

Work with All Classes - View Search, and Take Action

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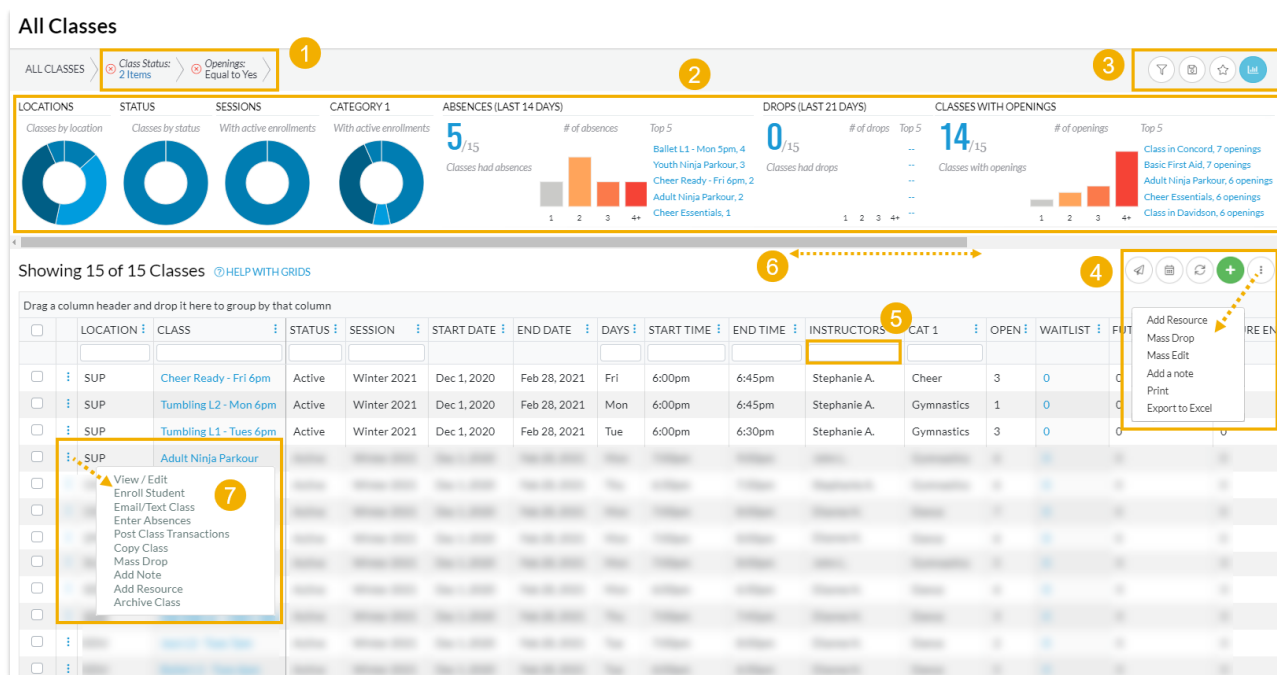


Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review [User Permissions for All Classes](#).

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

- ★ Optional [data visuals](#) offer 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 and load your [favorite views](#).
- ★ List of classes display 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




- 1 - Breadcrumbs display the currently selected filters.
- 2 - Interactive Data Visuals provide class information at a glance.
- 3 - Open filters (filter drawer), Save as favorite, Favorites, Hide/Show Data visuals.
- 4 - Send a Message, Filtered Calendar, Refresh Grid, Add New Class, More (actions that can be taken with one or more classes).
- 5 - Column Search - enter a search term in the search field. The column will be searched for results containing that term.
- 6 - Horizontal Scroll Bar - scroll to view more Data Visuals.
- 7 - Row Menu - use the row menu to perform an action for a single class.

Expand each section below for more information on the All Classes grid.

Data Visuals - Key Information at a Glance

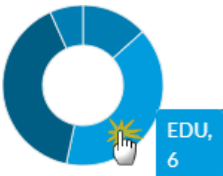
Expand/Collapse
All

Data visuals (charts) are interactive and provide a quick-view of key information about your classes. The elements included in the data visuals are predefined by Jackrabbit.

