

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:

❑ Enter the selection criteria:

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.

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 there are multiple pages, page through the list.

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.
NY Cntrl#	If the student has already been assigned a next year control number, the number is displayed. Verify that the number is correct. The field is blank if the next year control number is not assigned.
Cntrl#	The student's current year control number is displayed.

❑ Click **Save**.


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