

# Add a class from the Weekly Calendar.

Open the Weekly Calendar by clicking the Weekly Calendar button from the Executive Dashboard or the Calendar link to the right of the Global Search fields on the top of every screen in Jackrabbit.

- You can double click in the time slot and day of the week for the new class to open the Add Class popup and complete the fields as appropriate.

OR

- You can select the Add Class button at the top of the Weekly Calendar and complete the fields as appropriate.
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