

Add a Class from the Weekly Calendar

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Adding a class from the *Weekly Calendar* is a great way to build your class schedule as it offers a visual of open time slots. Use the *Change Criteria* button to customize the calendar view, for example for only a specific room or a specific instructor. Learn more about the powerful Weekly View calendar in our How To Guide article [Executive Dashboard: Weekly Calendar](#).

1. Click **Weekly Calendar** on the *Executive Dashboard* to view the *Calendar* and change the criteria if needed.
2. Click the **Add Class** button or double click at a **time slot** on the calendar where you want to add the class.

Criteria
Class Status: Active

Refresh Change Criteria Add Class Print Settings Close ? Help

Prev 5/1/2017 Next Show Students: Show Full Classes: ☒

Tip: Double Click on a Time Slot to Add a New Class

	Monday 5/1/2017	Tuesday 5/2/2017	Wednesday 5/3/2017	Thursday 5/4/2017	Friday 5/5/2017
All Day					
11am					
:00					
:15					
:30					
:45					
12pm					
:00					
:15					
:30					
:45					

Add Class

Enter Class Name*

Location* JRHC Room:

Instructor

Session

Start Date* 5/2/2017 End Date* mm/dd/yyyy Registration Date mm/dd/yyyy

Days Mon Tue Wed Thu Fri Sat Sun

Start Time* 12:00pm End Time* 1:00pm Duration 1:00

Tuition Fee Max Size 8

Tuition Billing Method

Category 1* Category 2

Description

Display on Website Yes Allow Portal Enrollment Yes

Allow Web Registration Yes Allow Trial Enrollment Yes

Save Cancel

Fields are pre-filled based on the time slot that was clicked on the calendar.

Adjust end time as needed.

3. In the *Add Class* window enter the class details. At a minimum you must enter all required*) information. *Note: If you select a Session for the class, and you have defined the start/end dates for the session in your drop-down list editor, you may get a Potential Date Conflict pop-up window. This is simply to alert you that the date you have used as the class start date (the date you clicked on the calendar) falls outside of the session's defined start/end dates. You can opt to leave the current dates or use the new session dates.*
4. **Save.**
5. After the class is created you will be given the option to *Add Another Class*, *View Calendar*, *Enroll* (an existing student) or *Quick Reg* (add a new student).