

# 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".

# Search Classes

← RETURN    ✓ SUBMIT

Search Criteria    Favorites    Save Favorites    Refresh    Weekly Calendar    Day View    Room View

Location: EDU SUP (Select one or more by holding the CTRL key)

Room: [Dropdown]

Class Name: [Text] (Use \* to search any part. Ex. \*Private or \*Thurs)

★ Session: Spring 2020

★ Status: Active

★ Category 1: Gymnastics

Category 2: Beginner Intermediate

Category 3: Billable Non-Billable

Classes Starting From: [Date] Through Date: [Date]

Classes Ending From: [Date] Through Date: [Date]

Date Created From: [Date] Through Date: [Date]

Reg Start Date: [Date] Through Date: [Date] Classes With No Reg Start Date: [Dropdown]

Class Meets: Mon Tue Wed Thu Fri Sat Sun

Max Size: [Text]

★ Has Virtual Class / Video Link Yes

★ Has Resources Yes

Instructor(s): [List: (No Primary Instructor Assigned), Carol Bova, Dianne Harris, John Linton, Sample Staff]

Instructor Skill(s): [List: Cheerleading, Dance, Gymnastics, Swim, Tumbling]

Instructor Availability Note: [Text]

Gender: [Dropdown] Age: [Text]

Classes with Openings Only: [Dropdown] Per-Day Classes Only: [Dropdown]

Tuition Fee From: [Text] Through: [Text]

Tuition Billing Method: [Dropdown]

Class Omitted from Total Hours Count or Multi-Class Discounts: [Dropdown]

Tuition Billing Cycle: [Dropdown]

Tuition Discount Rule: [Dropdown]

Prorate Tuition: [Dropdown]

Display on Website?: [Dropdown] Allow Web Registration: [Dropdown] Allow Portal Enrollment: [Dropdown] Allow Trial Enrollment: [Dropdown]

NEW Weekly/Daily Views: For best display, make sure your classes have start dates, times and Category1 set, Days Class Meets set, and Instructors have a last name. For Color-coding, edit your Class Category1 drop-down (under Tools) to set Category1 colors.

Submit    Weekly Calendar    Day View    Room View

Click to select a Calendar view.

★ These selected criteria will return the following:  
**Active Gymnastics** (Category 1 classes, in the **Spring 2020** session, that have a **Virtual Class/Video Link** assigned (Class record/Summary tab), and **Resources** added in the Class record/Resources tab.

## Display Options

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

## Report Format

Expand/Collapse All

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

# Search Classes

← RETURN

View 1 - 12 of 12    Print    Export    Refresh    21 columns hidden    Show/Hide Columns    Restore Columns

	Class Description	Session	Days	Open	Size	Future Enrolls	Wait	Makeups	Adjusted Openings	Tuition	Resources	Virtual Class Link	Virtual Class Link Text
	<input type="text"/>	<input type="text"/>	<input type="text"/>								<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Enroll</a>	<a href="#">Adult Ninja Parkour</a> Parkour for adults ages 18+	Spring 2020	M	6	2	1	0	0	6	100.00	0	<a href="https://youtu.be/-OjW2mTCdjk">https://youtu.be/-OjW2mTCdjk</a>	Skill Video - Pop Vault
<a href="#">Enroll</a>	<a href="#">Ballet L1 - Mon 5pm</a> Introductory Ballet	Spring 2020	M	1	1	1	0	0	0	45.00	1		March 15-31 Video Homework
<a href="#">Enroll</a>	<a href="#">Ballet L1 - Tues 6pm</a> Introductory Ballet	Spring 2020	Tu	7	1	1	0	0	7	45.00	1		March 15-31 Video Homework
<a href="#">Enroll</a>	<a href="#">Cheer Essentials</a>	Spring 2020	Th	7	1	1	0	0	7	75.00	0	<a href="https://docs.google.com/usp=sharing">https://docs.google.com/usp=sharing</a>	Class videos and instructions - March 15 - 31

Enroll an existing student.

Future Enrolls

#	Student Name	Enroll Date	Enroll Type	Drop Date	Delete
1	Barbie Ager	4/15/2020	Enrolled		✕

Close

Customize your report; show only the information that is important to you.

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

**Show/Hide Columns** ✕

Uncheck columns and click the "Apply" button to hide columns.  
Click the "Apply & Save" button to save these settings for your User ID.

