

Work With All Classes - View Search, and Take Action



Permissions control your Users' ability to see certain data and take specific actions. Before proceeding, 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

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

Showing 55 of 62 Classes

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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.


Expand/Collapse All

▮ Data Visuals - Key Information at a Glance

▮ Use Filters to Search for Specific Classes

- ▢ [Save your Favorite Filtered Grid Views](#)
 - ▢ [View the Classic 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](#)
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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.
