



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	<p>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.</p> <p>The instructor's name is displayed.</p>
NY Grade	<p>The grade level assigned to the selected instructor is displayed, as established on Maintenance > Master Schedule > Campus > Instructors.</p>
Update	<p>Select the check box for the students whose control number you want to change.</p> <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.



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