

Lesson #7 - Work with Classes

Review (Optional)

The seventh lesson in this Learning Series, Work with Classes, is designed to get you familiar with adding, editing, copying, and archiving classes. You may wish to review the article listed below before beginning.




The review article listed below will open the Help article in a new tab. When you are finished reviewing the material, close the tab and return to this page to proceed with the lesson.

- [The Weekly Calendar](#)
 - [Legal Policies & Policy Groups - An Overview](#)
-

The Class Record

The Class record stores vital information about your classes and can be accessed from these locations in Jackrabbit:

- ★ *Classes (menu) > All Classes* > click the class name link in the grid
- ★ *Classes (menu) > All Classes* > click the row menu  > *View/Edit*
- ★ Use the global search at the top of each page to locate a class.

Every Class record has its own tabs, buttons, and links. See [Class Fields Explained](#) for additional information on the various class detail fields.

Class: Ballet - Foundations - Th

SAVE CHANGES

DELETE

Class Roll

Enroll Student

Email/Text Class

Enter Absences

Absence/Attendance

Post Class Transactions

Copy Class

Mass Drop

Sizes/Measurements

Archive Class

Summary

Enroll List

Drop List

Absences

Makeups

Wait List

Instructors

Lesson Plan

Skills/Levels

Misc

Costumes

Notes (0)

Resources (0)

Policy Groups (2)

Class Name

Ballet - Foundations - Th

Status

Active

?

Location

EDU

Room

Session

2022

Class Start Date

1/1/2022

?

End Date

12/31/2022

?

Registration Start Date

12/1/2021

?

Days

Mon

Tue

Wed

Thu

Fri

Sat

Sun

☒

Start Time

05:00pm

End Time

06:00pm

Duration

1:00

?

☒ Has a Registration Fee

?

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

- Expand/Collapse All

The *Class Summary* tab contains all the details for a class. Expand each section for a brief description of the field on this tab.

- Expand/Collapse All

- ☑ Days
- ☑ Start/End Times & Duration
- ☑ Has a Registration Fee?
- ☑ Tuition Fee
- ☑ Per Day
- ☑ Exclude from requiring payment during Parent Portal enrollment
- ☑ Tuition Billing Method
- ☑ Exclude from Multi-Class Discount
- ☑ Exclude from Total Hours Count
- ☑ Tuition Billing Cycle
- ☑ Tuition Discount Rule
- ☑ Prorate Tuition
- ☑ Gender
- ☑ Min Age / Max Age
- ☑ Cutoff Date
- ☑ *Category 1, 2, and 3
- ☑ Enrollment Max Size / Max Wait
- ☑ Class Description
- ☑ Display on Website
- ☑ Allow Online Registration
- ☑ Allow Portal Enrollment
- ☑ Allow Trial Enrollment

- ☑ Allow Makeups in Class
- ☑ Class ID
- ☑ Virtual Class / Video Link URL
- ☑ Virtual Class / Video Link Text

***The drop-down lists for the class fields marked with an asterisk above are all customizable. Use the Gear (icon) > Settings > General > Drop-down Lists (left menu) to customize these drop-downs.**

Add Classes - Overview

The **Add Class** modal (window) allows you to enter the majority of the class information, including Policy Groups, that is found on the *Class* record > *Summary* tab (excluding gender and age settings). You can choose to enter as much of this information initially as you wish but at a minimum, you must enter the required fields (marked with '*').

Add Class

Enter Class Name*

Location* EDU

Room: Pool A

Instructor Livy Wallace

Session 2021-2022

Class Start Date* 9/1/2021

End Date 6/30/2022

Registration Date 7/1/2021

Days

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Start Time* 10:00am

End Time* 11:00am

Duration 1:00

☒ Has a Registration Fee

Tuition Fee 110.00

Max Size 4

Max Wait 4

Tuition Billing Method* By Total Hours

Tuition Billing Cycle* Monthly

☒ Prorate Tuition

Category 1* Swim

Category 2 Beginner

Category 3

Policy Groups

None
 Dance Classes
 Default Policies
 Special Events
 Summer Camps
 Swim Classes

Description

This swim class is designed for the beginner with no swim experience. Skills and lessons are taught using fun themes and games.

Display on Website Yes

Allow Portal Enrollment Yes

Allow Online Registration Yes


Allow Trial Enrollment No

SAVE
SAVE & ADD NEW CLASS
SAVE & COPY CLASS
CLOSE



Many of the fields on the *Summary* tab of the *Class* record affect class management, including enrollment and tuition posting. Refer to [Class Summary Tab - The Fields Explained](#) for a description of each of the fields on the *Summary* tab.

To accommodate different workflows, Jackrabbit offers several ways to open the **Add Class** modal to add a new class:

| | |
|--|--|
| <ul style="list-style-type: none">• Add a class from the Weekly Calendar | <p>Adding a class from the Weekly Calendar is a great way to build your class schedule as it offers a visual of open time slots.</p> <p>The Calendar is easily accessible in the top navigation of Jackrabbit, no matter where you are in Jackrabbit.</p> <p>Learn more about adding a class from the Weekly Calendar.</p> |
| <ul style="list-style-type: none">• Add a class from the Classes menu | <p>Add Class, from the <i>Classes</i> menu, is a convenient way to open the Add Class modal and add a class on the fly.</p> <p>The Classes menu is easily accessible from wherever you are in Jackrabbit.</p> <p>Learn more about adding a class from the Classes menu.</p> |
| <ul style="list-style-type: none">• Add a class from the All Classes page | <p>All Classes is a powerful one-stop-shop for working with your classes, including adding a class!</p> <p>Use the Add New Class button  to open the Add Class modal.</p> |



Classes can also be added by [copying an existing class](#) or [copying a group of classes](#) when working with sessions.

Add a Class from the Classes Menu

You can add a class from the *Classes (menu) > Add Class*. The *Add Class* pop-up modal (window) allows you to enter the majority of the class information that is found on the *Class* record > *Summary* tab (excluding gender and age settings). You can choose to enter as much of this information initially as you wish but at a minimum, you must enter the required fields (marked with *).

1. Go to the **Classes** (menu) > **Add Class** to open the *Add Class* window.
 2. Enter a **Class Name**.
 3. Select the appropriate drop-down if you have more than one **Location**.
 - Optionally, select a **Room** and **Instructor** for the class.
 - You may opt to assign an **Instructor** and **Session**.
 4. Enter a **Class Start Date**.
 - If you designated a **Start Date**, **End Date**, and **Registration Date** for the Session when you were customizing your drop-down lists (*Gear icon > Settings > General > Drop-down Lists*) these fields will automatically populate. Edit as needed.
 5. Check the box for the day(s) the class meets. **Note:** *Days the Class meets should be checked in order for Classes to display on Calendars and Schedules.*
 6. Enter the class **Start Time** and **End Time**. The *Duration* will automatically calculate based on those times but can be edited if needed.
 7. Add the **Tuition Fee**, **Max Size**, and **Tuition Billing Method** at this time or you can add them later.
 8. Select **Category 1** and optionally choose Category 2 or Category 3. To learn more about Category 1 check out our [Customize Drop-down Lists](#) section.
 9. Select the Policy Group(s) for the class when applicable.
 10. Enter the class **Description** now or leave it for later.
 11. Set your preferences for **Display on Website**, **Allow Online Registration**, **Allow Portal Enrollment**, and **Allow Trial Enrollment**. See [Class Summary Tab - The Fields Explained](#) for more information about these fields.
 12. Click **Save**, **Save & Add Another**, or **Save & Copy Class**. Once a class is created, the new *Class* record opens to the *Summary* tab.
-

Add Class

Enter Class Name*

Location* EDU Room: Pool A

Instructor Livy Wallace

Session 2021-2022 ?

