

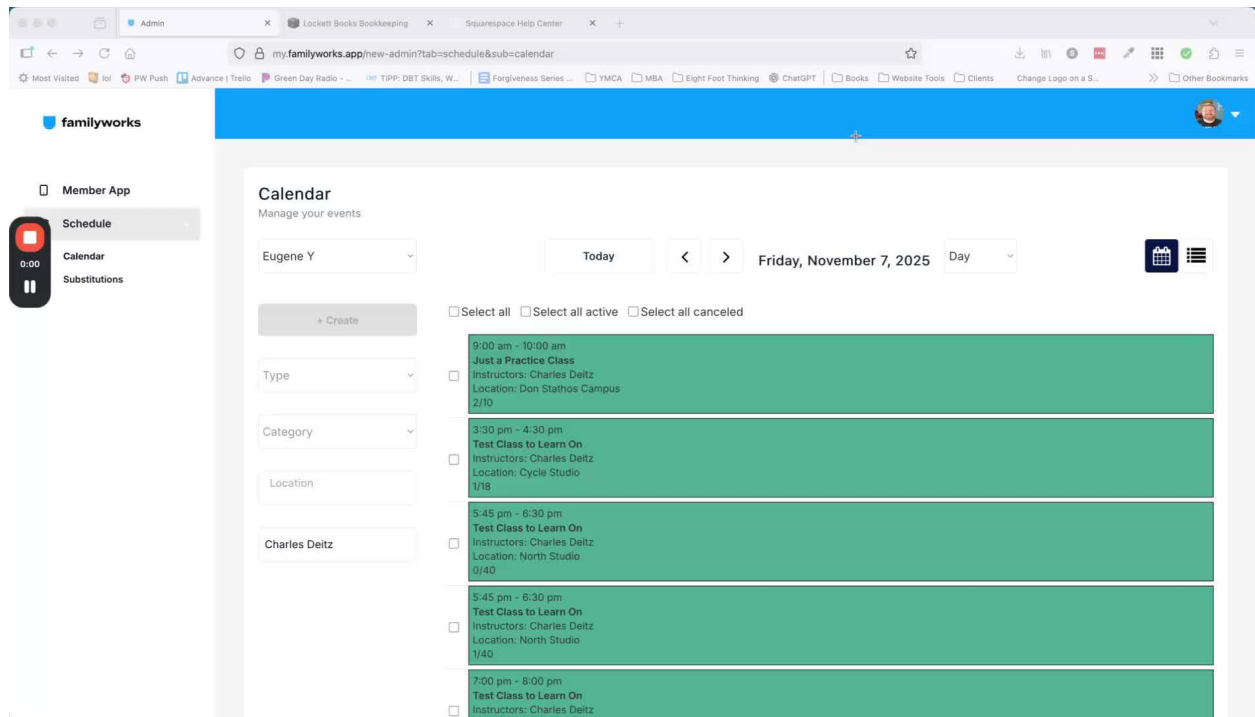
# Reviewing Your Classes in the New App

## Objective

This SOP outlines the steps for instructors to manage and view their class schedules using the app's calendar feature.

