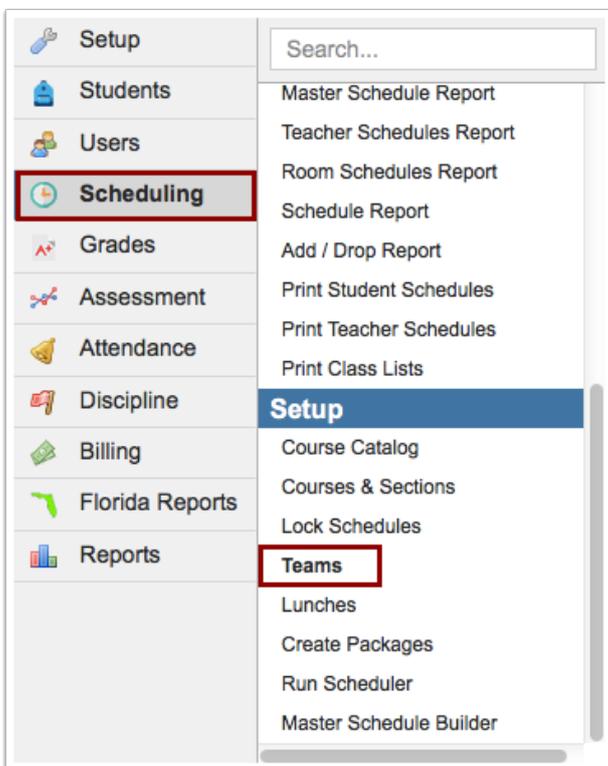


Teams

If your school uses team scheduling, the Teams screen is used to set up the teams for the school. Teams can also be randomly assigned to students from this screen. Teams are assigned to sections in [Courses & Sections](#).

Adding a Team

1. In the Scheduling menu, click **Teams**.



2. In the blank row next to the plus sign, enter a **Title**, **Short Name**, and **Sort Order** for the team. The sort order determines the order the teams display in pull-downs when assigning a team to a section or to a student.

3. Click **Save**.

Randomly Assign Teams **Create Co-teachers by Team** **Save**

4 Teams  Search 

| | Title | Short Name | Sort Order |
|---|----------------------|----------------------|----------------------|
| - | Tigers | TI | 1 |
| - | Lions | LI | 2 |
| - | Leopards | LE | 3 |
| - | Cheetahs | CH | 4 |
| + | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Repeat this procedure to add more teams as needed.

Editing a Team

1. Click a field to enable editing.
2. After making your changes, click **Save**.

Randomly Assign Teams **Create Co-teachers by Team** **Save**

4 Teams  Search 

| | Title | Short Name | Sort Order |
|---|----------------------|----------------------|----------------------|
| - | Tigers | TI | 1 |
| - | Lions | LI | 2 |
| - | Leopards | LE | 3 |
| - | Cheetahs | CH | 4 |
| + | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Deleting a Team

1. Click the **minus sign** to the left of the team title.

Randomly Assign Teams **Create Co-teachers by Team** **Save**

4 Teams  Search 

| | Title | Short Name | Sort Order |
|---|----------------------|----------------------|----------------------|
| - | Tigers | TI | 1 |
| - | Lions | LI | 2 |
| - | Leopards | LE | 3 |
| - | Cheetahs | CH | 4 |
| + | <input type="text"/> | <input type="text"/> | <input type="text"/> |

2. In the confirmation message, click **Delete**.

Confirm Delete

Are you sure you want to delete that team?

The team is removed. Any students or sections that were assigned this team will no longer have a team assignment.

Randomly Assigning Teams to Students By Grade Level

1. At the top of the screen, click **Randomly Assign Teams**.

Randomly Assign Teams [Create Co-teachers by Team](#)

4 Teams

| Title | Short Name | Sort Order |
|------------------------|----------------------|----------------------|
| - Tigers | TI | 1 |
| - Lions | LI | 2 |
| - Leopards | LE | 3 |
| - Cheetahs | CH | 4 |
| + <input type="text"/> | <input type="text"/> | <input type="text"/> |

2. Select the **Grade Level** to assign teams to.

Gradelevel

- 08
- 07
- 06
- 05
- 04
- 03
- 02
- 01
- KG
- PK

Team

- Tigers
- Lions
- Leopards
- Cheetahs

Options

- Only Assign Teams for students without a team already assigned
- Assign Students with a request for Course Num:
-

3. Select the **Teams** to randomly assign to this grade level.

| Gradelevel | Team | Options |
|-------------------------------------|--|--|
| <input type="radio"/> 08 | <input checked="" type="checkbox"/> Tigers | <input checked="" type="checkbox"/> Only Assign Teams for students without a team already assigned |
| <input type="radio"/> 07 | <input checked="" type="checkbox"/> Lions | Assign Students with a request for Course Num: |
| <input checked="" type="radio"/> 06 | <input type="checkbox"/> Leopards | <input type="text"/> |
| <input type="radio"/> 05 | <input type="checkbox"/> Cheetahs | + |
| <input type="radio"/> 04 | | |
| <input type="radio"/> 03 | | |
| <input type="radio"/> 02 | | |
| <input type="radio"/> 01 | | |
| <input type="radio"/> KG | | |
| <input type="radio"/> PK | | |

