Lesson #4 - Work with Students

Review (Optional)

The fourth lesson in this Learning Series, Front Desk Staff, is designed to get you familiar with working with students/families after the student is enrolled. You may wish to review the article listed below before beginning.

The review article in the bullet list 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.

- **Search for People in your Database**
- **Work with All Students**

Drop an Individual Student from a Class

Dropping a student from a class indicates the student is no longer attending/taking the class. A student is not considered in class on their drop date. Select a drop date after the last day the student will attend class and before the next scheduled class.

If a student has stopped attending one class to attend another class, use the **Transfer** link instead. If the class has ended and is completed **archive the entire class** (which drops enrolled students as part of the process) rather than dropping the students directly.

These practices will keep your drop history accurate and will allow you to easily differentiate between students who completed classes versus those that dropped out of the class prior to completion.

To accommodate different workflows, a student drop can be completed using the **Drop** link located:

- In the *Class* record > *Enroll List* tab
- In the *Student* record > *Summary* or *Classes* tab
- In the *Family* record > *Classes* tab

Drop a Student from a Class

The process to drop the student is the same regardless of where it is initiated. To illustrate the process, we'll work from the Class record.

1. Select the **Enroll List** tab in the *Class* record.
2. Click the **Drop** link for the student being dropped from the class.

3. Complete the information in the pop-up window:

- Enter the **Drop date** (defaults to current date), or a future date can be selected. Enter the drop date as the day after the last day the student will attend class.
- **Has this class been completed?** Select Yes if the student completed the class or No if they dropped before meeting all class requirements.
- Select a **Reason** for the drop. *Note:* Reasons can be customized in the Drop-down List Editor (from the *Gear icon > Settings menu > General > Drop-down Lists left menu > Student section*).
- Set **Email primary instructor?** to Yes to email details about the drop to the primary instructor. *Note:* The instructor must be listed as primary on the *Instructor* tab of the *Class* record and must have an email address in their *Staff* record.
- Add **Notes** if applicable. Notes are NOT visible in the Staff Portal or the Parent Portal. They are displayed on the *Classes* tab of the *Student* record, the *Drop List* tab of the *Class* record, and the Drop History report.
- Click **Drop**.

Drop Student From Class

Student: Austin Carter
Family: Carter
Class: Acro - Mon 6pm

! This family has a balance: $150.00.

Drop date * ⊘

12/27/2022

Has this class been completed? *
○ Yes   ● No

Reason *

Changed Class ▾

Email primary instructor?

🔵 Yes

CANCEL   DROP

4. Click **Drop** in the confirmation window to remove the student from the class.
   - When the enrollment date and future drop date fall within the same billing period, the confirmation window provides an option to delete the enrollment and tuition fee (if one had been posted with enrollment). Toggle to on and click **Drop** to complete the drop process.

The student is removed from the *Enroll List* tab of the *Class* record, and they now appear on the *Drop List* tab.

Class Acro - Mon 6pm

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) |

Past Enrollment

View 1 - 1 of 1 | Print | Refresh

Student	Enrolled	Reason	Dropped	Drop Reason	Comp?	Notes	User ID	
Austin Carter	12/01/22	Enrolled	12/27/2022	Changed Class ▾	no ▾		Jazzhandssandi	🗑

Deleted Enrollments

No Data Available | Print | Refresh

Student	Deleted	Method	Enrolled	Reason	Dropped	Drop Reason	User ID

On the *Classes* tab of both the *Family* and the *Student* records, the enrollment is removed from the Current Enrollment section and moved to the Past Enrollment section, where details of the drop are displayed.

Family Carter

← RETURN | SAVE CHANGES | DELETE

| Make Sale/Post Fees | Payment/Credit | Refund | Statement | Add Student | Add Contact | Archive Family | Family Name | Email | Email Schedules | Submit Absences | Merge Family |

| Summary | Contacts | Classes | Events | Transactions | Billing Info | Misc | Notes (0) | Resources (0) | Policies (0) |

View Past Enrollment History | Mass Drop Classes

Current Enrollment

View 1 - 3 of 3 | Print | Refresh

Student	Class	Session	Enroll Date	Type	Days	Room	Time	Dura	Instructor	Fee	By	Future Drop	
Austin Carter	Ballet - Mon 6pm	Winter 2023	12/1/2022	Enrolled	M		6:00pm - 7:00pm	1:00	Ms. Dianne	80.00	Jazzhandssandi		Drop
David Carter	Ballet - Mon 6pm	Winter 2023	12/1/2022	Enrolled	M		6:00pm - 7:00pm	1:00	Ms. Dianne	80.00	Jazzhandssandi		Drop
David Carter	Jazz - Tues 6pm	Winter 2023	12/1/2022	Enrolled	Tu		6:00pm - 7:00pm	1:00	Ms. Dianne	85.00	Jazzhandssandi		Drop
Total:								3:00					

