



## ASCENDER GUIDES



# By Individual (Team Code)



## Table of Contents

<b>By Individual (Team Code)</b> .....	1
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# By Individual (Team Code)

**Scheduling > Maintenance > Team Code > By Individual**

This tab allows you to assign or change the next year team code for one or more students.

## Change next year team:

Field	Description
<b>NY Team To</b>	Select the next year team code to assign to the students.  Or, select Blank to reset team codes to blank.
<b>Stu ID</b>	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.  Click  to to <a href="#">select the student</a> whose team code you want to change.

Click **+Add** to select another student. A blank row is displayed in the grid.

Click **Save**. The new control number is assigned to the selected students and is displayed in the **NY Cntrl #** field.

## Other functions and features:

	Remove the student from the page. Saved records are not deleted.
<b>Clear</b>	Clear all students from the page. Saved records are not deleted.



## Back Cover