

The Class Record

Last Modified on 03/17/2022 8:09 am EDT

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

SAVE CHANGES
DELETE

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 (3)

Class Name: Ballet - Foundations - Th Status: Active

Location: EDU Room: Spot TV Group: No groups available

Session: 2021

Class Start Date: 1/1/2021 End Date: 12/31/2021 Registration Start Date: 12/1/2020

Days: Mon Tue Wed Thu Fri Sat Sun

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

Has a Registration Fee

Tuition Fee: 100.00 Per-Day: No

Tuition Billing Method: By Total Hours Exclude from Total Hours Count

Tuition Billing Cycle: Monthly

Prorate Tuition

Gender: All Min Age: years months Max Age: years months Cutoff Date: mm/dd/yyyy

Category1: Ballet Category2: Beginner Category3: Pre-Ballet

Enrollment	Openings	Size	Max Size	Future Drops	Future Enrolls	Wait	Max Wait	Makeups
	5	5	10	0	0	0	5	0

Description: Ballet Foundations - Thu Beginners Class

Display on Website: Yes

Allow Online Registration: Yes

Allow Portal Enrollment: Yes

Allow Trial Enrollment: Yes

Class ID: 7668569

Virtual Class / Video Link URL: <https://docs.google.com/document/d/109PjCiiQipvFnNY>

Virtual Class / Video Link Text: Video Homework

Buttons are used to perform actions for the class.

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

Leave the box checked when the class has a registration fee.

Virtual Class links can be added here.

Expand each section to review descriptions for Class record tabs and buttons.

[Expand/Collapse All](#)

Class Tab Descriptions

Tab	Description
Summary	Stores basic class information including dates and times, tuition posting settings, and enrollment settings. From this tab, you can control whether the class displays online and if online and portal enrollments are permitted. If you offer virtual classes, or share video tutorials, entering them on the Class Summary tab will make that resource available in the Parent Portal.
Enroll List	Lists all students enrolled in the class, as well as students with a future enrollment. From this page, a user can drop or transfer a student as well as indicate the enrollment type of a student (example: trial, waitlist, etc.).
Drop List	Summarizes the drops that have occurred for the class. From this tab, the user can also indicate if the student completed the class. Student drop information from students archived to the Lead File is included in this

	tab. For students archived prior to 11/11/2015 no additional information is available.
Absences	A summary of students' absences for the class is displayed and you can also access detailed class absence/attendance history for each student. If you track attendance instead , this tab will be labeled <i>Attendance</i> .
Makeups	Scheduled makeups are displayed here.
Waitlist	Lists students who are waitlisted for the class.
Instructors	Staff/Instructors are assigned to a class from the Instructor tab. Jackrabbit allows up to four instructors for each class.
Lesson Plan	Lesson plans can be added to a class, or a Master Lesson Plan can be copied into the class. Lesson Plans assigned to classes can be viewed in the Staff Portal.
Skills/Levels	Assign Skills to a class to track student progress on the <i>Skills</i> tab.
Misc	Add notes related to the class that you can refer back to.
Costumes	Add either apparel, costumes, equipment, materials, or supplies to a class. The name of this tab is dependent on the setting chosen in <i>Classes (menu) > Costume Management</i> . Learn more about Costume/Apparel management .
Notes	Create and store searchable notes regarding the class.
Resources	View, upload files, and add links to the class. Resources can be shared with parents and staff.
Policy Groups	The tab indicates the number of Policy Groups assigned to the class. Policy Groups can be added as needed to the class.

Class Button Descriptions

Button	Description
--------	-------------

Class Roll	View or print a class roll for the specific class.
Enroll Student	Enroll students using the Enroll Students button.
Email/Text Class	Use the Email/Text Class button to quickly email , text , or send a push notification to a specific class. <i>Note: The text messaging and push notifications features must be enabled to use.</i>
Enter Absences	When tracking absences in Jackrabbit (the default), they are entered using this button when you aren't utilizing the Staff Portal Attendance feature. If you track attendance instead , this button will be labeled <i>Enter Attendance</i> .
Absence/Attendance	The Absence/Attendance button provides a shortcut to the Student Attendance Report for that class.
Post Class Transactions	Post a group fee to that specific class. Learn more about Post Class Transactions .
Copy Class	Use the Copy Class button to copy (duplicate) an individual class. This is particularly useful when creating classes that contain similar information and only require a few changes.
Mass Drop	Mass Drop is a quick, efficient way to drop all the students from a class. It is recommended when a class is canceled.
Sizes/Measurements	Enter sizes/measurements for students in a class using this button. This information is used for Costume management .
Archive Class	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. You can 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 by using **Edit All Classes** from the *Classes* menu. Use the *Search Criteria* to select only those classes that you wish to hide, for example, a specific session of classes or all classes that have a specific Category 1 value.

After submitting your criteria selections click **Show All** to display all pages and then use the Global Change (yellow) area to change the *Display on Website*, *Allow Online Registration*, and *Allow Portal Enrollment* settings to **No**. Remember to **Save Changes**.