Class Start Date* 9/1/2021 📅 End Date 6/30/2022 📅 Registration Date 7/1/2021 📅

Days

| | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Start Time* 10:00am End Time* 11:00am Duration 1:00

☒ Has a Registration Fee

Tuition Fee 110.00 Max Size 4 Max Wait 4

Tuition Billing Method* By Total Hours

Tuition Billing Cycle* Monthly

☒ Prorate Tuition

Category 1* Swim Category 2 Beginner Category 3

Policy Groups

None
Dance Classes
Default Policies
Special Events
Summer Camps
Swim Classes

Description

This swim class is designed for the beginner with no swim experience. Skills and lessons are taught using fun themes and games.

Display on Website Yes Allow Portal Enrollment Yes

Allow Online Registration Yes Allow Trial Enrollment No

SAVE
SAVE & ADD NEW CLASS
SAVE & COPY CLASS
CLOSE



Click the *Save & Copy Class* button to copy a class with similar details. Change the name when prompted and make changes to details as needed.

Add a Class from the Weekly Calendar

Adding a class from the *Weekly Calendar* is a great way to build your class schedule as it offers a visual of open time slots. Use the *Change Criteria* button to customize the calendar view, for example for only a specific room or a specific instructor. Learn more about the powerful Weekly View calendar in our Help Center article [Executive Dashboard: Weekly Calendar](#).

1. Click **Weekly Calendar** on the *Executive Dashboard* to view the *Calendar* and change the criteria if needed.
2. Click the **Add Class** button or double click **atime slot** on the calendar where you want to add the

class.

3. Enter the class details in the **Add Class** window. At a minimum, you must enter all required (*) information. **Note:** If you select a Session for the class, and you have defined the start/end dates for the session in your drop-down list editor, you may get a Potential Date Conflict pop-up window. This is simply to alert you that the date you have used as the class start date (the date you clicked on the calendar) falls outside of the session's defined start/end dates. You can opt to leave the current dates or use the new session dates.
4. Click **Save**.


After the class is created you will be given the option to **Add Another Class**, **View Calendar**, **Enroll** (an existing student), or **Quick Reg** (add a new student).

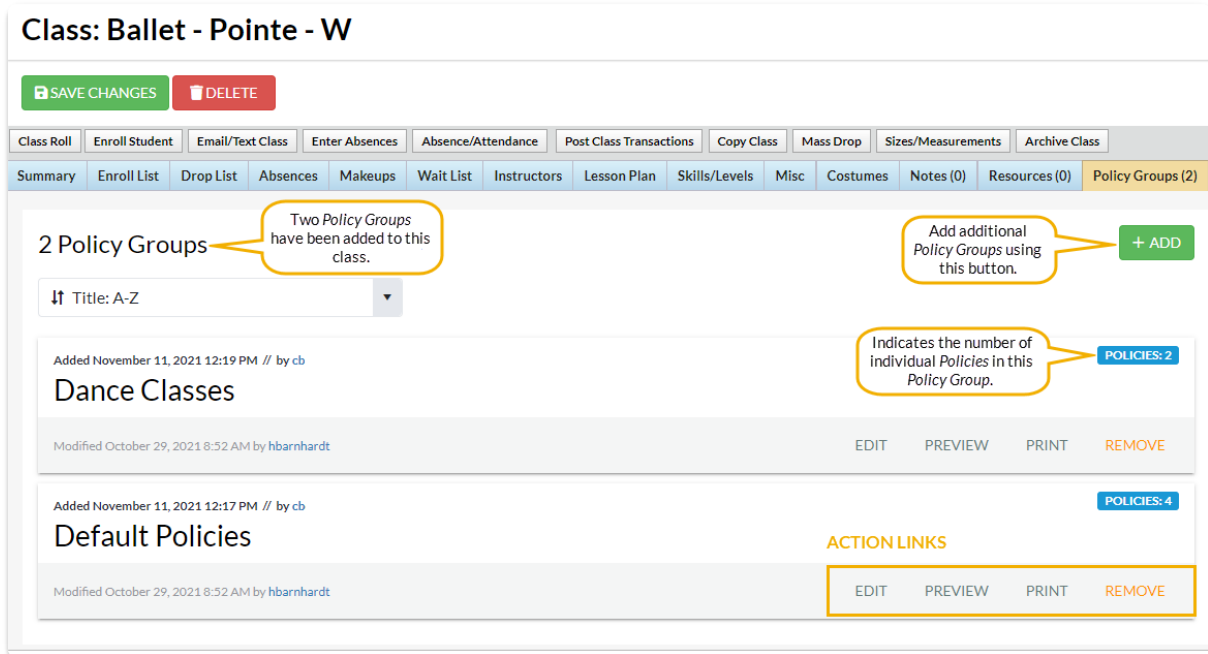
Assign Policy Groups to Classes

You made it to **Step 3!** To complete the setup for your **Policies**, the **Policy Groups** need to be assigned to classes.

You may have a Policy Group that needs to be assigned to all classes, e.g. Default Policies (Release of Liability, Assumption of Risk, Medical Emergencies, and Payment Policies). Depending on your organization, and the programs offered, you may need to assign additional Policy Groups for summer camps, special events, travel teams, competitions, etc.

Add a Policy Group to Classes

1. Go to **Classes** (menu) > **All Classes**.
2. Select the classes that need Policy Groups. Leave the 1st column blank to select all the classes in the grid.
3. Click **More** (icon)  > **Add Policy Groups**.
4. Click in the *Select all groups that apply* field. The previously created Policy Groups will populate in the list. Select all that apply.
5. Click **Add**. The Policy Groups you selected will be assigned to the classes.



Class: Ballet - Pointe - W

SAVE CHANGES **DELETE**

Class Roll | Enroll Student | Email/Text Class | Enter Absences | Absence/Attendance | Post Class Transactions | Copy Class | Mass Drop | Sizes/Measurements | Archive Class

Summary | Enroll List | Drop List | Absences | Makeups | Wait List | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes | Notes (0) | Resources (0) | **Policy Groups (2)**

2 Policy Groups Two Policy Groups have been added to this class. Add additional Policy Groups using this button. **+ ADD**

↑ Title: A-Z

Added November 11, 2021 12:19 PM // by cb
Dance Classes
Modified October 29, 2021 8:52 AM by hbarnhardt EDIT PREVIEW PRINT REMOVE POLICIES: 2



Added November 11, 2021 12:17 PM // by cb
Default Policies
Modified October 29, 2021 8:52 AM by hbarnhardt EDIT PREVIEW PRINT REMOVE POLICIES: 4

ACTION LINKS

6. Use the action links to modify the Policy Group when needed:
 - **Edit** - opens the **Edit Policy Group** page to make changes.
 - **Preview** - opens a **Preview** window with a list of the individual policies in the group. Use the link to open the policy for review and to print.
 - **Print** - opens a print window with all the individual policies listed in that Policy Group. There is a place for initials and a signature line on the page.
 - **Remove** - click to remove the Policy Group from the class. The Policy Group remains available in the Policy Group tab located under the *Gear* icon > *Settings* > *Policies* > *Policy Groups*. This does not delete a Policy Group for future use.

Remove Policy Groups from Classes

Policy Groups can be removed from multiple classes (en masse) or from a single class.

- **Remove from Multiple Classes** - select the classes to update from the *Classes* menu > *All Classes* and click the *More* icon  > *Remove Policy Groups*.
- **Remove from All Classes** - go to the *Gear* icon > *Settings* > *Policies* > *Policy Group* tab, click the row menu  for the Policy Group assigned to the class, and select *Remove from all classes*.
- **Remove from a Single Class** - open the *Class* record > *Policy Groups* tab and click *Remove*.



If you require your customers to agree to all class policies with each enrollment, you'll need to update your Parent Portal setting related to Policies. Go to the Gear icon > Settings > Parent Portal > Settings (tab) > Class Enrollment Settings section. Select the checkbox for the Require policy agreement for each enrollment setting. When the checkbox is not checked (the default), parents won't be prompted to reagree to the policies unless they have changed.

