

# Search Classes Report

Last Modified on 09/28/2020 12:12 pm EDT

[Watch a \(1:51\) video tutorial on the Search Classes Report](#)

The *Search* function, in the *Classes* menu, is a powerful tool! It allows you to search through all of your classes to find only those that meet the criteria you select.

With Search Classes it's easy to find 'needles in the haystack'.

- ★ Create a Weekly Calendar showing only a particular instructor's classes. This is helpful for scheduling purposes.
- ★ Generate a listing of all classes with openings that meet on Mondays.
- ★ See, at a glance, which classes have openings. Consider any future enrolls, future drops, and waitlisted students shown as well.

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## Search Criteria

All of the search criteria in Search Classes pull information from fields in the **Class record**. The majority of the information is located on the Summary tab.



Leaving a field blank is the same as saying "all".

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# Search Classes

Location: JR (Select one or more by holding the CTRL key)  
 OAK  
 WEST

Room:

Class Name:  (Use \* to search any part. Ex. \*Private or \*Thurs)

Session:   
 Status: Active

Category 1: No Value, After School, **Before School**, Camp, Enrichment  
 Category 2: Dance Class, Full Time, Lunch Bunch, Math Time, Part Time  
 Category 3: Four Year Olds, School Age, Three Year Olds, Transitional Kindergarten, Two Year Olds

Classes Starting From:  Through Date:   
 Classes Ending From:  Through Date:   
 Date Created From:  Through Date:   
 Reg Start Date:  Through Date:  Classes With No Reg Start Date:

Class Meets: Mon Tue Wed Thu Fri Sat Sun

Max Size:

Instructor(s): (No Primary Instructor Assigned), Alina Moore, Erin Bundi, **Mark Newton**, Michelle Longbottom  
 Instructor Skill(s):

Instructor Availability Note:

Gender:  Age:

Classes with Openings Only:   
 Display on Website?:  Allow Web Registration:  Allow Portal Enrollment:

Produces a listing (report)

These criteria selections will return all active Before School (Cat 1) classes that Mark Newton is teaching.

Calendar views

## Display Options

The following display option examples illustrate the result of the search criteria selections made in the above image.

## Report Format

Select **Submit** to display a listing of classes that meet your search criteria.

Search Classes

← RETURN

View 1 - 3 of 3    11 columns hidden

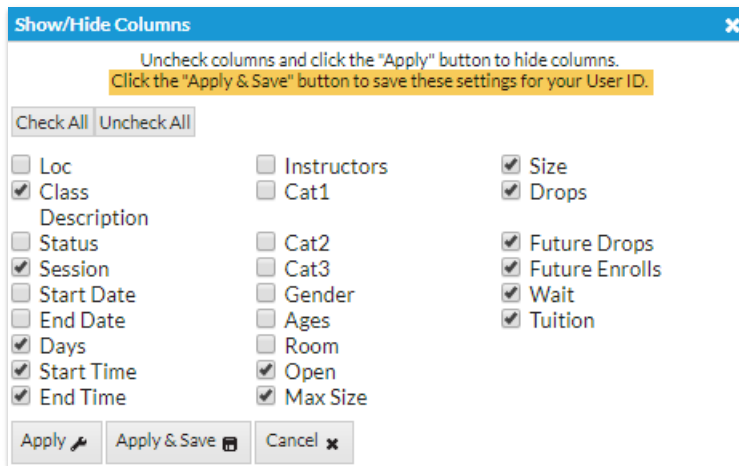
Class Description	Session	Days	Start Time	End Time	Oper	Max Size	Size	Drops	Future Drops	Future Enrolls	Wait	Tuition
<a href="#">Middle School</a>	2018-2019	MTWThF	7:00am	8:30am	4	8	4	0		1	0	135.00
<a href="#">S/A AM</a> First and second grade combined	2018-2019	MTWThF	7:00am	8:30am	4	8	4	0		0	0	135.00
<a href="#">Third/Fourth Grade</a>	2018-2019	MTWThF	7:00am	8:30am	8	8	0	0		0	0	135.00

Customize your report by showing only the information that is important to you.

**Future Enrolls**

#	Student Name	Enroll Date	Enroll Type	Drop Date	Delete
1	Carol Jay	6/3/2019	Enrolled		<input type="button" value="x"/>

- The Show/Hide Columns button allows you to customize your report by selecting which information to display.



