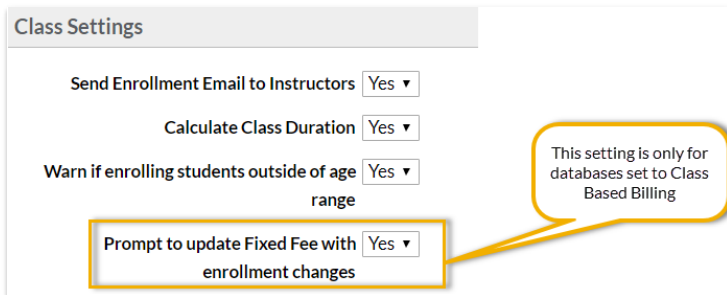


Class Settings

Last Modified on 06/29/2020 10:53 am EDT

Default class settings for your organization are edited from the *Tools* menu > *Edit Settings*. At the top of the page that opens, you'll see a section named *Organization Defaults*. These settings can also be accessed from the *Organization Defaults* item on the left menu. Scroll down for the *Class Settings* section.



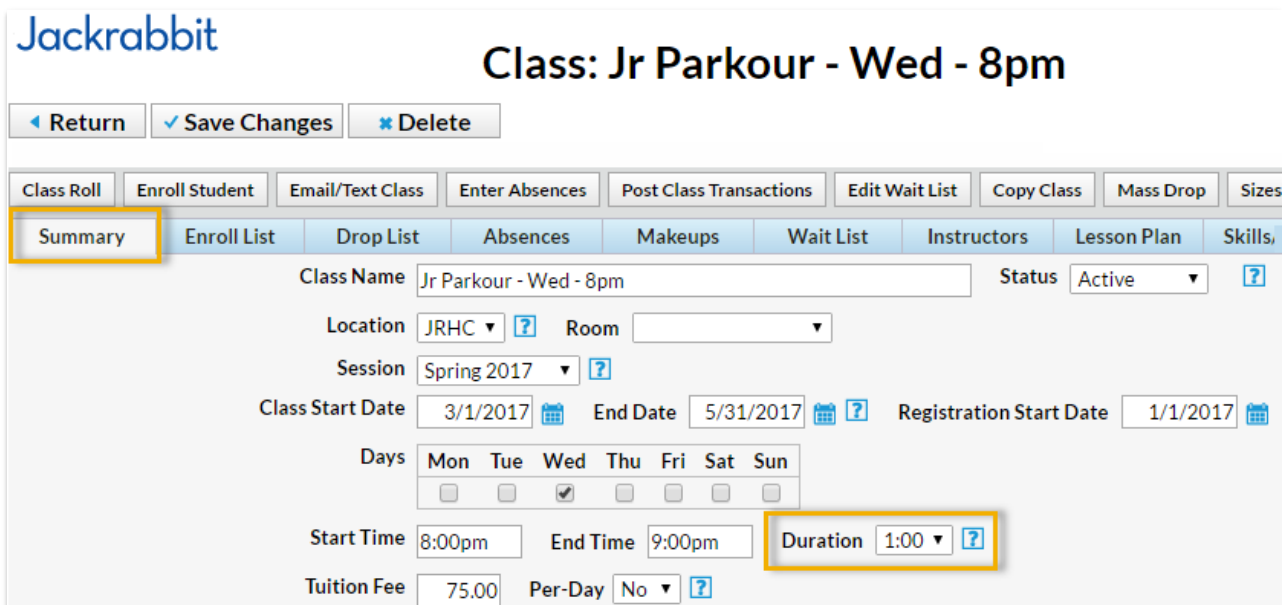
The screenshot shows the 'Class Settings' section of a web application. It contains four dropdown menus, all set to 'Yes': 'Send Enrollment Email to Instructors', 'Calculate Class Duration', 'Warn if enrolling students outside of age range', and 'Prompt to update Fixed Fee with enrollment changes'. A yellow callout box points to the 'Prompt to update Fixed Fee with enrollment changes' dropdown with the text: 'This setting is only for databases set to Class Based Billing'.

Send Enrollment Email to Instructors

Setting this to *Yes* will have an email confirmation automatically sent to the primary instructor whenever a student is enrolled into a class through Online Registration or through the Parent Portal. When enrolling a student from within the database you will be prompted with an option to email the instructor. If the *Send Enrollment Email to Instructors* setting = *No* you will not see the prompt to email when enrolling from within the database and no emails will be generated for online and portal enrollments.

