



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 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.



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