

Add a Class from the Weekly Calendar

Last Modified on 07/31/2020 9:20 am EDT

Adding a class from the *Weekly Calendar* is a great way to build your class schedule as it offers a visual of open time slots. Use the *Change Criteria* button to customize the calendar view, for example for only a specific room or a specific instructor. Learn more about the powerful Weekly View calendar in our How To Guide article [Executive Dashboard: Weekly Calendar](#).

1. Click **Weekly Calendar** on the *Executive Dashboard* to view the *Calendar* and change the criteria if needed.
2. Click the **Add Class** button or double click at **time slot** on the calendar where you want to add the class.

The screenshot shows the 'Weekly Calendar' interface with the 'Add Class' window open. The calendar displays days from Monday to Friday with time slots from 11am to 12pm. A mouse cursor is double-clicking the 12:00pm slot on Tuesday. The 'Add Class' window is open, showing pre-filled fields for Location (JRHC), Room, Instructor, Session, Start Date (5/2/2017), End Date, Registration Date, Days (Tue), Start Time (12:00pm), End Time (1:00pm), and Duration (1:00). Callouts indicate that fields are pre-filled based on the clicked time slot and that the end time should be adjusted as needed.

3. In the *Add Class* window enter the class details. At a minimum you must enter all required*) information. *Note: If you select a Session for the class, and you have defined the start/end dates for the session in your drop-down list editor, you may get a Potential Date Conflict pop-up window. This is simply to alert you that the date you have used as the class start date (the date you clicked on the calendar) falls outside of the session's defined start/end dates. You can opt to leave the current dates or use the new session dates.*
4. **Save.**
5. After the class is created you will be given the option to *Add Another Class*, *View Calendar*, *Enroll* (an existing student) or *Quick Reg* (add a new student).

