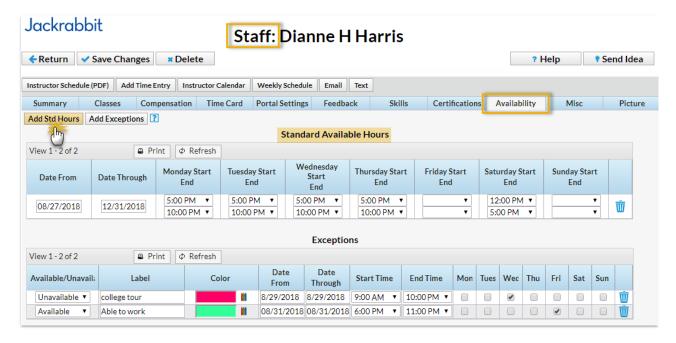
Add Standard Hours to a Staff Member's Availability

Last Modified on 11/03/2020 12:31 am ES

An instructor's Standard Available Hours are considered their normal work schedule. Standard hours display in white on the *Day View Calendar* for the instructor.



To add standard hours:

- 1. Point to Staff in the menu bar and clickList Active Staff.
- 2. Click a staff name.
- 3. Click the **Availability** tab.
- 4. Click the Add Std Hours button to add standard working hours.
- 5. Save Changes.

To delete any standard hours, click the Trash Can icon next to the hours you want to delete.