

scheduling_team-code_ny_team_body

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1. In the **NY Team From** field, select the next year team code currently assigned to the students.

   • Select Blank for students with blank team codes.
   • Select All for all students.

   A list of students assigned to the team code 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.

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


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