Work with All Classes - View Search, and Take Action

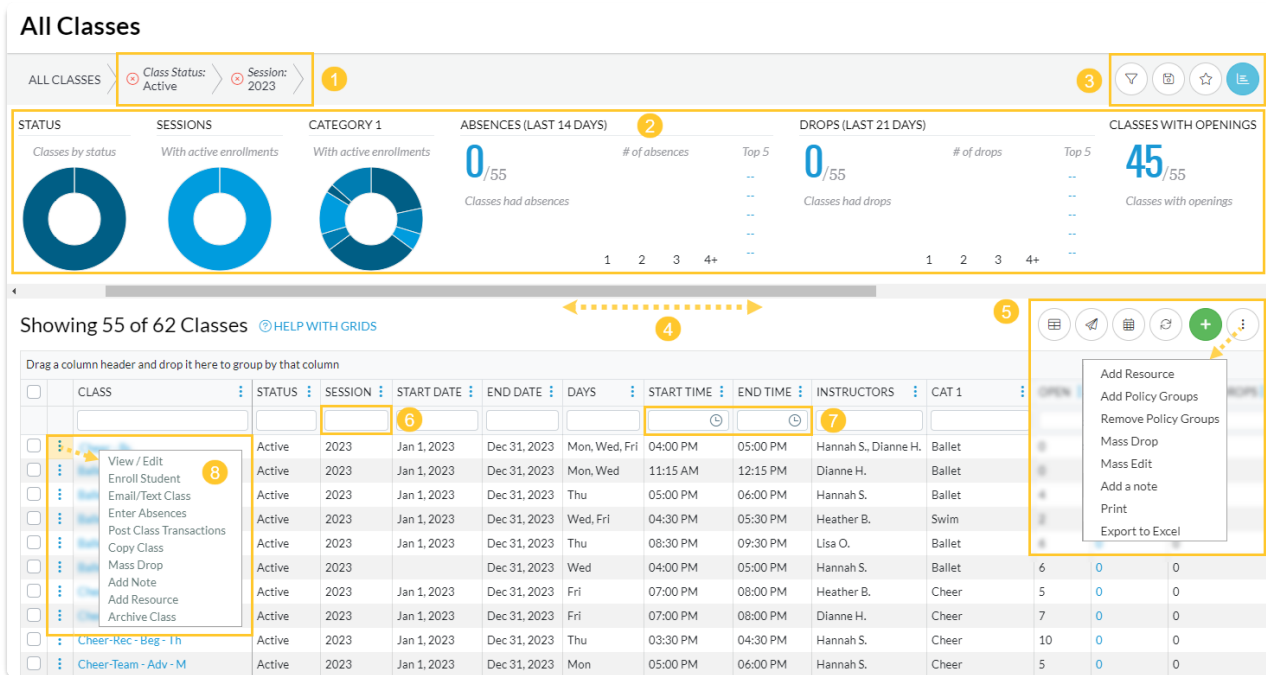


Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review [User Permissions for All Classes](#).

All Classes, located under the *Classes* menu, generates a list of all active and inactive classes in the All Classes grid. From here you can access all your class data.


- ★ View optional [data visuals](#) for key information at a glance with interactive charts.
- ★ Drill down to specific classes using filters organized in a slide-out [filter drawer](#).
- ★ View classes in a [filtered calendar](#) (daily, weekly, or room view) and enroll students.
- ★ Save your [favorite view](#) (filters, selected columns, etc.) as your default view.
- ★ Display a list of classes in a powerful [grid](#): you can group, sort, and customize the information.
- ★ **Take Action** - add/copy classes, enroll students in classes, send messages, archive classes, and apply [mass actions](#) to multiple classes.

Sample All Classes Grid



- 1 Breadcrumbs display the currently selected filters (from the Open Filters icon).
- 2 Interactive Data Visuals provide class information at a glance.
- 3 Icons: Open filters (filter drawer), Save as favorite, Favorites, Hide/Show Data Visuals.
- 4 Horizontal Scroll Bar - scroll to view more Data Visuals.
- 5 Icons: Adjust columns, Send a Message, Filtered Calendar, Refresh Grid, Add New Class, More actions (drops down a menu).
- 6 Column Search - enter a term in the search field for each column to locate specific records. For e.g., enter 2023 in the Session Column Search field to find all classes with that Session value.
- 7 Use the Time Selectors to search for classes that start or end during a specified time. For e.g., search for classes that start between 3:00 pm - 5:00 pm or classes that end after a specific time (enter a *From* date and leave the *To* field blank).
- 8 Row Menu - use the row menu to perform an action for a single class.



Click the Adjust columns  icon (see #5 above) to squeeze the grid columns closer together. You will be able to see all the columns in the grid.


Data Visuals - Key Information at a Glance

Expand/Collapse
All

Use Filters to Search for Specific Classes

- 👇 Use Filters to Search for Specific Classes
- 👇 Save your Favorite Filtered Grid Views
- 👇 View Class Calendar and Enroll Students
- 👇 Work with the Information in the Grid (Table)
- 👇 Take Action for a Single Class
- 👇 Take Action for Multiple Classes (Mass Actions)
- 👇 Frequently Asked Questions



The *Send Message (icon)*  can be used to send **emails**, **text messages**, and **push notifications** (through the Jackrabbit Plus mobile app) to a single class or to multiple classes.

Edit Multiple Classes at Once

The most efficient way to edit multiple classes at once is to use the **Edit Classes** page. There are a few options to access this page and make updates to classes:

- ★ *Classes (menu) > Edit All Classes*
- ★ *Classes (menu) > All Classes*

Expand the sections below for more information on editing multiple classes.

- 👇 Edit Classes from the **Classes (menu) > Edit All Classes**
- 👇 Edit Classes from the **Classes (menu) > All Classes**

Expand/Collapse
All



Edit All Classes does not allow the status of archived classes to be edited.

Copy a Single Class

It's easy to copy classes in Jackrabbit!

1. Go to the **Classes** (menu) > **All Classes** and search for the class you want to copy (filter classes as needed). Or use the global search on the top of the page to search for a class.
2. Select one of these options:

- Click the *Class Name* link to open the Class record and click the **Copy Class** (button) as shown.






Class: Ballet - Beg - W

[SAVE CHANGES](#) [DELETE](#)

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------|--------------------|---------------|----------|-----------|---------------|-------------------|-----|-----|-----|-----|-----|-----|-----|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Class Roll | Enroll Student | Email/Text Class | Enter Absences | Absence/Attendance | Post Class Transactions | Copy Class | Mass Drop | Sizes/Measurements | Archive Class | | | | | | | | | | | | | | | | | | |
| Summary | Enroll List | Drop List | Absences | Makeups | Wait List | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes | Notes (0) | Resources (2) | Policy Groups (3) | | | | | | | | | | | | | | |
| Class Name <input type="text" value="Ballet - Beg - W"/> Status <input type="text" value="Active"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location <input type="text" value="EDU"/> Room <input type="text" value=""/> Spot TV Group <input type="text" value="No groups available"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Session <input type="text" value="2022"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class Start Date <input type="text" value="1/1/2022"/> End Date <input type="text" value="12/31/2022"/> Registration Start Date <input type="text" value="12/1/2021"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Days <table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td><td>Sun</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table> | | | | | | | | | | | | | | Mon | Tue | Wed | Thu | Fri | Sat | Sun | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | |
| Start Time <input type="text" value="05:00pm"/> End Time <input type="text" value="06:00pm"/> Duration <input type="text" value="1:00"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Has a Registration Fee | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tuition Fee <input type="text" value="100.00"/> Per-Day <input type="text" value="No"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Or

- Click the row menu  for the class to copy, and select **Copy Class**.

| | | | |
|--------------------------|---|-----|----------------|
| <input type="checkbox"/> |  | EDU | Jazz L2 - Tues |
| <input type="checkbox"/> |  | | Mon 6pm |
| <input type="checkbox"/> |  | | g L1 - m |
| <input type="checkbox"/> |  | | g L2 - m |
| <input type="checkbox"/> |  | | g L3 - m |

