

scheduling_team-code_individual_body

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1. Select a student:

Stu ID	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 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 code:

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.

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.


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