
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

By Period

Table of Contents

By Period 1

By Period

Scheduling > Maintenance > Control Number > By Period

This tab allows you to change the control number for a group of students by period. For the selected students, the next year control number is changed to match the instructor ID associated with the student's course during the selected period and semester.

Change control numbers:

Field	Description
Semester	Select the semester.
NY Grade	Select the next year grade level of the students, or select *All* for all grade levels.
Period	Select the period when the students meet.

- A list of students who meet the specified criteria 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 more students are retrieved than can be displayed on one page, you can page through the list.

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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover