



ASCENDER GUIDES



By Individual (Control Number)

Table of Contents

By Individual	1
---------------------	---

By Individual

Scheduling > Maintenance > Control Number > By Individual

The tab allows you to assign or change the next year control number for one or more students.

Assign or change next year control numbers:

Field	
Instr ID	Click  to 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.
Stu ID	Click  to to select the student whose control number you want to change.

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



Back Cover