Calculate Class Duration

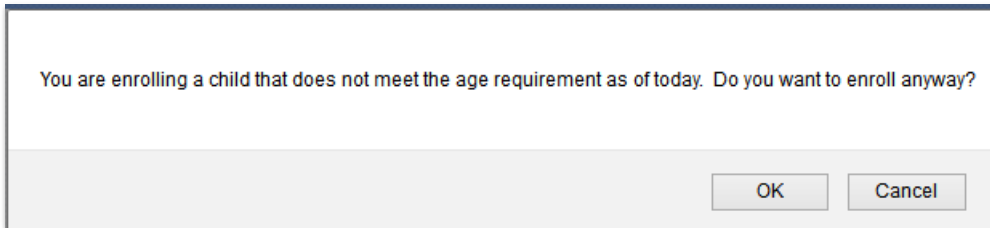
This setting controls whether or not the *Duration* field on the *Class Summary* tab is automatically calculated when the times are entered. Set this to *No* if you want to manually complete that field, for example, to set this to 1 and count the class as one unit regardless of the length of the class.



The screenshot shows the 'Jackrabbit' interface for editing a class. The title is 'Class: Jr Parkour - Wed - 8pm'. Below the title are three buttons: 'Return', 'Save Changes', and 'Delete'. A navigation bar contains several tabs: 'Class Roll', 'Enroll Student', 'Email/Text Class', 'Enter Absences', 'Post Class Transactions', 'Edit Wait List', 'Copy Class', 'Mass Drop', 'Sizes', 'Summary', 'Enroll List', 'Drop List', 'Absences', 'Makeups', 'Wait List', 'Instructors', 'Lesson Plan', and 'Skills'. The 'Summary' tab is selected and highlighted. The form fields include: 'Class Name' (Jr Parkour - Wed - 8pm), 'Status' (Active), 'Location' (JRHC), 'Room' (empty), 'Session' (Spring 2017), 'Class Start Date' (3/1/2017), 'End Date' (5/31/2017), 'Registration Start Date' (1/1/2017), 'Days' (Mon, Tue, Wed, Thu, Fri, Sat, Sun) with 'Wed' selected, 'Start Time' (8:00pm), 'End Time' (9:00pm), 'Duration' (1:00), 'Tuition Fee' (75.00), and 'Per-Day' (No). The 'Duration' field is highlighted with a yellow box.

Warn if enrolling students outside of age range

Set *Warn if enrolling students outside of age range* to **Yes** to provide a pop-up warning for a Jackrabbit User when a student is being enrolled into a class that is outside the min / max age range.

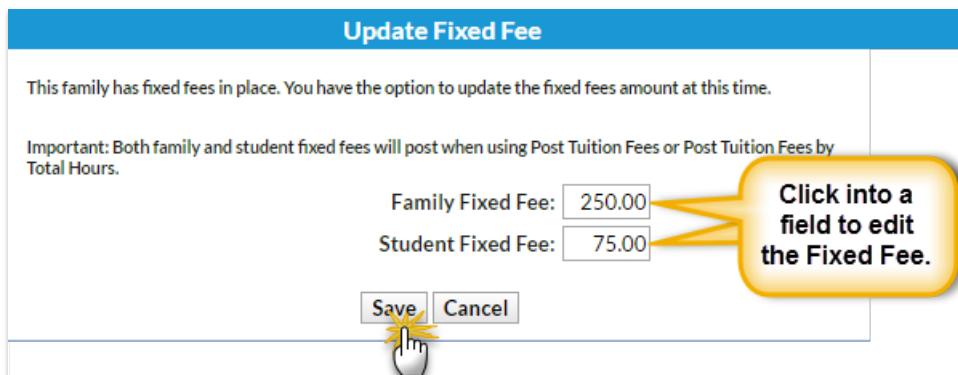


You are enrolling a child that does not meet the age requirement as of today. Do you want to enroll anyway?

OK Cancel

Prompt to update Fixed Fee with enrollment changes

When a family or student has a Fixed Fee in place Jackrabbit can alert you when a change is made to enrollment so that you can update the Fixed Fee. Set *Prompt to updated Fixed Fee with enrollment changes* to **Yes** to be alerted that the student being enrolled has a student &/or a family Fixed Fee and to have the option to adjust the fees.



Update Fixed Fee

This family has fixed fees in place. You have the option to update the fixed fees amount at this time.

Important: Both family and student fixed fees will post when using Post Tuition Fees or Post Tuition Fees by Total Hours.

Family Fixed Fee:

Student Fixed Fee:

Save Cancel

Click into a field to edit the Fixed Fee.



*Fixed Fees are only available if your database is set to **Class Based Billing**. Learn more about Fixed Fees in the **Fixed Fees (Tuition)** section.*