



# Control by Period



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## Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period

This utility assigns control numbers by period. For the retrieved students, the control number will be updated to the control number for the teacher of record for the course-section.

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:

|   |  |
|---|--|
| <b>Sem</b>                                      | (Required)<br>Select the semester.   |
| <b>Grd Lvl</b>                                  | Select the student's grade level, or select AL to retrieve students in all grade levels. If blank, students in all grade levels are retrieved. |
| <b>Period</b>                                   | (Required)<br>Select the period in which the students meet.  |
| <b>Select only Students with Blank Cntrl #s</b> | Select to change only blank control numbers.   |

Click **Retrieve**.

A list of students who meet the specified criteria is displayed, including the course-section for each semester and period.

- 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](#).

|               |  |
|---------------|--|
| <b>Ctrl #</b> | The student's current control number is displayed. |
|---------------|--|

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|   |  |
|---|--|
| <b>Instr #</b>  | The control number to which the student will be updated is displayed.                    |
|  | Delete any students from the list whose control number you do <i>not</i> want to change. |

Click **Execute**.

The control number for all listed students is changed. The **Ctrl #** and **Instr #** fields are now the same.

Click **Save**.

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|              |                                       |
|--------------|---------------------------------------|
| <b>Reset</b> | Clear unsaved changes and start over. |
|--------------|---------------------------------------|



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