

# 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 **\***).

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Add Class

Enter Class Name\*

Location\*  Room:

Instructor

Session  [?](#)

Class Start Date\*  [📅](#) End Date  [📅](#) Registration Date  [📅](#)

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\*  End Time\*  Duration

Has a Registration Fee

Tuition Fee  Max Size  Max Wait

Tuition Billing Method\*

Tuition Billing Cycle\*

Prorate Tuition

Category 1\*  Category 2  Category 3

Policy Groups

Description

Display on Website  Allow Portal Enrollment

Allow Online Registration  Allow Trial Enrollment



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:

- **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.

The Calendar is easily accessible in the top navigation of Jackrabbit, no matter where you are in Jackrabbit.

[Learn more about adding a class from the Weekly Calendar.](#)

- **Add a class from the Classes menu** **Add Class**, from the *Classes* menu, is a convenient way to open the Add Class modal and add a class on the fly.

The Classes menu is easily accessible from wherever you are in Jackrabbit.

[Learn more about adding a class from the Classes menu.](#)

- **Add a class from the All Classes page** **All Classes** is a powerful one-stop-shop for working with your classes, including adding a class!

Use the **Add New Class** button  to open the Add Class modal.



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

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