Work with All Classes - View, Search, and Take Action

Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review **User Permissions for All Classes**.

All Classes, located under the *Classes* menu, generates a list of all active and inactive classes in the All Classes grid. From here you can access all your class data.

- View optional **data visuals** for key information at a glance with interactive charts.
- Drill down to specific classes using filters organized in a slide-out **filter drawer**.
- View classes in a **filtered calendar** (daily, weekly, or room view) and enroll students.
- Save your **favorite view** (filters, selected columns, etc.) as your default view.
- Display a list of classes in a powerful **grid**: you can group, sort, and customize the information.
- **Take Action** - add/copy classes, enroll students in classes, send messages, archive classes, and apply **mass actions** to multiple classes.

Sample All Classes Grid

1 Breadcrumbs display the currently selected filters (from the Open Filters icon).

2 Interactive Data Visuals provide class information at a glance.

3 Icons: Open filters (filter drawer), Save as favorite, Favorites, Hide/Show Data Visuals.

4 Horizontal Scroll Bar - scroll to view more Data Visuals.

5 Icons: Adjust columns, Send a Message, Filtered Calendar, Refresh Grid, Add New Class, More actions (drops down a menu).

6 Column Search - enter a term in the search field for each column to locate specific records. For e.g., enter 2023 in the Session Column Search field to find all classes with that Session value.

7 Use the Time Selectors to search for classes that start or end during a specified time. For e.g., search for classes that start between 3:00 pm - 5:00 pm or classes that end after a specific time (enter a *From* date and leave the *To* field blank).

8 Row Menu - use the row menu to perform an action for a single class.

Click the Adjust columns icon (*see #5 above*) to squeeze the grid columns closer together. You will be able to see all the columns in the grid.

Data Visuals - Key Information at a Glance

Data visuals (charts) are interactive and provide a quick view of key information about your classes. The elements included in the data visuals are predefined by Jackrabbit.

The *All Classes* data visuals are interactive and can be hidden. Use the **Hide/Show Data visuals** icon to toggle back and forth.

Locations	If you have multiple Locations in your organization, this element will display and show the proportion of classes in each Location. Hover to see the number of classes in each segment or click on a segment of the chart and the exact number of classes in a location displays. In addition, the classes from the selected location are listed in the grid. Click the breadcrumb red **x** to reset the grid and remove the sort.
Status	Class Status shows the number of active vs inactive classes. Hover to see the numbers of classes in each segment or click on a segment of the chart and the number of active classes shows. In addition, the active classes will populate in the grid. Click the breadcrumb red **x** to reset the grid and remove the sort.
Sessions	Sessions that have active enrollment are shown in this data visual. Hover on a segment to view the session name and the number of classes in the session. In addition, click the segment and the session/classes in the session will populate in the grid. Click the breadcrumb red **x** to reset the grid and remove the sort.

Category 1	This data visual shows *Category 1* classes with active enrollments. Hover on a segment to see the number of Category 1 classes. Click on the segment and those classes will populate in the grid. Click the breadcrumb red**x** to reset the grid and remove the sort.
Absences (last 14 days)	If your organization tracks absences, this data visual shows classes with absences, within the last 14 days, in 3 views: • *Classes had absences* • *# of absences* • *Top 5* classes with absences Click on the links or graph to show more details. When you click on a visual, the classes are listed in the grid. Click the class name in the *Top 5* list to open the class record in a separate tab. Click the breadcrumb red**x** to reset the grid and remove the sort.
Drops (last 21 days)	Shows the number of classes that have dropped students, within the last 21 days, in 3 views: • *Classes had drops* • *# of drops* • *Top 5* classes with dropped students Click on the links or graph to show more details. When you click on a visual, the classes are listed in the grid. Click the class name in the *Top 5* list to open the class record in a separate tab. Click the breadcrumb red**x** to reset the grid and remove the sort.

Classes with Openings	This data visual shows classes with openings: • *Classes with openings* • *# of openings* • *Top 5* classes with the number of openings in the class Click on the links or graph to show more details. When you click on a visual, the classes are listed in the grid. Click the class name in the *Top 5* list to open the class record in a separate tab. Click the breadcrumb red**x** to reset the grid and remove the sort.
Classes with Waitlists	Classes that have students who are waitlisted display in this section: • *Classes with waitlists* • *# of students* • *Top 5* classes with waitlists Click on a link or the graph and the class information is listed in the grid. Click the class name in the *Top 5* list to open the class record in a separate tab. Click the breadcrumb red**x** to reset the grid and remove the sort.

