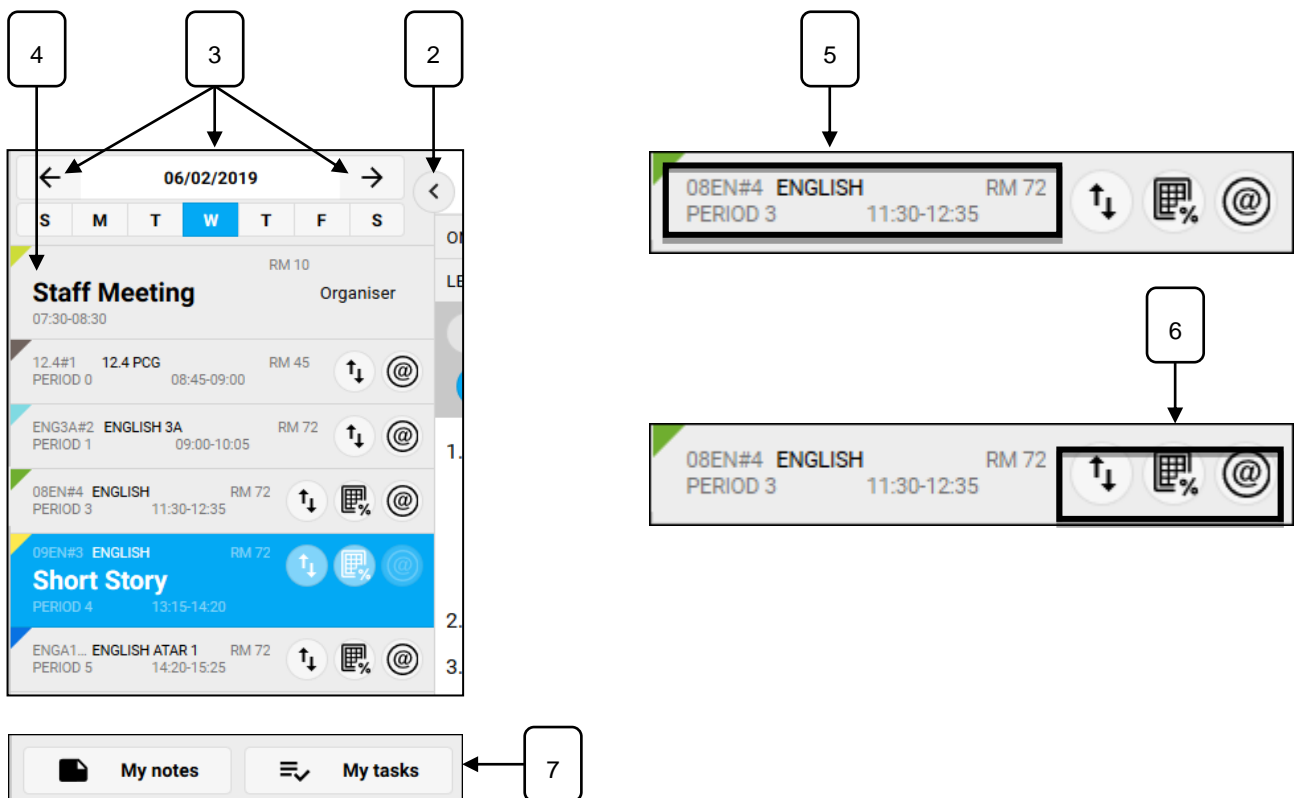


QCU101.51 - The day panel

1. Located on the left hand-side of the **My day** screen is the **Day panel**.
2. Click the expand \rangle or collapse \langle buttons to show or hide the **Day panel**.
3. Use the arrow $\leftarrow \rightarrow$ buttons to quickly move back and forth between weeks or use the day selector buttons to select a specific day or use the date picker to select a specific date.
4. Every class, event or appointment for the selected day is listed according to time.
5. The class details visible are; the assigned colour, class details, i.e. class code, subject, period, time, room, topic, appointment or event name and relief information (if appropriate).
6. Action buttons are available to manage swaps, load marks book, load attendance, view event and appointment responses (right side). For example, if a roll has not been marked and it is the attendance roll for the current period, the attendance button will pulse. This serves as a reminder to mark the roll.
7. Shortcuts to the **Notes** and **Tasks** dashlets are located at the bottom of the **Day panel**.



Related Quick guides

- [QCU101.50 – My day overview](#)
- [QCU101.52 – The lesson panel](#)
- [QCU101.53 – Printing options](#)