



# **scheduling\_team-code\_grade\_level\_body**



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1. 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](#).

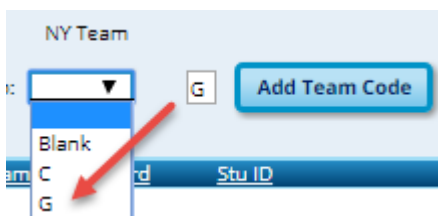
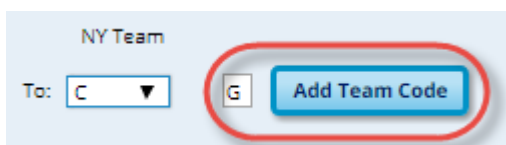
You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

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

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

<b>Update</b>	<p>Select the check box for the students whose team you want to change.</p> <ul style="list-style-type: none"> <li>• Select <b>Select All</b> to select all students. If there are multiple pages of students, the students are selected across all pages.</li> <li>• Clear <b>Select All</b> to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.</li> <li>• To unselect one or several individual students, clear the <b>Update</b> field for the students. Changes are retained across all pages.</li> </ul>
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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.



Select the next year team code to assign to the students.

Or, select Blank to reset team codes to blank.

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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