

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.
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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: 250 max characters
 Virtual Class / Video 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

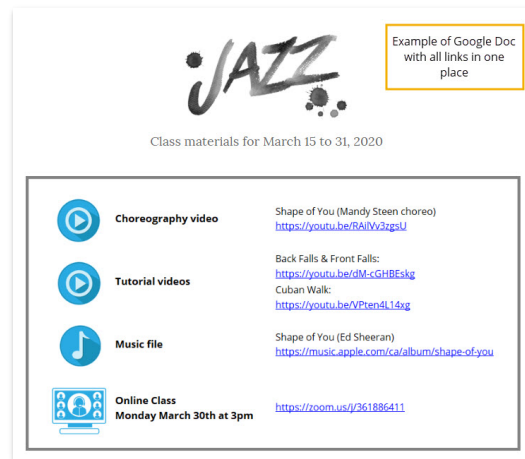
Jackrabbit Education
Studio A with Ms. Dianne

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.

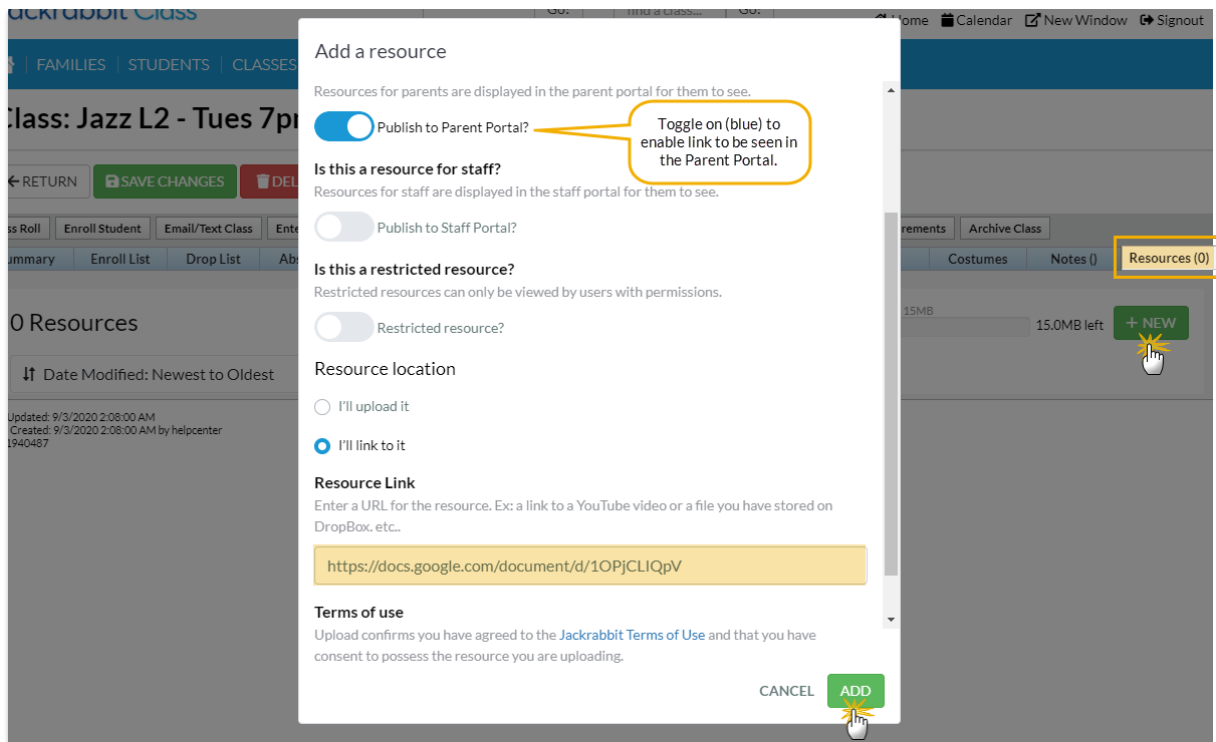


Search for classes with a *Virtual Class/Video Link* using **Search Classes** from the **Classes** menu. Quickly and efficiently edit the *Virtual Class/Video Link URL* and *Virtual Class/Video Link Text* fields for multiple classes at once using **Edit All Classes**.

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.

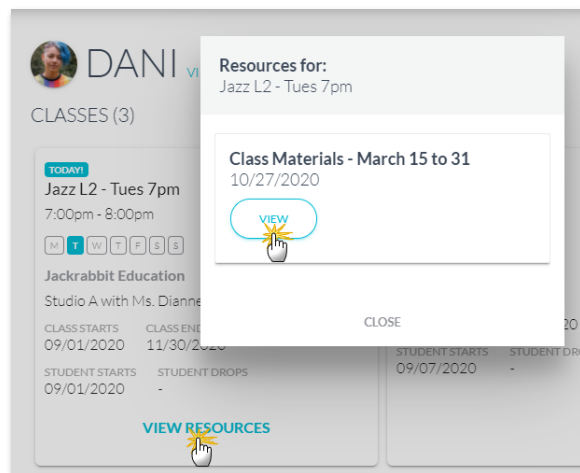
1. Select the class you want to add virtual learning to.
2. Go to the **Resources** (tab) and click **+ New**.
3. Toggle **Publish to Parent Portal?** to enable (blue).
4. Select a **Resource location**:
 - *I'll upload it* and click *Select files...* to add a file for the Resource.
 - *I'll link to 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.



