



scheduling_ny_control_nbr_body

Table of Contents

☐ 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.
--------------------------	---

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	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.

☐ Click **Save**.

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



Back Cover