

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.

If your database is set to **tracking attendance versus 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.

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 a frequently used report for quick and easy access! Click the **Heart** icon next to a report name to change the heart to red and add the report to your Reports menu > [My Reports](#).