Use Filters to Search for Specific Classes

Select the **Filter** icon to open the *Filter Drawer*, which houses various criteria to help you drill down to specific classes, for example, to list all classes that have openings for enrollment. You can select multiple filters to narrow the results down further.

Alternatively, you can click on a Data visual to filter the data in the grid.

- Once filters are selected and applied, they will appear in the breadcrumbs. Use the red**x** next to a filter in the breadcrumbs to clear it and refresh the displayed classes.
- Filters are grouped and organized into sections for ease of use and pull information from the *Class* record, on the various tabs.
- Use the arrow to expand a section to see the filters within, or use the *Expand All/Collapse All* option at the top of the Filter Drawer.
- Search for a filter by entering a keyword in the search box at the top of the Filter Drawer. For example, enter "enrollment" to quickly locate and select from the Enrollment Details group of filters. Select the filter and click on any field to see a drop-down list to make additional selections. Choose as many filters as needed.
- Select date fields by clicking on the calendar icon or manually enter dates.

Save your Favorite Filtered Grid Views

Save time and effort each time you open a grid page to view your data! After you have applied filters or clicked on a data visual, set the grid column widths, and you can save the filtered data as a Favorite.

Saved favorites can be set as a default view and shared with other Jackrabbit Users in your organization. There is no limit to the number of filtered grid views you can save.

Save a Favorite	Once filters are selected, it's simple to save your favorite views:
	
	1. Filter the grid for the information you are looking for.
	    ○ Use the *filter (icon)* or click on a data visual.
	    ○ Adjust column widths as needed.
	2. Click the **Save as favorite** (icon) .
	    ○ Enter a favorite name.
	    ○ Select if you want to set the favorite as the default view. This view will automatically load when you return to the page.
	    ○ Select if you want to share with your team.
	3. Click **Save**. Your filtered data, column width, and column-locked positions are all saved.

Open a Favorite	Load or open a saved favorite: 1. Click the **Favorites** (icon) . 2. Select your saved favorite from the drop-down list or start typing in the search field. 3. Choose one of the saved views and click **Load.** The grid populates the data, and the breadcrumbs indicate the selected filters. If you opened a saved favorite grid view and would like to make it your default view, resave it as a favorite and toggle the *Make this your default view?* to the right. Click **Save**.
Delete a Favorite	If you created a Favorite, you will be able to delete it: 1. Click the **Favorites** (icon) . 2. Select the favorite you would like to delete. 3. Click **Delete**.

Contact Jackrabbit Support if you want to delete a Favorite filtered view created by

another User.

View Class Calendar and Enroll Students

View your class calendar in a daily view, weekly view, and room view. Use the calendar to enroll an existing student or register a new student.

1. Go to **Classes** (menu) > **All Classes**, filter as needed, or select a data visual to populate classes in the grid.
2. Click the **Filtered Calendar** (icon)   and choose how you'd like to view your filtered classes (daily, weekly, room). The calendar defaults to the current day for daily and room views, and to the current week in the weekly view.
   - The **daily calendar** displays a single date's class schedule.
   - The **weekly calendar** opens a calendar view of your classes by the week.
   - The **room view calendar** displays a single date's class schedule by room.
3. Click on a class in a calendar to open the class information, see the enrolled students, and enroll an existing student or register a new student.

There are checkboxes in the filtered calendar to *Show Students on Hover* and *Show Full Classes (defaults to checked).*

Work with the Information in the Grid (Table)

Jackrabbit grids, located throughout the system, are very powerful and allow you to group and sort your data to customize the way your results are displayed. Each grid has core features, such as grouping data by dragging a column to the grouping bar. Row menus and column menus offer different options depending on the grid.

To learn more about working in our grids, visit our Help article, **Work with Reports - Grid Style**, where you'll pick up lots of tricks and tidbits like this one:

> Use Column Search to quickly find information in a column. For example, in the search field for the Class column enter a class name or part of a name, and all matches will populate in the grid. Use the red x to remove the information from the search field.

Take Action for a Single Class

Use the **Row Menu** (icon) to edit that row and access options for working with an individual class. Click on the icon and a new browser tab or pop-up window will open depending on the action you select.

