Work with All Classes - View Search, and Take Action

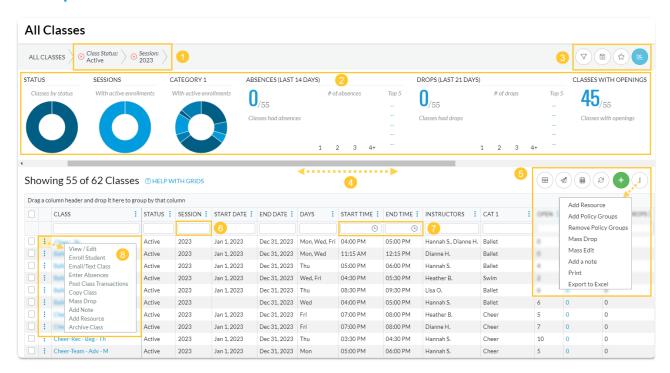


Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review **User Permissions for All Classes**.

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.

- Yiew optional data visuals for key information at a glance with interactive charts.
- rill down to specific classes using filters organized in a slide-outfilter 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 powerfulgrid: 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.

O Data Visuals - Key Information at a Glance

Expand/Collapse

- 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 Multiple Classes (Mass Actions)



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