The *All Classes* data visuals are interactive and can be hidden. Use the **Hide/Show Data visuals**  icon to toggle back and forth.

Locations

Classes by location



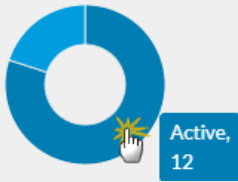
If you have multiple Locations in your organization, this element will display and show the proportion of classes in each Location.

Hover to see the number of classes in each segment or click on a segment of the chart and the exact number of classes in a location displays. In addition, the classes from the selected location are listed in the grid.

Click the breadcrumb red **x** to reset the grid and remove the sort.

Status

Classes by status



Class Status shows the number of active vs inactive classes.

Hover to see the numbers of classes in each segment or click on a segment of the chart and the number of active classes shows. In addition, the active classes will populate in the grid.

Click the breadcrumb red **x** to reset the grid and remove the sort.

Sessions

With active enrollments



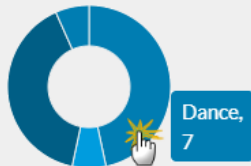
Sessions that have active enrollment is shown in this data visual.

Hover on a segment to view the session name and the number of classes in the session. In addition, click the segment and the session/classes in the session will populate in the grid.

Click the breadcrumb red **x** to reset the grid and remove the sort.

Category 1

With active enrollments



This data visual shows *Category 1* classes with active enrollments.

Hover on a segment to see the number of Category 1 classes. Click on the segment and those classes will populate in the grid.

Click the breadcrumb red **x** to reset the grid and remove the sort.

Absences (last 14 days)



If your organization tracks absences, this data visual shows classes with absences, within the last 14 days, in 3 views:

- *Classes had absences*
- *# of absences*
- *Top 5 classes with absences*

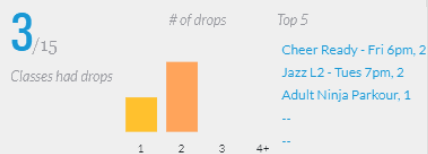
Click on the links or graph to show more details. When you click on a visual, the classes are listed in the grid. Click the class name in the *Top 5* list to open the class record in a separate tab.

Click the breadcrumb red **x** to reset the grid and remove the sort.

Shows the number of classes that have dropped students, within the last 21 days, in 3 views:

- *Classes had drops*

Drops (last 21 days)



- # of drops
- Top 5 classes with dropped students

Click on the links or graph to show more details. When you click on a visual, the classes are listed in the grid. Click the class name in the *Top 5* list to open the class record in a separate tab.

Click the breadcrumb red **x** to reset the grid and remove the sort.

Classes with Openings

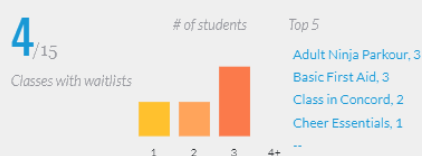


- Classes with openings
- # of openings
- Top 5 classes with the number of openings in the class

Click on the links or graph to show more details. When you click on a visual, the classes are listed in the grid. Click the class name in the *Top 5* list to open the class record in a separate tab.

Click the breadcrumb red **x** to reset the grid and remove the sort.

Classes with Waitlists



- Classes with waitlists
- # of students
- Top 5 classes with waitlists

Click on a link or the graph and the class information is listed in the grid. Click the class name in the *Top 5* list to open the class record in a separate tab.

