How to Change Class Name in Capti

Capti Assess
with ETS® ReadBasix™
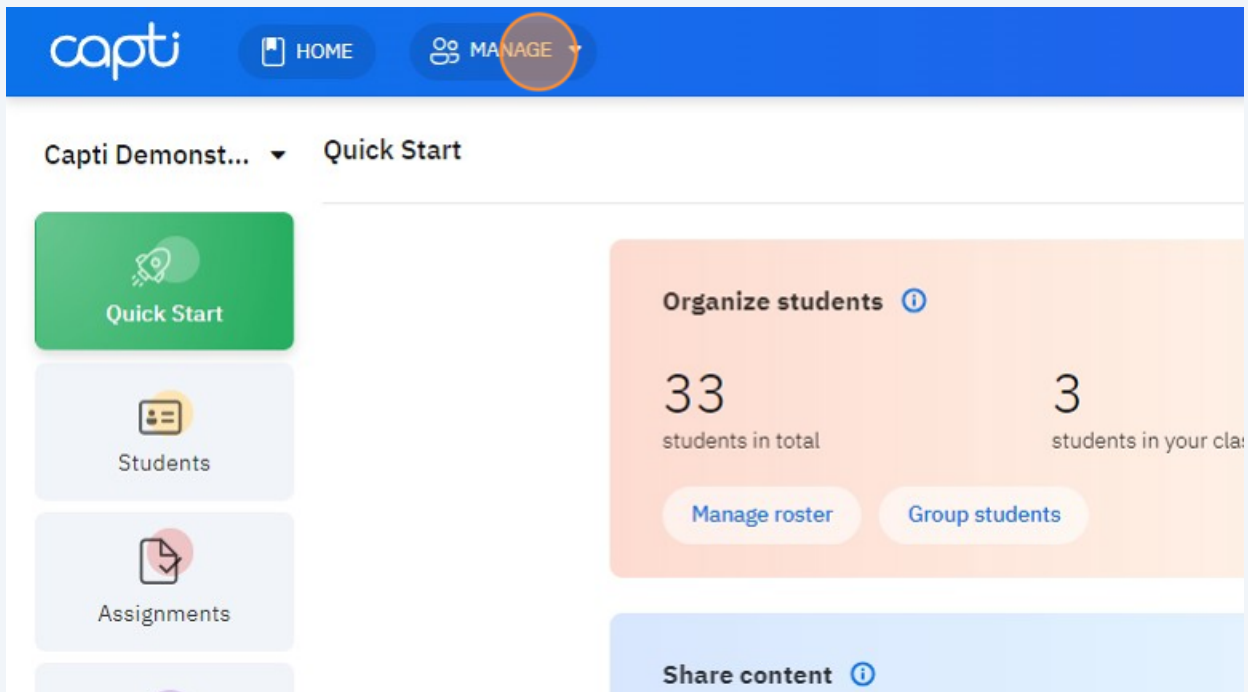
This guide shows how to edit the name of a class in Capti.

⚠️ 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"

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	••• Edit...
			Delete...
SSV1	7	12	•
SSV2	7	13	•••

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5 Click this text field.

New Cla

7	1	•••

Edit Class ✕

7 2 •••

| * Name | Study Hall, Mr Seo | 8 0 ••• |

| * Code | SHS | 9 4 ••• |

| Subject | Study Hall | 6 0 ••• |

| Grade | Grade 7 ▼ | 7 13 ••• |

acher, Opatz

| Period | |

6 Type the new desired name of the class.

7 Click "Save"

	Subject	Study Hall	6	0
quila, Period 1 shey Ryan, Capti Teacher, Opatz	Grade	Grade 7 ▾	7	13
quila, Period 2 tz Margaret	Period		7	12
roup - Mrs Sally	Location	Capti Demonstration ▾		6
Borodin Opatz Margaret		Save	SHB	7	4
Seo atz Margaret			SHS	7	4
Mr Verrall, Period 1 z Margaret			SSV1	7	12
Mr Verrall, Period 2				