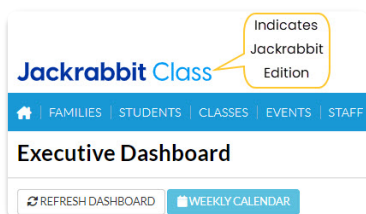


Practice - Drop a Student From a Class

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	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.

Drop a student from a class.

From the Class Record

1. From the *Class* record select the **Enroll List** tab.
2. In the *Enroll List* click the **Drop** link for the student being dropped from the class.
3. In the *Drop From Class* window, enter the **Drop Date** (defaults to current date). This is the date the student will be dropped from the class.
4. Select a **Drop Reason**.
5. If the student completed the class (versus dropping before they had met all class requirements) select the **Completed Class** checkbox.
6. Optionally add **Notes**.
7. To email the primary instructor details about the drop, select the **Email Primary Instructor** checkbox. *Note: This assumes the primary instructor is listed under the Instructor tab for the class and has an email address associated with the Staff page.*
8. Click **Drop** to complete.

From the Student Record

1. From the Student record select the **Summary** tab or the **Class** tab.
 2. Click the **Drop** link for the class the student is dropping.
 3. In the *Drop From Class* window, enter the **Drop Date** (defaults to current date). This is the date the student will be dropped from the class.
 4. Select a **Drop Reason**.
 5. If the student completed the class (versus dropping before they had met all class requirements) select the **Completed Class** checkbox.
 6. Optionally, add **Notes**.
 7. To email the primary instructor details about the drop, select the **Email Primary Instructor** checkbox. *Note: This assumes the primary instructor is listed under the Instructor tab for the class and has an email address associated with the Staff page.*
 8. Click **Drop** to complete.
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