

User Permissions for All Classes (Classes Menu)

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There are several User Permissions related to **All Classes** from the *Classes (menu)* and the various options on that page.

User Permissions play a crucial role in protecting your data by controlling who can access, modify, or perform specific actions in your system. Review **Protect Your Account - User Permission Guidelines** for more information

To adjust a User's permissions, go to the **Gear** icon > **Settings** > **Users & Permissions** > **User IDs** (click on a UserID) > **User Permissions** (left menu) to set the permissions. **Note: If a User is logged in when changes are made to their permissions, they'll have to log out and back in for the changes to take effect.**

Expand/Collapse All

Access the All Classes Page

Category	User Permission	Enables access to
Classes	Class Lists, Schedules, Calendars	All Classes from the <i>Classes</i> menu.
	View Classes	View and edit class details. Use the Row menu icon > View/Edit to go to the class's record.

View Data Visuals

Category	User Permission	Enables access to
Classes	View Classes	View the <i>Absences</i> data visual.

Perform Mass Actions

Category	User Permission	Enables access to
Classes	Add Class	Add New Class button .
	View Classes, Email Class, and Class Lists, Schedules, Calendars	Perform a mass action to Send a Message.
	View Classes	Perform a mass action to Add a Resource.

		Perform a mass action to Add a Note.
	Mass Drop	Perform a mass action to Mass Drop students.
	Edit All Classes	Perform a mass action to Mass Edit classes.

Row Menu Actions

Category	User Permission	Enables access to
Classes	View Classes	Use the Row menu icon > View/Edit to open the <i>Class</i> record.
Students	Enroll Student	Use the Row menu icon > Enroll Student to locate students to enroll in the selected class.
Classes	View Classes, Email Class, and Class Lists, Schedules, Calendars	Use the Row menu icon > Email/Text to open the <i>Email/Text Class</i> page.
	View Classes	Use the Row menu icon > Enter Absences to open the <i>Enter Absences</i> page for the class.
Transactions	Post Class Transactions, Post Annual Fees	Use the Row menu icon > Post Class Transactions to open the <i>Post Class Transactions</i> page.
Classes	Delete & Copy a Class	Use the Row menu icon > Copy Class to open a window to copy the selected class.
	Mass Drop	Use the Row menu icon > Mass Drop to open a window to mass drop all the students in the selected class.
	View Classes	Use the Row menu icon > Add Note to open the <i>Add a note</i> pop-up window.
		Use the Row menu icon > Add Resource to open the <i>Add a Resource</i> pop-up window.
		Use the Row menu icon > Archive Class to open a window to archive the class.

See [Permissions for Jackrabbit Users](#) for more information.