

[admin](#), [mini article](#)

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	Hide	Report Sequence	General Education
	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.

From:

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