



## **Control by Grade Level**



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# Control by Grade Level

**Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl**

The utility assigns control numbers by grade level.

## Update data:

Field	Description
<b>Instr ID</b>	Select the instructor (i.e., control number) that will be assigned to the selected students.
<b>Grd Lvl</b>	The grade level associated with the selected instructor is displayed.

A list of students in the grade level 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 in the grid at one time, you can [page through the list](#).

Select the students whose control number you want to change:

<b>Update</b>	Select to select a student.  Clear to unselect a student.  <b>TIP:</b> If you need to select or unselect numerous students, you can press TAB to move down the list of check boxes, and use the spacebar to toggle the check box from selected to unselected.
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Click **Execute**.

- The control number for the selected students is changed to the selected control number.
- The new control number is displayed in the **Cntrl #** field for the selected students.

Click **Save**.

To clear the fields and any retrieved data (i.e., if you retrieved the wrong data), click Reset before saving, and reenter the information.



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