4. The option **Only Assign Teams for students without a team assigned** is automatically selected. This will only assign a team to students who do not already have a team assigned. To assign a team to all students even if they already have a team assigned, deselect the check box.

| Gradelevel | Team | Options |
|-------------------------------------|--|--|
| <input type="radio"/> 08 | <input checked="" type="checkbox"/> Tigers | <input checked="" type="checkbox"/> Only Assign Teams for students without a team already assigned |
| <input type="radio"/> 07 | <input checked="" type="checkbox"/> Lions | Assign Students with a request for Course Num: |
| <input checked="" type="radio"/> 06 | <input type="checkbox"/> Leopards | <input type="text"/> |
| <input type="radio"/> 05 | <input type="checkbox"/> Cheetahs | + |
| <input type="radio"/> 04 | | |
| <input type="radio"/> 03 | | |
| <input type="radio"/> 02 | | |
| <input type="radio"/> 01 | | |
| <input type="radio"/> KG | | |
| <input type="radio"/> PK | | |

5. To only assign teams to students who have a specific course request, enter the course number in provided field.

| Gradelevel | Team | Options |
|-------------------------------------|--|--|
| <input type="radio"/> 08 | <input checked="" type="checkbox"/> Tigers | <input checked="" type="checkbox"/> Only Assign Teams for students without a team already assigned |
| <input type="radio"/> 07 | <input checked="" type="checkbox"/> Lions | Assign Students with a request for Course Num: |
| <input checked="" type="radio"/> 06 | <input type="checkbox"/> Leopards | <input type="text" value="1700110"/> |
| <input type="radio"/> 05 | <input type="checkbox"/> Cheetahs | + |
| <input type="radio"/> 04 | | |
| <input type="radio"/> 03 | | |
| <input type="radio"/> 02 | | |
| <input type="radio"/> 01 | | |
| <input type="radio"/> KG | | |
| <input type="radio"/> PK | | |

6. To add additional course numbers, click the plus sign.

Another course field is displayed to enter another course number.

| Gradelevel | Team | Options |
|-------------------------------------|--|--|
| <input type="radio"/> 08 | <input checked="" type="checkbox"/> Tigers | <input checked="" type="checkbox"/> Only Assign Teams for students without a team already assigned |
| <input type="radio"/> 07 | <input checked="" type="checkbox"/> Lions | Assign Students with a request for Course Num: |
| <input checked="" type="radio"/> 06 | <input type="checkbox"/> Leopards | <input type="text" value="1700110"/> |
| <input type="radio"/> 05 | <input type="checkbox"/> Cheetahs | <input type="text" value="+"/> <input type="text"/> |
| <input type="radio"/> 04 | | |
| <input type="radio"/> 03 | | |
| <input type="radio"/> 02 | | |
| <input type="radio"/> 01 | | |
| <input type="radio"/> KG | | |
| <input type="radio"/> PK | | |

7. When finished, click **Save**.

| Gradelevel | Team | Options |
|-------------------------------------|--|--|
| <input type="radio"/> 08 | <input checked="" type="checkbox"/> Tigers | <input checked="" type="checkbox"/> Only Assign Teams for students without a team already assigned |
| <input type="radio"/> 07 | <input checked="" type="checkbox"/> Lions | Assign Students with a request for Course Num: |
| <input checked="" type="radio"/> 06 | <input type="checkbox"/> Leopards | <input type="text" value="1700110"/> |
| <input type="radio"/> 05 | <input type="checkbox"/> Cheetahs | <input type="text" value="+"/> <input type="text"/> |
| <input type="radio"/> 04 | | |
| <input type="radio"/> 03 | | |
| <input type="radio"/> 02 | | |
| <input type="radio"/> 01 | | |
| <input type="radio"/> KG | | |
| <input type="radio"/> PK | | |

i A student's team assignment is displayed in the Team field when viewing a student's Enrollment record. The team can be assigned or changed for the student as needed. Teams can be mass assigned using Mass Assign Student Info, or you can create an advanced report that includes the Team field and update the team on the report.

Creating Co-Teachers by Team

The "Create Co-teachers by Team" option creates co-teacher records with read-only permissions for each teacher assigned to the same team. This allows teachers on the same

team to view one another's gradebooks. Sections must be assigned to teams prior to using this option.

At the top of the screen, click **Create Co-teachers by Team**.

| Randomly Assign Teams | | Create Co-teachers by Team | <input type="button" value="Save"/> |
|------------------------------|----------------------|-------------------------------------|-------------------------------------|
| 4 Teams | | <input type="text" value="Search"/> | |
| | Title | Short Name | Sort Order |
| - | Tigers | TI | 1 |
| - | Lions | LI | 2 |
| - | Leopards | LE | 3 |
| - | Cheetahs | CH | 4 |
| + | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Once the option is clicked, the page will refresh. No confirmation will display, but the co-teachers can be viewed on the [Co-Teacher Sections tab of the Master Schedule Report](#).