



Daily Calendar (Day View)

Last Modified on 08/30/2022 1:46 pm EDT

The Daily Calendar displays a single day's class schedule (defaults to the current date) by the Instructor. The calendar can be accessed from the following locations:

- ★ Available on every Jackrabbit page (top right), click the  **Calendar** link, to access the weekly calendar. Click the **Day View** (button), or a specific **day/date** in the calendar, to open a *Day View*.
- ★ On the *Executive Dashboard*, click the blue *Weekly Calendar* (button). Click the **Day View** (button), or a specific **day/date** in the calendar, to open a *Day View*.
- ★ *Classes (menu) > All Classes*, click the **Filtered Calendar** (icon)  and select **Daily** from the drop-down list. The calendar defaults to the current day.

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 the class count, instructors are then sorted alphabetically by name for display purposes.

- Instructors with no classes can be hidden by selecting the **Hide Instructors with no Activity** checkbox.
 - Instructor availability and time off is displayed in color-coded time blocks. See [Staff Availability](#) for details.
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Criteria
Class Status: Active

Refresh Change Criteria Add Class Room View
Weekly Calendar Print Settings Close ? Help

Prev 1/31/2022 Next Hide Instructors with no Activity: Show Students on Hover: Show Full Classes:

10 Classes

	Unassigned	S. Andrews	L. John	C. Smith	L. Wallace	D. Harris	L. Mitchell
Skills:	3 Tumbling	Swim	Swim	Dance	Dance	Tumbling	
All Day				5			
3pm :00		Available	Available	Time Off			
:15				Out for exam week			
:30		Tumbling for Tots (7)	Minnows (7)	6			
:45							
4pm :00				Dolphins (7)			Available
:15			Guppies (7)				
:30							
:45							
5pm :00		4 Available		Sea Otters (7)	Available	Time Off	Tumbling L3 - Mon 5pm (0)
:15							
:30					Tap L1 - Mon 5:30pm (4)		
:45							
6pm :00		Tumbling L1 - Mon 6pm (3)					
:15		7					
:30							
:45							
7pm :00							
:15							
:30							
:45							

Tumbling L1 - Mon 6pm (2)
(as of 1/31)

Days: Mon
Time: 6:00pm-6:30pm
Instructor: Stephanie A.
Location: EDU
Room: Floor A

Fee: 45
Category: Gymnastics
End Date: 2/28/2022

Open 2
Size 3
Max Size 5
Wait List 0
Future Drops 0
Future Enrolls 0

Enroll Existing Students Register New Students

- 1 - Calendar defaults to the current date.
- 2 - Hide instructors with no Activity checkbox.
- 3 - Instructor skills listed.
- 4 - Instructor availability is shown.
- 5 - Instructor time off is shown.
- 6 - Hover over availability/time off to view comments.
- 7 - Hover over a class name to open class details where you can register and enroll students.
- 8 - Click into a time block to open the Add Class modal

