Add Classes - Overview
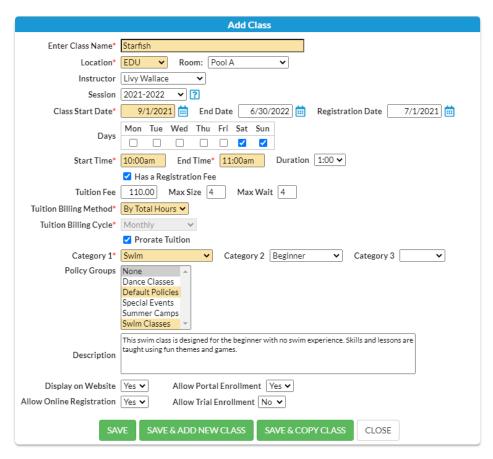
The **Add Class** modal (window) allows you to enter the majority of the class information, including Policy Groups, that is found on the *Class* record > *Summary* tab (excluding gender and age settings). You can choose to enter as much of this information initially as you wish but at a minimum, you must enter the required fields (marked with **'*'**).

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.