View / Edit

Enroll Student

Email/Text Class

Enter Absences

Post Class Transactions

Copy Class

Mass Drop

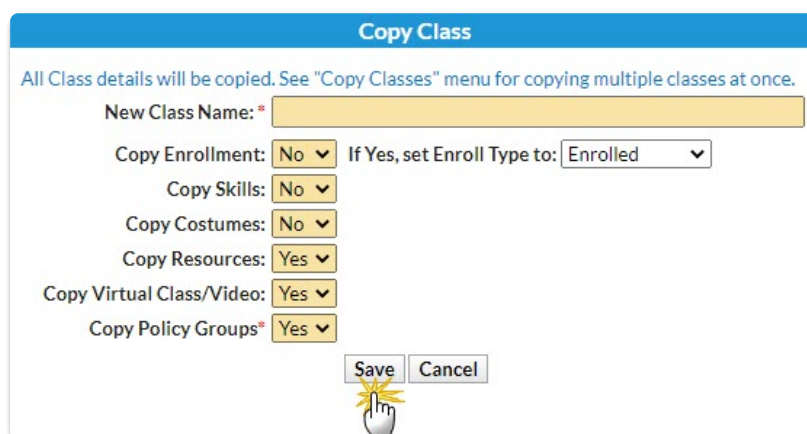
Add Note

Add Resource

Archive Class

3. Enter the applicable information in the *Copy Class* pop-up window:

- o Enter a **New Class Name**.
- o Choose **Yes** or **No** in the *Copy Enrollment?* field. Choosing **Yes** will copy all existing enrolled students into the duplicated class. Future Drops and Makeups are NOT copied forward.
- o If *Copy Enrollment* = **Yes**, choose an **Enrollment Type**, if applicable. *The Enrollment Type defaults to Enrolled with the Enroll Date automatically set to the current date.*
- o Choose **Yes** or **No** in the *Copy Skills* field. Choosing **Yes** will copy all existing skills information into the duplicated class.
- o Choose **Yes** or **No** in the *Copy Costumes* field. Choosing **Yes** will copy all existing costume information into the duplicated class.
- o Choose **Yes** or **No** in the *Copy Resources* field. Choosing **Yes** will copy all existing resources information into the duplicated class.
- o Choose **Yes** or **No** in the *Copy Virtual Class/Video* field. Choosing **Yes** will copy all existing virtual class/video information into the duplicated class.
- o Choose **Yes** or **No** in the *Copy Policy Groups* required field. Choosing **Yes** will copy all existing policy groups into the duplicated class. **Note:** This is a required field, defaults to blank.



4. Click **Save**. The duplicate class displays.

5. Make changes applicable to the duplicate class and **Save Changes**.



Any class that was previously archived and restored will not have Policy Groups associated with it. Be sure to go to the Policy Groups tab in the Class record of the new class you created and add the Policy Groups.

Copy Multiple Classes at Once

Copy Class Session (from the *Classes* menu > *Copy Classes*) will assist you in setting up a new [session](#)

by copying multiple classes from one session into another. Copy Class Session is the second step in [transitioning between sessions](#). Use it after you have [created a drop-down value](#) for the new session.



If any classes you want to copy have been archived, you must [restore](#) them before they are included in the Copy Class Session function. In addition, all Policy Groups are removed when classes are archived, so be sure to add Policy Groups after the new classes have been created.

📌 Search Criteria (Which Classes Do You Want to Copy?)

[Expand/Collapse All](#)

📌 New Class Settings

📌 Option: Copy Enrollment?

Delete a Class

Deleting a class completely deletes it from your organization's database, and it cannot be retrieved. Use caution when deleting classes. Jackrabbit recommends that you [archive classes](#) instead.

Delete a Class

1. Make sure that the class has no enrolled students. If students are enrolled in the class to be deleted, they must be dropped first (use the [Drop link](#) or [Mass Drop](#)).
2. Click the red **Delete** button in the *Class* to delete the class permanently.
3. In the pop-up box, you'll be offered the option to archive the Class. Unless the class was created in error, you should click the **Archive Class** button and follow the archiving steps.
4. If the class was created in error and needs to be permanently deleted, click the **Delete Class** button.

Class: Tumbling L1 - Tues 6pm

[← RETURN](#) [SAVE CHANGES](#) [DELETE](#)

Class Roll

Enroll Student

Email/Text Class

Enter Absences

Absence/Attendance

Post Class Transactions

Copy Class

Mass Drop

Si

Summary

Enroll List

Drop List

Absences

Makeups

Wait List

Instructors

Lesson Plan

Skills/L

Class Name

Tumbling L1 - Tues 6pm

Status

Active

?

Location

SUP

?

Room

Floor A

▼

5. In the pop-up warning window, *This will delete the class. Are you sure?*, click **OK**.

Class Sessions

Class Sessions are important as they create 'time frames' for comparative analysis reporting. A session can cover an entire year or specific parts of a year (i.e., season) and is defined in the *Drop-down List Editor* with a start date, an end date, and a registration start date.

- ★ Studios and schools that run perpetually should create *Class Sessions*; it can be as simple as by the calendar year, which would allow you to look at the difference year over year in many areas, including financial and enrollment.
- ★ Convenient automatic posting of tuition during Online Registration! Assign the *Tuition Billing Cycle* of **By Session** to your classes, and Jackrabbit will do the math based on your settings, discount rules, and/or proration.
- ★ Examples of sessions: 2020 (calendar year); 2020/2021 (school year); Winter 2021 (season/quarter year)
- ★ Run concurrent sessions so that students can choose to attend one or more sessions.



We strongly recommend you limit the Session Start/End dates for your Sessions to no more than 365 days. Sessions that exceed 365 days in length will not display as an option in the drop-downs when you go to post your tuition fees.

Add Session Drop-Down Values

1. Go to the **Gear** (icon) > **Settings** > **General** > **Drop-down Lists** (left menu).
2. Select **Session** (left menu), in the *Class* section.
3. Click **Add Row** to add a class session. Add the **Session Name**.
 - When naming your sessions, shorter names will create shorter drop-down values, which will reduce word-wrapping on your screens and reports.
4. Optionally assign **Start/End/Registration Start** dates for the new session.
 - When you assign a Session to a Class, that class will inherit the Start and End Dates you specify here. Don't worry, these dates can be changed on individual classes if needed.
5. Mark a session value **Hide from customers** if you want to prevent that session drop-down value from appearing to the parent when registering via your website or Parent Portal. This can be

helpful for sessions created for internal use only or for sessions that are no longer current.



Hiding the Session value from customers does NOT hide the classes in that session; it only prevents your customers from being able to filter using that Session value.

6. Check the **Hide from users** box to prevent a session from appearing in the drop-down lists in your database or online. Over time you may find you have numerous past class sessions and don't need all of them to display in your *Session* drop-down choices.
7. Click **Save Changes**.

Transition Completed Classes into a New Session

Using sessions makes transitioning your classes from one session to another super easy! [Copy Classes](#) and [Edit All Classes](#) are great tools to help you populate your new session with classes in minutes. You may have nuances specific to your organization but you can check out our Help article [Transition to a New Session](#) to walk through the process.

After your new session is created, you will have two 'sets of classes'. You may choose to switch your new session to have a class status of *Future* until you are ready to begin taking registrations and enrollments.

Once the classes in your 'old' session have ended and all related fees have been posted, you can [Archive](#) those classes to keep a clean house!



For organizations that run perpetual or ongoing classes, using Sessions may not be the best solution. Contact our [Support Team](#) to discuss what's best for your business.

Transition to a New Session of Classes

Toward the end of one session, and before a new session begins, there may be a time when both sessions are active in your Jackrabbit database (because the old session is still in progress but enrollment has begun for the new session).

Follow these steps to maintain two sessions simultaneously and ultimately archive the old session.



