



scheduling_secondary_auto_step2_assign_control_numbers


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This tab allows you to assign or change the next year control number for one or more students.

☐ Enter the selection criteria:

Instr ID	Click  to to select the instructor's ID (i.e., control number) . This is the control number to which all selected students will be changed. The instructor's name is displayed.
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☐ Select a student:

Stu ID	Click  to to select the student whose control number you want to change.
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☐ Click **+Add** to select another student. A blank row is added to the grid.

☐ Click **Save**.

The new control number is assigned to the selected students and is displayed in the **NY Cntrl #** field.

	Remove the student from the page. Saved records are not deleted.
Clear	Clear all students from the page. Saved records are not deleted.

- [By period:](#)

[Scheduling](#) > [Maintenance](#) > [Control Number](#) > [By Period](#)

This tab allows you to change the control number for a group of students by period. For the selected students, the next year control number is changed to match the instructor ID associated with the student's course during the selected period and semester.



☐ Enter the selection criteria:

Semester	Select the semester.
NY Grade	Select the next year grade level of the students, or select <i>All</i> for all grade levels.
Period	Select the period when the students meet.

A list of students who meet the specified criteria is displayed.

- 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](#).

Update	<p>Select the check box for the students whose control number you want to change.</p> <ul style="list-style-type: none"> • Select Select All to select all students. If there are multiple pages of students, the students are selected across all pages. • Clear Select All to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages. • To unselect one or several individual students, clear the Update field for the students. Changes are retained across all pages.
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☐ Click **Save**.


The next year control number is assigned to the selected students and is displayed in the **NY Cntrl#** field.

- [By grade level:](#)

[Scheduling > Maintenance > Control Number > By Grade Lvl](#)

This tab allows you to designate the next year control number (i.e., instructor ID) for a group of students by next year grade level.



☐ Enter the selection criteria:

Instr ID	Click  to select the instructor's ID (i.e., control number) . This is the control number to which all selected students will be changed. The instructor's name is displayed.
NY Grade	The grade level assigned to the selected instructor is displayed, as established on Maintenance > Master Schedule > Campus > Instructors .

A list of students who will be in this grade level next year is displayed.

- 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](#).

Update	Select the check box for the students whose control number you want to change. <ul style="list-style-type: none"> • Select Select All to select all students. If there are multiple pages of students, the students are selected across all pages. • Clear Select All to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages. • To unselect one or several individual students, clear the Update field for the students. Changes are retained across all pages.
NY Cntrl#	If the student has already been assigned a next year control number, the number is displayed. Verify that the number is correct. The field is blank if the next year control number is not assigned.
Cntrl#	The student's current year control number is displayed.

☐ Click **Save**.

- [By next year control number:](#)

[Scheduling](#) > [Maintenance](#) > [Control Number](#) > [By NY Control #](#)

This tab allows you to change next year control numbers for a group of students who are all currently assigned to the same next year control number.



☐ Enter selection criteria:

NY Control # From	Select the next year control number currently assigned to the students. <i>Blank</i> - Select students with blank control numbers. <i>All</i> - Select all control numbers.
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A list of students assigned the control number is displayed.

- 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](#).

NY Control # To	Select the new next year control number to assign to the selected students. Select <i>Blank</i> to reset control numbers to blank.
Update	<p>Select the check box for the students whose control number you want to change.</p> <ul style="list-style-type: none"> • Select Select All to select all students. If there are multiple pages of students, the students are selected across all pages. • Clear Select All to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages. • To unselect one or several individual students, clear the Update field for the students. Changes are retained across all pages.

☐ Click **Save**.

The next year control number is assigned to the selected students and is displayed in the **NY Cntrl#** field.

- [By current year control number:](#)

[Scheduling > Maintenance > Control Number > By CY Control #](#)

This tab allows you to change next year control numbers for a group of students who are all currently assigned to the same current year control number.



☐ Enter the selection criteria:

CY Control # From	Select the current year control number assigned to the students. <i>Blank</i> - Select students with blank control numbers. <i>All</i> - Select all control numbers.
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A list of students assigned the control number is displayed.

- 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](#).

CY Control # To	Select the next year control number to assign to the selected students. Select <i>Blank</i> to reset control numbers to blank.
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Update	<p>Select the check box for the students whose control number you want to change.</p> <ul style="list-style-type: none">• Select Select All to select all students. If there are multiple pages of students, the students are selected across all pages.• Clear Select All to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.• To unselect one or several individual students, clear the Update field for the students. Changes are retained across all pages.
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☐ Click **Save**.

The next year control number is assigned to the selected students and is displayed in the **NY Cntrl#** field.



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