Enroll a Student into Classes using Jackrabbit's Classic Calendars

Last Modified on 12/13/2024 1:20 pm EST

Office staff can enroll students into classes using the Classic Daily, Weekly, or Room Class Calendars in Jackrabbit.

The **Classic Weekly Class Calendar** is the most popular calendar for enrollment. Access it by selecting the **Calendar** link in the upper right corner throughout Jackrabbit or using the **Weekly Calendar** button on the Executive Dashboard.

1. Go to the **Classes** menu > **Class Reports** > **Weekly/Daily/Room Schedule**.
2. Use the **Search Criteria** to narrow down results as needed.
3. Select the calendar view of your choice - **Weekly Calendar, Day View,** or **Room View**.
4. Hover your cursor over any class to see class details and select **Enroll Existing Students** or **Register New Students.**
   - If the student belongs to a new family that is not in your system, click the **Register New Students** button. Then, follow the instructions for **enrolling a New Student into Classes using Quick Registration**.
   - If the student is already in your system, click the **Enroll Existing Students** button. Follow the instructions for **Methods for Staff to Enroll a Student**.

To complete the enrollment process by posting fees, see our Help article, **Post Tuition with Enrollments from within Jackrabbit,** for more details.