Control by Student

Table of Contents

Control by Student

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**. The control number for all selected students is changed to the selected control number.

Cntrl #	The new control number is displayed for the selected students.

Click **Save**.

Other functions and features:

Reset	Clear unsaved changes and start over.

Back Cover