

# Daily Calendar (Day View)

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The Daily Calendar displays a single date's class schedule by Instructor and can be accessed using **Classes > Search (Day View)** or **Classes > Weekly / Daily Calendar**. It can also be opened by clicking the specific day/date in *Weekly Calendar*.

The *Daily Calendar* displays 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 class count, instructors are then sorted alphabetically by name for display purposes.

The screenshot shows a web-based interface for a 'Daily Calendar'. At the top, there are navigation buttons: Refresh, Change Criteria, Add Class, Room View, Week View, Print, Settings, and Close. Below these are date navigation buttons: Prev (10/22/201), Next, and a checkbox for 'Hide Instructors with no Activity:'. A tip reads: 'Tip: Double Click on a Time Slot to Add a New Class'. The main area is a grid with columns for instructors: Unassigned, Z. Jackrabbit, L. Smith, J. Beta, T. Bunny, and P. Rabbit. The rows represent time slots from 9am to 3pm in 15-minute increments. Skills are listed above the grid: Child CPR (under Z. Jackrabbit), and First Aid (under J. Beta and T. Bunny). A 'vacation' exception is shown in a light blue cell for L. Smith from 9am to 2pm. A class 'Tumbling 101 W 9:30a (0)' is shown in a white cell for Z. Jackrabbit at 10:30am. Other classes include 'Violin - Private - W 2pm (1)' and 'Violin - Private - W 3pm (1)'. Three callouts provide additional information: 1. 'Instructor Skills are included on the Daily View.' pointing to the skills header. 2. 'If Availability as been added, it displays in White.' pointing to the white cell for Tumbling 101. 3. 'Exceptions (such as Vacation) can also be color-coded & display.' pointing to the light blue 'vacation' cell.

- Instructors with no classes can be hidden by checking the **Hide Instructors with no Activity** checkbox.

- Instructor *Availability* and *Exceptions* are listed. See the [Staff / Instructors](#) topic for details.
  - Almost all of the *Weekly Calendar* options are also available in the *Daily Calendar*.
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