

scheduling_team-code_individual_body

Table of Contents

1. Click ⋮ to to select the student whose team code you want to change.

   Click **+Add** to select another student. A blank row is added to the grid.

2. To add a new team code, type the one-character code next to the NY Team To field and click **Add Team Code**.

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

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

   Or, select Blank to reset team codes to blank.

4. Click **Save**.

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

 Remove the student from the page. Saved records are not deleted.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover