



By Grade Level (Control Number)

Table of Contents


By Grade Lvl 1

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	
Instr ID	Click  to to select the instructor's ID (i.e., control number) . 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	
Update	Select the check box for the students whose control number you want to change. <ul style="list-style-type: none"> • 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 changed to the selected instructor ID.



Back Cover