

Work with All Classes - View, Search, and Take Action

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Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review [User Permissions for All Classes](#).

All Classes, located under the *Classes* menu, generates a list of all active and inactive classes in the All Classes grid. From here you can access all your class data.

- ★ View optional **data visuals** for key information at a glance with interactive charts.
- ★ Drill down to specific classes using filters organized in a slide-out **filter drawer**.
- ★ View classes in a **filtered calendar** (daily, weekly, or room view) and enroll students.
- ★ Save your **favorite view** (filters, selected columns, etc.) as your default view.
- ★ Display a list of classes in a powerful **grid**: you can group, sort, and customize the information.
- ★ **Take Action** - add/copy classes, enroll students in classes, send messages, archive classes, and apply **mass actions** to multiple classes.

Sample All Classes Grid

All Classes

ALL CLASSES > Class Status: Active > Session: 2023

1

3

STATUS: Classes by status (Donut chart showing 0/55)

SESSIONS: With active enrollments (Donut chart showing 0/55)

CATEGORY 1: With active enrollments (Donut chart showing 0/55)

ABSENCES (LAST 14 DAYS): 0/55 # of absences Top 5

DROPS (LAST 21 DAYS): 0/55 # of drops Top 5

CLASSES WITH OPENINGS: 45/55 Classes with openings

Showing 55 of 62 Classes

4

5

6

7

8

	CLASS	STATUS	SESSION	START DATE	END DATE	DAYS	START TIME	END TIME	INSTRUCTORS	CAT 1			
<input type="checkbox"/>		Active	2023	Jan 1, 2023	Dec 31, 2023	Mon, Wed, Fri	04:00 PM	05:00 PM	Hannah S., Dianne H.	Ballet			
<input type="checkbox"/>		Active	2023	Jan 1, 2023	Dec 31, 2023	Mon, Wed	11:15 AM	12:15 PM	Dianne H.	Ballet			
<input type="checkbox"/>		Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	05:00 PM	06:00 PM	Hannah S.	Ballet			
<input type="checkbox"/>		Active	2023	Jan 1, 2023	Dec 31, 2023	Wed, Fri	04:30 PM	05:30 PM	Heather B.	Swim			
<input type="checkbox"/>		Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	08:30 PM	09:30 PM	Lisa O.	Ballet			
<input type="checkbox"/>		Active	2023		Dec 31, 2023	Wed	04:00 PM	05:00 PM	Hannah S.	Ballet	6	0	0
<input type="checkbox"/>		Active	2023	Jan 1, 2023	Dec 31, 2023	Fri	07:00 PM	08:00 PM	Heather B.	Cheer	5	0	0
<input type="checkbox"/>		Active	2023	Jan 1, 2023	Dec 31, 2023	Fri	07:00 PM	08:00 PM	Dianne H.	Cheer	7	0	0
<input type="checkbox"/>	Cheer-Kec - Beg - 1h	Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	03:30 PM	04:30 PM	Hannah S.	Cheer	10	0	0
<input type="checkbox"/>	Cheer-Team - Adv - M	Active	2023	Jan 1, 2023	Dec 31, 2023	Mon	05:00 PM	06:00 PM	Hannah S.	Cheer	5	0	0

Drag a column header and drop it here to group by that column


View / Edit
Enroll Student
Email/Text Class
Enter Absences
Post Class Transactions
Copy Class
Mass Drop
Add Note
Add Resource
Archive Class

Add Resource
Add Policy Groups
Remove Policy Groups
Mass Drop
Mass Edit
Add a note
Print
Export to Excel

- 1 Breadcrumbs display the currently selected filters (from the Open Filters icon).
- 2 Interactive Data Visuals provide class information at a glance.
- 3 Icons: Open filters (filter drawer), Save as favorite, Favorites, Hide/Show Data Visuals.

- 4 Horizontal Scroll Bar - scroll to view more Data Visuals.
- 5 Icons: Adjust columns, Send a Message, Filtered Calendar, Refresh Grid, Add New Class, More actions (drops down a menu).
- 6 Column Search - enter a term in the search field for each column to locate specific records. For e.g., enter 2023 in the Session Column Search field to find all classes with that Session value.
- 7 Use the Time Selectors to search for classes that start or end during a specified time. For e.g., search for classes that start between 3:00 pm - 5:00 pm or classes that end after a specific time (enter a *From* date and leave the *To* field blank).
- 8 Row Menu - use the row menu to perform an action for a single class.




Click the Adjust columns  icon (*see #5 above*) to squeeze the grid columns closer together. You will be able to see all the columns in the grid.

**Expand/Collapse
All**

- ✓ Data Visuals - Key Information at a Glance
- ✓ Use Filters to Search for Specific Classes
- ✓ Save your Favorite Filtered Grid Views
- ✓ View Class Calendar and Enroll Students
- ✓ Work with the Information in the Grid (Table)
- ✓ Take Action for a Single Class
- ✓ Take Action for Multiple Classes (Mass Actions)
- ✓ Frequently Asked Questions



The *Send Message* (icon)  can be used to send **emails**, **text messages**, and **push notifications** (through the Jackrabbit Plus mobile app) to a single class or to multiple classes.

