Search Classes Report

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.

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.

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

Search Classes

RETURN SUBMIT

Search Criteria | Favorites | Save Favorites | Refresh | ? | Weekly Calendar | Day View | Room View

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

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: mm/dd/yyyy Through Date: mm/dd/yyyy

Classes Ending From: mm/dd/yyyy Through Date: mm/dd/yyyy

Date Created From: mm/dd/yyyy Through Date: mm/dd/yyyy

Reg Start Date: mm/dd/yyyy Through Date: mm/dd/yyyy 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):

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

Instructor Availability Note:

Gender: Age:

Classes with Openings Only:

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

NEW Weekly/Daily Views: For best display, make sure your classes have start dates, times and Category 1 set, Days Class Meets set, and Instructors have a last name. For Color-coding Class Category1 drop-down (under Tools) to set Category1 colors.

Submit | Weekly Calendar | Day View | Room View

Produces a listing (report)

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.
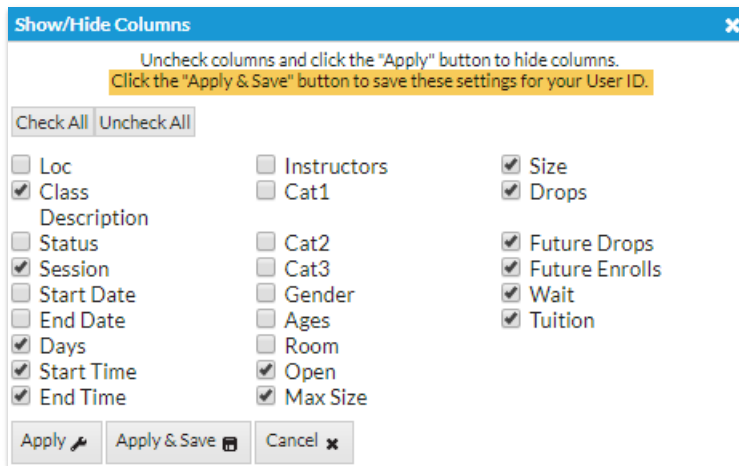
Search Classes

RETURN

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

View 1 - 3 of 3 | Print | Export | Refresh | 11 columns hidden | Show/Hide Columns | Restore Columns

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

Future Enrolls

#	Student Name	Enroll Date	Enroll Type	Drop Date	Delete
1	Carol Jay	6/3/2019	Enrolled		✕

Close

- 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: ☑

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

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

		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) 0FD, 1FE	Middle School (4) 0FD, 1FE	Middle School (4) 0FD, 1FE	Middle School (4) 0FD, 1FE	Middle School (4) 0FD, 1FE		
		S/A AM (4)	S/A AM (4)	S/A AM (4)	S/A AM (4)	S/A AM (4)		
		Third/Fourth Grade (8)	Third/Fourth Grade (8)	Third/Fourth Grade (8)	Third/Fourth Grade (8)	Third/Fourth Grade		
	:15							
	:30							
	:45							
8am	:00							
9am	:00							
10am	:00							
11am	:00							
12pm	:00							
1pm	:00							
2pm	:00							
3pm	:00							

Middle School (4) 0FD, 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

QUICK tip!

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: ☑

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

1 Classes

		Unassigned	M. Newton
Skills:			
All Day			
7am	:00		Middle School (4) 0FD, 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) 0FD, 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

Open 4
Size 4
Max Size 8
Wait List 0
Future Drops 0
Future Enrolls 1

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

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.