



## **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           | Description   |
|-----------------|---|
| <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.<br><br>The instructor's name is displayed.   |
| <b>NY Grade</b> | The grade level assigned to the selected instructor is displayed, as established on <a href="#">Maintenance &gt; Master Schedule &gt; Campus &gt; Instructors</a> .   |
| <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.



## Back Cover