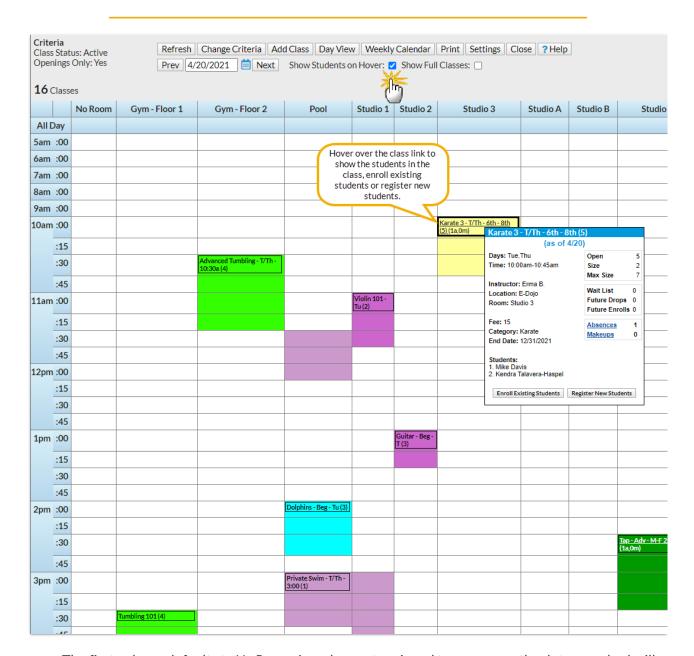
Room View Calendar

Last Modified on 05/03/2021 12:37 pm EDT

Room View displays a single day's class schedule by room (defaults to the current date), and can be accessed from the following locations:

- Available on every Jackrabbit page (top right), click the Calendar link and click the Room View (button).
- ★ On the Executive Dashboard, click the blue Weekly Calendar (button), and click the Room View (button).
- ★ Under the Classes (menu) > All Classes, click the Filtered Calendar (icon) and select By Room from the drop-down list.



• The first column defaults to *No Room*. Any class not assigned to a room on the date searched will display in this column.

- Check *Show Students on Hover* to open the class, view the students, enroll existing students, and register new students from the calendar.
- Class colors are shown by Category 1 and are selected when the Category 1 drop-down lists are created (*Gear icon > Settings > General > Drop-down Lists*).