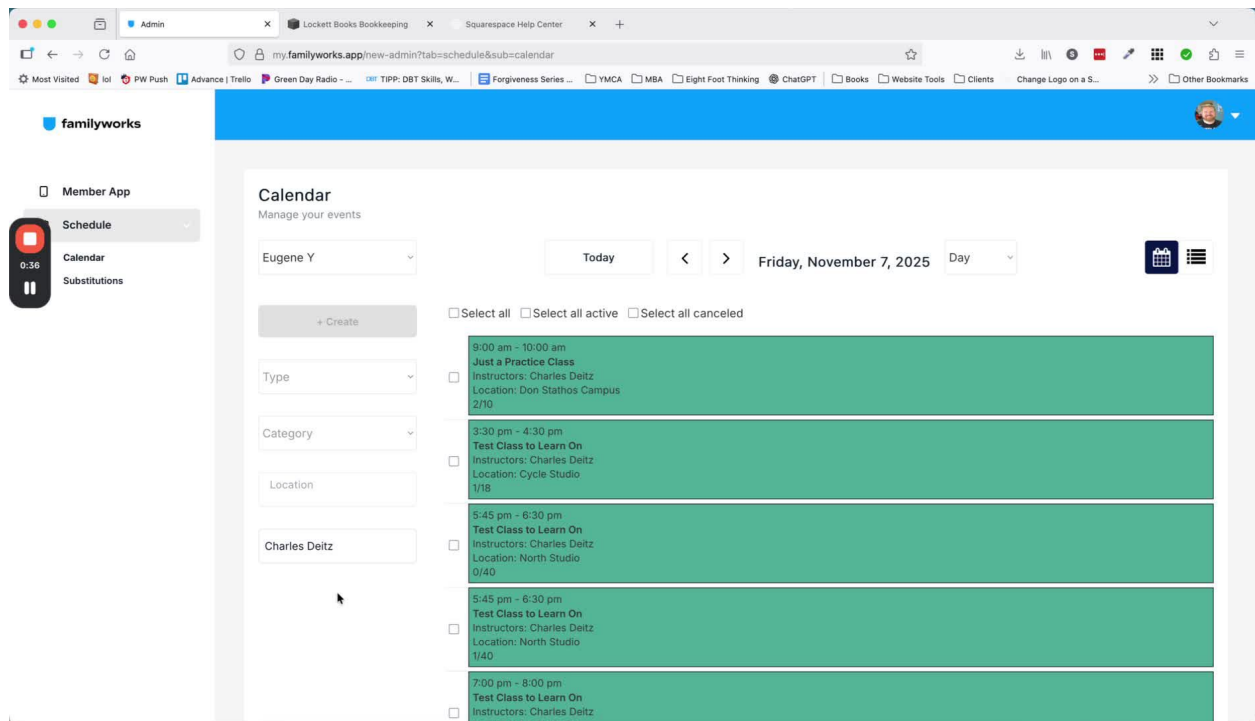
## Key Steps

### Accessing the Calendar View [0:00](#)



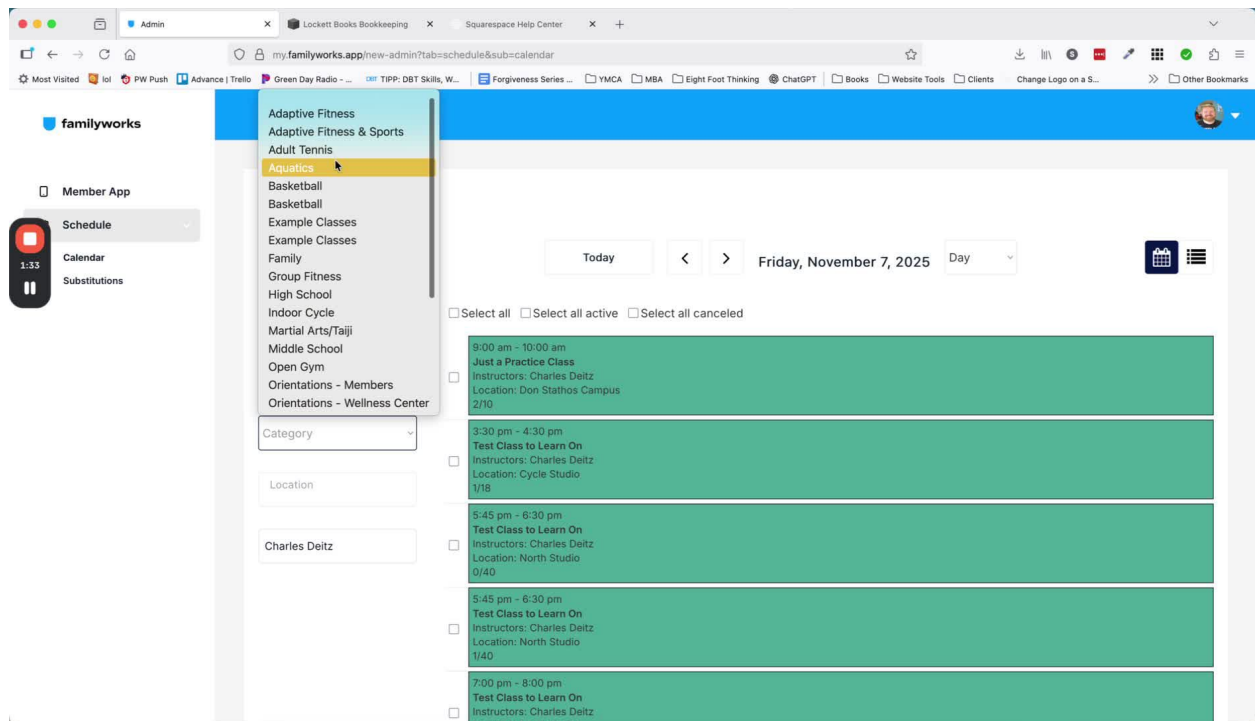
- Log in to the app as an instructor.
- You will be directed to the calendar view automatically.

