

Daily Calendar (Day View)

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The Daily Calendar displays a single date's class schedule by Instructor and can be accessed by clicking the specific **day/date** in *Weekly Calendar* on the Dashboard.

The *Daily Calendar* displays 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 class count, instructors are then sorted alphabetically by name for display purposes.

- Instructors with no classes can be hidden by checking the **Hide Instructors with no Activity** checkbox.
- Instructor *Availability* and *Exceptions* are listed. See the [Staff/Instructors](#) topic for details.
- Almost all of the *Weekly Calendar* options are also available in the *Daily Calendar*.

Criteria

Class Status: Active

Refresh

Change Criteria

Add Class

Room View

Week View

Print

Settings

Close

Prev

10/22/201

Next

Hide Instructors with no Activity:

Show Students:

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

	Unassigned	Z. Jackrabbit	L. Smith	J. Beta	T. Bunny	P. Rabbit
Skills:		Child CPR,		First Aid	First Aid	
All Day						
9am	:00		Vacation			
	:15					
	:30					
	:45					
10am	:00					
	:15					
	:30	Tumbling 101 W 9:30a(6)				
	:45					
11am	:00					
	:15					
	:30					
	:45					
12pm	:00					
	:15					
	:30					
	:45					
1pm	:00					
	:15					
	:30					
	:45					
2pm	:00	Violin - Private - W 2pm(1)				
	:15					
	:30					
	:45					
3pm	:00	Violin - Private - W 3pm(1)				
	:15					
	:30					
	:45					

Instructor Skills are included on the Daily View.

If Availability as been added, it displays in White.

Exceptions (such as Vacation) can also be color-coded & display.