



# **scheduling\_team-code\_cy\_team\_body**



# Table of Contents



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.

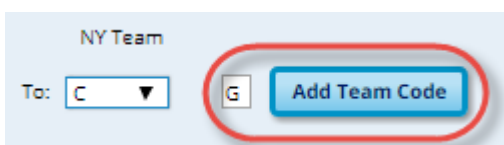
A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

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

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

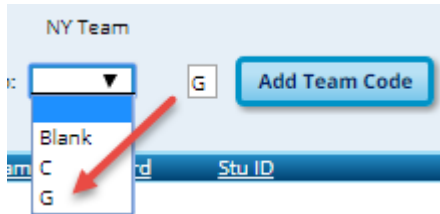
- Select **Select All** to select all students. If there are multiple pages of students, the students are selected across all pages.
- Clear **Select All** to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.
- To unselect one or several 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 screenshot shows a light blue interface titled "NY Team". On the left, there is a "To:" label followed by a dropdown menu showing the letter "C". To the right of the dropdown is a small text input field containing the letter "G". Further right is a blue button with white text that says "Add Team Code". A red oval is drawn around the text input field and the "Add Team Code" button.

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