Navigate in Jackrabbit

Let us take you on a tour of your Jackrabbit system!

Selecct a heading to expand the section and learn more.

Expand/Collapse All

Executive Dashboard

When you log in to Jackrabbit, the first thing you'll see is the Executive Dashboard.

The Executive Dashboard empowers you with key metrics, data visualizations, alerts, and more. Dive deeper with quick and easy access to related reports.

Familiarize yourself with the features that are explained in the Help section titled**The Executive Dashboard**.

Menu Bar

The Menu Bar, which is located on every screen, organizes Jackrabbit's main functions. Point your cursor to a menu name to see the menu item's choices.

1. Return to the Executive Dashboard
2. Quick Search Fields
3. Open the Activity Calendar or Classic Weekly Class Calendar
4. Open a new browser window with another Jackrabbit screen
5. Sign out of Jackrabbit
6. Gear icon - used to access system settings
7. Access the Help page
8. Access the Resource Center using the Bullhorn icon (the number in the green circle indicates new information is posted)

Activity Calendar or Classic Weekly Class Calendar

When you select the **Weekly Calendar** button or use the **Calendar** link on the Executive Dashboard, either the Activity Calendar or the Classic Weekly Class Calendar will open, depending on where you are in adopting the new Activity Calendar.

The Classic Weekly Class Calendar opens in a new window and displays a week-long calendar of classes.

Click here to learn more about the Classic Weekly Class Calendar

The Activity Calendar opens in a new window and displays classes and events with several views available: Week, Day, Room, Agenda, and Instructor.

Click here to learn more about the Activity Calendar

Quick Search Fields

Jackrabbit has two Quick Search fields. We also refer to them as Global Searchboxes.

- **find a family...** Search for family name, email, home, or cell phone.
- **find a class...** Search for active classes. Use the * symbol to do a wildcard search.

When searching for an email address, be sure to include the @ symbol. This is how Jackrabbit knows you are looking for an email address.

See **Search for Information in your Database**for more details.

Buttons

Buttons are found throughout Jackrabbit. Click a button to perform a specific action or open another screen.

Tabs

Tabs are located on family, student, class, and staff pages in Jackrabbit. Tabs are separate areas of organization. For example, click the **Billing Info** tab in a Family record to display a screen specific to the family's billing details.

Links

Links are shortcuts to related records. They are displayed in blue text; once a link has been clicked, it will be displayed in purple.

Drop-downs

Drop-down menus are indicated by a down arrow. When you click on the down arrow, a list of choices displays (drops down).

In the **Customize Drop-down Lists** article, you'll learn how to customize drop-down menus specifically for your organization.