



# Control by Student



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**Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Student**

This utility assigns control numbers by student.

## 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 blank row is displayed in the grid.

<b>Stu Id</b>	Type the student ID of the student whose control number you want to change. Leading zeros are not required. If you do not know the student ID, click <b>Directory</b> to select a student from the <a href="#">directory</a> .
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The selected student's name and current grade level are displayed. The **Cntrl #** field displays the student's current control number.

To retype the student ID in order to select a different student on an existing row, type the new ID and click the **Retrieve** link. The new student is displayed in the row.

Click **+Add** to add another student.

Click **Execute**. The control number for all selected students is changed to the selected control number.

<b>Cntrl #</b>	The new control number is displayed for the selected students.
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Click **Save**.

## Other functions and features:

<b>Reset</b>	Clear unsaved changes and start over.
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