Lesson Calendar Setup

Lesson Scheduling and Tracking · https://docs.dacapoinventory.com/doc/lesson-calendar-setup/

Build your **academic calendar**: which dates you will teach lessons.

Green vs. white days

- **Green** — lesson day (scheduler can place lessons here)
- **White** — not a lesson day (holidays, breaks, conferences, etc.)

Click a date to toggle green/white.

> If any of your colleagues have already created an academic calendar, you can adopt their calendar by clicking ‘Lesson Settings’ and scrolling down to the second section. If you see a schedule that seems to be somewhere around 183 days (or fewer - due to testing), that calendar is probably close to what you’re teaching!



Viewing the schedule after you run

After **Run Schedule**, blue bars on this calendar show each group's lesson on that date. You can drag bars to change dates or click a bar to change the period (see Manually moving a lesson date or time).

Calendar changes and re-running

When you add or remove green days, the system may show that the calendar changed. Saving other settings does not automatically move existing lesson times—you need **Run Schedule** again to roll lessons forward or rebuild times.

What’s next

- **Lesson Days** — assign groups to each teaching day
- **Lesson Periods** — periods available each day
- **Lesson Settings / Run Schedule** — preview and publish