

Closed Dates

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Jackrabbit can keep track of the dates you define as closed and be aware that attendance does not need to be taken in the Staff Portal on those dates. When a closed date, or date range, is entered attendance cannot be added on those dates in the Staff Portal. The *Incomplete Portal Attendance* alert on the Executive Dashboard and the *Incomplete Portal Attendance* report will both omit any dates defined as a closed date.

Create closed dates from the *Tools* menu > *Edit Settings*. Select **Closed Dates**. Use the **Add Closed Date(s)** button to add the dates of your closures. You can add as many dates as needed. To save a single date, enter the same date in the *Start Date* and the *End Date* fields.

The screenshot shows the Jackrabbit 'Edit Settings' interface. On the left is a sidebar with a 'Click an item below' menu containing items like 'Closed Dates', 'Dashboard Announcements', 'Drop-down Lists', 'Locations', 'Notifications', 'Organization Defaults', 'Organization Logo', 'Statements', 'Text Messages', 'Tuition Settings', 'User-defined Fields', and 'User IDs'. The 'Closed Dates' item is highlighted. The main content area is titled 'Edit Settings' and 'Closed Dates'. It features an 'Add Closed Dates' button, a 'View 1 - 1 of 1' indicator, and buttons for 'Print', 'Export', and 'Refresh'. Below these is a table with one entry: 'Martin Luther King Day' with a start and end date of '1/15/2018'. A yellow callout bubble with the text 'Edit or Delete a Closed Date' points to the edit and delete icons in the table. An 'Add Closed Date' modal is open, displaying instructions: 'Add a date (or date range) and give it a name. You can add as many dates as needed. To save a single date, enter the same date in the Start and End Date fields. Name Examples: "Labor Day Holiday", "Winter Break", etc.' The modal includes input fields for 'Name' (filled with 'Good Friday'), 'Start Date' (filled with '3/30/2018'), and 'End Date' (filled with '3/30/2018'). At the bottom of the modal are three buttons: 'Save Changes', 'Save & Add Another', and 'Cancel'.

Staff Portal attendance cannot be taken for a closed date. On a closed date students will be listed in the Staff Portal but the attendance buttons will be inactive.

Attendance
News
My Schedule
My Time Card
Manage Classes
Clock-In
Actions

Return
Save
All Present
All Absent
Undo


Closed Date - Attendance can't be entered.

Monday, Jan 15 2018


> Class
Jr Parkour - Mon - 5pm
Email

Attendance buttons are inactive (grayed out)


Students (4 enrolled, 0 makeups)




Dylan Dierksen
15 yrs / Male / 9/8/2002
Marlene Dierksen (704) 555-8041


More

Present
Absent



Johanna Erickson +
14 yrs / Female / 5/29/2003
Sonja Erickson (704) 555-2320
Prefers to be called Jo


More

Present
Absent

A User's ability to add a closed date is controlled by the User ID permissionClosed Dates located in the Tools section. Edit User ID permissions fromTools > Edit Settings > User IDs.