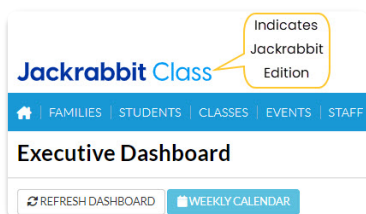


Practice - Enroll/Register a Student into a Class

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	LMSCClass	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.

Enroll a student in a class, you can either:

All Students page

1. Search for the student by entering a filter to narrow down the records in the grid or by entering a search in the Search Fields below the column headers.
2. Click on the Row Menu icon (three vertical dots) for the student and choose Enroll.
3. Select the Enroll link for a class.
4. Change the Enroll Date if needed and click the Enroll Now button.

Class Record

1. Open a class by going to Classes on the menu bar and selecting All Classes.
2. Select a class.
3. Select the Enroll Student button (only visible when there are openings in the class).
4. Search for the student and then click the Enroll link (Enroll is underlined) in the row for the student.

Student Record

1. Search for the student page for a student by entering their last name (or the first few characters) in the "find a family..." Global Search field.
2. Locate and select the student link in the Student column.
3. On the Student page for the student, select the Enroll button.
4. Select the Enroll link for a class.
5. Change the Enroll Date if needed and click the Enroll Now button.

Weekly Calendar

1. Click on the Weekly Calendar button from the Executive Dashboard.
 2. Use the *Search Criteria* to narrow down results as needed.
 3. Select the calendar view of your choice - Weekly Calendar, Day View, or Room View.
 4. Hover your cursor over any class to see class details and select to Enroll Existing Students or Register New Students.
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