

By Grade Level (Team Code)

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This tab allows you to assign next year team codes to a group of students by grade level.

Change next year team:

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 \boxtimes or descending \boxtimes 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.

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| 4. In the NY T o | eam To field, | select the nex | t vear 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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