



ASCENDER GUIDES



By Individual (Control Number)

Table of Contents

By Individual (Control Number)	1
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By Individual (Control Number)

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