




**scheduling\_change\_control\_nbr\_by\_individual\_body**




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☐ Enter the selection criteria:

<b>Instr ID</b>	Click  to 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.
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☐ Select a student:

<b>Stu ID</b>	Click  to to <a href="#">select the student</a> 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.
<b>Clear</b>	Clear all students from the page. Saved records are not deleted.



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