📄 SOP: Creating & Editing Classes

Purpose:
This SOP explains how to create, edit, and delete classes within the Digit Music Admin Portal.

Pre-requisites:

- Digit Music Portal account (email + password)

- Access to the **Admin Portal** (yellow highlight box)

Step-by-Step Instructions

1. **Log In & Access Classes**

   - Log in to the Digit Music Portal.

   - Ensure you are in the **Admin Portal** (yellow border).

   - From the dashboard, navigate to **Classes** on the left-hand side.

2. **Create a New Class**

   - Click **Create Class** in the top-right corner.

   - Enter a **Class Title** (choose something meaningful, e.g. J3A).

   - (Optional) Enter **Year Group** and **Key Stage**.

   - Enter a **Start Date** and **End Date**.

   - Click **Confirm**.

3. **View Your Class**

   - After confirming, your new class will appear under **Active** classes.

   - To schedule a class for the future:

- ■ Repeat the steps above.

- ■ Set a future **Start Date** and **End Date**.

- ■ The class will now appear under the **Upcoming** tab.

4. **Edit an Existing Class**

- ○ Locate the class you want to edit.

- ○ Under the **Actions** column, click the **eyeball icon**.

- ○ In the top right, click **Edit**.

- ○ Change any fields (e.g. rename class to J3C).

- ○ Click **Confirm** to save changes.

5. **Delete a Class**

- ○ Locate the class you want to delete.

- ○ Under **Actions**, click the **bin icon**.

- ○ Type the class name to confirm deletion (e.g. J3A).

- ○ Click **Delete** — the class will be permanently removed.

6. **Return to Class List**

- ○ Use the **Classes** link at the top to return to the main list.

- ○ Switch between **Active**, **Upcoming**, and **Completed** tabs as needed.

Tips & Common Mistakes:

- ● ✅ Use clear, consistent class titles so you can easily find them later.

- ● ✅ Set accurate dates to keep your active/upcoming lists tidy.

- ⚠️ Double-check before deleting — this action cannot be undone.

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