Past 10 Enrollments

View 1 - 10 of 10 | Print | Refresh

Student	Class	Session	Enroll Date	Type	Instructor	By	Drop Date	Reason	Comp?	Notes	By
Austin Carter	Acro - Mon 6pm	Winter 2023	12/1/2022	Enrolled	Livy W.	Jazzhandssandi	12/27/2022	Changed Class	no		Jazzhandssandi
David Carter	Jazz - Tues 7pm	2022 Fall	11/22/2022	Enrolled	Dianne H.	Jazzhandssandi	11/28/2022	Class Archived	yes		Jazzhandssandi
David Carter	Ballet - Mon 6pm	2022 Fall	11/22/2022	Enrolled	Dianne H.	Jazzhandssandi	11/28/2022	Class Archived	yes		Jazzhandssandi

🛈

If a class fee (such as a tuition fee) had been posted for the dropped class that is no longer due, you would need to go to the family's Transactions tab and delete or edit that transaction.

Transfer a Student to Another Class

When a student leaves one class to attend another (especially within the same session), **Transfer** the student to another class. When you transfer a student, they are dropped from their current class and enrolled into the new class on the dates you assign. Both the primary instructor for the class the student is transferring into and the primary instructor the student is transferring from will receive email notification of the change.

Any scheduled future drops for the student are automatically added to the new class.

Transfer a Student

From the *Class* record, choose the **Enroll List** tab.

1. Locate the student who is transferring and click the **Transfer** link.

2. In the *Transfer Student* window, set the **Drop Date** (defaults to the current date). This is the date the student will be transferred out of the current class.
3. Select a **Drop Reason**. Optionally add **Notes**.
4. Locate the class the student is transferring into using the Class *Search* field.
5. Enter an **Enroll Date** (defaults to the current date). This is the date the student will be enrolled in the new class.
   - If you are aware the student will be dropping the new class on a specified date enter the **Drop Date** and select a **Drop Reason**. Optionally add **Notes**.
6. If the family has been charged and paid for the class the student is transferring out of, and you want the fee and payment transactions to be associated with the new class instead, select the checkbox for **Yes, update existing transactions with information from the new class** Choose to **only update transactions on or after** a selected date (defaults to the current date) or to **update all existing transactions**.
7. If you would like the instructor to be informed of the transfer, select the checkbox for **Yes, email the instructor about this transfer**.
8. Select the **Transfer Student** button to complete the transfer.

9. The *Transfer Successful* window summarizes the transfer details, including how many transactions were updated.

You can also transfer a student to another class from the *Student* **Summary** or **Class** tab using the same process above!

Edit a Transfer

Transfers can only be edited before the student is transferred out of the class, i.e., the drop date is

greater than the current date.

From the *Class* record, choose the **Enroll List** tab.

1. Locate the student who is transferring and click the **Edit Transfer** link.

2. Update the transfer details as needed in the *Edit Transfer Student* window.
3. Click the **Transfer Student** button to complete the transfer.
4. The *Transfer Successful* window summarizes the transfer details, including how many transactions were updated.

You can also edit a transfer of a student to another class from the *Student* **Summary** or **Class** tab using the same process above!

Mass Drop All Classes for a Family/Student

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

Mass Drop Classes functionality allows you to drop all classes for students in a family (*Family* record) or for a single student (*Student* record) when the drop date, drop reason, and drop notes are the same.

⭐ Drop all classes for an individual student and/or all the students in the same family at one time.
⭐ Remove waitlisted classes and future enrolled classes in the same workflow.
⭐ After classes are dropped all reports and class details are automatically updated.

Drop All Classes for a Family

1. Go to **Families** (menu) > **All Families** > Select a *family* from the list. Or use the global search above the menu bar to locate the family.
2. Go to the **Classes** (tab).

