

Add Access to Online Training in the Parent Portal

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Take things to the next level and enrich your students' experience through online learning with virtual classes or shared video tutorials! Use a virtual class link or add a resource to a Class record and the information can be shared through the Parent Portal.

- ★ Share online training materials with the students currently enrolled in the class, or scheduled to be in the class for a makeup.
- ★ Use a URL link you create using a video sharing site like [YouTube](#) or [Vimeo](#).
- ★ Create a virtual class with a video conferencing service like [Zoom](#) or [Google Hangouts](#) and share with your class.



Be sure to consider any possible tax or insurance implications related to offering online classes or video instruction. Update your **Agreement Text (Legalese)** as needed to include policies regarding online training.

Expand each section below for instructions on how to add online learning to the Parent Portal.

Add a URL Link on the Class Summary Tab

1. Select the class you want to add virtual learning to.
2. Go to the **Summary** (tab).
 - Enter a **Virtual Class/Video Link URL** Any URL can be added here. Consider offering students a 'one-stop-shop' where they can access all class materials, e.g., videos of choreography, music files, and links to virtual classes by adding all of the information to a Google document. Another option would be to add the links to a page on your website and make the page private.

- Enter optional text **Virtual Class/Video Link Text**. You can opt to add text to display instead of the link itself, e.g., "Click here for choreography" or "Join the online class". If no text is entered, the URL will display.
3. Click **Save Changes**. The URL and display text is added to the *Class* record.

Class: Jazz L2 - Tues 7pm

← RETURN **SAVE CHANGES** DELETE

Class Roll Enroll Student Email/Text Class Enter Absences Absence/Attendance Post Class Transactions Copy Class Mass Drop Sizes/

Summary Enroll List Drop List Absences Makeups Wait List Instructors Lesson Plan Skills/Levels

Class Name Jazz L2 - Tues 7pm Status Active

Location EDU Room Studio A

Session Spring 2020

Class Start Date 3/1/2020 End Date 5/31/2020 Registration Start Date 1/1/2020

Display on Website Yes

Allow Web Registration Yes

Allow Portal Enrollment Yes

Allow Trial Enrollment Yes

Class ID

Virtual Class / Video Link URL Link to Zoom, Youtube etc. 250 max characters

Virtual Class / Video Link Text Optional link text 50 max characters

The complete URL must be entered, e.g., "http://www.youtube.com" vs "www.youtube.com"

View in the Parent Portal

The URL link and text added in the Class record is displayed in the Parent Portal.

- Sample *Video Link URL* and *Video Link Text* added.


Virtual Class / Video Link URL <https://docs.google.com/document/d/1OPjCLiQpV>

Virtual Class / Video Link Text Class Materials - March 15 to 31

- The *Video Link Text* displays at the bottom of the Class card in the Parent Portal. Click the link to open the file in a new window.

My Schedule

SHOW: ALL

 **DANI** [VIEW DANI](#)

CLASSES (1)

Jazz L2 - Tues 7pm
7:00pm - 8:00pm

M T W T F S S

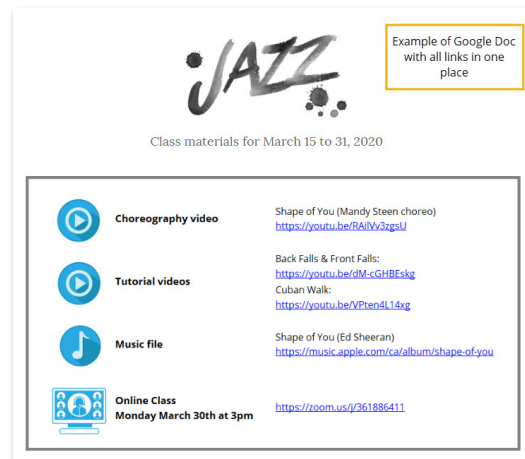
Jackrabbit Education
Studio A with Ms. Dianne

CLASS STARTS 03/01/2020 CLASS ENDS 05/31/2020

STUDENT STARTS 03/03/2020 STUDENT DROPS -

[Class Materials - March 15 to 31](#)

- In this example, a Google Doc opens in a new window with all the class material links available for the virtual class.

