

The Class Record

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

- ★ *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.

The screenshot shows the 'Class: Ballet - Foundations - Th' record. At the top, there are two buttons: 'SAVE CHANGES' (green) and 'DELETE' (red). Below these are two rows of tabs. The first row contains: 'Class Roll', 'Enroll Student', 'Email/Text Class', 'Enter Absences', 'Absence/Attendance', 'Post Class Transactions', 'Copy Class', 'Mass Drop', 'Sizes/Measurements', and 'Archive Class'. The second row contains: 'Summary' (highlighted in yellow), 'Enroll List', 'Drop List', 'Absences', 'Makeups', 'Wait List', 'Instructors', 'Lesson Plan', 'Skills/Levels', 'Misc', 'Costumes', 'Notes (0)', 'Resources (0)', and 'Policy Groups (2)'. Below the tabs, the form fields include: 'Class Name' (Ballet - Foundations - Th), 'Status' (Active), 'Location' (EDU), 'Room' (empty), '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) with checkboxes (Thu is checked), 'Start Time' (05:00pm), 'End Time' (06:00pm), 'Duration' (1:00), and a checked box for 'Has a Registration Fee'.

Buttons are used to perform actions for the class.

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

📄 Class Tab Descriptions

📄 Class Button Descriptions

📄 Frequently Asked Questions

Expand/Collapse
All