



## ASCENDER GUIDES



# By Grade Level (Team Code)



## Table of Contents

<b>By Grade Level (Team Code)</b>	1
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# By Grade Level (Team Code)

**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
<b>NY Grade From</b>	Select the next year grade level, or select <b>All</b> 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](#).

<b>NY Team To</b>	<p>Select the next year team code to assign to the students.</p> <p>Or, select Blank to reset team codes to blank.</p> <hr/> <p>To add a new team code, type the one-character code in the adjacent field and click <b>Add Team Code</b>. The new code is added to the <b>NY Team To</b> drop-down list.</p>
<b>Update</b>	<p>Select the check box for the students whose team you want to change.</p> <ul style="list-style-type: none"> <li>• Select <b>Select All</b> to select all students. If there are multiple pages of students, the students are selected across all pages.</li> <li>• Clear <b>Select All</b> to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages.</li> <li>• To unselect one or several individual students, clear the <b>Update</b> field for the students. Changes are retained across all pages.</li> </ul>

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



## Back Cover