



By CY Team

Table of Contents

By CY Team 1

By CY Team

Scheduling > Maintenance > Team Code > By CY Team



This tab allows you to change the next year team code for a group of students who are currently assigned to the same current year team code.

Change next year team:

Field	Description
CY Team From	Select the current year team code currently assigned to the students. Select <i>Blank</i> for students with blank team codes. Select <i>All</i> 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 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. 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.
Update	Select the check box for the students whose team you want to change. <ul style="list-style-type: none"> • 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.

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



Back Cover