### Understanding the Calendar Display [0:37](#)



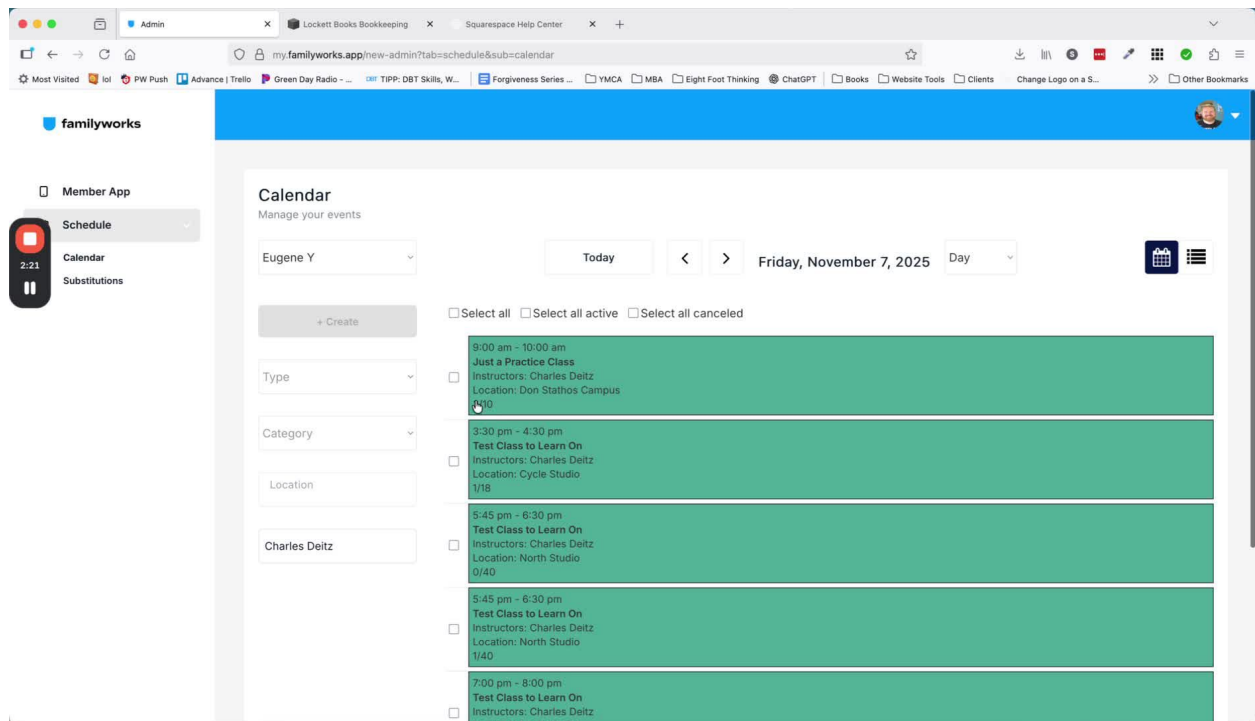
- The calendar displays classes assigned to you.
- You can view classes in in:
  - Day mode
  - Week mode (expand to see all classes)
  - Month mode.

