

# 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 		1	1
Mathematics 		2	1
Social Studies 		3	1
Science 		4	1
Art 		5	1
Music 		6	1
Technology 		7	1
PE 		8	1
Electives 		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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