Work with All Students - View, Search, and Take Action

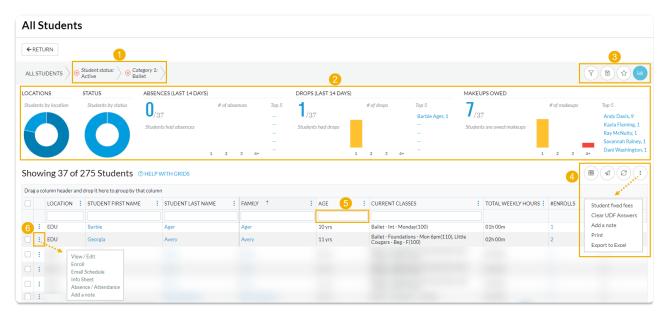


Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review **User Permissions for All Students**.

All Students, located in the *Students* menu, generates a list of all active and inactive student records in Jackrabbit. From here you can use the powerful grid to access all your student data.

- ★ Optional data visuals offer key student information at a glance with interactive charts.
- rill down to specific students using filters organized in a slide-out filter drawer.
- * Save your favorite view (filters, selected columns, etc.) as your default view.
- 🖈 List of students displays in apowerful grid: you can group, sort, and customize the information.
- ★ Take action send a message, work with anindividual student, or apply a mass action to multiple students at once.

Sample All Students Grid



- 1 Breadcrumbs display the currently selected filters.
- 2 Data Visuals provide student information at a glance.
- 3 Open filters (filter drawer), Save as favorite, Favorites, Hide/Show Data visuals.
- 4 Adjust columns, Send a Message, Refresh Grid, and More (click for actions that can be taken with one or more students).
- 5 Column Search enter a search term in the search field. The column will be searched for results containing that term.

6 Row Menu - use the row menu to perform an action for an individual student.



Click the Adjust columns $_{\tiny{\scriptsize \scriptsize (B)}}$ icon to squeeze the grid columns closer together. You will be able to see all the columns in the grid.

O Data Visuals - Key Information at a Glance

Expand/Collapse All

- **○** Use Filters to Search for Specific Students
- Save your Favorite Filtered Grid Views
- **⊘** Work with the Information in the Grid (Table)
- ▼ Take Action for an Individual Student
- ▼ Take Action for Multiple Students (Mass Actions)



Student information in the All Students grid lives in the **Student record**. Click a Student link in the grid to open the student's individual record.