Daily Calendar (Day View)

Last Modified on 11/03/2020 12:35 am EST

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*.