



## ASCENDER GUIDES



# By Individual (Control Number)



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# By Individual

**Scheduling > Maintenance > Control Number > By Individual**

The tab allows you to assign or change the next year control number for one or more students.

## Assign or change next year control numbers:

Field	
Instr ID	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.  The instructor's name is displayed.
Stu ID	Click  to to <a href="#">select the student</a> whose control number you want to change.

Click **Save**. The next year control number is changed to the selected instructor ID.



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