

By Individual (Control Number)

Table of Contents

By Individual 1

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 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 new control number is assigned to the selected students and is displayed in the **NY Cntrl #** field.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover