



## **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	
<b>Instr ID</b>	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.  The instructor's name is displayed.
<b>Stu ID</b>	Click  to to <a href="#">select the student</a> whose control number you want to change.

Click +Add to select another student. A blank row is displayed in the grid.

Click **Save**. The new control number is assigned to the selected students and is displayed in the **NY Cntrl #** field.

## Other functions and features:

	Remove the student from the page. Saved records are not deleted.
<b>Clear</b>	Clear all students from the page. Saved records are not deleted.



## Back Cover