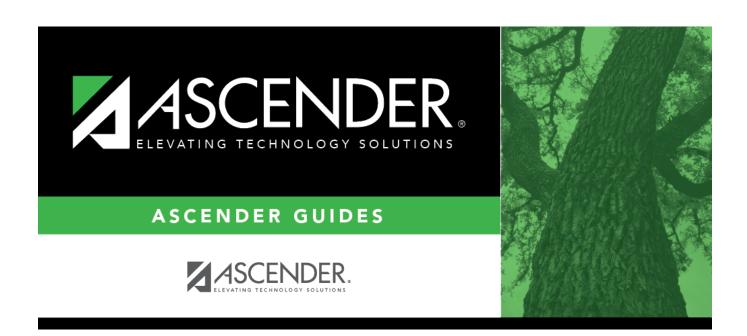


scheduling\_change\_control\_nbr\_by\_individual\_body

## **Table of Contents**

Student
☐ Enter the selection criteria:
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.
☐ Select a student:
Stu ID Click to to select the student whose control number you want to change.
☐ Click <b>+Add</b> to select another student. A blank row is added to the grid.
☐ Click <b>Save</b> .
The new control number is assigned to the selected students and is displayed in the <b>NY Cntrl #</b> field.
Remove the student from the page. Saved records are not deleted.
Clear Clear all students from the page. Saved records are not deleted.



## **Back Cover**