



(Optional) Assign team codes.


Table of Contents

(Optional) Assign team codes.

- [By individual.](#)

[Scheduling](#) > [Maintenance](#) > [Team Code](#) > [By Individual](#)

This tab allows you to assign or change the next year team code for one or more students.

1. Click  to [select the student](#) whose team code you want to change.

Click **+Add** to select another student. A blank row is added to the grid.

2. To add a new team code, type the one-character code next to the **NY Team To** field and click **Add Team Code**.

The new code is added to the **NY Team To** drop-down list.

3. Select the next year team code to assign to the students.

Or, select Blank to reset team codes to blank.

4. Click **Save**.

The next year team code is assigned to the selected students and is displayed in the **NY Team** field.



Remove the student from the page. Saved records are not deleted.

- [By grade level.](#)

[Scheduling](#) > [Maintenance](#) > [Team Code](#) > [By Grade Lvl](#)



This tab allows you to assign next year team codes to a group of students by grade level.

1. In the **NY Grade From** field, select the next year grade level, or select All to change the team code for all grade levels.

A list of students who will be in this grade level next year is displayed.

- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

2. Select **Update** for the students whose team you want to change.

- Select **Select All** to select all students. If there are multiple pages of students, the students are selected across all pages.
- Clear **Select All** to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.
- To unselect one or several individual students, clear the **Update** field for the students. Changes are retained across all pages.

3. To add a new team code, type the one-character code in the adjacent field and click **Add Team Code**.

The new code is added to the **NY Team To** drop-down list.

4. In the **NY Team To** field, select the next year team code to assign to the students.

Or, select Blank to reset team codes to blank.

5. Click **Save**.

The next year team code is assigned to the selected students and is displayed in the **NY Team** field.

- [By next year team.](#)

[Scheduling](#) > [Maintenance](#) > [Team Code](#) > [By NY Team](#)

This tab allows you to change the next year team code for a group of students who are currently assigned to the same next year team code.



1. In the **NY Team From** field, select the next year team code currently assigned to the students.

- Select Blank for students with blank team codes.
- Select All for all students.

A list of students assigned to the team code is displayed.

- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

2. Select **Update** for the students whose team you want to change.

- Select **Select All** to select all students. If there are multiple pages of students, the students are selected across all pages.
- Clear **Select All** to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.
- To unselect one or several individual students, clear the **Update** field for the students. Changes are retained across all pages.

3. To add a new team code, type the one-character code in the adjacent field and click **Add Team Code**.

The new code is added to the **NY Team To** drop-down list.

4. In the **NY Team To** field, select the next year team code to assign to the students.

Or, select Blank to reset team codes to blank.

5. Click **Save**.

The new next year team code is assigned to the selected students and is displayed in the **NY Team** field.

- [By current year team.](#)

[Scheduling](#) > [Maintenance](#) > [Team Code](#) > [By CY Team](#)

This tab allows you to change the next year team code for a group of students who are currently assigned to the same current year team code.



1. In the **CY Team From** field, select the current year team code currently assigned to the students.

- Select Blank for students with blank team codes.
- Select All for all students.

A list of students assigned to the team code is displayed.

- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

2. Select **Update** for the students whose team you want to change.

- Select **Select All** to select all students. If there are multiple pages of students, the students are selected across all pages.
- Clear **Select All** to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.
- To unselect one or several individual students, clear the **Update** field for the students. Changes are retained across all pages.

3. To add a new team code, type the one-character code in the adjacent field and click **Add Team Code**.

The new code is added to the **NY Team To** drop-down list.

4. Select the next year team code to assign to the students.

Or, select Blank to reset team codes to blank.

5. Click **Save**.

The next year team code is assigned to the selected students and is displayed in the **NY Team** field.



Back Cover