



## **By Grade Level (Control Number)**



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# By Grade Lvl

**Scheduling > Maintenance > Control Number > By Grade Lvl**

This tab allows you to change the next year control number for a group of students by grade level.

## Change next year control numbers:

<b>Field</b>
<b>Instr ID</b>

\* The instructor's name is displayed.

- A list of students who will be in this grade level next year 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](#).

<b>NY Grade</b>
<b>Update</b>

Click **Save**. The next year control number is changed to the selected instructor ID.



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