Check All    Uncheck All

<input type="checkbox"/> Loc	<input type="checkbox"/> Instructors	<input checked="" type="checkbox"/> Size	<input type="checkbox"/> Tuition Billing Cycle
<input checked="" type="checkbox"/> Class Description	<input type="checkbox"/> Cat1	<input type="checkbox"/> Drops	<input type="checkbox"/> Tuition Discount Rule
<input type="checkbox"/> Status	<input type="checkbox"/> Cat2	<input type="checkbox"/> Future Drops	<input type="checkbox"/> Exclude from Hours Count or Multi-Class Discount
<input checked="" type="checkbox"/> Session	<input type="checkbox"/> Cat3	<input checked="" type="checkbox"/> Future Enrolls	<input type="checkbox"/> Prorate Tuition
<input type="checkbox"/> Start Date	<input type="checkbox"/> Gender	<input checked="" type="checkbox"/> Wait	<input checked="" type="checkbox"/> Virtual Class Link
<input type="checkbox"/> End Date	<input type="checkbox"/> Ages	<input checked="" type="checkbox"/> Makeups	<input checked="" type="checkbox"/> Virtual Class Link Text
<input checked="" type="checkbox"/> Days	<input type="checkbox"/> Room	<input checked="" type="checkbox"/> Adjusted Openings	
<input type="checkbox"/> Start Time	<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> Tuition	
<input type="checkbox"/> End Time	<input type="checkbox"/> Max Size	<input type="checkbox"/> Tuition Billing Method	

Apply    Apply & Save    Cancel

- 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.

## Weekly Calendar

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

Criteria  
 Class Status: Active  
 One or more instructors  
 Session: Winter 2018  
 One or more Category 1

Refresh Change Criteria Add Class Day View Room View Print Settings Close ? Help

Prev 12/31/2018 Next Show Students on Hover:  Show Full Classes:

6 Classes  
 Tip: Double Click on a Time Slot to Add a New Class

Opens to the current week, use the date selector or the Prev or Next buttons to change the week.

	Monday 12/31/2018	Tuesday 1/1/2019	Wednesday 1/2/2019	Thursday 1/3/2019	Friday 1/4/2019	Saturday 1/5/2019	Sunday 1/6/2019
All Day							
11am :00							
12pm :00							
1pm :00							
2pm :00							
3pm :00							
4pm :00							
5pm :00	Ballet Primary A - Mon - 5pm (6)						
:15							
:30							
:45							
6pm :00	Tap 1 - Mon - 6pm (3) 1FD, 0FE	Ballet Primary A - Tues - 6pm (3)					
:15							
:30							
:45							
7pm :00		Tap 2/3 - Tues - 7pm (0)	Jazz 3 - Wed - 7pm (0) 1FD, 0FE	Hip Hop 2 - Thurs - 7pm (2) 0FD, 1FE			
:15							
:30							
:45							
8pm :00							

**Hip Hop 2 - Thurs - 7pm (2)**  
 (as of 1/4)

Days: Thu	Open	2
Time: 7:00pm-7:45pm	Size	3
Instructor: Dianne H.	Max Size	5
Location: EDU	Wait List	0
Room: Floor C	Future Drops	0
	Future Enrolls	1

Fee: 60  
 Category: Dance  
 End Date: 2/28/2019

Enroll Existing Students Register New Students



See **The Weekly 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 **Daily Calendar (Day View)** to learn more.

Criteria  
 Class Status: Active  
 One or more instructors  
 Session: Winter 2018  
 One or more Category 1

Refresh Change Criteria Add Class Room View Weekly Calendar Print Settings Close ? Help

Prev 1/3/2019 Next Hide Instructors with no Activity:  Show Students on Hover:  Show Full Classes:

1 Classes

	Unassigned	D. Harris
Skills:		Dance
All Day		
11am :00		
12pm :00		
1pm :00		
2pm :00		
3pm :00		
4pm :00		
5pm :00		
6pm :00		
7pm :00		Hip Hop 2 - Thurs - 7pm (2) 0FD, 1FE
:15		
:30		
:45		
8pm :00		

**Hip Hop 2 - Thurs - 7pm (2)**  
(as of 1/4)

Days: Thu	Open 2
Time: 7:00pm-7:45pm	Size 3
	Max Size 5
Instructor: Dianne H.	Wait List 0
Location: EDU	Future Drops 0
Room: Floor C	Future Enrolls 1
Fee: 60	
Category: Dance	
End Date: 2/28/2019	

Students:  
 1. Olivia Andrews  
 2. Maritza Garcia  
 3. Marcus Walker

Enroll Existing Students Register New Students

Annotations:  
 - Defaults to the current date but can be changed with the date selector or Prev/Next buttons.  
 - Instructor skills are shown on the Daily View

## 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 [Room View Calendar](#) to learn more.



Save this as a frequently used report! Click the heart (icon) next to a report name, the heart will change to red and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!