

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.

Elementary

Add a new course category
Add a new graduation type

Export credit requirements from Elementary
Import credit requirements to Elementary

	Hide	Report Sequence	General Education
Hide			
Language Arts	<input type="checkbox"/>	1	1
Mathematics	<input type="checkbox"/>	2	1
Social Studies	<input type="checkbox"/>	3	1
Science	<input type="checkbox"/>	4	1
Art	<input type="checkbox"/>	5	1
Music	<input type="checkbox"/>	6	1
Technology	<input type="checkbox"/>	7	1
PE	<input type="checkbox"/>	8	1
Electives	<input type="checkbox"/>	9	1
Credit Totals			9

- 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 [Max Williams](#) on 2016/04/07 18:42

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