

By NY Team

2025/12/06 00:43 i By NY Team

Table of Contents

By NY Team

By NY Team

Scheduling > Maintenance > Team Code > By NY Team

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

Change next year team:

- 1. In the **NY Team From** field, select the next year team code currently assigned to the students.
 - Select Blank for students with blank team codes.
 - Select All 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 \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.

2025/12/06 00:43 1 By NY Team

4. In the NY Team To field, select the next ye	ear team code	e to assign to	the students.
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Or, select Blank to reset team codes to blank.

5. Click **Save**.

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



Back Cover