

By Individual (Control Number)

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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 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.
Stu ID	Click ⋮ to to select the student whose control number you want to change.

Click +Add to select another student. A blank row is displayed in the grid.

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


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