Control by Grade Level

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Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl

This utility assigns control numbers by grade level.

Student control numbers are stored and can also be maintained on Registration > Maintenance > Student Enrollment > Demo1 in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.

Update data:

Instr ID	Select the instructor (i.e., control number) that will be assigned to the selected students. Only instructors who have a grade level selected in **Elementary - Grade** on Maintenance > Master Schedule > Campus Schedule > Instructor can be retrieved.
Grd Lvl	The grade level associated with the selected instructor is displayed.

A list of students in the grade level is displayed.

- The **Cntrl #** field displays the student's control number from the prior school year. Newly enrolled students will not have a control number.
- 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, you can page through the list.

☐ Select the students whose control number you want to change:

Update	Select to select a student. Clear to unselect a student. **TIP:** If you need to select or unselect numerous students, you can press TAB to move down the list of check boxes, and use the spacebar to toggle the check box from selected to unselected.

❏ Click **Execute**.

Only the selected students are listed (including students selected on subsequent pages), and the **Cntrl #** field for all selected students now displays the new control number.

Cntrl #	The new control number is displayed for the selected students.

❏ Click **Save**.

Reset	Clear unsaved changes and start over.

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