

The Class Record

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This section contains instructions on many of the features related to a Class. Each class page offers a centralized area to house and reference all information related to it. Each class page has its own tabs, buttons, and links. See [Class Fields Explained](#) for additional information on the various class detail fields.

Class: 1-Infant Under 1 year old

← RETURN **SAVE CHANGES** **DELETE**

Buttons are used to perform actions for the class.

Class Roll Schedule Student Email/Text Class Post Class Transactions Copy Class Archive Class

Summary **Enroll List** Attendance Drop List Wait List Instructors Lesson Plan Skills/Levels Misc Notes (1) Resources (2)

Class Name: 1-Infant Under 1 year old Status: Active

Location: Main Room: Session: 2020 ChildCare

Class Start Date: 1/1/2020 End Date: 12/31/2020 Registration Start Date: 9/1/2019

Days: Mon Tue Wed Thu Fri Sat Sun

Start Time: 08:00am End Time: 06:00pm Duration: 10:00

Has a Registration Fee

Gender: All Min Age: years months Max Age: 1 year months Cutoff Date: mm/dd/yyyy

Category1: Infant (6-24) Category2: Category3:

| Enrollment | Openings | Size | Max Size | Future Drops | Future Enrolls | Wait | Max Wait | Makeups |
|------------|----------|------|----------|--------------|----------------|------|----------|---------|
| | 4 | 1 | 5 | 0 | 0 | 0 | 2 | 0 |

Description:
[More...](#)

Display on Website: Yes
Allow Web Registration: Yes
Allow Portal Enrollment: Yes

Class ID:
Virtual Class / Video Link URL: Link to Zoom, Youtube etc.
Virtual Class / Video Link Text: Optional link text

Virtual class links can be added here.

Leave the box checked when the class has a registration fee.

Tabs provide specific information about the class. Currently, the Summary tab is selected.

Class Tab Descriptions

Summary **Enroll List** Attendance Drop List Wait List Instructors Lesson Plan Skills/Levels Misc Notes (1) Resources (2)

Summary

The *Summary* tab is where the foundation of a class is built. This page is where important settings for a class are created, and it is from this page that search criteria are pulled in class reporting and searching. The Summary page allows the user to customize the class name, location, status, day(s) of class, tuition fee(s), description, session, room, category 1, 2, and 3 gender, minimum/maximum ages, maximum class size, maximum wait list size, registration start date, class start/end dates, class start/end times, class duration. Options are offered for whether the class is available for display on your website class listings tables, whether you allow web registration or portal enrollment.

If you offer virtual classes or would like to share video tutorials, enter them on the Class Summary tab. This makes these resources available in the Parent Portal.

Enroll List

The *Enroll List* tab contains a list of all students enrolled in the class. From this page, a user can **drop or transfer** a student as well as indicate the enrollment type of a student. (example: wait list, etc.)

Attendance

The *Attendance* tab contains the attendance records for the students in the class.



Use the *Select a time period* drop-down on the *Attendance* tab to quickly filter attendance for records you would like to see related to the class.

Drop List

The *Drop List* tab provides a summary of the drops that have occurred for the class. From this tab, the user can also indicate if the student completed the class.

Wait List

A listing of students who are wait listed for the class is provided here. Refer to the **Wait List Enrollments** Help section for more detail.

Instructors

Instructors are assigned to a class from the Instructor tab. Jackrabbit allows up to four instructors for each class. Refer to the **Staff / Instructor** Help section including the **Assign Staff / Instructors to Classes** article for complete details.

Lesson Plan

The *Lesson Plan* tab allows a user to enter class lesson plan information. Click the **Add Lesson Plan** button to add lesson plans to the class. If you have created *Master Lesson Plans* (using *Classes > Master Lesson Plans*), you can copy them into a class using the **Copy Master Lesson Plan** button. See the **Create a Master Lesson Plan** for more information.

Skills

Assign Skills to a class to track student progress on the *Skills* tab. Refer to the **Student Skills/Levels** Help section for more detail.

Misc

The *Misc* tab allows you to add notes related to the class that you can refer back to.

Notes

Create and store searchable **notes** regarding the class.

Resources

Upload files and add links to the Class record where they can be stored on the **Resources** tab. Resources added to a Class record can be shared with parents through the Parent Portal.

Class Button Descriptions



Class Roll

View or print a class roll for the specific class using the Class Roll Button.



Multiple Class Rolls may also be printed at one time using [Classes > Class Rolls](#). Additional customization options are also available using [Classes > Class Rolls](#). See the [Class Rolls](#) topic for more information.

Schedule Students

In addition to scheduling a student from the Family page or the Student page, it is also possible to schedule students using the **Schedule Students** button from the Class page. Refer to the **Schedule Students into Classes (Enroll)** Help section for more detail.

Email/Text Class

Click the **Email/Text Class** button to quickly email or text a specific class. Refer to the **Emailing in Jackrabbit** or **Texting in Jackrabbit** Help sections for more information.

Post Class Transactions

Jackrabbit offers many options for posting fees, including using the button to post a group fee to a specific class. See **Post Class Transactions** for additional details.

Copy Class

Click the **Copy Class** button to copy (duplicate) an individual class. This is particularly useful when creating classes that contain similar information and only require a few changes.

Archive Class

Classes in your Jackrabbit database are considered *Active* until they are archived. Classes do not become inactive simply because the *Class End Date* has passed. Using the *Archive Class* button archives

the specific class. For details on archiving multiple classes at one time, refer to the [Archive Classes](#) Help section.
