



## Control by Grade Level



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# Control by Grade Level

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

The utility assigns control numbers by grade level.

## Update data:

Field	Description
Instr ID	Select the instructor (i.e., control number) that will be assigned to the selected students.
Grd Lvl	The grade level associated with the selected instructor is displayed.

A list of students in the grade level 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.

The Grd Lvl field displays the grade level associated with the instructor.

A list of students in the grade level is displayed.

The list can be re-sorted.

If more students are retrieved than can be displayed on one page, you can page through the list.

Select the students whose control number you want to change.

Click Update to select a student.

To unselect a student, click Update for the student again.

Click Execute to change the control numbers for the selected students to the instructor's control number. The new control number is displayed in the Cntrl # field for the selected students.

To clear the fields and any retrieved data (i.e., if you retrieved the wrong data), click Reset before saving, and reenter the information.

Click Save.



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