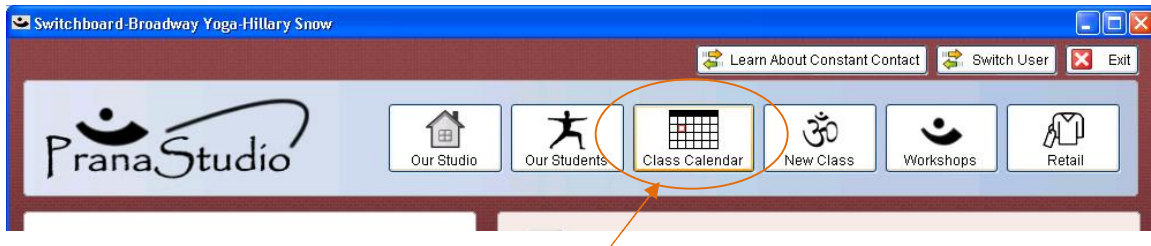


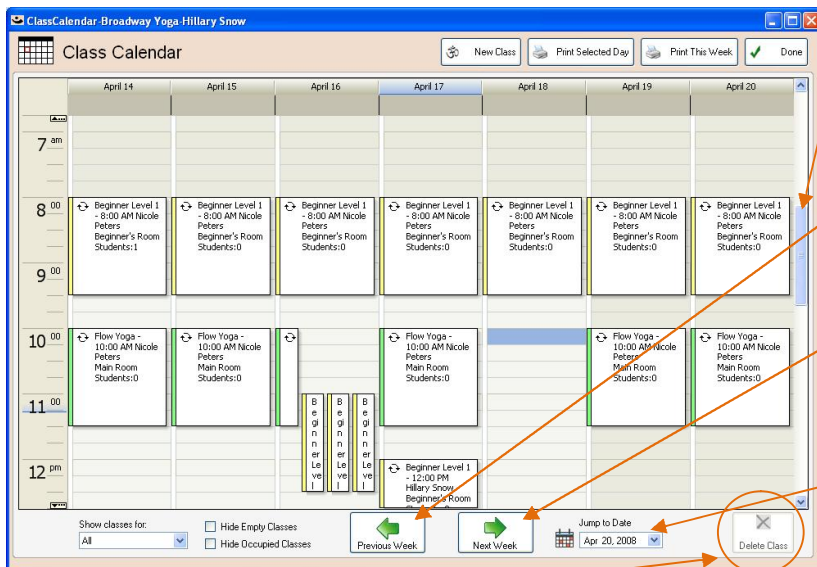
Tutorial 7: Using the Class Calendar

This tutorial explains how to view a week's classes. The "Class Calendar" shows you information about each class and allows you to add a new class, print schedules and delete a class.



From the Switchboard form, click on "Class Calendar."

Step 1: Viewing Classes by Week



Use the scroll bar to view different times in the day.

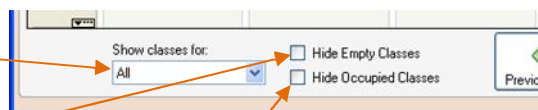
Previous Week: brings up the previous week's schedule.

Next Week: brings up the next week's schedule.

Jump to Date: A new date may be entered or the drop-down calendar can be used.

To delete a class, select the class by clicking on it and then click on "Delete Class." If no class is selected, "Delete Class" is not available.

Show classes for: is a drop-down menu which allows you to filter classes by teacher.

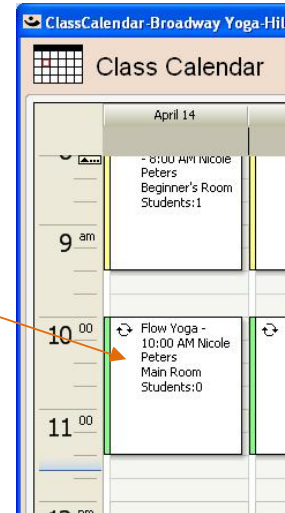


Hide Empty Classes: hides classes with no students.

Hide Occupied Classes: hides classes with one or more students.

Step 2: Opening a Class from the Class Calendar

Double clicking on a class takes you to the Class form to add students.¹



¹ See Tutorial 4: Managing Classes