

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	Description
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.

Other functions and features:

🗑	Remove the student from the page. Saved records are not deleted.
Clear	Clear all students from the page. Saved records are not deleted.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover