

# The Class Record [share](#)

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The Class record provides a central location for storing and accessing all class information. Each Class record includes tabs to organize information, action buttons for specific tasks, and links to related records or actions.

The quickest way to access a Class record is by using the **Global Search** field above the main menu. In the *find a class...* field, enter a class name or use a \* wildcard search to locate the record. You can also easily navigate to a Class record from the [All Classes](#) page (Classes menu).

## Class: Allstars Youth

The screenshot shows the 'Class: Allstars Youth' interface. At the top, there are two buttons: 'SAVE CHANGES' (green) and 'DELETE' (red). Below these are two callout boxes. The first, a blue speech bubble, points to a row of tabs and contains the text: 'Buttons are used to perform actions for the class.' The second, a yellow speech bubble, points to the 'Summary' tab and contains the text: 'Tabs organize the class information. The Summary tab is displayed.' The interface includes a top navigation bar with tabs: Class Roll, Enroll Student, Email/Text Class, Enter Absences, Absence/Attendance, Post Class Transactions, Copy Class, Mass Drop, Sizes/Measurements, and Archive Class. Below this is a secondary row of tabs: Summary (highlighted), Enroll List, Drop List, Absences, Makeups, Waitlist, Instructors, Lesson Plan, Skills/Levels, Misc, Costumes, Notes (0), Resources (2), and Policy Groups (1). The main content area contains form fields for: Class Name (Allstars Youth), Status (Active), Location (E-Cheer), Room (Gym - Floor 2), Session (2024-2025), Class Start Date (9/3/2024), End Date (8/31/2025), Registration Start Date (8/1/2024), Days (Mon checked, Tue, Wed, Thu, Fri, Sat, Sun), Start Time (06:00pm), End Time (07:00pm), Duration (1:00), and a checked box for 'Has a Registration Fee'.

[Expand/Collapse All](#)

## Class Tab Descriptions

Use the blue links to learn more about related topics.

Tab	Description
Summary	The Summary tab stores basic class information, including dates and times, tuition posting settings, and enrollment settings. From this tab, you can control whether the class is displayed online and if online portal enrollments are permitted. Items added to the <a href="#">Class Summary tab</a> are accessible in the Parent Portal.
Enroll List	All current and future student enrollments for the class can be viewed on the Enroll List tab. Users can drop or transfer students and specify their <a href="#">enrollment type</a> (e.g., trial, waitlist).

<p><b>Drop List</b></p>	<p>The Drop List tab summarizes the <a href="#">drops</a> that occur in each class. Users can indicate if a student has completed the class. The list includes drop information for students archived to the Lead File.</p> <p>Note: There are no additional details available for students archived before 11/11/2015.</p>
<p><b>Absences</b></p>	<p>An overview of student absences includes each student's detailed absence/attendance history is located on the Absences tab. If you <a href="#">track attendance</a>, this tab will be labeled Attendance.</p>
<p><b>Makeups</b></p>	<p>The Makeups tab lists scheduled <a href="#">makeups</a> for the class, with options to reschedule or remove them as needed.</p>
<p><b>Waitlist</b></p>	<p><a href="#">Manage class waitlists</a> from the Waitlist tab, including priority ordering.</p>
<p><b>Instructors</b></p>	<p>Assign up to four <a href="#">Staff/Instructor(s)</a> per class on the Instructors tab.</p>
<p><b>Lesson Plan</b></p>	<p>On the Lesson Plan tab, Users can add <a href="#">Lesson Plans</a> directly to a class or copy a Master Lesson Plan. Lesson Plans assigned to classes are viewable in the Staff Portal.</p>
<p><b>Skills/Levels</b></p>	<p>Assign <a href="#">Skills/Levels</a> to a class and track student progress on the Skills/Levels tab.</p>
<p><b>Misc</b></p>	<p>The Misc tab is where Users can add class-related notes for future reference.</p>
<p><b>Costumes/Apparel</b></p>	<p>Add apparel, costumes, equipment, materials, or supplies to a class from the Costumes/Apparel tab. The tab name depends on the setting selected from the Gear icon &gt; Settings &gt; General &gt; Organization Defaults &gt; Costume/Apparel Module Settings. <a href="#">Learn more about Costume/Apparel Management.</a></p>
<p><b>Notes</b></p>	<p>The Notes tab contains detailed, searchable <a href="#">notes</a> about your classes. Users can add, edit, or delete notes, and can search, filter by tags, and sort notes by the date they were created or modified to quickly find specific entries.</p>

<b>Resources</b>	Each Class record features a Resources tab where you can upload class <a href="#">resources</a> like files and add links (URLs). For example, add a Google Doc link with instructions in the Class record or upload a permission form document to the Family record.
<b>Policy Groups</b>	<a href="#">Policy Groups</a> associated with a class can be added and viewed on the Policy Groups tab. Each policy indicates the date the policy was added to the class.

## Class Button Descriptions

Use the blue links to learn more about related topics.

Button	Description
<b>Class Roll</b>	Choose display settings to view the <a href="#">Class Roll</a> for a class with the Class Roll button.
<b>Enroll Student</b>	<a href="#">Enroll a student</a> into the class using the Enroll Student button.
<b>Email/Text Class</b>	Use the Email/Text Class button to quickly <a href="#">email</a> , <a href="#">text</a> , or send a <a href="#">push notification</a> to the class.  Note: Text message and push notification features must be enabled.
<b>Enter Absences</b>	Use the Enter Absences button to record students who were absent. If you <a href="#">track absences</a> , the button will be labeled Enter Absences, and if you <a href="#">track attendance</a> , the button will be labeled Enter Attendance.  Utilize the <a href="#">Staff Portal Attendance</a> feature to enter absences and several other convenient features in a one-stop-shop location.
<b>Absence/Attendance</b>	Choose display settings to view/print the <a href="#">Student Attendance Report</a> for the class with the Absence/Attendance button.
<b>Post Class Transactions</b>	<a href="#">Class transactions</a> can also be posted from within the Class record using the Post Class Transactions button.

<b>Copy Class</b>	Use the Copy Class button in the Class record to <a href="#">copy a single class</a> . This is a great time saver when creating similar classes that only need a few changes.
<b>Mass Drop</b>	<a href="#">Drop</a> all the students from a class quickly and efficiently with the Mass Drop button. This is a great option when handling a canceled class.
<b>Sizes/Measurements</b>	Use the Sizes/Measurements button to open the Student Size Entry page, which displays a list of enrolled students with fields for <a href="#">assigning sizes or measurements to students</a> .
<b>Archive Class</b>	Once a class has completely ended and all tuition has been posted, use the Archive Class button to <a href="#">archive the specific class</a> .

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## Frequently Asked Questions

*Q. How do I hide certain classes on my website, Online Registration form, and the Parent Portal?*

**A.** Hide classes by changing these settings on the Summary tab of the Class record to No:

- Display on Website
- Allow Online Registration
- Allow Portal Enrollment

The most efficient way to hide a group of classes is to select the **Classes** menu > **Edit All Classes**. Choose your preferred Search Criteria and select **Submit**. Use the Global Change (yellow row) to change the *Display on Website?*, *Allow Online Registration?*, and *Allow Portal?* settings to No, and select **Save Changes**.

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