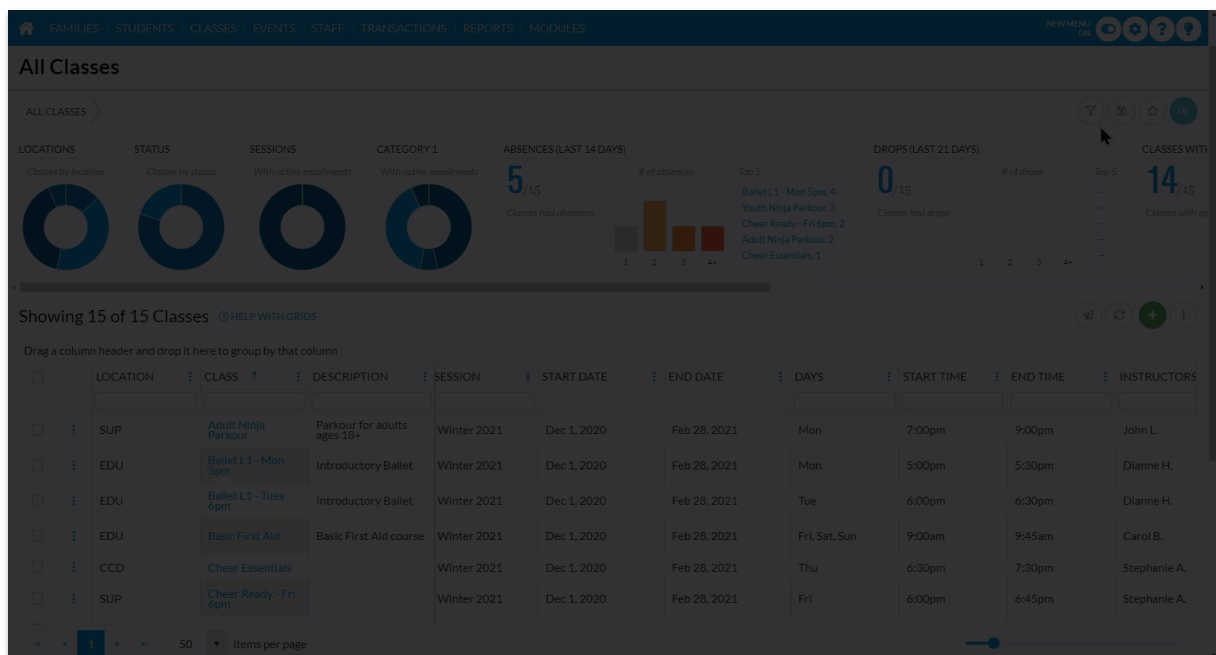
Click the breadcrumb red **x** to reset the grid and remove the sort.

Use Filters to Search for Specific Classes

Select the **Filter** icon to open the *Filter Drawer* which houses various criteria to help you drill down to specific classes, for example, to list all classes that have openings for enrollment. You can select multiple filters to narrow the results down further.

Alternatively, you can click on a data visual to filter the data in the grid.

- Once filters are selected and applied, they will appear in the breadcrumbs. Use the red **X** next to a filter in the breadcrumbs to clear it and refresh the displayed classes.
- Filters are grouped and organized into sections for ease of use and look to information located in the *Class* record, on the various tabs.
- Use the arrow to expand a section to see the filters within, or use the *Expand All/Collapse All* option at the top of the Filter Drawer.
- Search for a filter by entering a keyword in the search box at the top of the Filter Drawer. For example, enter "enrollment" to quickly locate and select from the Enrollment Details group of filters. Select the filter and click on any field to see a drop-down list to make additional selections. Choose as many filters as needed.





Save & Load Your Favorite Filtered Views


As shown in the section above, the filter functionality in the grids can simplify how you view your data. Once you have applied filters or clicked on a data visual to filter your data, it's easy to save a favorite and select the saved view as the default for your page.

Refer to our [Save Your Favorite Views in Jackrabbit Grids](#) video for more details.

Save a Favorite


Once filters are selected, it's simple to save your favorite views:

1. Filter the grid for the information you are looking for. Use the *filter (icon)*  or click on a data visual.
2. Click the **Save as favorite** (icon)  .
 - Enter a favorite name.
 - Select if you want to set the favorite as the default view. This view will automatically load when you return to the page.

