

(Optional) Assign team codes.

2024/06/02 04:29

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(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 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 \times 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 \boxtimes or descending \boxtimes 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 \boxtimes or descending \boxtimes 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**.

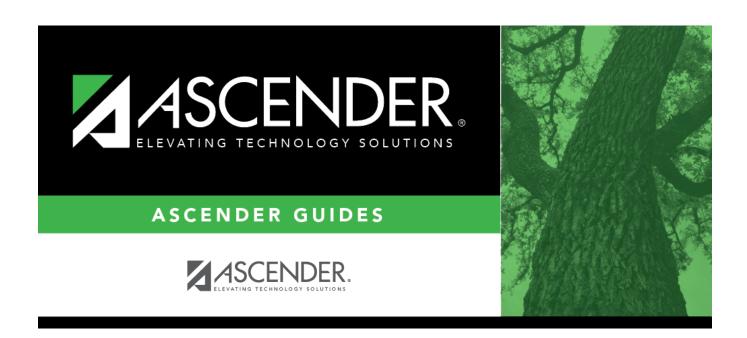
The new code is added to the **NY Team To** drop-down list.

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.



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