To create Course Teams

Schedules Icon > Basic Setup > Course Teams > Under Assign Schedule Teams to Course > Select Course > Select Clerkship course (Faculty or Resident/Intern) >

Assign Schedule Teams to Courses

All teams are associated with an course; select one to begin.

Courses: Family Medicine Clerkship Faculty/Residents

Any existing teams associated with the course will be displayed below.

- To add a new team associated with this course, enter the name in the "Create a Team" box and click the button.
- To edit the name of a team, select it, change the name in the "Change Team Name" and click the button.
- To delete a team, select it and click the "Delete Team" button. Only unused teams may be deleted.
- Multiple teams may be created simultaneously by entering the number of new teams desired in the Quick Create Team example, enter in 20, click Generate Teams, and then enter another 20. Once you click Generate Teams for the second

Create a Team > Enter Name/ Enter Description > click the “Add Team” button or click Existing Team > change name > click the “Rename” button

To Delete Course Team

Select an Existing Team > click the “Delete” button at the bottom of the list