Changing the Order of Classes on Documents

You can set the order of your classes on Master Agreements, AWRs, and Report Cards.

- Step 1. Go to Admin>Settings>Transcripts/Report Cards.
- Step 2. Click on Set Transcript Credit Requirements.
- Step 3. In the Report Sequence column, order your course categories by number where 1 will show first.
- Step 4. Click Set to save.

— *Last Updated by Alexandria Barbato on 2016/04/04 18:53*