

The Class Record

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The Class record stores vital information about your classes and can be accessed from these locations in Jackrabbit:

- ★ *Classes (menu) > All Classes* > click the class name link in the grid
- ★ *Classes (menu) > All Classes* > click the row menu **:** > *View/Edit*
- ★ Use the global search at the top of each page to locate a class.

Every Class record has its own tabs, buttons, and links. See [Class Fields Explained](#) for additional information on the various class detail fields.

Class: Ballet - Foundations - Th

Buttons are used to perform actions for the class.

Class Roll | Enroll Student | Email/Text Class | Enter Absences | Absence/Attendance | Post Class Transactions | Copy Class | Mass Drop | Sizes/Measurements | Archive Class

Summary | Enroll List | Drop List | Absences | Makeups | Wait List | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes | Notes (0) | Resources (0) | Policy Groups (2)

Class Name: Ballet - Foundations - Th Status: Active

Location: EDU Room: Session: 2022

Class Start Date: 1/1/2022 End Date: 12/31/2022 Registration Start Date: 12/1/2021

Days: Mon Tue Wed Thu Fri Sat Sun

Start Time: 05:00pm End Time: 06:00pm Duration: 1:00

Has a Registration Fee

Tabs provide specific information about the class. Currently, the **Summary** tab is displayed.

[Expand/Collapse All](#)

- ▼ [Class Tab Descriptions](#)
- ▼ [Class Button Descriptions](#)
- ▼ [Frequently Asked Questions](#)