

# 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 a **powerful grid**: you can group, sort, and customize the information.
- ★ Take action - send a message, work with an **individual student**, or apply a **mass action to multiple students** at once.


## Sample All Students Grid

The screenshot shows the 'All Students' interface. At the top, there is a breadcrumb trail (1) showing 'ALL STUDENTS > Student status: Active > Category 1: Ballet'. Below this are data visuals (2) for Absences (0/37), Drops (1/37), and Makeups Owed (7/37). A filter drawer (3) is open on the right. The main grid (4) shows columns for Location, Student First Name, Student Last Name, Family, Age (5), Current Classes, Total Weekly Hours, and Enrolls. A context menu (6) is open over the first row, showing options like 'View / Edit', 'Enroll', 'Email Schedule', 'Info Sheet', 'Absence / Attendance', and 'Add a note'. A 'More' menu (4) is also visible on the right side of the grid, containing options like 'Student fixed fees', 'Clear UDF Answers', 'Add a note', 'Print', and 'Export to Excel'.

- 1 Breadcrumbs display the currently selected filters.
- 2 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.

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**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.

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