




**scheduling\_change\_control\_nbr\_by\_grade\_level\_body**



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☐ Enter the selection criteria:

<b>Instr ID</b>	Click  to <a href="#">select the instructor's ID (i.e., control number)</a> . This is the control number to which all selected students will be changed.  The instructor's name is displayed.
<b>NY Grade</b>	The grade level assigned to the selected instructor is displayed, as established on <a href="#">Maintenance &gt; Master Schedule &gt; Campus &gt; Instructors</a> .

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](#).

<b>Update</b>	Select the check box for the students whose control number you want to change.  <ul style="list-style-type: none"> <li>• Select <b>Select All</b> to select all students. If there are multiple pages of students, the students are selected across all pages.</li> <li>• Clear <b>Select All</b> to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.</li> <li>• To unselect one or several individual students, clear the <b>Update</b> field for the students. Changes are retained across all pages.</li> </ul>
<b>NY Cntrl#</b>	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.
<b>Cntrl#</b>	The student's current year control number is displayed.

☐ Click **Save**.



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