3. Click the **Mass Drop Classes** button.
   - If there is a family balance on the account an orange warning message displays.
   - Click the account balance link to open *Search Transactions* and view an itemized list of outstanding unpaid transactions. Review outstanding fees and determine if action needs to be taken.
4. Select the criteria in the pop-up window:

	Which classes are we dropping? - These options will show only when there are multiple classes to drop. ○ All current classes ○ All future enrollments ○ All waitlisted classes
	Drop date* - Select the day after the last day the student(s) will attend class.
	Have these classes been completed?* - Select *NO* or *YES*.
	Reason* - Select the reason the class needs to be dropped from the drop-down list.
	Email primary instructor(s)? - When set to *Yes* an email will be sent to the instructor.

Notes - Add any applicable notes.

5. Click **DROP.** Dropped classes for the family move down to the *Past 10 Enrollments* section. When there are fixed fees associated with a family a new window will open. See *Update Family Fixed Fee* below.

Drop All Classes for a Student

From the *Students (menu) > All Students*, select the student and click the *Mass Drop Classes* button. Follow the same process as above to drop all classes for the student you selected.

Cancel or Edit Future Drop Requests

When a Mass Drop has been scheduled for a future date, you can *Cancel* or *Edit* the information from either the *Family* record or the *Student* record.

- Click *Cancel* and the future drop class request will be removed and the class remains active.
- Click *Edit* to modify the *Drop from Class* request. Change the *Drop Date, Drop Reason,* or update *Notes.* The future drop date remains unless you cancel the request. If there are fixed fees on the account, you will be prompted to *Update Fixed Fee.*

Family: Uphill

Student	Class	Session	Enroll Date	Type	Days	Room	Time	Duration	Instructor	Fee	By	Future Drop	
Jack Uphill	Tap L1 - Mon 6pm	Spring 2020	5/7/2020	Enrolled	M	Studio B	6:00pm - 6:30pm	:30	Ms. Dianne	45.00	CB	5/21/2020	Cancel Edit
Jack Uphill	Youth Ninja Parkour	Spring 2020	5/7/2020	Enrolled	M	Floor B	7:00pm - 8:00pm	1:00	Coach John	85.00	CB	5/21/2020	Cancel Edit
Jill Uphill	Youth Ninja Parkour	Spring 2020	5/7/2020	Enrolled	M	Floor B	7:00pm - 8:00pm	1:00	Coach John	85.00	CB	5/21/2020	Cancel Edit
Jill Uphill	Ballet L1 - Mon 5pm	Spring 2020	5/7/2020	Enrolled	M	Studio B	5:00pm - 5:30pm	:30	Ms. Dianne	45.00	CB	5/21/2020	Cancel Edit
Total:								3:00					

Update Family or Student Fixed Fees

If there are fixed fees on the account, a window will open once all classes have been dropped or scheduled.

Note: Set *Prompt to Update Fixed Fee with Enrollment Changes* to YES, located under the *Gear (icon) > Settings > General > Organization Defaults (left menu) > Class Settings (section)*. Otherwise, the *Fixed Fee* window will not open after classes are dropped.

There are two options for **Family Fixed Fees**:

- *Remove any fixed fee from the selected family* - enable this option and the fixed fee is removed from the account.
- *Retain the fixed fee for the record* - keep the fixed fee as shown or change the amount as needed. The family fixed fee can be posted when you **Post Tuition Fees** to the family's account. **Note:** If there is a student fixed fee on the account, a pop-up window will open and prompts you to either leave the student fixed fee in place or remove the student fixed fee.
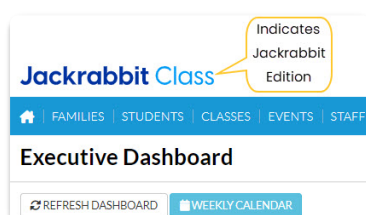
Practice - Drop a Student From a Class

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.

Edition	User ID	Password
Cheer	LMSCheer	Training1
Class	LMSClass	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.

Drop a student from a class.

⊙ From the Class Record

⊙ From the Student Record

Do You Track ABSENCES or ATTENDANCE?

An organization can track absences or attendance, but not both at the same time. Jackrabbit defaults to tracking absences rather than attendance (except the Dojo edition). *The preferred method is through the Staff Portal.* Please refer to the Coaches/Instructors and other Staff category for more information. You may also record absences/attendance on the Class Record, Family Record, and Student Record.

Here is an outline of the articles included in this lesson:

- **Absences -** Review the articles below regarding absences and makeups if your organization allows students to be eligible for a makeup class when absent.
    - Enter Student Absences from the Class Record
    - Enter Student Absences from the Student Record
    - Enter Student Absences from the Family Record
    - Schedule a Makeup
- **Attendance**
    - Enter Attendance from the Class Record
    - Optional
        - Barcode Scanner Attendance Tracking - An Overview
        - Launch the Barcode Scanner
        - Use a Barcode Scanner to Track Attendance

Review the appropriate articles below for your organization.

