

# 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

The screenshot shows the 'All Classes' interface with several key features highlighted by numbered callouts:

- 1** Breadcrumbs: 'ALL CLASSES' > 'Class Status: Active' > 'Session: 2023'
- 2** Interactive Data Visuals: Four donut charts for 'STATUS', 'SESSIONS', 'CATEGORY 1', and 'CLASSES WITH OPENINGS'. The 'ABSENCES (LAST 14 DAYS)' and 'DROPS (LAST 21 DAYS)' sections show '0/55' with a 'Top 5' list.
- 3** Icons: Filter drawer, Save as favorite, Favorites, Hide/Show Data Visuals.
- 4** Horizontal Scroll Bar: A dashed arrow indicating scrollability.
- 5** Context Menu: A menu with options like 'Add Absences', 'Add Note', 'Add Policy Groups', 'Add Resource', 'Remove Policy Groups', 'Mass Drop', 'Mass Edit', 'Export to Excel', and 'Print'.
- 6** Column Headers: 'CLASS', 'STATUS', 'SESSION', 'START DATE', 'END DATE', 'DAYS', 'START TIME', 'END TIME', 'INSTRUCTORS', 'CAT 1'.
- 7** Sort/Filter Icons: Arrows and a magnifying glass icon for column actions.
- 8** Action Menu: A menu for a specific class row with options like 'View / Edit', 'Enroll Student', 'Email/Text Class', 'Enter Absences', 'Post Class Transactions', 'Copy Class', 'Mass Drop', 'Add Note', 'Add Resource', and 'Archive Class'.

CLASS	STATUS	SESSION	START DATE	END DATE	DAYS	START TIME	END TIME	INSTRUCTORS	CAT 1	ABSENCES	DROPS	OPENINGS
Cheer-Kec - Beg - 1h	Active	2023	Jan 1, 2023	Dec 31, 2023	Mon, Wed, Fri	04:00 PM	05:00 PM	Hannah S., Dianne H.	Ballet	0	0	0
Cheer-Team - Adv - M	Active	2023	Jan 1, 2023	Dec 31, 2023	Mon, Wed	11:15 AM	12:15 PM	Dianne H.	Ballet	0	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	05:00 PM	06:00 PM	Hannah S.	Ballet	0	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Wed, Fri	04:30 PM	05:30 PM	Heather B.	Swim	0	0	0
	Active	2023	Jan 1, 2023	Dec 31, 2023	Thu	08:30 PM	09:30 PM	Lisa O.	Ballet	0	0	0
	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

Expand/Collapse  
All

📄 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

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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.

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