

By Grade Level (Control Number)

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Scheduling > Maintenance > Control Number > By Grade Lvl

This tab allows you to designate the next year control number (i.e., instructor ID) for a group of students by next year grade level.

Change next year control numbers:

Field	Description
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.
NY Grade	The grade level assigned to the selected instructor is displayed, as established on Maintenance > Master Schedule > Campus > Instructors.
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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