

View/Print Schedules in the Staff Portal

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Staff members can click the *My Schedule* tab in the Staff Portal to view and print their schedule of classes and events. Filters are available to drill down to a specific session of classes or a particular time period of events.

Click the **Print Schedule** link if you would like to print a copy of the classes or events schedule. Use the *Manage Classes* tab to take class attendance, view and update resources, and send an email.

Expand each section below to see examples of the *My Schedule* (tab) in the Staff Portal.

View Classes Schedule

Expand/Collapse All

My Schedule News My Schedule My Time Card Manage Classes Actions

E-Dance

Print Schedule

Classes Events

All Sessions

All Sessions

2020

2021

2021 Spring

Showing 20 classes

Times	Class
E-Dance 3:00pm 4:00pm M	Tap - Beg - M Studio B 2 enrolled
Session: 2021 Start: 1/1/2021	Wait: 0 End: 12/31/2021
	Status: Active

Enlarge your browser window to see an expanded view of the class schedule as shown below.

My Schedule News My Schedule My Time Card Manage Classes Actions

E-Cheer

Print Schedule

Classes Events

All Sessions
All Sessions
2020
2021
2021 Spring

Expanded View

Showing 20 classes

Loc	Class	Status	Session	Curr Enroll	Wait List	Room	Start Date	End Date	Days	Times
E-Cheer	Advanced Tumbling - T/Th - 10:30a	Active	2021	2	0	Gym - Floor 2	1/1/2021	12/31/2021	TuTh	10:30am - 11:30am
E-Cheer	Advanced Tumbling - T/Th - 6:00	Active	2021	2	0	Gym - Floor 1	1/1/2021	12/31/2021	TuTh	6:00pm - 7:00pm
E-Cheer	Advanced Tumbling - T/Th - 7:00	Active	2021	2	0	Gym - Floor 2	1/1/2021	12/31/2021	TuTh	7:00pm - 8:00pm
E-Dance	Tap - Beg - M	Active	2021	2	0	Studio B	1/1/2021	12/31/2021	M	3:00pm - 4:00pm

View Events Schedule

The *My Schedule* tab will show events the instructor is assigned to, however, it is not possible to take attendance for an event in the Staff Portal at this time.

My Schedule News My Schedule My Time Card Manage Classes Actions

E-Dance

Print Schedule

Classes Events

Current And Future
Current And Future
Past 90 Days
All

Showing 2 events

Times	Event
Friday 3/12/2021 5:00pm 9:00pm E-Dance	Parents Night Out Open Studio A 6 enrolled / 25 max
Saturday 3/6/2021 1:00pm 3:00pm E-Dance	Birthday Party Open 0 enrolled / 1 max

Enlarge your browser window to see an expanded view of the event schedule as shown below.

Print Schedule

Classes

Events

- Current And Future
- Current And Future
- Past 90 Days
- All

Expanded View

Showing 2 events

Loc	Event	Status	Curr Enroll	Max Enroll	Room	Date	Day	Times
E-Dance	Parents Night Out	Open	6	25	Studio A	3/12/2021	Friday	5:00pm - 9:00pm
E-Dance	Birthday Party	Open	0	1		3/6/2021	Saturday	1:00pm - 3:00pm