



## ASCENDER GUIDES



# By Individual (Control Number)



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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:

Enter the selection criteria:

<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.
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Select a student:

<b>Stu ID</b>	Click  to to <a href="#">select the student</a> whose control number you want to change.
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Click **+Add** to select another student. A blank row is added to the grid.

Click **Save**.

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

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	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.



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