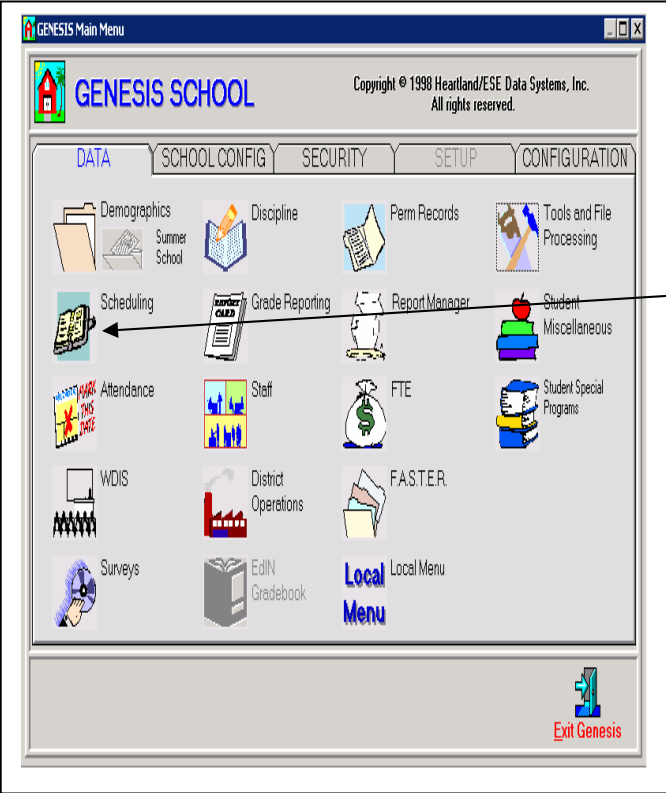
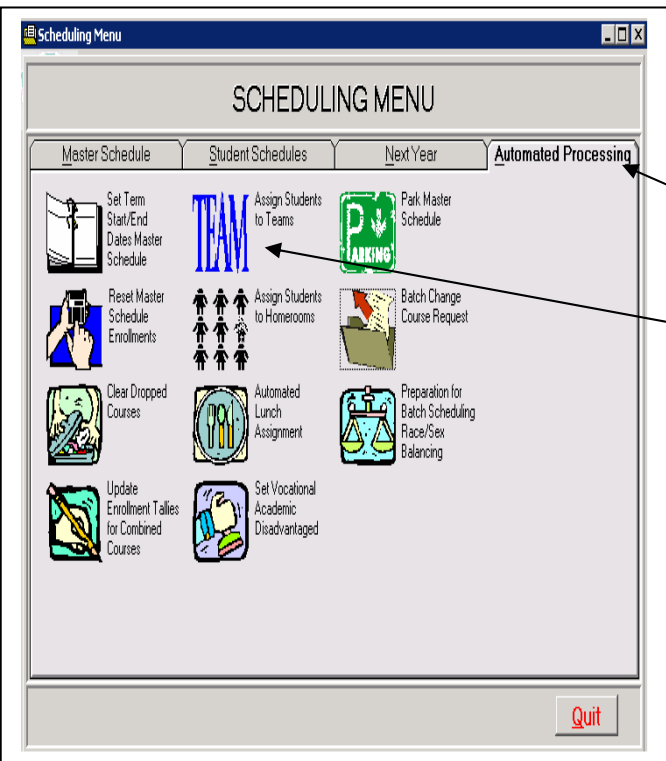


Genesis Scheduling Assigning Students to Teams

Steps	Screen Displayed	Procedures
1		<ul style="list-style-type: none"> Click on the 'Scheduling' icon
2		<ul style="list-style-type: none"> Click on the 'Automated Processing' tab Click on the 'Assign Students to Teams' icon

Genesis Scheduling Assigning Students to Teams

Steps	Screen Displayed	Procedures
3		<p>The Assign Students to Schedule Teams screen will display.</p> <ul style="list-style-type: none"> • Select the 'Grade Level' • Click the 'Assign' icon <p>This process will distribute the students, based on the criteria you selected, into the Teams</p> <p>After this is done:</p> <ul style="list-style-type: none"> • Click the 'Quit' Icon
		<p>To view the team that one student is in:</p> <ul style="list-style-type: none"> • Go to the students 'Demographics' • Click on the 'Misc.' icon