



## **By Grade Level (Control Number)**



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# By Grade Level (Control Number)

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

This tab allows you to designate the next year control number (i.e., instructor ID) for a group of students by next year grade level.

## Change next year control numbers:

Field	Description
<b>Instr ID</b>	<p>Click  to to <a href="#">select the instructor's ID (i.e., control number)</a>. This is the control number to which all selected students will be changed.</p> <p>The instructor's name is displayed.</p>
<b>NY Grade</b>	The grade level assigned to the selected instructor is displayed, as established on <a href="#">Maintenance &gt; Master Schedule &gt; Campus &gt; Instructors</a> .
<b>Update</b>	<p>Select the check box for the students whose control number you want to change.</p> <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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