

Schedule a Student into Classes using Jackrabbit's Calendars

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Office staff can enroll students into classes using the Daily, Weekly, or Room Calendars in Jackrabbit.



The **Weekly Calendar** is the most popular calendar to use for enrollment. It can be quickly accessed by clicking on the Calendar icon in the upper right corner throughout the database or by using the **Weekly Calendar** button on the Executive Dashboard.

1. From the *Classes* menu, select **Weekly / Daily Calendar**.
2. Use the *Search Criteria* to narrow down results as needed.
3. Select the calendar view of your choice -**Weekly Calendar, Day View,** or **Room View**.
4. Hover your cursor over any **class** to see class details and select to **Schedule Existing Students** or **Register New Students**.

If the student belongs to a new family who is not in your database, click the **Register New Students** button. Follow the instructions for how to **Add Families / Accounts**.

If the student is already in your database, click the **Schedule Existing Students** button. Follow the instructions for **Methods for Staff to Schedule a Student**

8am	:00	Summer Camp (7)	Summer Camp (7)	Summer Camp (7)
	:15	Summer camp week 2 (20)	Summer camp week 2 (20)	Summer camp we
	:30	Preschool (7)	Preschool (7)	Preschool (7)
	:45			
9am	:00			
10am	:00			
11am	:00			
12pm	:00			
1pm	:00			
2pm	:00			
3pm	:00			
	:15			

Preschool (7)
(as of 6/11)

Days: Mon, Tue, Wed, Thu, Fri	Open 7
Time: 8:30am-4:30pm	Size 5
	Max Size 12
Instructor: Miss S.	Wait List 0
Location: OAK	Future Drops 0
Room: Room 1	Future Enrolls 0
Fee:	
Category: PreSchool	
End Date: 12/31/2019	