

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.

NY Team To	Select the next year team code to assign to the students. Or, select Blank to reset team codes to blank. 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.

❑ 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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