



By Period

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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 <i>All</i> 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	<p>Select the check box for the students whose control number you want to change.</p> <ul style="list-style-type: none"> 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.
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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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