



## **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:

Field	
<b>Instr ID</b>	Click  to to <a href="#">select the instructor's ID (i.e., control number)</a> . This is the control number to which all selected students will be changed.  The instructor's name is displayed.

- 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	
<b>Update</b>	Select the check box for the students whose control number you want to change. <ul style="list-style-type: none"> <li>• Select <b>Select All</b> to select all students. If there are multiple pages of students, the students are selected across all pages.</li> <li>• Clear <b>Select All</b> to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.</li> <li>• To unselect one or several individual students, clear the <b>Update</b> field for the students. Changes are retained across all pages.</li> </ul>

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



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