

# Navigate Your Activity Calendar

Last Modified on 06/03/2025 11:24 am EDT



Easily manage your schedule with the Activity Calendar. Filter activities, get to know your calendar, and access key features for maximum efficiency. Explore the layout and navigation of the calendar header, the left sidebar, and the calendar body to stay on top of your schedule.

*Click on the image to view it in full size in a new window.*

Hide the left sidebar and collapse the header to maximize your main workspace - the calendar body.

---

Use the button below to expand or collapse all sections, or select a heading to view one section at a time.

**Expand/Collapse  
All**

## Calendar Header

When first loaded, the Activity Calendar displays an expanded calendar header. If the header is condensed, the calendar saves this view for future access.

Use the image and legend below to learn how to navigate the expanded and collapsed headers.

*Click on the image to view it in full size in a new window.*

- 1 The Hide/Show Sidebar icon controls the left sidebar, which includes the mini calendar and filter options. When the sidebar is collapsed, a badge displays the number of currently selected filters.

- 2 Refresh the calendar body.
- 3 The Expand/Collapse Header icon controls the calendar header view.
- 4 Access the Classic Calendar.
- 5 Quick navigation options.
- 6 Select a date for the calendar display.
- 7 Access the **Calendar Settings**.
- 8 **Print the Activity Calendar**.
- 9 **Add a Class** (*or an Event - coming soon!*).
- 10 The currently selected filters are displayed when the header is expanded.
- 11 Use the Switch Card Density icon to change how your activity cards display in the calendar body. Choose from side-by-side or stacked layout, with comfortable or compact options to control the amount of information shown in the activity cards.
- 12 Select your **calendar view** from these options: Week, Day, Agenda, Room, or Instructor.

## Left Sidebar

When first loaded, the Activity Calendar displays with the left sidebar open to show the mini calendar and filter options. It can be hidden entirely using the Hide/Show Sidebar icon in the calendar header.

### Mini Calendar

Use the mini calendar to navigate to another date and adjust the calendar display.

### Filters

The Activity Calendar offers many filters to tailor your view. Filters are divided into three categories: Classes, Events, and Appts (*Coming Soon!*). Use the **arrow** next to each filter in the left sidebar to open a filter drawer and select from the list of available filter choices.

- The filter options section shows the number of activities that match the selected filters and are currently visible in the calendar body.
- Each filter category will display a badge with the number of filters that have been applied.
- Filters that are in use will display a badge with the number of filter choices selected. The filters will also be displayed in the expanded header, with an option to clear them individually.
- Select the buttons at the top of the filter list to show or hide Classes, Events, or Appointments on the calendar.

[Watch a quick tutorial \(0:48\) about filters](#)

## Save Filter Groups

The ability to add, update, or delete saved filter groups is controlled by the *Activity Calendar Saved Filter Groups* [User Permission](#) (Activity Calendar category). This permission is automatically granted to Users with the roles of Owner and/or Manager/Director and can be granted to other Users by your system administrator.

To save your favorite filters for quick access each time you visit the Activity Calendar:

1. Select **Save Filter Groups** on the left sidebar to open the *Save Filter Group* window.
  - Enter a **Filter Group Name**.
  - Select the **Save As Default Filter Group** checkbox to set the currently selected filters as your default filter group. The default filter group loads automatically each time you access the Activity Calendar.
  - Clear the **Save As Private Filter Group** checkbox to share the filter group with other Jackrabbit Users in your organization.
2. Select **Save** when finished.

Use **Manage Saved Filter Groups** in the Saved Filter Groups drop-down to remove your default or delete a saved filter group.

## Calendar Body

The calendar body is your main workspace. To maximize this space, hide the left sidebar and collapse the calendar header.

*Click on the image to view it in full size in a new window.*

- The activity cards are color-coded using the Category 1 color assignments you select in your [General Settings](#).
- Activities without a specified start time, end time, or both are treated as all-day activities and will appear at the top of the calendar body.
- The calendar active days, start day, and time increments are controlled by your [Activity Calendar Settings](#).
- Hover over an activity card for a snapshot that displays a summary of the information for the activity, including openings, current size, max size, number of waitlisted students, future enrolls and drops, and more.
- Click on an activity card to view more detailed information with links to Student, Instructor, and Class/Event records.
- Double-click on an activity to open the Class/Event record in a new browser tab.

- Click an empty time slot in the calendar to **add a new class**.

---

---