We recommend downloading, printing, and reviewing the [Transition to a New Class Session Checklist](#).

Step 1 - Create the New Session Drop-down

To begin transitioning from your current session to a new session you must first create a new session drop-down using *Gear (icon) > Settings > General > Drop-down Lists (left menu) > Class > Session*. See [Class Sessions](#) for more details.

Example

The current session is Spring 2019, and your organization will soon begin registration for your summer classes. Create a new session drop-down named Summer 2019.

Step 2 - Copy Class Session



If the classes you need to copy are currently archived, [restore](#) them before continuing with this step.

If the new sessions' classes will be similar, use [Classes > Copy Classes](#) to copy an entire session to another session. Enrollment can be copied at this time as well if applicable.

Step 3 - Edit New Classes

Once you have copied the classes into the new session, you may have changes that need to be made to class details.

Make edits to the new session classes as needed using [Classes > Edit All Classes](#).

Step 4 - Archive Old Session

Once the older session has been completed and all tuition fees have been posted in that session, archive the old session using [Classes > Archive Classes](#). This will place the class(es) into 'hibernation'.

Archive Classes - An Overview

Once a class has completely ended and all tuition has been posted, the class should be archived rather than deleted. Archiving a class sets the class status to *Archived*. *A class does not become inactive simply because the end date has passed.* It must be archived in order for Jackrabbit to recognize that the class is no longer active and that the enrollment is considered 'in the past.' *It is not necessary to Mass Drop students prior to archiving a class. Archiving the class will move the class from a student's Current Enrollment to Past Enrollment on the Student's Class tab.*

Archiving classes when a session is completed is important for several reasons:

- It updates the Class Status = Archived.
- It archives any students on the class' Waitlist. (If a class is later **restored**, the waitlist restores as well.)
- It updates every enrolled student (not already dropped) including future drops by setting the Drop Date to the current date and the Drop Reason to Class Archived. (Note: Students in archived classes do not appear as dropped students in Enrollment Reports since they are not 'true' drops'.)
- It places the class into the Past Enrollment section of the Student Classes tab.
- It ensures historic, statistical enrollment data can be retrieved for future use.
- It removes the Policy Group(s) associated with the class.

Frequently Asked Questions

Expand/Collapse
All

Restore an Archived Class

Archived Classes can be restored to their original status if needed. Restoring a class also restores the enrollment for the class.

1. Go to the **Classes** (menu) > **Class Reports** > **List Archived Classes**.
2. Click on **List Archived Classes**.
3. Use the *Search Criteria* to narrow down the results.
 - Run the report with no selected criteria to view all archived classes.
 - Use the search field in the Class column to locate a specific class.
4. Restore an individual class by clicking the **Restore** link to the far right of the specific class.
5. Restore multiple classes by checking the boxes to the left of each class and clicking the **Restore Checked Classes** button.

- Restore all classes by checking the **All** checkbox and clicking the **Restore Checked Classes** button. (If classes take up several pages, be sure to click **Show All** before checking the **All** checkbox.)

List Archived Classes

← RETURN **RESTORE CHECKED CLASSES**

Check "All" to select the entire page or click "Show All" and then check "All" to select all classes.

View 1 - 50 of 313 Page 1 of 7 50 + Show All Print Export Refresh

| All | Loc | Class | Status | Session | Cat1 | Cat2 | Age | Size Max | Tuitio | |
|--------------------------|--------|---------------------------------------|----------|-------------|---------------|--------------|--------|----------|--------|-------------------------|
| <input type="checkbox"/> | Search | Search | Search | Search | Search | Search | Search | Search | Search | |
| <input type="checkbox"/> | CCD | Cheer Essentials | Archived | Spring 2020 | Gymnastics | Intermediate | All | 1/8 | 75.00 | Restore |
| <input type="checkbox"/> | CCD | Class in Concord | Archived | Winter 2019 | Dance | | All | 1/8 | 100.00 | Restore |
| <input type="checkbox"/> | DVD | Class in Davidson | Archived | Winter 2019 | Dance | | All | 2/8 | 75.00 | Restore |
| <input type="checkbox"/> | EDU | 1Class - No Discounts | Archived | Spring 2018 | Adult Fitness | | All | 3/4 | 60.00 | Restore |

Practice - Add a Class

Want to practice what you've just learned? Great!

- Go to <https://app.jackrabbitclass.com/jr4.0/Login> and log in with the credentials below for your Jackrabbit edition.
- Go through some or all of the practice scenarios below as they apply to you.

Jackrabbit Class Indicates Jackrabbit Edition

FAMILIES | STUDENTS | CLASSES | EVENTS | STAFF

Executive Dashboard

REFRESH DASHBOARD WEEKLY CALENDAR

| Edition | User ID | Password |
|---------|-----------|-----------|
| Cheer | LMSCheer | Training1 |
| Class | LMSCClass | Training1 |
| Dance | LMSDance | Training1 |
| Music | LMSMusic | Training1 |
| Swim | LMSSwim | Training1 |



The Practice Database is refreshed each day at approximately 5:00 am Eastern Standard Time. Anything you enter will be erased at that time.

Add a Class.

📄 [Classes Menu](#)

📅 [Weekly Calendar](#)

QUIZ - Lesson #7 - Work with Classes

When you have worked through all of the articles outlined in the lesson, select the Take the Quiz button to be taken to the Lesson #7 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes a Review question.

Quiz #7 - Work with Classes

TAKE THE QUIZ

| Number of Questions | Total Possible Points | Points Needed for an "A" | Points Needed for a "B" | Points Needed for a "C" |
|---------------------|-----------------------|--------------------------|-------------------------|-------------------------|
| 9 | 9 | 8 | 7 | 6 |

📄 [Return to Supervisors and Managers Menu to continue to next lesson](#)

📄 [Click here to provide feedback for this lesson](#)

Optional Topics - Lesson #7

Review the articles below if they apply to your organization.

- [Add Skills/Levels to Classes](#)
- [Per-Day / Multiple Meeting Classes](#)
- [Private Lessons](#)

- A Simple Way to Add Multiple Private Lessons
- Class Sign In/Out Sheets
- Lesson Plans - Overview
- Create a Master Lesson Plan
- Copy a Master Lesson Plan Into a Class
- Add a Lesson Plan Directly to a Class

Add Skills/Levels to Classes

Once you have **created your skills/levels** you can add them to classes. When a skill/level is added to a class, it (and any subskills) are added to the enrolled students. If a student already has the skill/level on their record it will not be added again.



If a skill/level is added to a class, a subskill created after will be updated on all Classes and Students containing the primary Skill regardless of attainment status.

Add a Skill/Level to an Individual Class

1. Go to the **Class** record and select the **Skills/Levels** tab.
 2. Click **Add Skill/Level To Class**.
 3. **Select Skill/Level** using the drop-down menu or use the search field to locate the skill/level.
 4. Enter the **Date Training Started**. *Note: If the skill/level has not been started you can leave this field blank.*
 5. Enter a **Date Due**, **Date Tested**, and **Date Attained** if applicable.
 6. Select which **Students** you want to add the skill/level to.
 7. Click **Save & Add Another** or **Save Changes**.
-

Add Skill/Level - Int. Jazz - Wed - 7pm

Choose skill to add to class

Select Skill/Level: Fan Kick

Date Training Started: 10/5/2016

Date Due: mm/dd/yyyy

Date Tested: mm/dd/yyyy

Date Attained: mm/dd/yyyy

| Student |
|--|
| <input checked="" type="checkbox"/> Leslie Brown |
| <input checked="" type="checkbox"/> Corinne Chambers |
| <input checked="" type="checkbox"/> David Dierksen |
| <input checked="" type="checkbox"/> Betty Golding |
| <input checked="" type="checkbox"/> Pam Jones |

Total Students: 5

Add Multiple Skills/Levels to Multiple Classes

1. Go to the **Classes** (menu) > **Skills** > **Add to Classes**.
2. Use the[+] to **Select the Skills/Levels** to add to classes.
3. Use the[+] to **Select the Active Classes** to add the skills/levels.
4. Click **Save Changes**.

