The Class Record

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).

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 **Class Summary tab** 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 **enrollment type** (e.g., trial, waitlist).
Drop List	The Drop List tab summarizes the **drops** 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. Note: There are no additional details available for students archived before 11/11/2015.
Absences	An overview of student absences includes each student's detailed absence/attendance history is located on the Absences tab. If you **track attendance**, this tab will be labeled Attendance.

Makeups	The Makeups tab lists scheduled makeups for the class, with options to reschedule or remove them as needed.
Waitlist	Manage class waitlists from the Waitlist tab, including priority ordering.
Instructors	Assign up to four Staff/Instructor(s) per class on the Instructors tab.
Lesson Plan	On the Lesson Plan tab, Users can add Lesson Plans directly to a class or copy a Master Lesson Plan. Lesson Plans assigned to classes are viewable in the Staff Portal.
Skills/Levels	Assign Skills/Levels to a class and track student progress on the Skills/Levels tab.
Misc	The Misc tab is where Users can add class-related notes for future reference.
Costumes/Apparel	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 > Settings > General > Organization Defaults > Costume/Apparel Module Settings. **Learn more about Costume/Apparel Management**.
Notes	The Notes tab contains detailed, searchable notes 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.
Resources	Each Class record features a Resources tab where you can upload class resources 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.
Policy Groups	Policy Groups 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
Class Roll	Choose display settings to view the **Class Roll** for a class with the Class Roll button.
Enroll Student	**Enroll a student** into the class using the Enroll Student button.
Email/Text Class	Use the Email/Text Class button to quickly **email**, **text**, or send a **push notification** to the class. Note: Text message and push notification features must be enabled.
Enter Absences	Use the Enter Absences button to record students who were absent. If you **track absences**, the button will be labeled Enter Absences, and if you **track attendance**, the button will be labeled Enter Attendance. Utilize the **Staff Portal** Attendance feature to enter absences and several other convenient features in a one-stop-shop location.
Absence/Attendance	Choose display settings to view/print the **Student Attendance Report** for the class with the Absence/Attendance button.
Post Class Transactions	**Class transactions** can also be posted from within the Class record using the Post Class Transactions button.
Copy Class	Use the Copy Class button in the Class record to **copy a single class**. This is a great time saver when creating similar classes that only need a few changes.
Mass Drop	**Drop** all the students from a class quickly and efficiently with the Mass Drop button. This is a great option when handling a canceled class.
Sizes/Measurements	Use the Sizes/Measurements button to open the Student Size Entry page, which displays a list of enrolled students with fields for **assigning sizes or measurements to students**.

Archive Class	Once a class has completely ended and all tuition has been posted, use the Archive Class button to **archive the specific class**.

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**.