Control by Student

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Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Student

This utility assigns control numbers by student.

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 blank row is displayed in the grid.

Stu Id	Type the student ID of the student whose control number you want to change. Leading zeros are not required. If you do not know the student ID, click **Directory** to select a student from the directory.

Click Retrieve. The student's grade level and name are displayed.

Click +Add to add another student. A blank row is displayed in the grid.

To delete a student from the list, click . The row is shaded red to indicate that it will be deleted when the record is saved.

You can select multiple students to be deleted at the same time.

Click Save. The selected student records are deleted.

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

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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