Add Skill/Level to Classes

← RETURN

SAVE CHANGES

1. Select the Skills/Levels to add to classes

View 1 - 10 of 12 Page 1 of 2 100 + Show All Print Refresh

| + | Skill Category | Skills/Levels | Subskills |
|---|----------------|---------------|-----------------------------|
| | Search | Search | |
| + | Dance | Body Wave | 0 subskills |
| + | Dance | Crazy Legs | 0 subskills |
| + | Dance | Happy Feet | 0 subskills |
| + | Dance | Pirouette | 0 subskills |
| + | Dance | Demi Plie | 0 subskills |
| + | Dance | Grand Jete | 0 subskills |
| + | Dance | Extension | 0 subskills |
| + | Dance | Fan Kick | 0 subskills |
| + | Gymnastics | Level I | 3 subskills |
| + | Gymnastics | Level II | 3 subskills |

Selected Skills/Levels [\(Clear List\)](#)

Grand Jete

Extension

Fan Kick

2. Select the Active Classes

View 1 - 10 of 20 Page 1 of 2 100 + Show All Print Refresh

| + | Loc | Class | Cat1 | Cat2 | Cat3 | Skills/Leve | Instructors |
|---|--------|--------------------------|--------|--------|--------|--------------------------|--------------|
| | Search | Search | Search | Search | Search | | Search |
| + | JRHC | Barre - Tues - 7:30pm | Dance | | | 0 skills | Stephanie A. |
| + | JRHC | Beg Jazz - Mon - 7pm | Dance | | | 2 skills | Stephanie A. |
| + | JRHC | Beg. Jazz - Sat - 12pm | Dance | | | 0 skills | Stephanie A. |
| + | JRHC | Hip Hop - Fri - 7:30pm | Dance | | | 3 skills | Stephanie A. |
| + | JRHC | Hip Hop - Mon - 5:00pm | Dance | | | 3 skills | Stephanie A. |
| + | JRHC | Hip Hop - Wed - 6:00pm | Dance | | | 3 skills | Stephanie A. |
| + | JRHC | Int Jazz - Mon - 8pm | Dance | | | 0 skills | Stephanie A. |
| + | JRHC | Int. Jazz - Thurs - 7pm | Dance | | | 0 skills | Stephanie A. |
| + | JRHC | Int. Jazz - Wed - 7pm | Dance | | | 1 skills | Stephanie A. |
| + | JRHC | Intro Ballet - Mon - 6pm | Dance | | | 3 skills | Stephanie A. |

Selected Classes [\(Clear List\)](#)

Beg Jazz - Mon - 7pm

Beg. Jazz - Sat - 12pm

Save Changes

Refer to [Settings for Staff Portal Skills/Levels](#) for options to display student skills in the Staff Portal.



If a student is enrolled into a class after the skills/levels have been added to the class, those skills/levels will be added to the student automatically using their first day in class as the Date Training Started.

Delete Skills/Levels

To delete a skill, point to the *Classes (menu) > Skills > Manage Skills/Levels*. Click on the **Trash Can** icon next to the skill/level you wish to delete. The skill and all of its subskills will be removed.

- If the skill/level being deleted has already been added to a class it will also be removed from the *Class* record.
- If a student had previously been assigned that skill/level, it will be retained in their *Student* record.

Skills/Levels

← RETURN
SAVE CHANGES
+ ADD SKILL/LEVEL
IMPORT SKILLS/LEVELS

Skill/Levels Settings

Auto Set Student Start Date

☒ Yes
 ☐ No

Update Skill/Level date attained when all Subskills are attained

☒ Yes, automatically set a skill//level's date attained when all subskills are attained
 ☐ No, staff must manually enter a skill//level's date attained

Skill/Levels

View 1 - 41 of 41 Print Export Refresh

| | | Skill Category | Skill/Level | Skill/Lr Code | Edit Subski | Description | Video Link | # Da Rec | # Clas Req | Tes Fe | Or |
|--|--|----------------|----------------------|---------------|-------------------|-------------|-------------------------------------|----------|------------|--------|----|
| | | Cheer | Back Flip Full Twist | | 0 | | https://www.youtube.com/watch?v=wV | | | 0.00 | 1 |
| | | Cheer | Back Walkover | | 0 | | | | | 0.00 | 2 |
| | | Cheer | Flash Kick Layout | | 0 | | https://www.youtube.com/watch?v=kcs | | | 0.00 | 3 |
| | | Cheer | Round-off | | 0 | | | | | 0.00 | 4 |
| | | Cheer | Senior Cheer | | 3 | | | | | 0.00 | 5 |

Subskills will be deleted with the main Skill/Level.



Do you want **ALL** skills and subskills deleted from your students and classes? Contact [Support](#) for assistance.

Delete a Skill from a Student

To delete a single skill from the student, go to the *Student's* record > *Skills/Levels* tab and click the **Trash Can** icon next to the skill/level you wish to delete. The skill and all of its subskills will be removed and will no longer appear on the *Student* record or the *Class* record.

Student: Barbie Ager

[SAVE CHANGES](#) [DELETE](#)

[Enroll](#) [Email Schedules](#) [Info Sheet](#) [Absence/Attendance](#) [Submit Absences](#) [Mass Drop Classes](#) [Statement](#)

Family: [Ager](#) First Name Middle Initial Last Name

[Summary](#) [Classes](#) [Events](#) [Medical](#) [Feedback](#) [Skills/Levels](#) [Sizes](#) [Absences](#) [Misc](#) [Notes \(0\)](#) [Resources \(0\)](#)




[Add Skill/Level](#)

Student Skills/Levels

View 1 - 5 of 5

[Print](#)

[Refresh](#)

| | Category | Skill/Level | Subskill | Date Started | Date Tested | Date Attained | Date Due | Notes |
|---|----------|------------------|------------|---|---|---|----------------------|-------|
|  | Tumbling | Front Handspring | | <input type="text" value="02/28/2022"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
|  | Dance | Ballet | Plies | <input type="text" value="03/01/2022"/> | <input type="text" value="04/01/2022"/> | <input type="text" value="05/01/2022"/> | <input type="text"/> | |
|  | Dance | Ballet | Alignments | <input type="text" value="02/01/2022"/> | <input type="text" value="03/01/2022"/> | <input type="text" value="04/01/2022"/> | <input type="text"/> | |

Per-Day / Multiple Meeting Classes

Per-Day classes in Jackrabbit are classes that meet at the **same time** on multiple days during the week and students are allowed to schedule which days they will attend. This is common practice in martial arts, summer camps, and for some team and workout situations.

Jackrabbit does not yet have the ability to schedule classes for different times (vs. days). Classes that are offered at different times of the day must be created as individual classes. An easy way to do this is using the **Copy Class** feature.



Use the **Tuition Billing Method** of By Class Fee for Per-Day Classes. When using the Tuition Billing Method of By Total Hours, the class hours are not included when determining the number of hours for a Student, or a Family and the Tuition Fee that posts is determined by the amount in the 1 Day field, i.e., the Fee Schedule does not apply.

Add a Per-Day Class

1. Point to **Classes** (menu) > **Add Class**.
2. Enter a class name in the **Enter Class Name** field. Multi-location organizations should also select a **Location** from the Location drop-down. Continue to enter the required fields.
3. Click **Save**. A new page opens with the class you just created.
4. Go to the **Summary** (tab) and Set **Per-Day** to **Yes**.
 - o Once saved with *Per-Day* set to Yes, a new table for the per-day tuition fees will display on the *Class Summary* tab.


