





scheduling_change_control_nbr_by_individual_body

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☐ 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. |
|-----------------|---|


☐ Select a student:

| | |
|---------------|---|
| Stu ID | Click  to to select the student whose control number you want to change. |
|---------------|---|

☐ 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. |



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