



scheduling_team-code_grade_level_body

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1. In the **NY Grade From** field, 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](#).

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 new code is added to the **NY Team To** drop-down list.



The screenshot shows a 'NY Team' interface. At the top, there is a 'To:' dropdown menu with the letter 'C' selected, a 'G' button, and a blue 'Add Team Code' button. The 'Add Team Code' button is highlighted with a red oval.



The screenshot shows the 'NY Team' interface with the 'Add Team Code' button from the previous screenshot. Below it, the 'NY Team To' dropdown menu is open, showing options: 'Blank', 'C', 'G', and 'Stu ID'. The 'Blank' option is highlighted with a blue selection bar. An arrow points from the 'Add Team Code' button in the previous screenshot to this dropdown menu.

4. In the **NY Team To** field, 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.



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