


# By Grade Level (Team Code)

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***Scheduling > Maintenance > Team Code > By Grade Lvl***

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

## Change next year team:

| Field | Description |
|---|---|
| **NY Grade From** | 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 more students are retrieved than can be displayed on one page, you can page through the list.

| | |
|---|---|
| **NY Team To** | Select the next year team code to assign to the students.<br><br>Or, select Blank to reset team codes to blank.<br><br>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. |
| **Update** | Select the check box for the students whose team you want to change.<br><br>• Select **Select All** to select all students. If there are multiple pages of students, the students are selected across all pages.<br><br>• Clear **Select All** to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.<br><br>• To unselect one or several individual students, clear the **Update** field for the students. Changes are retained across all pages. |

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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