The Class Record

The Class record stores vital information about your classes and can be accessed from these locations in Jackrabbit:

> *Classes (menu) > All Classes >* click the class name link in the grid
>
> *Classes (menu) > All Classes >* click the row menu   > *View/Edit*
>
> Use the global search at the top of each page to locate a class.

Every Class record has its own tabs, buttons, and links. See **Class Fields Explained** for additional information on the various class detail fields.

<div style="border:1px solid #888; background:#ccc; text-align:center; font-weight:bold; color:#1a9ae0;">Expand/Collapse All</div>

Class Tab Descriptions

Tab	Description
Summary	Stores basic class information including dates and times, tuition posting settings, and enrollment settings. From this tab, you can control whether the class displays online and if online and portal enrollments are permitted. If you offer virtual classes, or share video tutorials, entering them on the Class Summary tab will make that resource available in the Parent Portal.
Enroll List	Lists all students enrolled in the class, as well as students with a future enrollment. From this page, a user can drop or transfer a student as well as indicate the **enrollment type** of a student (example: trial, waitlist, etc.).
Drop List	Summarizes the **drops** that have occurred for the class. From this tab, the user can also indicate if the student completed the class. Student drop information from students archived to the Lead File is included in this tab. For students archived prior to 11/11/2015 no additional information is available.

Absences	A summary of students' absences for the class is displayed and you can also access detailed class absence/attendance history for each student. If you **track attendance instead**, this tab will be labeled*Attendance.*
Makeups	Scheduled **makeups** are displayed here.
Waitlist	Lists students who are**waitlisted** for the class.
Instructors	**Staff/Instructors are assigned to a class**from the Instructor tab. Jackrabbit allows up to four instructors for each class.
Lesson Plan	**Lesson plans** can be added to a class, or a Master Lesson Plan can be copied into the class. Lesson Plans assigned to classes can be viewed in the Staff Portal.
Skills/Levels	Assign **Skills** to a class to track student progress on the*Skills* tab.
Misc	Add notes related to the class that you can refer back to.
Costumes	Add either apparel, costumes, equipment, materials, or supplies to a class. The name of this tab is dependent on the setting chosen in *Classes (menu) > Costume Management.* **Learn more about Costume/Apparel management.**
Notes	Create and store searchable**notes** regarding the class.
Resources	View, upload files, and add links to the class.**Resources** can be shared with parents and staff.
Policy Groups	The tab indicates the number of Policy Groups assigned to the class.**Policy Groups** can be added as needed to the class.

Class Button Descriptions

Button	Description

Class Roll	View or print a **class roll** for the specific class.
Enroll Student	Enroll students using the **Enroll Students** button.
Email/Text Class	Use the Email/Text Class button to quickly **email**, **text**, or send a **push notification** to a specific class. *Note:* *The text messaging and push notifications features must be enabled to use.*
Enter Absences	When tracking absences in Jackrabbit (the default), they are entered using this button when you aren't utilizing the **Staff Portal Attendance** feature. If you **track attendance instead**, this button will be labeled *Enter Attendance*.
Absence/Attendance	The Absence/Attendance button provides a shortcut to the **Student Attendance Report** for that class.
Post Class Transactions	Post a group fee to that specific class. **Learn more about Post Class Transactions**.
Copy Class	Use the **Copy Class** button to copy (duplicate) an individual class. This is particularly useful when creating classes that contain similar information and only require a few changes.
Mass Drop	**Mass Drop** is a quick, efficient way to drop all the students from a class. It is recommended when a class is canceled.
Sizes/Measurements	Enter sizes/measurements for students in a class using this button. This information is used for **Costume management**.
Archive Class	Use the **Archive Class** button to archive the specific class.

Frequently Asked Questions

Q. *How do I hide certain classes on my website, Online Registration form, and the Parent Portal?*

A. You can hide classes by changing these settings on the Summary tab of the Class record to **No**:

- Display on Website
- Allow Online Registration
- Allow Portal Enrollment

The most efficient way to hide a group of classes is by using **Edit All Classes** from the *Classes* menu. Use the *Search Criteria* to select only those classes that you wish to hide, for example, a specific session of classes or all classes that have a specific Category 1 value.

After submitting your criteria selections click **Show All** to display all pages and then use the Global Change (yellow) area to change the *Display on Website, Allow Online Registration,* and *Allow Portal Enrollment* settings to **No**. Remember to **Save Changes**.