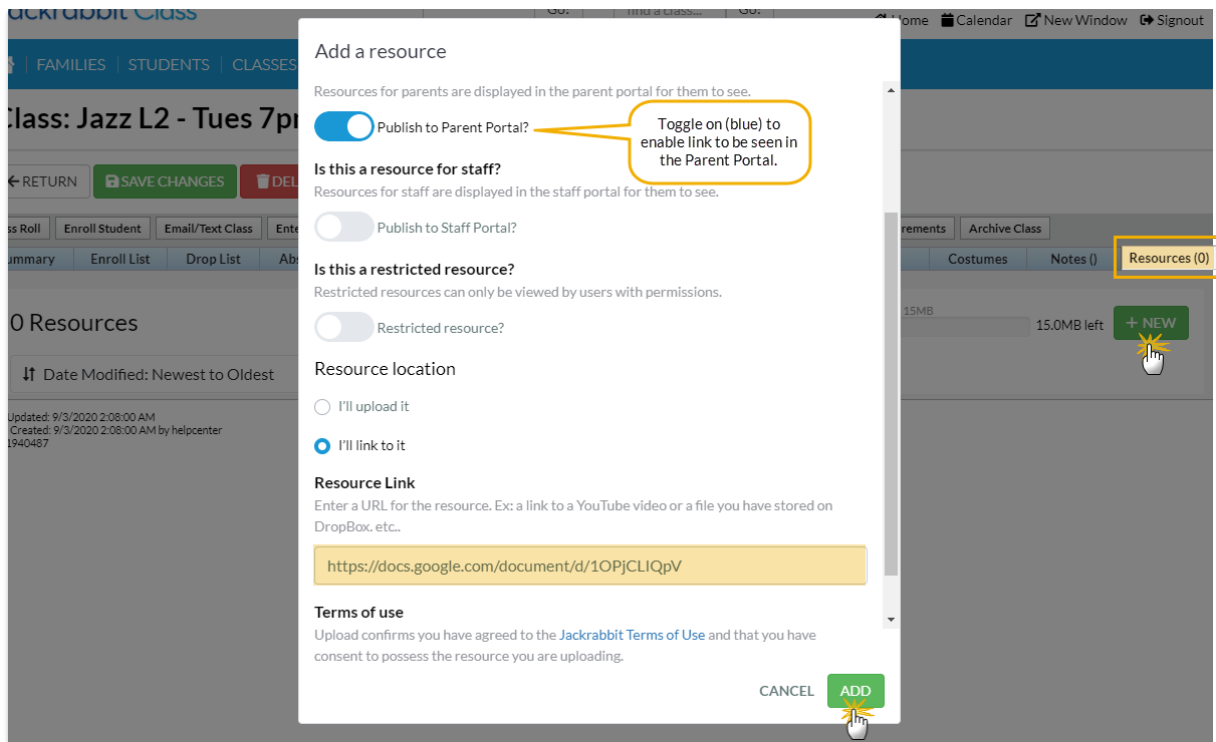


Search for classes with a *Virtual Class/Video Link* using **Search Classes** from the **Classes** menu. Quickly and efficiently edit the *Virtual Class/Video Link URL* and *Virtual Class/Video Link Text* fields for multiple classes at once using **Edit All Classes**.

Create Virtual Resources in a Class Record

Jackrabbit gives you the option of adding **Resources** for online/virtual learning. You can add multiple Resources for each class.

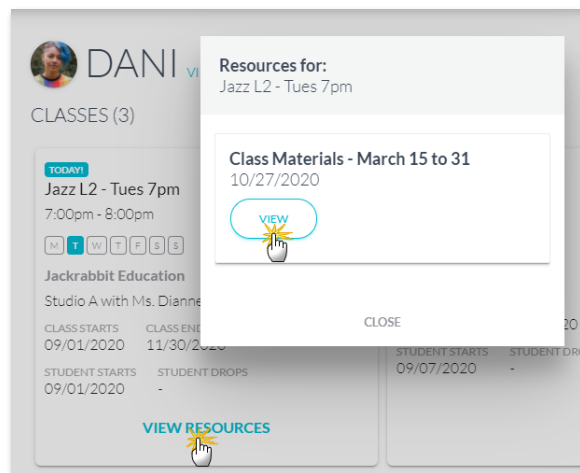
1. Select the class you want to add virtual learning to.
2. Go to the **Resources** (tab) and click **+ New**.
3. Toggle **Publish to Parent Portal?** to enable (blue).
4. Select a **Resource location**:
 - *I'll upload it* and click *Select files...* to add a file for the Resource.
 - *I'll link to it* and copy/paste the Resource link into the box.
5. Click **ADD** and the Resource is added to the Class record and can be viewed in the Parent Portal. Repeat to add additional Resources.



View Resources in the Parent Portal

A link to the Resources you created is displayed in the Parent Portal.

- The *View Resources* link displays at the bottom of the Class card in the Parent Portal. Click the link to open and click **View** to open the Resource in a new window.



- In this example, a Google Doc opens in a new window with all the class material links available for the virtual class.



