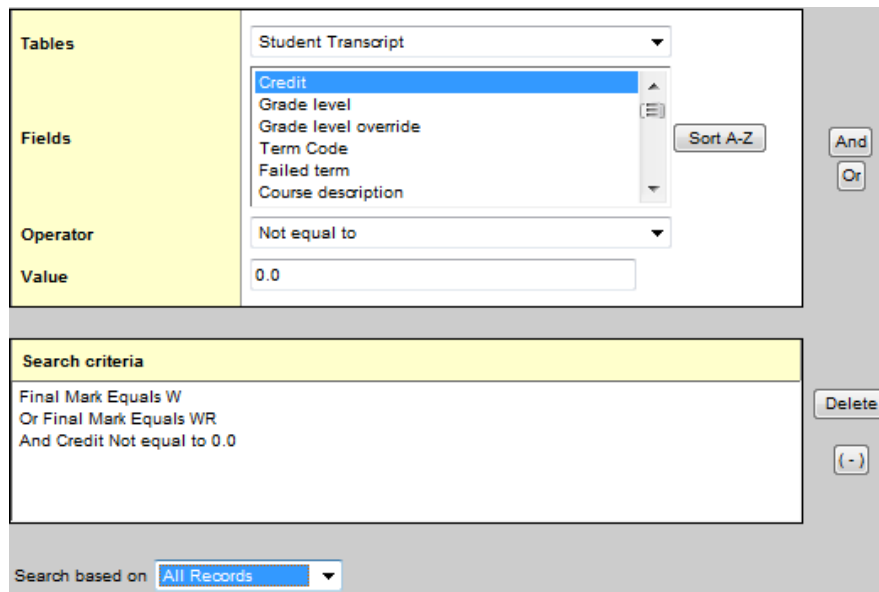<h1 style="text-align:center">Updating Credits for Courses with a Final Mark of W</h1>

This process takes 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** = Equals
   d. **Value** = W > click Add
   e. **Value** = WR > click Or
   f. **Fields** = Credit
   g. **Operator** = Not equal to
   h. **Value** = 0.0 > click And
   i. **Search based on** = All Records

   j. If you want to save this query for future use, click **Save As . . .**

k. Give the query a **Name**.
l. Select the **Owner type** as appropriate for the users that will need this query.
m. 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.
n. Click **Save.**

5. Click **Search**. All records with a final mark of W 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 with a W as a final mark.