



## How to Re-Order Behavior Codes in Setup

Once you have created several behavior codes in setup, you have the ability to choose the order in which you would like these codes to display for tracking codes in access.

Visit [www.setup.heropowered.com](http://www.setup.heropowered.com). Select the Trac Codes icon to use the drag-and-drop feature.

**Step 1:** Hover over the symbol in the “Order” column for the behavior you’d like to move.

The screenshot shows the 'Trac Codes' setup page in the Hero by SchoolMint interface. The page title is 'Configuring Karessa Parish High School'. The 'Trac Codes' section is active, showing a list of behavior codes. The table has columns: Name, Description, Owner, Print Pass, Active, and Order. The 'NEG\_LTS' row is highlighted, and a red box is drawn around the menu icon in the 'Order' column for that row.

Name	Description	Owner	Print Pass	Active	Order
xx - INTER	*Intervention	Karessa Parish High School	No	Yes	
x - Tardy	1 NEG - Tardy to Class	Karessa Parish High School	Yes	Yes	
NEG_MISSWK	2 NEG - Missing Assignments	Karessa Parish High School	No	Yes	
NEG_TECHNO	3 NEG - Technology Misuse	Karessa Parish High School	No	Yes	
NEG_Disrup	4 NEG - Classroom Disruption	Karessa Parish High School	No	Yes	
NEG_ID	5 NEG - Missing ID	Karessa Parish High School	Yes	Yes	
NEG_Dress	6 NEG - Out of Dress Code	Karessa Parish High School	Yes	Yes	
Assign_SS	ASSIGN Saturday School	Karessa Parish High School	Yes	No	
NEG_LTS	NEG - Late to School	Karessa Parish High School	Yes	Yes	
Attend_SS	Saturday School Attended	Karessa Parish High School	Yes	No	
MISSED_Act	Missed Academy	Karessa Parish High School	No	No	
LOW_TEST	ACA - Low Test Grade Alert	Karessa Parish High School	No	Yes	
LOW_GRADE	ACA - Low Average Grade Alert	Karessa Parish High School	No	Yes	
ACA_TUTORI	ACA - Attended Tutorials	Karessa Parish High School	No	Yes	
ACA_CAMP	ACA - Attended Saturday Camp	Karessa Parish High School	No	Yes	
HONOR_ROLL	ACA - Academic Honor Roll (Report Card)	Karessa Parish High School	No	Yes	
On Time	PBIS - On Time	Karessa Parish High School	No	Yes	



**Step 2:** Click and drag the behavior to its new desired location.

**Step 3:** Select “Save Order” to save the changes you have made.

hero

Configuring Karessa Parish High School

NEED HELP?

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Trac Codes

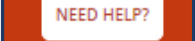
Start by typing the name, description, or any part to narrow down this list

Status: All

SAVE ORDER

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xx - INTER	*Intervention	Karessa Parish High School	No	Yes	
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x - Tardy	1 NEG - Tardy to Class	Karessa Parish High School	Yes	Yes	
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NEG_TECHNO	3 NEG - Technology Misuse	Karessa Parish High School	No	Yes	
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On Time	PBIS - On Time	Karessa Parish High School	No	Yes	

For additional assistance, don't forget about the  button or contact our Hero Support Team.

same, description, or any part to narrow down this list

Status: All

SAVE ORDER

How can we help you?

Help

Tasks

Type in your question...

Behavior Configuration

Add/Edit A User

Create/Edit a BehaviorCode

Create or Edit a Bell Schedule

Create or Edit Exclusion Dates

Create and Add Actions to Behavior Co...

Deactivating Records

Enable Custom Groups for your School

Imports - Student Schedules

Setting Your Active Terms

Setup Student/Parent Portal

Hero Links

Hero Release Notes

HeroK12 Support Phone: 1-800-396-1615

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Email: [support@herok12.com](mailto:support@herok12.com)  
 Chat: [Live Chat](#)  
 Phone: (800)396-1615