Editing Class Terms

Note: Editing an old class terms to be a new class term must be done before the term end date (see page 5).

1) Click on either **'Classes'** in the top menu, and then **'All Classes'** <u>or</u> the **'All Classes'** option on the dashboard to view all classes.

Filtering options will vary based on user role.

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‹ Back to Previous Page

Classes (22)

Filter by:

| Faculty | Class Name | Select Terms ⌄ |

🗐 Filter   Reset Filter   **+ Add New Class**

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Object, Test1	Harmonia	Winter 2023	Section A02	Jan 2023	🖉 ⌄
2	Drury, Wulfric	Harmonia	School Year 2023-2024	test	2	🖉 ⌄
3	Fitzgerald, Mitzi	Harmonia	School Year 2023-2024	Check New Tests	0	
4	Fitzgerald, Mitzi	Harmonia	School Year 2023-2024	Test Deleting	0	🖉 ⌄

👁 View
🖉 Edit
🗑 Delete

2) Using the dropdown arrow, select the filtering options of the classes you wish to edit. When selections are complete, click "**Filter**".

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3) Click on the action button next to the class and select "**Edit**".

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< Back to Previous Page

Dashboard / Classes

Classes (22)

Filter by: | Faculty | | Class Name | | Select Terms ⌄ | 🔽 Filter   Reset Filter   **+ Add New Class**

	INSTRUCTOR	SCHOOL NAME	TERM	CLASS NAME	PERIOD	
1	Object, Test1	Harmonia	Winter 2023	Section A02	Jan 2023	✎ ⌄
2	Drury, Wulfric	Harmonia	School Year 2023-2024	test	2	✎ ⌄
3	Fitzgerald, Mitzi	Harmonia	School Year 2023-2024	Check New Tests	0	✎ ⌄
4	Fitzgerald, Mitzi	Harmonia	School Year 2023-2024	Test Deleting	0	✎ ⌄

📍 View
✏ **Edit**
🗑 Delete

4) If you expect most of the students in the class to remain the same throughout the school year, select the "School Year 2023-2024" term. Editing an old class terms to be a new class term must be done before the term end date.

Note: Classes are removed from the front page and new tests cannot be assigned in this class after the term end date. To view old classes, click on "**Classes**" in the top menu, then click "**All Classes**".

Term Name	Term Start	Term End
School Year 2023-2024	07/01/2023	06/30/2024
Fall 2023	07/01/2023	01/31/2024
Winter 2024	12/01/2023	04/30/2024
Spring 2024	01/01/2024	06/30/2024
Summer 2024	05/01/2024	09/30/2024