Class Status

Last Modified on 09/20/2024 1:03 pm EDT

The status of a class is defined on the Summary tab of the Class record.

When a new Jackrabbit system is created, four status values are added. Two are reserved for use with Jackrabbit features, and two are provided for optional use.

Active (*reserved*)	Classes that are open for enrollment.
Archived (*reserved*)	Completed classes that have been "put to sleep" so they don't show up in your current list of classes or on class calendars. See **Archive Classes**.
Future	Classes with a *Start Date* (Class record > Summary tab) in the future.
Inactive	Classes that are not open for enrollment.

To add custom statuses, go to the **Gear** icon > **Settings** > **General** > **Drop-down Lists** (left menu) > **Class** > **Status**.

Important Notes

The status of a class does not automatically become Inactive when the *End Date* (Class record > Summary tab) has passed. The class must be archived in order for Jackrabbit to recognize that the student is no longer enrolled in the class and their enrollment is considered past enrollment.

Classes with any status other than Archived, Inactive, and Terminated are included in the **Online Class Listing Tables** when the class has not reached its *End Date*. Classes past their *End Date* will not be included, regardless of their status.

The **Parent Portal** will only display classes with a status of Active or *Future*. Archived, Inactive, or Terminated classes will not display, nor will classes with a custom status.

The **Post Tuition Fees** function on the Transactions menu will only post tuition to classes with an Active status.