

# Scheduling Group

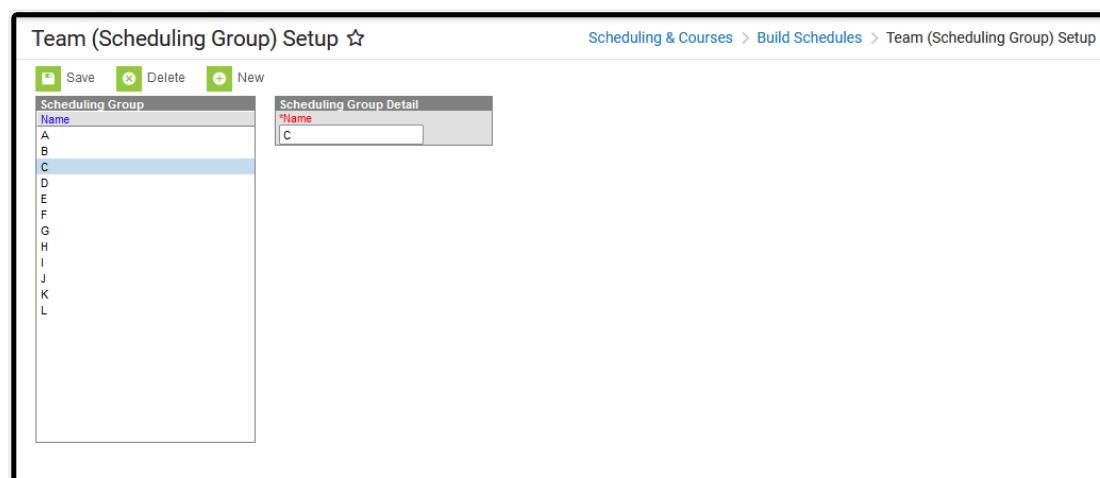
Last Modified on 02/05/2026 3:28 pm CST

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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 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' tool. At the top, there are three buttons: 'Save' (green), 'Delete' (red), and 'New' (blue). On the left, a list of existing scheduling groups is shown with names A through L. On the right, a 'Scheduling Group Detail' editor is displayed with a 'Name' field containing the value 'C'.

*Scheduling Group Setup Editor*

See the [Team \(Scheduling Group\) Setup Tool Rights](#) article for information about rights needed to use this tool.

## 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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