



## Control by Student



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# Control by Student

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

This utility assigns control numbers by student.

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>Instr ID</b>	Select the instructor (i.e., control number) that will be assigned to the selected students.
<b>Grd Lvl</b>	The grade level associated with the selected instructor is displayed.

A blank row is added to the grid.

<b>Stu Id</b>	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 <b>Directory</b> to select a student from the <a href="#">directory</a> .
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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 added students is changed to the selected control number.

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<b>Cntrl #</b>	The new control number is displayed for the selected students.
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Click **Save**.

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	<p><b>Delete a student from the list.</b></p> <p>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</p> <p>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
<b>Reset</b>	Clear unsaved changes and start over.



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