

Add  
Calendar  
Button that  
Admin can  
use to  
access

| #  | First Name | Last Name | Email Address                  | Availability                  |
|----|------------|-----------|--------------------------------|-------------------------------|
| 1  | Phyllis    | Adams     | phyllis.adams@allenisd.org     | <a href="#">Manage Shifts</a> |
| 2  | Kingsley   | Akinwole  | kingsley.akinwole@allenisd.org | <a href="#">Manage Shifts</a> |
| 3  | Jeffery    | Alberding | jeffery.alberding@allenisd.org | <a href="#">Manage Shifts</a> |
| 4  | Tara       | Allgood   | tara.allgood@allenisd.org      | <a href="#">Manage Shifts</a> |
| 5  | Beatriz    | Alvarez   | beatriz.alvarez@allenisd.org   | <a href="#">Manage Shifts</a> |
| 6  | Don        | Anderson  | donald.anderson@allenisd.org   | <a href="#">Manage Shifts</a> |
| 7  | Eloisa     | Anderson  | eloisa.anderson@allenisd.org   | <a href="#">Manage Shifts</a> |
| 8  | Angelique  | Angell    | angelique.angell@allenisd.org  | <a href="#">Manage Shifts</a> |
| 9  | Grant      | Angell    | grant.angell@allenisd.org      | <a href="#">Manage Shifts</a> |
| 10 | Sarah      | Arago     | sarah.arago@allenisd.org       | <a href="#">Manage Shifts</a> |
| 11 | Matthew    | Awalt     | matthew.awalt@allenisd.org     | <a href="#">Manage Shifts</a> |
| 12 | Adetomi    | Ayeni     | adetomi.ayeni@allenisd.org     | <a href="#">Manage Shifts</a> |
| 13 | Tina       | Balgemann | tina.balgemann@allenisd.org    | <a href="#">Manage Shifts</a> |
| 14 | Kara       | Barcroft  | kara.barcroft@allenisd.org     | <a href="#">Manage Shifts</a> |
| 15 | Qian       | Barrett   | qian.barrrett@allenisd.org     | <a href="#">Manage Shifts</a> |

Calendar pops up

today

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Jan 8

Red means the duty is full

|          | <u>Mon 1/22</u>  | <u>Tue 1/23</u>  | <u>Wed 1/24</u>  | <u>Thu 1/25</u>  | <u>Fri 1/26</u>  |
|----------|------------------|------------------|------------------|------------------|------------------|
| All Day  | A Day            | B Day            | A Day            | B Day            | A Day            |
| 06:00 AM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 07:00 AM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 08:00 AM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 09:00 AM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 10:00 AM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 11:00 AM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 12:00 PM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 01:00 PM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 02:00 PM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 03:00 PM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 04:00 PM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |

Blue means people can still be added

Jan 8

# Note

Have this times be by  
shift timings not by  
hours in the day

|          |                         |
|----------|-------------------------|
|          | <a href="#">Mon 1/8</a> |
| All Day  |                         |
| 06:00 AM |                         |
| 07:00 AM |                         |
| 08:00 AM |                         |
| 09:00 AM |                         |
| 10:00 AM |                         |
| 11:00 AM |                         |
| 12:00 PM |                         |
| 01:00 PM |                         |
| 02:00 PM |                         |
| 03:00 PM |                         |
| 04:00 PM |                         |

Jan 8

These are all the duties for the day organized by time. Admin will be able to click on each one.

today

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|          | <u>Mon 1/22</u>  | <u>Tue 1/23</u>  | <u>Wed 1/24</u>  | <u>Thu 1/25</u>  | <u>Fri 1/26</u>  |
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| 10:00 AM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 11:00 AM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 12:00 PM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 01:00 PM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 02:00 PM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 03:00 PM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |
| 04:00 PM | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty | Placeholder Duty |



Jan 8

All Day

06:00 A

07:00 A

08:00 A

09:00 A

10:00 A

11:00 A

12:00 P

01:00 P

02:00 P

03:00 P

04:00 P

Teachers on Duty

Email all

This button will pull up an email draft with the teachers emails in it

Search for teacher

Teacher's available

