Work with All Students - View, Search, and Take Action

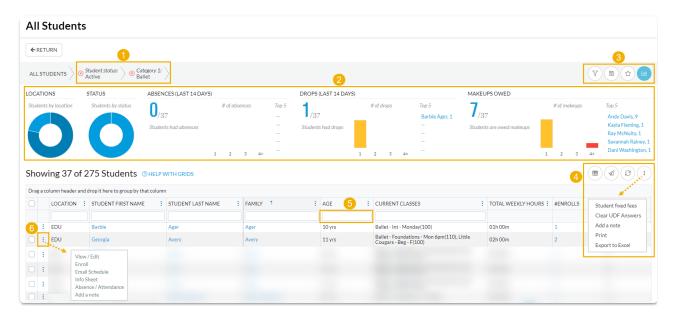


Permissions control the ability of your Users to see certain data and take specific actions. Before moving forward review User Permissions for All Students.

All Students, located in the *Students* menu, generates a list of all active and inactive student records in Jackrabbit. From here you can use the powerful grid to access all your student data.

- * Optional data visuals offer key student information at a glance with interactive charts.
- ★ Drill down to specific students using filters organized in a slide-out filter drawer.
- * Save your favorite view (filters, selected columns, etc.) as your default view.
- 🖈 List of students displays in apowerful grid: you can group, sort, and customize the information.
- ★ Take action send a message, work with anindividual student, or apply a mass action to multiple students at once.

Sample All Students Grid



- Breadcrumbs display the currently selected filters.
- Data Visuals provide student information at a glance.
- 3 Open filters (filter drawer), Save as favorite, Favorites, Hide/Show Data visuals.
- 4 Adjust columns, Send a Message, Refresh Grid, and More (click for actions that can be taken with one or more students).
- 5 Column Search enter a search term in the search field. The column will be searched for results containing that term.

6 Row Menu - use the row menu to perform an action for an individual student.



Click the Adjust columns icon to squeeze the grid columns closer together. You will be able to see all the columns in the grid.

Expand/Collapse All

- Data Visuals Key Information at a Glance
- Use Filters to Search for Specific Students
- Save your Favorite Filtered Grid Views
- Work with the Information in the Grid (Table)
- Take Action for an Individual Student
- Take Action for Multiple Students (Mass Actions)



Student information in the *All Students* grid lives in the **Student record**. Click a *Student* link in the grid to open the student's individual record.