Enter Student Absences from the Class Record

When Jackrabbit is set to **track absences**, one of the **ways to enter student absences** is from the **Class** record.

Enter an Absence in the Class Record

To record an absence for a single date:

1. Navigate to the **Class** record and select the **Enter Absences** button.
2. On the *Enter Absences* page, edit the **Absence Date** as needed (defaults to current date).
3. If you are allowing the student to makeup the class, enter the last date the class can be made up in the **Makeup Expiration Date. Learn more about makeups**.
4. Select the **Absent?** checkbox for the appropriate student. To mark all students absent, select the checkbox in the *Absent?* column header.

5. If applicable, select **Eligible for Makeup**. If all students are absent and eligible to makeup the class select the checkbox in the *Eligible for Makeup* column header.
6. Add **Notes** about the reason for the absence.
7. **Save Changes**

View Absence History - Delete a Recorded Absence

A student's absence history for a class can be viewed from the *Absences* tab in the *Class* record.

Absence History

- Use the link for the number of absences in the *# Absences* column to open the Absence History page.
- Use the **Trash Can** icon to delete an absence record.

Learn about the options for reporting on student absences and makeups.

Enter Student Absences from the Student Record

When Jackrabbit is set to **track absences**, one of the **ways to enter student absences** is from the **Student** record.

- ⭐ Submit a student's absence for a single class, all or selected classes on a particular day, or all/selected classes over a date range.
- ⭐ If you offer **makeups**, add the eligibility to make up the classes in the same workflow.
- ⭐ Add a reason for the absences for your records, up to 100 characters.

Submit Absences for a Student

1. In the *Student* record, click the **Submit Absences** button.

2. In the *Submit an absence - step 1* window

Submit an absence - step 1

STUDENT
Barbie

Use the date picker to select the absence date or date range

FROM
5/11/2020

TO
5/22/2020

REASON
Sprained her ankle at school, out for 2 weeks.
46/100

⬤ Is eligible for makeup?

CANCEL   **SUBMIT**

- Use the date picker tool to select the **From** and **To** dates for the days absent.
- Enter a **Reason** for the absence, up to 100 characters.
- If you allow **makeups**, and determine eligibility for a makeup with each absence, click **Is eligible for makeup?** to mark this absence as eligible.
- Click **Submit**.

3. In the *Submit an absence - step 2* window

Submit an absence - step 2

Student: Barbie
Dates: 5/11/2020 - 5/22/2020

Select the classes that will be missed
UNCHECK ALL

☑ Mon 5/11/2020
Ballet L1 - Mon 5pm

☑ Tue 5/12/2020
Ballet L1 - Tues 6pm

CANCEL   **SUBMIT**

- All classes the student is enrolled in that meet in the date range defined are displayed. Select the class or classes the student will be missing. Use the **Check All** button if all classes will be missed.
- Click **Submit**.
- The window will close and a message will confirm that the absence has been added.

View Absences - Delete a Recorded Absence

A student's absences can be viewed on the *Absences* tab of their *Student* record.

Student: Barbie Ager

← RETURN   💾 SAVE CHANGES   🗑 DELETE

Generate a Student Attendance report

| Enroll | Email Schedules | Info Sheet | Absence/Attendance | Submit Absences | Mass Drop Classes |

Family: Ager: First Name Barbie   Middle Initial   Last Name Ager

| Summary | Classes | Events | Medical | Feedback | Skills/Levels | Sizes | Absences | Misc | Notes (0) |

*Use the **Trash Can** icon to delete an absence*

Absences

	Absence Date	Class	Eligible for Makeup	Makeup Exp. Date		Makeup Class	Makeup Date	Makeup Attendance	Note	UserID		
1	5/26/2020	Ballet L1 - Tues 6pm	☑	05/28/2020	Schedule Makeup				Sprained her ankle at school, out for 2 weeks.	helpcenter	Remove Makeup	🗑
2	5/25/2020	Ballet L1 - Mon 5pm	☑	05/27/2020	Schedule Makeup				Sprained her ankle at school, out for 2 weeks.	helpcenter	Remove Makeup	🗑
3	5/19/2020	Ballet L1 - Tues 6pm	☑	05/21/2020	Schedule Makeup				Sprained her ankle at school, out for 2 weeks.	helpcenter	Remove Makeup	🗑

- Use the **Trash Can** icon to delete an absence record.
- If you allow makeups they can be scheduled from the *Absences* tab and any makeups scheduled for the student can be removed.

