

Daily Calendar (Day View)

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The Daily Calendar displays a single day's class schedule (defaults to the current date) by the Instructor. The calendar can be accessed from the following locations:

- ★ Available on every Jackrabbit page (top right), click the Calendar link, to access the weekly calendar. Click the **Day View** (button), or a specific **day/date** in the calendar, to open a *Day View*.
- ★ On the *Executive Dashboard*, click the blue *Weekly Calendar* (button). Click the **Day View** (button), or a specific **day/date** in the calendar, to open a *Day View*.
- ★ *Classes (menu)* > *All Classes*, click the **Filtered Calendar** (icon) and select **Daily** from the drop-down list. The calendar defaults to the current day.

The *Daily Calendar* is displayed by *Instructor* and by *Instructor Skills*. The columns are dynamic and shift left based on which instructor has the most activity. Instructors with the most classes on a specific day will display in the first column. After the class count, instructors are sorted alphabetically by name for display purposes.

Criteria
Refresh
Change Criteria
Add Class
Room View
Weekly Calendar

Class Status: Active
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Hide Instructors with no Activity: 1

Show Students on Hover: 2
Show Full Classes: 3

3 Classes

	Unassigned	D. Harris	J. Linton	L. Wallace
Skills:	4	Dance, Acro	Acro, Tumbling	Dance
All Day				
3pm	:00	5 Time Off	Available	Available 6
	:15			
	:30	Out for exams 7		
	:45			
4pm	:00	8 Acro - Mon 6pm (5)	Acro - Mon 6pm (5)	
	:15			
	:30		9	
	:45			
5pm	:00			
	:15			
	:30		11	
	:45			
6pm	:00	Ballet - Mon 6pm (5)		Ballet - Mon 6pm (5)
	:15			
	:30			

Acro - Mon 6pm (5)
(as of 3/13)

Days: Mon	Open 5
Time: 4:00pm-5:00pm	Size 3
	Max Size 8
Instructor: Dianne H. (Absent)	Wait List 0
Substitute: John L.	Future Drops 0
Location: JHD	Future Enrolls 0
Room:	
Fee: 85	
Category: Cheer	
End Date: 5/31/2023	
Students:	
1. Barbie Ager	
2. Nadine Evans	
3. Abigail Franklin	10

Enroll Existing Students
Register New Students

1	Select the <i>Hide Instructors with no Activity</i> checkbox to remove instructors without classes that day.
2	When <i>Show Students on Hover</i> is selected, enrolled students will be included in the class details displayed when hovering over a class block.
3	The <i>Show Full Classes</i> checkbox is selected by default. Clear the checkbox to remove full classes from the calendar, for example, when looking for classes to enroll a student.
4	Instructor skills are listed. Learn more about Staff Skills .
5/6	Instructor time off and availability are shown. Learn more about Staff Availability .
7	Hover over time off/availability to view comments.
8	A class with a substitute record on that day will display with a diagonal overlay. Learn more about Substitutes .
9	Hover over a class name to view class details.
10	In the class details shown on hover, <i>Enroll Existing Students</i> or <i>Register New Students</i> .
11	Double-click into a time block to open the <i>Add Class</i> modal.
