Lesson Groups

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

Initial Setup:

1. Click “Set the total number of lesson groups”. If you teach three lessons per day, and have a five-day schedule, you should type 15 in this setting box.



2. You can then click ‘Auto-Create Best Guess Groups’. Da Capo Inventory will guess how many ‘Flute’ or ‘Clarinet’ groups are needed based upon how many students are assigned Flutes or Clarinets in your ensemble. As the instructions explain, you can filter the list on the left by clicking one of your ‘groups’ if you would only like to schedule lessons for that particular group.

> Important: In order to use the Auto-Create Groups function, students should have instruments assigned to them - that way, the system will know how many Flutes or Clarinets are in your ensemble.



3. Alternatively, you can then drag and drop students from the list on the left into the boxes on the right.

Name your Groups

1. If you choose to, you can rename your groups. Click ‘Group 1’ or ‘Group 2’. A box will show up where you can create a custom name for your group (ie. Flute 1, Flute 2, etc.)
2. You can also choose to paste in a Google Doc link or another shared resource which can be linked to the QR code that prints on a student’s lesson card.