

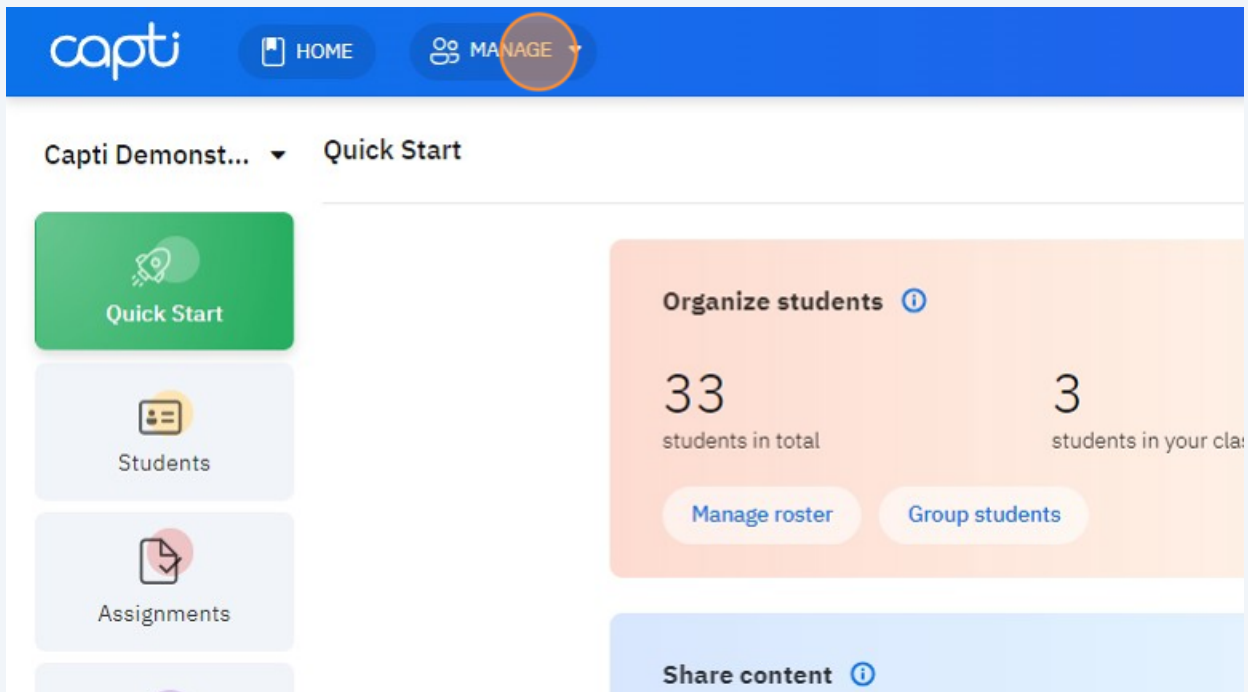
How to Change Class Name in Capti

This guide shows how to edit the name of a class in Capti.



Alert! The steps shown in this guide are only available for manually rostered accounts. Accounts rostered via Clever, Classlink, SFTP, and/or any other automatic methods are not able to complete the steps listed.

1 Click "MANAGE"



2 Click "Classes"

The screenshot shows the Capti dashboard interface. At the top, there is a blue navigation bar with the Capti logo, a 'HOME' button, and a 'MANAGE' dropdown menu. The 'MANAGE' dropdown is open, showing options for 'Members', 'Classes', 'Locations', and 'Organization'. The 'Classes' option is highlighted with a blue background and a white circle. Below the navigation bar, there is a 'Quick Start' button with a rocket icon, and two buttons for 'Students' and 'Assignments'. On the right side, there is a summary card for '33 students in total' and '3 students in your class', with buttons for 'Manage roster' and 'Group students'. At the bottom, there is a 'Share content' button.

3 Click "..." next to the class whose name you want to change.

EA1	7	13	...
EA2	7	12	...
Inv Sally		6	...
SHB	7	4	...
SHS	7	4	...
SSV1	7	12	...
SSV2	7	13	...

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4 Click "Edit..."

EA1	7	13	...
EA2	7	12	...
Inv Sally		6	...
SHB	7	4	...
SHS	7	4	...
SSV1	7	12	...
SSV2	7	13	...

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5 Click this text field.

New Class

7	1	...
7	2	...
8	0	...
9	4	...
6	0	...
7	13	...

Edit Class

* Name Study Hall, Mr Seo

* Code SHS

Subject Study Hall

Grade Grade 7

Period

cher, Opatz

6 Type the new desired name of the class.

7 Click "Save"

The screenshot shows a class management interface with a form overlay. The form has the following fields:

- Subject: Study Hall
- Grade: Grade 7
- Period: (empty)
- Location: Capti Demonstration

A green "Save" button is highlighted with an orange circle. The background shows a table of classes with columns for Name, Teacher, Location, Grade, and Period.

Name	Teacher	Location	Grade	Period
Quila, Period 1	Shay Ryan, Capti Teacher, Opatz Margaret		6	0
Quila, Period 2	Opatz Margaret		7	13
Group - Mrs Sally			7	12
				6
Borodin	Opatz Margaret	SHB	7	4
Seo	Opatz Margaret	SHS	7	4
Mr Verrall, Period 1	Opatz Margaret	SSV1	7	12
Mr Verrall, Period 2				