



# Control by Period



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## Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period

This utility assigns control numbers by period.



### Update data:

Field	Description
<b>Sem</b>	Select the semester.
<b>Grd Lvl</b>	Select the student's grade level, or select AL to retrieve students in all grade levels. If blank, students in all grade levels are retrieved.
<b>Period</b>	Select the period in which the students meet.
<b>Select only Students with Blank Cntrl #s</b>	Select to change only blank control numbers.

Click **Retrieve**. A list of students who meet the specified criteria is displayed.

- The **Ctrl #** field displays the student's current control number.
- 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](#).

Click **Execute**. The control number for all retrieved students is changed.

Click **Save**.

### Other functions and features:

	<p><a href="#">Delete a student from the list.</a></p> <ol style="list-style-type: none"> <li>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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**Reset** Clear unsaved changes and start over.



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