



By Individual (Control Number)

Table of Contents



By Individual (Control Number) 1

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Scheduling > Maintenance > Control Number > By Individual

This 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 | Description |
|-----------------|---|
| 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 **+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. |
| Clear | Clear all students from the page. Saved records are not deleted. |



Back Cover