Days: Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat ☐ Sun ☐

Start Time: 09:00am End Time: 04:00pm Duration: 7:00 [?](#)

☒ Has a Registration Fee [?](#)

Tuition Fees:

| 1 Day | 2 Days | 3 Days | 4 Days | 5 Days | 6 Days | 7 Days |
|-------|--------|--------|--------|--------|--------|--------|
| 15.00 | 30.00 | 40.00 | 50.00 | 60.00 | | |

Per-Day: Yes 

The 1 Day field contains the tuition fee that a student pays if attending the class once per week. The 2 Days field contains the total tuition required for the student to attend class twice per week, etc. Example above: Class meets 5 times per week, the first 2 days are \$15 per day, and each subsequent class is \$10 (discounted by \$5). 1 Day=\$15, 2 Days=\$30 [2 x \$15], 3 Days=\$40 [(2 x \$15) + \$10], etc.

- Continue adding class details as per the guidelines in the [Class Fields Explained](#) table.
- Click **Save Changes**.

Note that the Class *Enroll List* tab now contains checkboxes for each day of the week. This indicates which days were chosen during enrollment. There is also an openings number for each day of the week indicating the number of openings available for each class day. This is also displayed on the class listings and openings reports. Class rolls are also printed out for each day the class meets.

Class: Camp Princess

[SAVE CHANGES](#) [DELETE](#)

Class Roll | Enroll Student | Email/Text Class | Enter Absences | Absence/Attendance | Post Class Transactions | Copy Class | Mass Drop | Sizes/Measurements | Archive Class

Summary | **Enroll List** | Drop List | Absences | Makeups | Wait List | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes | Notes (0) | Resources (0) | Policy Groups (0)

Per-Day Class Openings:

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
| 5 | 5 | 5 | 5 | 5 | 0 | 0 |

Current Enrollment

View 1 - 4 of 4 | [Print](#) | [Export](#) | [Refresh](#)

| | Student | Gender | Age | BirthDt | M | M | Tu | W | Th | F | Days | Absent | Enroll Date | Type | Future Drop | User ID | Balance | | |
|---|--------------------------------|--------|-----------------|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------|--------|-------------|----------|-------------|---------|---------|----------------------|--------------------------|
| 1 | Barbie Ager | Female | 9 yrs, 6 mths | 11/17/2011 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 3 | | 5/28/2021 | Enrolled | | cb | 50.00 | Drop | Transfer |
| 2 | Kadie Bowden | Female | 11 yrs, 9 mths | 7/30/2009 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 5 | | 5/28/2021 | Enrolled | | cb | 107.05 | Drop | Transfer |
| 3 | Santos Meza | Male | 15 yrs, 9 mths | 7/31/2005 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 5 | | 5/28/2021 | Enrolled | | cb | 101.00 | Drop | Transfer |
| 4 | Cindy Zackmann | Female | 13 yrs, 10 mths | 7/7/2007 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2 | | 5/28/2021 | Enrolled | | cb | 107.05 | Drop | Transfer |



If a student is signed up for a per-day class, only a Jackrabbit User can add additional days. Additional days can not be added in the Parent Portal.

Private Lessons

Recurring Private lessons (the private lesson meets the same day/time each week and has the same enrollment each meeting) should be set up the same way as regular classes except the MaxSize should

be set to 1.

One-time Private Lessons should be set up as an Event. See the [Events](#) topic for details.

Create a Private Lesson

1. Point to **Classes** (menu) > **All Classes** > **Add Class**.
2. Enter a class name in the **Enter Class Name** field. Multi-location organizations should also select a **Location** from the Location drop-down. **Save Changes**.
3. Enter the appropriate information in the **Add Class** window, using the guidelines in [Class Fields Explained](#). *Be sure to set the Class MaxSize to 1.*
4. Select one of the button options to complete adding the private lesson/class:
 - **Save**
 - **Save & Add New Class**
 - **Save & Copy Class**

Private Lesson Naming Examples & Tips

- Class names should be kept under 25-30 characters and should provide a description of what they are and when they meet. The class name can be changed at any time by editing the Class Name field on the Class record.
- Avoid the use of special characters such as * & ! @ or "" as these can interfere with your Class Listings tables.
- Jackrabbit sorts classes alphabetically and searches begin from the starting character.

Private Class Name Examples

If an instructor teaches only one instrument:

- Piano - Tues - Lisa - 3pm (when viewing the order is Instrument/Day/Instructor/Time)
- Tues - Lisa - Piano 3pm (when viewing the order is Day/Instructor/Instrument/Time)

If an instructor teaches multiple instruments:

- Tues - Lisa - 3pm (when viewing the order is Day/Instructor/Time)
- Lisa - Tues - 3pm (when viewing the order is Instructor/Day/Time)

Private Lesson Tips

- Use the [Copy Class](#) button on the Class Page to quickly copy classes that have only minor differences.
- Always set *MaxSize* to **1** for a Private Lesson. If the *MaxSize* is set to 1, Jackrabbit's *Weekly Calendar* will display the enrolled student's name rather than the class name if the class has enrollment. This makes it visually easier for organizations to read private lesson calendar details. Also, if a student is absent on a specific day, the calendar class label will revert back to the class name for the absence date only.
- To print a private class roll for an Instructor or for multiple Instructors, go to *Staff > Staff Reports (Staff Tab > Instructor Schedules)*.

- See [Import Data to Create Private Lessons](#) for an alternative way to quickly and efficiently add multiple classes at once.

Import Data to Create Private Lessons

Creating **Private Lessons** slots can be a time consuming task if your organization has a large amount of private lessons each week. Here is a great way to streamline this process using an Excel spreadsheet!

Add Classes using the Importer Spreadsheet

1. Go to the **Gear** (icon) > **Set Up** > **Import Data**.
2. Click the **Jackrabbit Importer Spreadsheet** link to download the spreadsheet.
3. Download the Excel template and save the file to your computer. Locate the file on your computer and open it.
4. Click the **Class List** tab (at the bottom). **Very Important:** *Do not remove or change the order of any of the columns.*

[illegible]

5. Fill in a row with class details.
 - For recurring private lesson classes use the exact End Date for the class.
 - For makeups set the End Date to the next day.
6. Enter the Class Name in whatever format you typically use. For example, if you typically create a class as *Ms. Lisa-PVT-Tu 1pm*, enter it as *TName-PVT-Tu 1pm*. *TName* will become a placeholder that you can later replace with each instructor name.
7. Copy the row for as many time slots as you need. For example, if you are open 12 - 8 pm, Monday - Friday and offer lessons every half hour, you'd need 80 rows (16 per day x 5 days). If you use the Day & Time in your Class Name, be sure to edit each Class Name field to the correct day & time. We recommend you copy/paste the Session and Category 1, 2, and/or 3 values from the

Gear (icon) > Settings > General > Edit Drop-down Lists (left menu).

8. **Save** the Excel file.
9. Go back to the *Jackrabbit Importer Spreadsheet* under the *Gear (icon) > Set Up > Import Data* and click **Browse**. Select the Excel file you just completed.
10. Click **Import**. A successful import will indicate the number of rows imported properly.
11. Use the **find a class...** global search on the top of the *Classes* page and search for the common name you have used for all the private classes, for example PVT as above. The classes you imported will display in the class list.
12. Update each class as needed.

Use the *Classes > Edit All Classes* feature to edit settings on multiple classes on a single page. You can easily find the classes you just imported by searching for classes with a Class Name = PVT.

See our Help article on [Edit Multiple Classes at Once](#) for step-by-step instructions on how to use this powerful, time-saving feature.

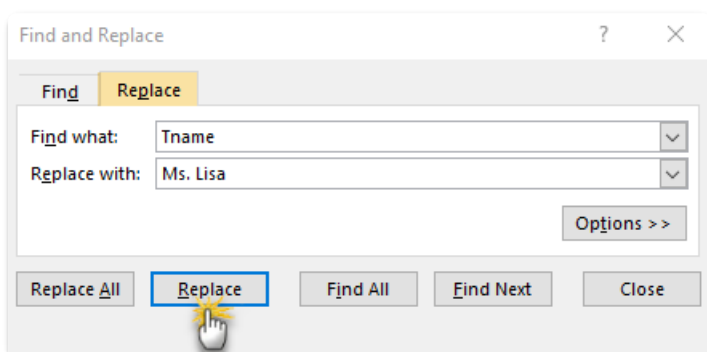


Once you have all time slots entered, save the file again as you'll be able to reuse this as a master template.

