Work With All Classes - View Search, and Take Action

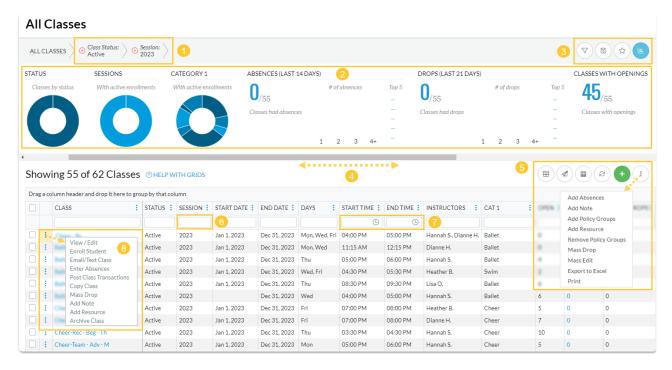


Permissions control your Users' ability to see certain data and take specific actions. Before proceeding, review User Permissions for All Classes.

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.
- rill down to specific classes using filters organized in a slide-outfilter 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.
- nisplay a list of classes in a powerfulgrid: 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



- 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.
- 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



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