

Class Status

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The status of a class is defined on the *Summary* tab of the *Class* record.

Some status values are pre-defined defaults, such as *Active*, *Inactive*, *Future*, *Archived*:

- Active = Classes that are open for enrollment
- Inactive = Classes that are not open for enrollment
- Future = Classes with start dates in the future
- Archived = Classes that have been 'put to sleep' so they don't show up in your current list of classes

If you have an additional special class status, you can add it in the Drop-down List Editor (*Tools > Edit Settings > Drop-down Lists > Class* section).



It is considered best practice to only use the Class Statuses listed here. This will assure Jackrabbit pulls the right information for reports and Class Listings Tables, etc.
