



## Control by Student



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## 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.<br>If you do not know the student ID, click <b>Directory</b> to select a student from the <a href="#">directory</a> . |
|---------------|---|

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.

|                |  |
|----------------|--|
| <b>Cntrl #</b> | The new control number is displayed for the selected students. |
|----------------|--|

☐ Click **Save**.



#### Delete a student from the list.

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.
2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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



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