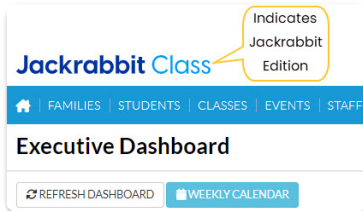


Practice - Add Staff and Assign Them to a Class

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.



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.

Add a staff member and assign them to a class.



Use fake names, addresses, etc. as any information you add could be viewed by others outside of your organization.

- Make up your own fake names or click [here](#) to open a website that generates fake names.
 - Make up your own fake addresses or click [here](#) to open a website that generates fake addresses.
1. Add a staff member with a fake name and address by going to Staff on the menu bar and clicking on Add Staff.
 2. Open a class by going to Classes > List Active Classes and select a class (link) in the Class column.
 3. Click on the Instructors tab and select the staff member from the drop-down list. If the staff member isn't listed, check your staff member has the Instructor field set to "Yes" on their Staff Record (page).

