Choose Your Activity Calendar View

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The Activity Calendar offers several views, including Week, Day, Agenda, Room, or Instructor, to help you manage your schedule in different ways. Each view offers unique features to help you stay organized and streamline your scheduling process.

To switch between views, select the desired option from the Switch Calendar View icon in the calendar header. Note: The Switch Calendar View icon is dynamic and will change to reflect the calendar view that is currently selected.

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

Expand/Collapse All

Week

Use the Week View to display a full week of activities and manage your schedule in a comprehensive, weekly layout. This view is designed to give a full overview of the week, making it easier to track the schedule across multiple days.

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

- Customize your week with **filters** and card density options.
- Click on the day of the week in the date header to open the Day View for that specific date.
- The Week View calendar using the Stacked Activity Layout can be printed using the Print Calendar option from the View More Options icon .

Day

Use the Day View to focus on activities for a specific date to get a detailed daily overview (it defaults to the current date).

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

- A horizontal red line across the calendar indicates the current time.
- The Day View calendar using the Stacked Activity Layout can be printed using the Print Calendar option from the View More Options icon .

Agenda

Use the Agenda View for a streamlined, chronological list of all activities for a specific day to get an organized overview (it defaults to the current date).

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

- Agenda View displays the current activity size and its max size for each activity.
- Hover over any activity for a snapshot of its details.
- Click on an activity to view more detailed information with links to Student, Instructor, and Class/Event records.
- Print the Agenda View calendar by selecting the Print Calendar option from the View More Options icon .

Room

Use the Room View to see a single day's activity schedule by room (it defaults to the current date).

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

- Room View defaults to include rooms without any activity. Toggle off the *Include Rooms with No Activity* filter to hide those rooms.
- Rooms without activities display an orange alert badge .
- A horizontal red line across the calendar indicates the current time.
- Any activity that has not been assigned a room will be displayed in a No Room Assigned column. Click the activity card to quickly navigate to the activity record, where a room can be assigned.
- The Room View calendar using the Stacked Activity Layout can be printed using the Print Calendar option from the View More Options icon .

Instructor

Use the Instructor View to display each instructor's activities, availability, and time off for a specific day (it defaults to the current date), and to identify when substitute instructors are assigned. This view helps staff quickly see instructor availability, assignments, and substitutions, streamlining planning and scheduling.

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

- Instructors are displayed in alphabetical order by last name.
- By default, the calendar excludes instructors without scheduled activities. To include them, slide the *Include Instructors with No Activity* toggle on.
- Instructors without activities display an orange alert badge .
- Hover over an instructor's name to view a snapshot of their assigned skills, availability, and time off.

- Use the Class Instructor filter in the left sidebar to select a specific instructor or group of instructors to display.
- The calendar displays staff availability in white, while scheduled time off is highlighted in the color chosen in your **Staff Availability Settings**. When no availability has been entered for a staff person, the time blocks will be highlighted with grey zebra stripes.
- Activity cards for classes with substitute instructors display a visual cue (instructor icon and zebra stripe) in both the original and the substitute instructor's columns to indicate a substitute is assigned.
- The Instructor View calendar using the Stacked Activity Layout can be printed using the Print Calendar option from the View More Options icon .

> Check out our article **Maximize Your Activity Calendar Settings** for more details on customizing your Calendar Settings for your organization.