Learn about the options for reporting on student absences and makeups.

Enter Student Absences from the Family Record

When Jackrabbit is set to **track absences**, one of the **ways to enter student absences** is from the **Family** record.

⭐ Submit an absence for one or all students in the family for a single class, all or selected classes on a particular day, or all/selected classes over a date range.

⭐ If you offer **makeups**, add the eligibility to make up the classes in the same workflow.

⭐ Add a reason for the absences for your records, up to 100 characters.

Submit Absences for a Family

1. In the *Student* record, click the **Submit Absences** button.

2. In the *Submit an absence - step 1* window

- Select the **Students** to mark absent.
- Use the date picker tool to select the **From** and **To** dates for the days absent.
- Enter a **Reason** for the absence, up to 100 characters.
- If you allow **makeups**, and determine eligibility for a makeup with each absence, click **Is eligible for makeup?** to mark this absence as eligible.
- Click **Submit**.

3. In the *Submit an absence - step 2* window

- All classes the students are enrolled in that meet in the date range defined are displayed. Select the class or classes the students will be missing. Use the **Check All** button if all classes will be missed.
- Click **Submit**.
- The window will close and a message will confirm that the absence has been added.

View Absences - Delete a Recorded Absence

A student's absences can be viewed on the *Absences* tab of their *Student* record.

- Use the **Trash Can** icon to delete an absence record.
- If you allow makeups they can be scheduled from the *Absences* tab and any makeups scheduled for the student can be removed.

Learn about the options for reporting on student absences and makeups.

Schedule a Makeup from the Class Record

When you **track absences** in Jackrabbit, and you allow your students to make up their missed classes,

there are a few different **ways to schedule a makeup**

One of these workflows is to schedule a makeup class from the *Class* record.

To schedule a makeup for a student, the student must have been **marked absent**, and the absence must have been marked as "Eligible for Makeup".

Schedule a Makeup from the Class Record

1. Go to the **Absences** tab of the *Class* record of the class the student missed.
2. In the *# Absences* column, click the **number** next to the appropriate student name to open the Absence History listing.

Class: Ballet L1 - Mon 5pm

← RETURN	💾 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

Absences

View 1 - 2 of 2   🖨 Print   ↻ Refresh

	Last Absence	Student	Age	# Absences
1	8/5/2019	Samantha Brown	9	1
2	8/5/2019	Gina Evans	9	1

4. Locate the absence you want to schedule the makeup for and select the **Schedule Makeup** link. This will open the **Classic Weekly Class Calendar**. For organizations with different locations, click *Change Criteria* at the top of the calendar to customize the calendar view for all locations (leave blank) or select a different location.

5. After locating a makeup class on the calendar, hover over it to display the class information and click the **Schedule Makeup** button to schedule the student's makeup in that class.

6. The makeup details are now visible on the **Makeups** tab of the *Class* record.

If the *Makeup Exp. Date* has not passed, i.e., it is earlier than the current date, it can be edited to accommodate for longer outages. If needed you can **extend the expiration date for multiple absences** that occurred during a specific time frame.

Schedule a Makeup from the Student Record

When you **track absences** in Jackrabbit, and you allow your students to make up their missed classes, there are a few different **ways to schedule a makeup**

One of these workflows is to schedule a makeup class from the *Student* record.

To schedule a makeup for a student, the student must have been **marked absent**, and the absence must have been marked as "Eligible for Makeup".

Schedule a Makeup from the Student Record

1. Go to the **Absences** tab in the Student record.
2. Click the **Schedule Makeup** link for the appropriate absence to open the **Classic Weekly Class Calendar**. For organizations with different locations, click *Change Criteria* at the top of the calendar to customize the calendar view for all locations (leave blank) or select a different location.

3. After locating a makeup class, hover over it to display the class information and click the **Schedule Makeup** button.

4. You are returned to the *Absences* tab of the *Student* record which now shows the makeup class information.

If the *Makeup Exp. Date* has not passed, i.e., it is earlier than the current date, it can be edited to accommodate for longer outages. If needed you can **extend the expiration date for multiple absences** that occurred during a specific time frame.

Absences-Makeups Report

When Jackrabbit is set to track absences, you will find the **Absences-Makeups** report under the **Students** menu > **Student Reports**. Absences marked in the Staff Portal will be reflected in this report.