	<ul style="list-style-type: none"> ◦ Select if you want to share with your team. <p>3. Click Save. Your filtered data, column width, and column locked positions are all saved.</p>
Open a Favorite	<p>Load or open a saved favorite:</p> <ol style="list-style-type: none"> 1. Click on the Favorites (icon)  . 2. Select your saved favorite from the drop-down list or start typing in the search field. 3. Choose one of the saved views and click Load. The grid populates the data and the breadcrumbs indicate the selected filters.

View Class Calendar and Enroll Students

View your class calendar in a daily view, weekly view, and room view. Use the calendar to enroll an existing student or register a new student.

1. Go to **Classes** (menu) > **All Classes**, filter as needed, or select a data visual to populate classes in the grid.
2. Click the **Filtered Calendar** (icon)  and choose how you'd like to view your filtered classes (daily, weekly, room). The calendar defaults to the current day for daily and room views, and to the current week in the weekly view.
 - The **daily calendar** displays a single date's class schedule.
 - The **weekly calendar** opens a calendar view of your classes by the week.
 - The **room view calendar** displays a single date's class schedule by room.
3. Click on a class in a calendar to open the class information, see the enrolled students, and enroll an existing student or register a new student.

There are check boxes in the filtered calendar to *Show Students on Hover* and *Show Full Classes (defaults to checked)*.

Work with the Information in the Grid (Table)

Jackrabbit grids, located throughout the system, are very powerful and allow you to group and sort your data to customize the way your results are displayed. Each grid has core features such as grouping data by dragging a column to the grouping bar. Row menus and column menus offer different options depending on the grid.

[Learn more about working with grids here.](#)





Use **Column Search** to quickly find information in a column. For example, in the search field for the **Class** column enter a class name or part of a name, and all


















matches will populate in the grid. Use the red **x** to remove the information from the search field.


Take Action for a Single Class

Use the **Row Menu** (icon)  to edit that row and access options for working with an individual class. Click on the icon and a new browser tab or pop-up window will open depending on the action you select.

Click directly on the row menu  for the class you want to work with; do not use the check box in the 1st column. When any check boxes (for use with mass actions) are selected in the 1st column, the row menus are deactivated and won't display.

- **View/Edit** - opens the *Class* record
- **Enroll Student** - opens the *Find students* page to locate students to enroll in the selected class
- **Email/Text Class** - opens the *Email/Text Class* page
- **Enter Absences** - opens the *Enter Absences* page for the class
- **Post Class Transactions** - opens the *Post Class Transactions* page
- **Copy Class** - opens a window to copy the selected class
- **Mass Drop** - opens a window to mass drop all the students in the selected class
- **Add Note** - opens the *Add a note* pop-up window
- **Add Resource** - opens the *Add a Resource* pop-up window
- **Archive Class** - opens a window to archive the class

<input type="checkbox"/>		LOCATION 	CLASS  	STATUS 	SESSION 	START DATE 
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>		SUP	Adult Ninja Parkour	Active	Winter 2021	Dec 1, 2020
<input type="checkbox"/>		EDU	Ballet L1 - Mon 5pm	Active	Winter 2021	Dec 1, 2020
<input type="checkbox"/>				Active	Winter 2021	Dec 1, 2020
<input type="checkbox"/>				Active	Winter 2021	Dec 1, 2020
<input type="checkbox"/>				Active	Winter 2021	Dec 1, 2020
<input type="checkbox"/>				Active	Winter 2021	Dec 1, 2020
<input type="checkbox"/>				Active	Winter 2021	Dec 1, 2020
<input type="checkbox"/>				Active	Winter 2021	Dec 1, 2020
<input type="checkbox"/>				Active	Winter 2021	Dec 1, 2020



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

Take Action for Multiple Classes (Mass Actions)

Choose one of these options to select classes in the grid and to perform a mass action:

- **Select all classes** - leave the check box in the 1st column unchecked and all classes in the grid are selected. You will be able to *Send a Message (email, text, or push notification)*, *Add a New Class*, and perform all the mass actions in the drop-down list including *Print* and *Export to Excel*.
- **Select one or more classes** - select the check boxes for individual classes in the 1st column to *Send a Message* and to perform mass updates to the selected classes. These include the following: *Add Resource*, *Mass Drop*, *Mass Edit*, and *Add a note*.
- **Current classes displayed on the page (max. 250/page)** - select the check box in the 1st column header.

