

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	
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.

NY Grade	
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 changed to the selected instructor ID.


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