

# Scheduling Group

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The Team (Scheduling Group) Setup tool allows schools to create teams for use in scheduling students in appropriate courses. The team is assigned to the student on the [Schedule](#) tab when viewing the [Walk-In Scheduler](#) and is assigned to Course Sections. This group also prints on the [Schedule Report](#).

In the [Scheduling Board](#), Scheduling Groups (also called Teams) can be assigned to Course Sections placed on the [White Board](#) by right-clicking on the placed section and choosing the Scheduling Group. On the [Fill Teams Wizard](#), students will be assigned to courses based on the teams. This is often used in middle schools or elementary schools.

The screenshot shows the 'Team (Scheduling Group) Setup' editor. At the top, there is a title bar with 'Team (Scheduling Group) Setup ☆' and a breadcrumb trail: 'Scheduling & Courses > Build Schedules > Team (Scheduling Group) Setup'. Below the title bar, there are three buttons: 'Save' (with a floppy disk icon), 'Delete' (with a trash can icon), and 'New' (with a plus icon). The main area is divided into two panels. The left panel, titled 'Scheduling Group', contains a list of letters from A to L, with 'C' selected and highlighted in blue. The right panel, titled 'Scheduling Group Detail', contains a single text input field labeled 'Name' with the value 'C' entered.

*Scheduling Group Setup Editor*

**Read** - View existing scheduling teams for a school.

**Write** - Edit existing scheduling teams for a school.

**Add** - Add new scheduling teams for a school.

**Delete** - Permanently remove scheduling teams.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## Create Scheduling Groups

1. Select the **New** button from the Action Bar. A **Scheduling Group Detail** editor displays.
2. Enter the **Name** of the scheduling group.
3. Click the **Save** button when finished.

# Delete and Edit Scheduling Groups

Scheduling Groups can be deleted as long as they are not assigned to Course Sections. Once deleted, all information related to that group is also deleted.

Names of Scheduling Groups can be renamed at any time. Renaming a group will update the team assignment on the student's Walk-In Scheduler.

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