Control by Grade Level

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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.

- * If more students are retrieved than can be displayed in the grid at one time, you can page through the list.

Select the students whose control number you want to change.

- Select **Update** to select a student.
- To unselect a student, clear the **Update** check box.

Click **Execute**.

- The control number for the selected students is changed to the selected control number.
- The new control number is displayed in the **Cntrl #** field for the selected students.

Click **Save**.

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

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