Click directly on the row menu for the class you want to work with; do not use the checkbox in the

1st column. When any checkboxes (for use with mass actions) are selected in the 1st column, the row menus are deactivated and won't display.

- **View/Edit** - opens the *Class* record
- **Enroll Student -** opens the *Find students* page to locate students to enroll in the selected class
- **Email/Text Class -** opens the *Email/Text Class* page
- **Enter Absences** - opens the *Enter Absences* page for the class
- **Post Class Transactions** - opens the *Post Class Transactions* page
- **Copy Class** - opens a window to copy the selected class
- **Mass Drop** - opens a window to mass drop all the students in the selected class
- **Add Note -** opens the *Add a note* pop-up window
- **Add Resource** - opens the *Add a Resource* pop-up window
- **Archive Class -** opens a window to archive the class

Take Action for Multiple Classes (Mass Actions)

Choose one of these options to select classes in the grid and to perform a mass action:

- **Select all classes** - leave the checkbox in the 1st column unchecked and all classes in the grid are selected. You will be able to *Send a Message (email, text, or push notification), Add a New Class,* and perform all the mass actions in the drop-down list including *Print* and *Export to Excel*.
- **Select one or more classes** - select the checkboxes for individual classes in the 1st column to *Send a Message* and to perform mass updates to the selected classes. These include the following *Add Resource, Mass Drop, Mass Edit*, and *Add a note*.
- **Current classes displayed on the page (max. 250/page)** - select the checkbox in the 1st column header.

> **Send a Message** - Choose to send an **email**, **push notification**, or **text message** to chosen recipients in the selected records, e.g., Primary Contacts only, or Primary, Billing, and Other Contacts.
>
> - Select the checkbox for classes you want to be included in the message. You can select individual classes across multiple pages.
> - To send to all classes currently displayed in the grid (max 250 items/page) select the checkbox in the column header.
> - To send to ALL classes on ALL pages, leave all checkboxes empty. All classes will be included.

Add Resource - Opens the *Add a Resource* pop-up window. Enter the *Name* of the resource, define the *Audience*, choose the *Resource location* (upload or select a link to the resource), and click *Add*. This will add a resource to the class records selected in the grid. To modify an added resource you have to open the individual class record to make an edit or delete.

Refer to **Resources in Jackrabbit** for more information about resources.

Add Policy Groups - Opens the *Add Policy Groups* pop-up window. Click in the *Begin typing...* field and select from the list to add Policy Groups to the selected classes.

Refer to **Legal Policies & Policy Groups** for more details.

Remove Policy Groups - Opens the *Remove all policy groups* window for the selected classes.

Mass Drop - Opens a *Mass Drop Students* pop-up window. Complete the details in the window, select a *Reason* from the drop-down list*, add a *Note* (if applicable) and click *Drop*. This will drop the students in the selected classes.

Note: To create the drop-down list go to the *Gear (icon) > Settings > Users & Permissions > Drop-down Lists (left menu) > Student (left menu) > Drop Reason*.

Mass Edit - Opens an *Edit Classes* page. Use the top row to make global changes to the selected classes in the grid or edit individual classes as needed on the page. Click *Save Changes*.

Add a note - Opens an *Add a note* pop-up window. Create the note, add a *Title*, compose the contents of the note for the selected classes, include tags (if needed), and click *Add*. A new note is added to the class records selected. To modify notes you have to open the individual class record to make an edit or delete.

Refer to **Notes in Jackrabbit** for more information about notes.

Print - Opens a print window to print the class information shown in the grid (max. 250 items/page) or save it as a file for future use. The print option is only available when the checkboxes remain unselected in the 1st column.

Export to Excel - Downloads an excel file of all the filtered information in the grid to your computer. This option is only available when the checkboxes remain unselected in the 1st column and all classes in the grid will be included.

Frequently Asked Questions

Q. *How can I search for classes with openings?*

A. Go to the **Classes** (menu) > **All Classes** and use the top scrollbar to scroll over to the **Classes with Openings** data visual. Click the large blue number (that's the number of classes with openings) and all classes with openings will display in the grid.

The *Send Message (icon)* can be used to send **emails**, **text messages**, and **push notifications** (through the Jackrabbit Plus mobile app) to a single class or to multiple classes.