



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](#).

The selected student's name and current grade level are displayed. The **Cntrl #** field displays the student's current control number.

To retype the student ID in order to select a different student on an existing row, type the new ID and click the **Retrieve** link. The new student is displayed in the row.

Click **+Add** to add another student.

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

Click **Save**.

Other functions and features:

Reset Clear unsaved changes and start over.



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