- Select **Apply** to have these selections applied to only the report you are currently viewing.
  - Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.
  - Use the **Restore Columns** button to view all available columns.
- Use the **Search** field at the top of a column to search a column.



When searching for classes that meet on certain days of the week, use 'Tu' for Tuesday and 'Th' for Thursday. Searching for 'T' will bring up both Tuesday and Thursday classes.

## Weekly Calendar

Select **Weekly Calendar** to display a week-long calendar of classes that match the search criteria you selected.

Criteria  
 Class Status: Active  
 One or more instructors  
 One or more Category 1

Refresh Change Criteria Add Class Day View Room View Print Settings Close ? Help

Prev 1/14/2019 Next Show Students on Hover:  Show Full Classes:

15 Classes

Tip: Double Click on a Time Slot to Add a New Class

Opens to the current week, use the date selector or the Prev or Next buttons to change the week.

	Monday 1/14/2019	Tuesday 1/15/2019	Wednesday 1/16/2019	Thursday 1/17/2019	Friday 1/18/2019	Saturday 1/19/2019	Sunday 1/20/2019
All Day							
7am :00	Middle School (4) OFD, 1FE	Middle School (4) OFD, 1FE	Middle School (4) OFD, 1FE	Middle School (4) OFD, 1FE	Middle School (4) OFD, 1FE		
:15	S/A AM(4)	S/A AM(4)	S/A AM(4)	S/A AM(4)	S/A AM(4)		
:30	Third/Fourth Grade (8)	Third/Fourth Grade (8)	Third/Fourth Grade (8)	Third/Fourth Grade (8)	Third/Fourth Grade (8)		
:45							
8am :00							
9am :00							
10am :00							
11am :00							
12pm :00							
1pm :00							
2pm :00							
3pm :00							

**Middle School (4) OFD, 1FE**  
(as of 1/18)

Days: Mon, Tue, Wed, Thu, Fri  
 Time: 7:00am-8:30am

Instructor: Mark N.  
 Location: JR  
 Room: Room 6

Fee: 135  
 Category: Before School  
 End Date: 6/14/2019

Open 4  
 Size 4  
 Max Size 8

Wait List 0  
 Future Drops 0  
 Future Enrolls 1

Schedule Existing Students Register New Students



See [The Weekly Calendar](#) to learn about this awesome tool - it is your 'Command Central'!

## Day View

Select **Day View** to display a single date's schedule of classes that meet your selected criteria. See [Daily Calendar \(Day View\)](#) to learn more.

Criteria  
 Class Status: Active  
 One or more instructors  
 Class Name: middle  
 One or more Category 1

Refresh Change Criteria Add Class Room View Weekly Calendar Print Settings Close ? Help

Prev 1/14/2019 Next Hide Instructors with no Activity:  Show Students on Hover:  Show Full Classes:

1 Classes

Defaults to the current date but can be changed with the date selector or Prev/Next buttons.

	Unassigned	M. Newton
Skills:		
All Day		
7am :00		Middle School (4) OFD, 1FE
:15		
:30		
:45		
8am :00		
9am :00		
10am :00		
11am :00		
12pm :00		
1pm :00		
2pm :00		
3pm :00		
4pm :00		
5pm :00		
6pm :00		

**Middle School (4) OFD, 1FE**  
(as of 1/14)

Days: Mon, Tue, Wed, Thu, Fri  
 Time: 7:00am-8:30am

Instructor: Mark N.  
 Location: JR  
 Room: Room 6

Fee: 135  
 Category: Before School  
 End Date: 6/14/2019

Students:  
 1. Karen Baker  
 2. Kenny Jay  
 3. Franky Lanham  
 4. Sam O'Brien

Open 4  
 Size 4  
 Max Size 8

Wait List 0  
 Future Drops 0  
 Future Enrolls 1

Schedule Existing Students Register New Students

## Room View

The Room View displays a single date's schedule of classes that meet your selected criteria. It will default to the current date but can be changed using the date selector or the *Prev / Next* buttons.

You have the ability to enroll an existing student into a class from this calendar as well as register a new student and place them in the class. See [Room View Calendar](#) to learn more.

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