

By NY Control

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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:

NY Control # From	Select the next year control number currently assigned to the students. *Blank* - Select students with blank control numbers. *All* - 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.

NY Control # To	Select the new next year control number to assign to the selected students. Select *Blank* to reset control numbers to blank.

Update	Select the check box for the students whose control number you want to change. • Select **Select All** to select all students. If there are multiple pages of students, the students are selected across all pages. • Clear **Select All** to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages. • To unselect one or several individual students, clear the **Update** field for the students. Changes are retained across all pages.

❑ Click **Save**.

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


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