



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](#).

Update	Select the check box for the students whose team you want to change.
	<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.

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.



The screenshot shows a user interface for managing student teams. At the top, it says 'NY Team'. Below that is a 'To:' dropdown menu with 'C' selected. To the right of the dropdown is a small 'G' button and a blue 'Add Team Code' button. The 'Add Team Code' button is circled with a red oval.



The screenshot shows the 'NY Team To' dropdown menu open. It contains three options: 'Blank', 'C', and 'G'. The 'Blank' option is highlighted with a blue selection bar and has a red arrow pointing to it from the left. To the right of the dropdown are the labels 'Team' and 'Stu ID'.

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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