

Who's Scheduled To Be Here Report

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The **Who's Scheduled To Be Here** report offers a quick way to list all students enrolled in classes on a specific date. This report can be accessed from the *Students menu* > *Student Reports* or the *Reports menu*.

- ★ Notify students about unexpected class cancellations with the ability to email, **text**, or send **push notifications** from the report results.
- ★ Click the *Legend* filter to identify and display the student's first day of class (highlighted yellow), and check the Date of Birth (**DOB**) column so you won't miss a student's birthday!
- ★ Check the report to immediately recognize any students with medical needs listed in these columns: Medications, Disabilities, Special Needs, and Allergies.

Search Criteria and Display Settings

Search for students based on *Location*, *Enroll Type*, *Session*, *Category 1*, *Instructor*, and *Date*. Optionally include students with scheduled absences or students who are scheduled to be there for a makeup class.

Display settings allow you to control whether you want to see all classes or just the first class of the day and whether or not you want to include student skill/level information.



When *Show Skill/Level* is set to *Yes*, skills assigned at the class level are included. Skills assigned directly to students are not included in this report.

You can customize your report by including additional information in the grid, such as the *Primary Contact* or *Family Balance*, and sorting the order results in the grid.

Who's Scheduled To Be Here

← RETURN ✓ SUBMIT

Process Setting 🔍 Favorites 📌 Save Favorites ✕ Refresh ?

Search for students that are enrolled in classes on a specific date.

Location

Enroll Type Leaving this blank is the same as selecting all.

- Drop In
- Enrolled
- Make-up
- Transfer
- Trial

Enrolled in Session

- 2020
- 2020-2021
- 2022
- 2023
- Spring 2023
- Summer 2023

Enrolled in Category1 Use ctrl (command on a Mac) to select multiple Category Is.

- Ballet
- Camp
- Charitable Donations

Instructor

Date

Include Absences and Makeups

Include Students with Scheduled Absences

Include Students with Scheduled Makeups

Display Settings

Show Classes All Classes for this Day
Only First Class for this Day

Show Skill/Level No
Skill/Level
Earliest started but not attained
Most recent started but not attained
Most recent attained
Subskill
Earliest started but not attained
Most recent started but not attained
Most recent attained

Show Primary Phone Number

Show Family Balance

Show Roll Notes

Show Student/Barcode ID

Sort By Class Start Time, Student
Student, Class Start Time
Instructor, Class Start Time, Student



If your database is set to **tracking attendance vs tracking absences**, the Include Absences and Makeups section will not be included in the criteria options.

Report Results

The report results can be further customized to show/hide columns, sort columns, or modify column widths. You can send emails, **push notifications**, or **text messages** and print directly from the report results.

- Click the **Legend** links to filter the grid to show **All (24)** students, or click the **First Day in Class (2)** to filter the grid to display only first-day students highlighted in yellow.
- After you have edited column settings and set the grid column widths, you can save the filtered data as a **Favorite**. A saved Favorite can be set as a default view and shared with other Jackrabbit Users in your organization.
- Use the scroll bar at the bottom of the report results to view additional columns.

Who's Scheduled To Be Here - Tuesday, November 28, 2023

← RETURN

ALL RECORDS > Legend: All (71) ■ First Day In Class (0)

Showing 24 of 24 Students [HELP WITH GRIDS](#)

Legend: All (24) ■ First Day In Class (2)

Use the Legend links to filter the students in the grid.





Print
Export to Excel

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	STUDENT FIRST NAME	STUDENT LAST NAME	DOB	CLASS	START TIME	END TIME	INSTRUCTORS	PRIMARY CONTACT	FAMILY BALANCE
<input type="checkbox"/>	Megan	Bingham	Jun 6, 2012	Intro to Violin - MWF	11:00 am	11:45 am	Hannah S.	Leslie Bingham	0.00
<input type="checkbox"/>	Mike	Davis	Nov 3, 2009	Intro to Violin - MWF	11:00 am	11:45 am	Hannah S.	Rex Davis	0.00
<input type="checkbox"/>	Teresa	Eppley	Mar 25, 2009	Intro to Violin - MWF	11:00 am	11:45 am	Hannah S.	Steven Eppley	59.58
<input type="checkbox"/>	Jackie	Gais	Jul 19, 2008	Intro to Piano - Beg - MWF	1:30 pm	2:30 pm	Hannah S.	Janice Gais	0.00
<input type="checkbox"/>	Jordan	Rapere	Mar 29, 2015	Intro to Piano - Beg - MWF	1:30 pm	2:30 pm	Hannah S.	Elise Rapere	59.58
<input type="checkbox"/>	Danielle	Thomas	Jul 27, 2012	Intro to Piano - Beg - MWF	1:30 pm	2:30 pm	Hannah S.	Carla Thomas	59.58
<input type="checkbox"/>	Debra	Washington	Feb 16, 2012	Intro to Piano - Beg - MWF	1:30 pm	2:30 pm	Hannah S.	Joy Washington	0.00
<input type="checkbox"/>	Emily	Watts	Apr 2, 2008	Intro to Piano - Beg - MWF	1:30 pm	2:30 pm	Hannah S.	Nancy Watts	0.00

50 items per page



Use the icons in the upper right to work with the information in the grid.

- **Adjust Columns** - click *Adjust columns > Squeeze grid*  to view the entire grid on the page.
- **Send a Message** (Email, Push Notification, Text Message) - leave the 1st column unchecked and click on the *Send Message (icon)*  to message all students in the grid. Or you can select a single student or group of students in the 1st column to message.
- **Refresh the data** - click the *Refresh Grid (icon)*  to update results in the grid if you make updates.
- **Print or Export to Excel** - click the *More (icon)*  to print or export the data to Excel.

Note: Depending on the width of the report, reduce the size/scale of the report so all the columns print.

Check out this article, [Work with Reports - Grid Style](#) for additional grid information.



Save this as a frequently used report! Click the **Heart icon**  next to a report name, the heart will change to red  and the report will be listed under the *Reports menu > My Reports* for quick and easy access!