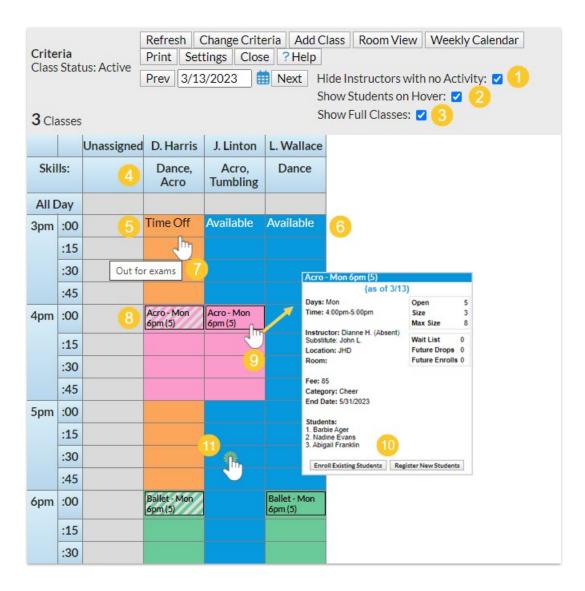
## Daily Calendar (Day View)

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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 aDay View.
- ★ Classes (menu) > All Classes, click the Filtered Calendar (icon) and select Daily from the dropdown 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.



	Select the Hide Instructors with no Activity checkbox to remove instructors without classes that
1	day.

- 2 When Show Students on Hover is selected, enrolled students will be included in the class details displayed when hovering over a class block.
- <sup>3</sup> The Show Full Classes 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 aboutStaff 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, Enroll Existing Students or Register New Students.
- **11** Double-click into a time block to open the Add Class modal.