

By CY Control

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Scheduling > Maintenance > Control Number > By CY Control #

This tab allows you to change next year control numbers for a group of students who are all currently assigned to the same current year control number.

Change next year control numbers:

Field
CY Control # From

- A list of students assigned the control number is displayed. The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- If more students are retrieved than can be displayed on one page, you can page through the list.

CY Control # To	Select the next year control number to assign to the selected students. Select *Blank* to reset control numbers to blank.
Update	Select the check box for the students whose control number you want to change. • Select **Select All** to select all students. If there are multiple pages of students, the students are selected across all pages. • Clear **Select All** to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages. • To unselect one or several individual students, clear the **Update** field for the students. Changes are retained across all pages.

Click **Save**. The next year control number is assigned to the selected students. It is displayed in the **NY Cntrl#** field.


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