

# The Search Classes Report

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The **Classes Search** report is a powerful tool! Located under the *Reports (menu) > Find Reports > Classes/Enrollment (left menu) > Classes Search* allows you to search through all of your classes to find only those that meet the criteria you select.

With Classes Search, it's easy to find 'needles in the haystack'.

Create a Weekly Calendar showing only a particular instructor's classes. This is helpful for scheduling purposes.

Generate a listing of all classes with openings that meet on Mondays. Use the **Enroll** link in the results to quickly enroll an existing student into a class(es).

View **adjusted openings** for your active classes. See, at a glance, which classes have openings after any future enrolls and drops, scheduled makeups, and waitlisted students are taken into consideration.

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## Search Criteria

All of the search criteria in Search Classes pull information from fields in the **Class record**. The majority of the information is located on the Summary tab.

Leaving a field blank is the same as saying "all".

## Display Options

The following display option examples illustrate the result of the search criteria selections made in the above image.

A rectangular button with a light gray background and a thin black border. The text "Expand/Collapse" is in blue, and "All" is in black, centered below it.

**Expand/Collapse**  
All

## Report Format

Select **Submit** to display a listing of classes that meet your search criteria.

- The **Show/Hide Columns** button allows you to customize your report by selecting which information to display.

- Select **Apply** to have these selections applied to only the report you are currently viewing.
- Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.
- Use the **Restore Columns** button to view all available columns.
- Use the **Search** field at the top of a column to search a column.
- Select the **Enroll** link to enroll an existing student into a class.

When searching for classes that meet on certain days of the week, use 'Tu' for Tuesday and 'Th' for Thursday. Searching for 'T' will bring up both Tuesday and Thursday classes.

## Classic Weekly Class Calendar

Select **Weekly Calendar** to display a week-long calendar of classes that match the search criteria you selected.

See [The Classic Class Calendar](#) and learn more about this awesome tool - it's your 'Command Central'!



## Day View

Select **Day View** to display a single date's schedule of classes that meet your selected criteria. See [The Classic Calendar - Day View](#) to learn more.

## Room View

The Room View displays a single date's schedule of classes that meet your selected criteria. It will default to the current date but can be changed using the date selector or the *Prev/Next* buttons.

You have the ability to enroll an existing student into a class from this calendar as well as register a new student and place them in the class. See [The Classic Calendar - Room View](#) to learn more.

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

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