:
 - a. **Tables** = Student Transcript
 - b. **Fields** = Final Mark
 - c. **Operator** = Is not empty > click Add
 - d. **Fields** = Credit
 - e. **Operator** = Not equal to
 - f. **Value** = 0.0 > click And
 - g. **Search based on** = Current Year



The screenshot shows a 'New Query' dialog box with the following configuration:

- Tables:** Student Transcript
- Fields:** Final Mark (selected), Globally Unique Identifier, Credit (highlighted), Grade level, Grade level override, Term Code
- Operator:** Not equal to
- Value:** 0.0
- Search criteria:** Final Mark Is not empty null
And Credit Not equal to 0.0
- Search based on:** Current Year

Buttons include: And, Or, Sort A-Z, Delete, (-), Search, Cancel, New, Save As..., Select...

- h. If you want to use this query in the future, click **Save As . . .**
 - i. Give the query a **Name**.
 - j. Select the **Owner type** as appropriate for the users that will need this query.
 - k. If you want the query to appear in the filter menu, click the **Save as filter** checkbox and set the **Owner type** as appropriate for the users that will need this filter.
 - l. Click **Save**.
5. Click **Search**. All records with no final mark, but have a credit value in the Credit field, will be displayed. Stay in this screen.

Step 2:

1. In the **Options** menu, select **Calculate Credits**.
2. In the *Calculate Credits* pop-up window, ensure the **Current Selection** radio button is selected and it displays the same number of records as your query.
3. Click **OK**. The process will take some time to complete, but once complete, will re-set all credit values to zero for courses that do not have a final mark.