

scheduling_team-code_cy_team_body

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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.


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