Update Class Names in the Importer Spreadsheet

Reopen the same file and save it with a new name. If you use the instructor name in your Class Name, you can easily replace the *TName* placeholder using the Find and Replace function.

1. Click on the first class in your Excel sheet and hold down **Ctrl** and the **F** key (Command + F key on a Mac).
2. Click the **Replace** tab in the *Find and Replace* window and enter **TName** in the *Find what* field.
3. Enter an instructor's name in the **Replace with** field and click **Replace**.
4. Continue to click **Replace**, moving through the *Class Name* fields until you have updated all classes for that instructor. You can use the **Find Next** button to skip over a class or classes.
5. Enter another instructor's name in the **Replace with** field and repeat the steps above to update classes for this instructor. Continue for each instructor until all classes are updated.
6. Save your file regularly.



7. Go back to the *Jackrabbit Importer Spreadsheet* under the *Gear (icon) > Set Up > Import Data* when your spreadsheet is complete and click **Browse**. Select the Excel file you just completed.
8. Click **Import**. A successful import will indicate the number of rows imported properly.
9. Locate your saved file using the **Choose File** button and click **Import**. A successful import will indicate the number of rows imported properly.

Your new classes may need some updating. Use the Edit All Classes feature to edit settings on multiple classes in one screen. You can easily find the classes you just imported by searching for classes with a Class Status = blank. See our Help article on [Edit Multiple Classes at Once](#) for step-by-step instructions on how to use this powerful, time-saving feature.



Be sure to select Show All (if there are more than 50 classes that meet your search criteria) prior to making global changes.

Our Imports team is happy to help with the importing process as needed. Contact imports@jackrabbittech.com for assistance!

Class Sign In / Out Sheets

Sign In/Sign Out Sheets allow students to manually sign in and out on a specific date.

1. Point to the **Classes** (menu) > **Class Reports**.
2. Click **Sign In/Out Sheets**.
3. Select a group of classes using any combination of *Search Criteria* or select a single class.
4. Select *Display Settings*, including a sub-heading and whether the home phone should display. Additional settings allow you to sort in class start time order, create a separate sheet for each class, and you can also opt to add columns for your staff to initial when they sign a student in or out of class during the course of the day.
5. Click **Submit**.
6. Print the Sign In/Out Sheet using the **Print** button or export it using the **Export** button.

Sign In/Out Sheet

← RETURN

View 1 - 11 of 11

Print

Export

Refresh

1 columns hidden

Show/Hide Columns

Restore Columns

| | Lastname | Firstname | Home Phone | Time In | Signature | Time Out | Signature |
|---|-------------------------------------|-------------------------------------|-------------------------------------|----------|-----------|----------|-----------|
| | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> | | | | |
| 1 | Ager | Barbie | (704) 374-2415 | __:__:__ | _____ | __:__:__ | _____ |
| 2 | Ager | Dani | (704) 374-2415 | __:__:__ | _____ | __:__:__ | _____ |
| 3 | Ager | Dave | (704) 374-2415 | __:__:__ | _____ | __:__:__ | _____ |
| 4 | Evans | Shawna | (704) 555-5478 | __:__:__ | _____ | __:__:__ | _____ |
| 5 | Owers | Ashlee | (704) 555-7721 | __:__:__ | _____ | __:__:__ | _____ |

Class Lesson Plans

Lesson Plans are a great way to provide your instructors with guidelines to help them run successful classes.

- ★ Set clear well-defined expectations for classes.
- ★ Create and copy Master Lesson Plans into a Class record or create a Lesson Plan directly in a Class record.
- ★ Allow your instructors to view [Lesson Plans in the Staff Portal](#).

📁 Create a Master Lesson Plan

Expand/Collapse
All

📁 Copy a Master Lesson Plan into a Class

📁 Add a Lesson Plan Directly to a Class

View Lesson Plans in the Staff Portal

The Jackrabbit Staff Portal provides a secure place for your staff to view Lesson Plans for their classes.

- ★ Guarantee staff members are aware of class guidelines and expectations.
- ★ Updates made to Lesson Plans are immediately visible in the Staff Portal.



Master Lesson Plans are created in *Classes (menu) > Master Lesson Plans*. See [Class Lesson Plans](#) for detailed instructions on how to create your master Lesson Plans.

Staff Portal Settings

Two Staff Portal settings must be set to **Yes** to enable your staff to view Lesson Plans in their Staff Portal:

- *Staff (menu) > Staff Portal > Portal Settings*
- *Staff (menu) > Staff Portal > Edit All Staff Settings*

✔ Set Portal Settings

✔ Set Edit All Staff Portal Settings

View Lesson Plans in the Staff Portal

1. Log in to the Staff Portal.
2. Click on **Manage Classes**.
3. Click **Lesson Plans** under **Actions**. You will only see the Lesson Plans button when Lesson Plans have been created and are assigned to a class.

The screenshot shows the 'Manage Classes' page in the Staff Portal. The top navigation bar includes 'Manage Classes', 'News', 'My Schedule', 'My Time Card', and 'Manage Classes' (highlighted). The main content area shows 'Tue, Jul 4 2023' and '2 Classes'. Below this is a table with columns: Times, Class, Room, Enroll, Makeups, Storage, and Actions. Two classes are listed: 'Tumbling Beginner - Tues 6pm' and 'Tumbling Intermediate - Tues 7pm'. The 'Actions' column for each class contains buttons for 'Attendance', 'Email', 'Lesson Plans' (highlighted with a yellow box and a hand cursor), and 'Resources'.

| Times | Class | Room | Enroll | Makeups | Storage | Actions |
|------------------|---|--------|--------|---------|-------------|---|
| 6:00pm 6:45pm | Tumbling Beginner - Tues 6pm Instructors: Livy Wallace Substitutes: N/A | Retton | 3 | 0 | 15 MB Left | Attendance → Email → Lesson Plans → Resources → |
| 7:00pm 8:00pm | Tumbling Intermediate - Tues 7pm Instructors: Livy Wallace Substitutes: N/A | Retton | 4 | 0 | 5.8 MB Left | Attendance → Email → Resources → |

4. Review the *Lesson Plan*. This includes the *Date* (when Lesson Plan was added to the class), *Lesson Name*, *Theme*, *Description*, *Instructor Comments*, and *Order*. The Lesson Plans are view only in the Staff Portal.

| Lesson Plans News My Schedule My Time Card Manage Classes Clock-In Actions | | | | | |
|--|-------------|-------|--|---------------------|-------|
| ← Return | | | | | |
| > Class Tumbling Beginner - Tues 6pm Attendance → Email → Resources → | | | | | |
| Date | Lesson Name | Theme | Description | Instructor Comments | Order |
| 07/04/23 | Week One | | Hollow and arch positions, log rolls, Piked forward roll to pike sit | | 1 |
| 07/11/23 | Week Two | | Front and back support, lunge position, forward roll to stand | | 2 |
| 07/18/23 | Week Three | | Mini cartwheel over box, push-ups, tight handstand against wall | | 3 |

QUIZ - Optional - Lesson #7 - Work with Classes

When you have worked through all of the articles outlined in the lesson, select the Take the Quiz button to be taken to the Lesson #7 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes a Review question.

Quiz - Optional #7 - Work with Classes Topics

TAKE THE QUIZ

| Number of Questions | Total Possible Points | Points Needed for an "A" | Points Needed for a "B" | Points Needed for a "C" |
|---------------------|-----------------------|--------------------------|-------------------------|-------------------------|
| 12 | 12 | 10 | 9 | 8 |

- 📌 [Return to Supervisors and Managers Menu to continue to next lesson](#)
- 📌 [Click here to provide feedback for this lesson](#)