Regardless of the way you **record absences** in Jackrabbit, this report provides you with the following:

⭐ See who was marked absent and is eligible for a makeup class.
⭐ Review students who have makeup classes scheduled and the dates of those classes.
⭐ View the Makeup class expiration date (if applicable).
⭐ Review the student's attendance for scheduled makeup classes.

Search Criteria

Use the Search Criteria to define the report results. For this example, select a date range to see which students were absent for specific classes. Set *Eligible for Makeup* to **Yes** and click **Submit**.

Absences-Makeups Report

- Leaving a field blank is the same as saying "all". For example, leaving Absence for Class Category 1 blank will provide the data for all Category 1 classes.
- Some fields allow multiselection. Use the **Ctrl** key (**Cmd** for Mac) to select multiple values.

Report Results

The report results display the students absent from class in the selected timeframe. These columns provide absence and makeup information:

- **Elig?** - indicates a student is eligible for a makeup class for the missed class.
- **Note** - if a note was created in the Staff Portal it will be shown in this column.
- **Makeup Date** - if a makeup class was scheduled, it will be listed in this column.

In addition, you can see if a student was absent or present for the Makeup class and if there is a Makeup Expiration Date, these will be displayed if the columns are shown. An email to all or selected students can be sent directly from this report. A history of this email is kept in the *Family* record, *Misc*

tab> *View Sent Emails* for 365 days.

The *Absences* tab on a *Class* record shows which students were absent from the class, the date of the absence, and the number of absences.

Staff members can *Schedule Future Absences* in the Staff Portal. Click on *Absent* select the *Schedule Future Absences* option and complete the steps. Refer to **Take Attendance in the Staff Portal** for more information.

Do You Track ATTENDANCE?

⊘ **Review the articles below if your organization tracks attendance.**

Enter Attendance from the Class Record

If your organization **tracks attendance** instead of tracking absences, and you aren't using the **Staff Portal Attendance** feature or **barcode scanning**, you will enter student attendance from the Class record.

⊘ To enter attendance:

Take Attendance with a Barcode Scanner

Barcode scanners/readers allow you to scan a barcode to record student attendance, including date

and time. This feature uses a *Student/Barcode ID*, located on the *Summary* tab of the **Student Record**. See **Initial Set Up for Barcode Scanning** section below for more information about Student/Barcode IDs.

Your account **must be set to track attendance** in order to use Jackrabbit's Barcode Scanner feature. Since most accounts are set to track absences, contact **Jackrabbit Support** to change your account to track attendance!

Expand/Collapse All

⊙ **What You'll Need**

⊙ **Initial Set Up for Barcode Scanning with Printed Labels**

⊙ **Initial Set Up for Barcode Scanning without Printed Labels**

⊙ **Launch the Barcode Reader/Scanner**

⊙ Launch & Use the Barcode Scanner/Reader for Attendance

⊙ Frequently Asked Questions

If you are interested in using QR codes to track attendance for your students, check out**Jackrabbit Plus - A Mobile App for Your Business**. In the mobile app, the student's QR code once added to the student record, is located under *Menu > My Account > Parent Portal (menu) > Student QR Code.*

Practice - Enter an Absence / Attendance

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.

Practice databases are set to track absences.
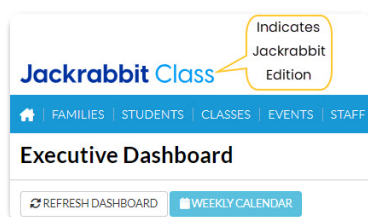
Edition	User ID	Password
Cheer	LMSCheer	Training1
Class	LMSClass	Training1
Dance	LMSDance	Training1
Music	LMSMusic	Training1
Swim	LMSSwim	Training1

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

Enter an absence / attendance.

From the Class Record

1. Navigate to the **Class** record and select the **Enter Absences** / **Enter Attendance** button.
2. Verify the *Absence (Attendance) Date* is correct (click the calendar icon to select a different date).
3. Select the **Absent?** (Attended?) check box for the appropriate student(s) in the enrollment list.
4. If tracking Absences - Select **Eligible for Makeup** if applicable.
5. Add **Notes**, if needed.
6. **Save Changes.**

QUIZ - Lesson #4 - Work with Students/Families

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 #4 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.

Quiz #4 - Work with Students/Families

⊙ Track Absences (Default)   ⊙ Track Attendance

Quiz	Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
Absences	7	7	6	5	4
Attendance	5	5	4	4	3

⌄ **Return to Front Desk Staff Menu to continue to next lesson**

⌄ **Click here to provide feedback for this lesson**