



## By Grade Level (Control Number)



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# By Grade Lvl

**Scheduling > Maintenance > Control Number > By Grade Lvl**

This tab allows you to change the next year control number for a group of students by grade level.

## Change next year control numbers:

Field	
<b>Instr ID</b>	Click  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.

- The instructor's name is displayed.

NY Grade	
<b>Update</b>	Select the check box for the students whose control number you want to change. <ul style="list-style-type: none"><li>• Select <b>Select All</b> to select all students. If there are multiple pages of students, the students are selected across all pages.</li><li>• Clear <b>Select All</b> to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.</li><li>• To unselect one or several individual students, clear the <b>Update</b> field for the students. Changes are retained across all pages.</li></ul>

Click **Save**. The next year control number is changed to the selected instructor ID.



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