

Work with All Classes - 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 Classes](#).

All Classes, located under the *Classes* menu, generates a list of all active and inactive classes in the All Classes grid. From here you can access all your class data.

- ★ View optional **data visuals** for key information at a glance with interactive charts.
- ★ Drill down to specific classes using filters organized in a slide-out **filter drawer**.
- ★ View classes in a **filtered calendar** (daily, weekly, or room view) and enroll students.
- ★ Save your **favorite view** (filters, selected columns, etc.) as your default view.
- ★ Display a list of classes in a powerful **grid**: you can group, sort, and customize the information.
- ★ **Take Action** - add/copy classes, enroll students in classes, send messages, archive classes, and apply **mass actions** to multiple classes.

Sample All Classes Grid

All Classes

ALL CLASSES > Class Status: Active > Session: 2023

STATUS: Classes by status (0/55)
 SESSIONS: With active enrollments (0/55)
 CATEGORY 1: With active enrollments (0/55)
 ABSENCES (LAST 14 DAYS): # of absences (0/55)
 DROPS (LAST 21 DAYS): # of drops (0/55)
 CLASSES WITH OPENINGS: Classes with openings (45/55)


Showing 55 of 62 Classes

CLASS	STATUS	SESSION	START DATE	END DATE	DAYS	START TIME	END TIME	INSTRUCTORS	CAT 1			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Mon, Wed, Fri	04:00 PM	05:00 PM	Hannah S., Dianne H.	Ballet			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Mon, Wed	11:15 AM	12:15 PM	Dianne H.	Ballet			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	05:00 PM	06:00 PM	Hannah S.	Ballet			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Wed, Fri	04:30 PM	05:30 PM	Heather B.	Swim			
	Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	08:30 PM	09:30 PM	Lisa O.	Ballet			
	Active	2023		Dec 31, 2023	Wed	04:00 PM	05:00 PM	Hannah S.	Ballet	6	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Fri	07:00 PM	08:00 PM	Heather B.	Cheer	5	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Fri	07:00 PM	08:00 PM	Dianne H.	Cheer	7	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	03:30 PM	04:30 PM	Hannah S.	Cheer	10	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Mon	05:00 PM	06:00 PM	Hannah S.	Cheer	5	0	0

- 1 Breadcrumbs display the currently selected filters (from the Open Filters icon).
- 2 Interactive Data Visuals provide class information at a glance.
- 3 Icons: Open filters (filter drawer), Save as favorite, Favorites, Hide/Show Data Visuals.
- 4 Horizontal Scroll Bar - scroll to view more Data Visuals.

- 5 Icons: Adjust columns, Send a Message, Filtered Calendar, Refresh Grid, Add New Class, More actions (drops down a menu).
- 6 Column Search - enter a term in the search field for each column to locate specific records. For e.g., enter 2023 in the Session Column Search field to find all classes with that Session value.
- 7 Use the Time Selectors to search for classes that start or end during a specified time. For e.g., search for classes that start between 3:00 pm - 5:00 pm or classes that end after a specific time (enter a *From* date and leave the *To* field blank).
- 8 Row Menu - use the row menu to perform an action for a single class.




Click the Adjust columns  icon (see #5 above) to squeeze the grid columns closer together. You will be able to see all the columns in the grid.

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- 📄 Data Visuals - Key Information at a Glance
 - 📄 Use Filters to Search for Specific Classes
 - 📄 Save your Favorite Filtered Grid Views
 - 📄 View Class Calendar and Enroll Students
 - 📄 Work with the Information in the Grid (Table)
 - 📄 Take Action for a Single Class
 - 📄 Take Action for Multiple Classes (Mass Actions)
 - 📄 Frequently Asked Questions

Expand/Collapse
All



The *Send Message* (icon)  can be used to send **emails**, **text messages**, and **push notifications** (through the Jackrabbit Plus mobile app) to a single class or to multiple classes.