## Filtering Classes [1:34](#)



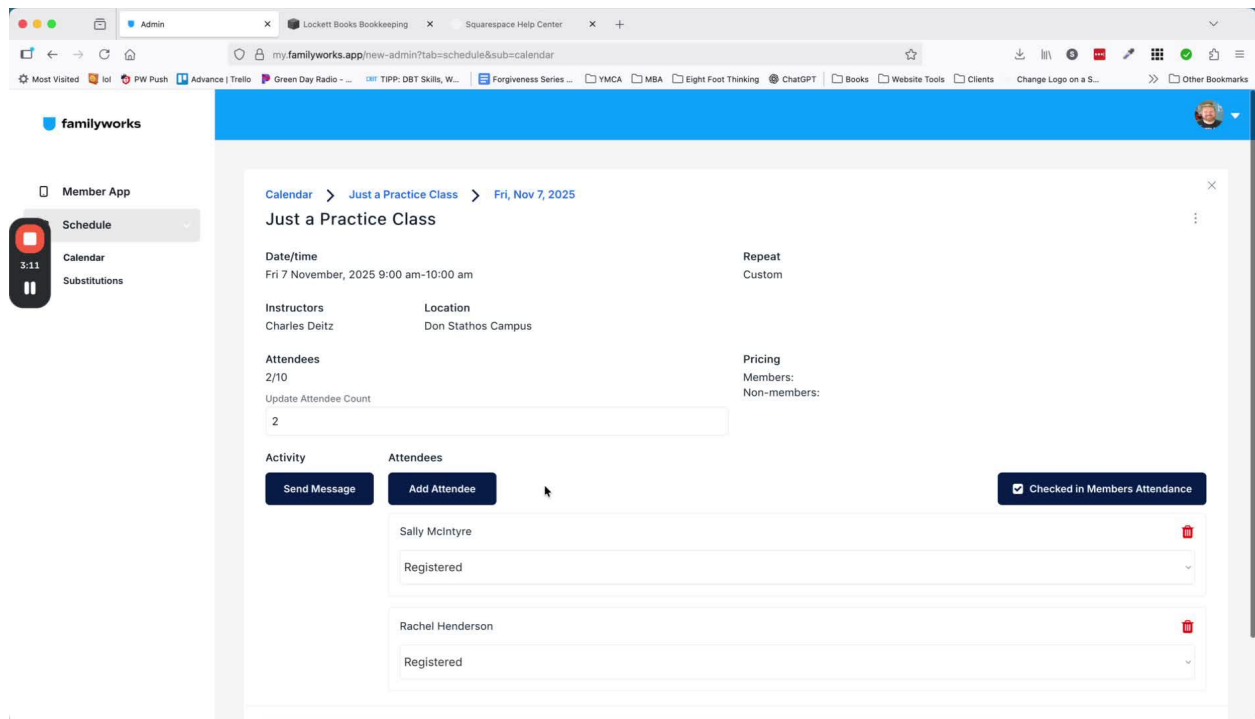
- Use filters to narrow down your class view:
  - **By Type:** Most classes will be under health and wellness.
  - **By Category:** Filter by specific categories like yoga or specialty fitness.
  - **By Location:** Select locations such as Movement Studio or North Studio.

**Checking Class Details** [2:22](#)



- Click on a class to view more details:
  - Date and time
  - Your name
  - Capacity (e.g., 0 out of 40 attendees)
- Ensure that the capacity numbers are correct for your classes.

## Proofreading Class Information [3:12](#)



- Use the calendar view to proofread your classes:
  - Scroll through days, weeks, or months to check all classes.

### Cautionary Notes

- Ensure that the capacity for each class is accurate to avoid overbooking.
- Regularly check the calendar for any updates or changes to your class schedule.

### Tips for Efficiency

- Familiarize yourself with the filtering options to quickly find specific classes.
- Regularly check your calendar at the beginning of each week to prepare for upcoming classes.

### Link to Loom

<https://loom.com/share/e47ae982086a4c24b392f93562dfd3fb>