



scheduling_team-code_grade_level_body

Table of Contents

☐ Enter selection criteria:

NY Grade From	Select the next year grade level, or select <i>All</i> 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](#).

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.

☐ Select students:

Update	<p>Select the check box for the students whose team you want to change.</p> <ul style="list-style-type: none"> • 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.
---------------	--

☐ Click **Save**.

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

field.



Back Cover