



D. Assign control numbers (if printing report cards by control number).

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If printing report cards by control number (i.e., **Sequence** is *Cntrl#* on [Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options](#)), you must add or update control numbers for students with blanks or course-section changes. Control numbers can be updated by grade level or period, or for individual students.

[Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl](#)

This utility assigns control numbers by grade level.



Student control numbers are stored and can also be maintained on [Registration > Maintenance > Student Enrollment > Demo1](#) in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.

Instr ID	Select the instructor (i.e., control number) that will be assigned to the selected students. Only instructors who have a grade level selected in Elementary - Grade on Maintenance > Master Schedule > Campus Schedule > Instructor can be retrieved.
Grd Lvl	The grade level associated with the selected instructor is displayed.

A list of students in the grade level is displayed.

- The **Cntrl #** field displays the student's control number from the prior school year. Newly enrolled students will not have a control number.
- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, you can [page through the list](#).

Select the students whose control number you want to change:

Update	Select to select a student. Clear to unselect a student. TIP: If you need to select or unselect numerous students, you can press TAB to move down the list of check boxes, and use the spacebar to toggle the check box from selected to unselected.
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Click **Execute**.

Only the selected students are listed (including students selected on subsequent pages), and the **Cntrl #** field for all selected students now displays the new control number.

Cntrl #	The new control number is displayed for the selected students.
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Click **Save**.

Reset	Clear unsaved changes and start over.
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[Grade Reporting](#) > [Utilities](#) > [Assign Control Numbers](#) > [Cntrl by Period](#)

This utility assigns control numbers by period. For the retrieved students, the control number will be updated to the control number for the teacher of record for the course-section.

Student control numbers are stored and can also be maintained on [Registration > Maintenance > Student Enrollment > Demo1](#) in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.


Sem	(Required) Select the semester.
Grd Lvl	Select the student's grade level, or select AL to retrieve students in all grade levels. If blank, students in all grade levels are retrieved.
Period	(Required) Select the period in which the students meet.
Select only Students with Blank Cntrl #s	Select to change only blank control numbers.

Click **Retrieve**.


A list of students who meet the specified criteria is displayed, including the course-section for each semester and period.

- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

Ctrl #	The student's current control number is displayed.
Instr #	The control number to which the student will be updated is displayed.
	Delete any students from the list whose control number you do <i>not</i> want to change.

Click **Execute**.

The control number for all listed students is changed. The **Ctrl #** and **Instr #** fields are now the same.

Click **Save**.

Reset	Clear unsaved changes and start over.
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