

By Grade Level (Control Number)

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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:

Field
Instr ID

* 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.

NY Grade
Update

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


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