

View Staff Availability / Exceptions

Last Modified on 12/04/2018 2:06 pm EST

Until staff availability is created, all hours in the *Day View Calendar* schedule appear grey.



*If the Instructor setting on a staff member's record (Summary tab) is set to No they will NOT appear on the calendar **Day View**.*

- Instructor standard hours (*Availability*) are designated with a white background on the *Daily View*.
- *Exceptions* to usual work hours are indicated in the color designated in the color column of the *Staff Exceptions* area.
- Time outside of the instructor's standard hours appears in grey.
- Instructor availability does not impact or prevent the scheduling/creating of classes.
- Instructor availability and exceptions do not interact with the *Time Clock*.

See the [Class Calendars / Schedules topic](#) for additional details.
