

The Classic Calendar - Day View

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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* is displayed 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 sorted alphabetically by name for display purposes.

1	Select the <i>Hide Instructors with no Activity</i> checkbox to remove instructors without classes that day.
2	When <i>Show Students on Hover</i> is selected, enrolled students will be included in the class details displayed when hovering over a class block.
3	The <i>Show Full Classes</i> checkbox is selected by default. Clear the checkbox to remove full classes from the calendar, for example, when looking for classes to enroll a student.
4	Instructor skills are listed. Learn more about Staff Skills .
5/6	Instructor time off and availability are shown. Learn more about Staff Availability .
7	Hover over time off/availability to view comments.
8	A class with a substitute record on that day will display with a diagonal overlay. Learn more about Substitutes .
9	Hover over a class name to view class details.
10	In the class details shown on hover, <i>Enroll Existing Students</i> or <i>Register New Students</i> .
11	Double-click into a time block to open the <i>Add Class</i> modal.