



**By NY Control #**



# Table of Contents

By NY Control # ..... 1



# By NY Control #

**Scheduling > Maintenance > Control Number > By NY Control #**

This tab allows you to change next year control numbers for a group of students who are all currently assigned to the same next year control number.

## Change next year control numbers:

☐ Enter selection criteria:

<b>NY Control # From</b>	Select the next year control number currently assigned to the students.  <i>Blank</i> - Select students with blank control numbers.  <i>All</i> - Select all control numbers.
--------------------------	---

A list of students assigned the control number is displayed.

- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

<b>NY Control # To</b>	Select the new next year control number to assign to the selected students. Select <i>Blank</i> to reset control numbers to blank.
------------------------	--

<b>Update</b>	<p>Select the check box for the students whose control number you want to change.</p> <ul style="list-style-type: none"><li>• Select <b>Select All</b> to select all students. If there are multiple pages of students, the students are selected across all pages.</li><li>• Clear <b>Select All</b> to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.</li><li>• To unselect one or several individual students, clear the <b>Update</b> field for the students. Changes are retained across all pages.</li></ul>
---------------	--

☐ Click **Save**.

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



Back Cover