Showing 15 of 15 Classes [? HELP WITH GRIDS](#)

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

<input type="checkbox"/>	LOCATION :	CLASS ↑ :	STATUS :	SESSION :	START DATE :	END DATE :	DAYS	END
<input type="checkbox"/>	SUP	Adult Ninja Parkour	Active	Winter 2021	Dec 1, 2020	Feb 28, 2021	Mon	9:00am
<input type="checkbox"/>	EDU	Ballet L1 - Mon 5pm	Active	Winter 2021	Dec 1, 2020	Feb 28, 2021	Mon	5:30pm
<input type="checkbox"/>	EDU	Ballet L1 - Tues 6pm	Active	Winter 2021	Dec 1, 2020	Feb 28, 2021	Tue	6:00pm
<input type="checkbox"/>	EDU	Basic First Aid	Active	Winter 2021	Dec 1, 2020	Feb 28, 2021	Fri, Sat, Sun	9:00am
<input type="checkbox"/>	CCD	Cheer Essentials	Active	Winter 2021	Dec 1, 2020	Feb 28, 2021	Thu	6:30pm
<input type="checkbox"/>	SUP	Cheer Ready - Fri 6pm	Active	Winter 2021	Dec 1, 2020	Feb 28, 2021	Fri	6:00pm



Send a Message - Choose to send an [email](#), [push notification](#), or [text message](#) to chosen recipients in the selected records, e.g., Primary Contacts only, or Primary, Billing, and Other Contacts.

- Select the check box for classes you want to be included in the message. You can select individual classes across multiple pages.
- To send to all classes currently displayed in the grid (max 250 items/page) select the check box in the column header.
- To send to ALL classes on ALL pages, leave all check boxes empty. All classes will be included.

Add Resource - Opens the *Add a Resource* pop-up window. Enter the *Name* of the resource, define the *Audience*, choose the *Resource location* (upload or select a link to the resource), and click *Add*. This will add a resource to the class records selected in the grid. To modify an added resource you have to open the individual class record to make an edit or delete.

Refer to [Resources in Jackrabbit](#) for more information about resources.

Mass Drop - Opens a *Mass Drop Students* pop-up window. Complete the details in the window, select a *Reason* from the drop-down list*, add a *Note* (if applicable) and click

Drop. This will drop the students in the selected classes.

***Note:** To create the drop-down list go to the *Tools (menu) > Manage Users & Permissions > Drop-down Lists (left menu) > Student (left menu) > Drop Reason*.



Mass Edit - Opens an *Edit Classes* page. Use the top row to make global changes to the selected classes in the grid or edit individual classes as needed on the page. Click *Save Changes*.


Add a note - Opens an *Add a note* pop-up window. Create the note, add a *Title*, compose the contents of the note for the selected classes, include tags (if needed), and click *Add*. A new note is added to the class records selected. To modify notes you have to open the individual class record to make an edit or delete.

Refer to [Notes in Jackrabbit](#) for more information about notes.

Print - Opens a print window to print the class information shown in the grid (max. 250 items/page) or save it as a file for future use. The print option is only available when the check boxes remain unselected in the 1st column.

Export to Excel - Downloads an excel file of all the filtered information in the grid to your computer. This option is only available when the check boxes remain unselected in the 1st column and all classes in the grid will be included.



The *Send Message (icon)*  can be used to send **emails, text messages, and push notifications** (through Mobile Inventor) to a single class or to multiple classes.