Lesson Settings and a narrative for teachers

Lesson Scheduling and Tracking · https://docs.dacapoinventory.com/doc/lesson-settings-and-a-narrative-for-teachers/

Where to open Lesson Settings

In the left menu: **Lessons → Lesson Settings / Run Schedule**

You can also open it from the **Lesson Settings** summary card on other lesson pages (Groups, Calendar, Periods, etc.).

The old “Lesson Settings” pop-up modal is replaced by this full page. Saving rules here does **not** by itself move lessons on your cards—you **preview**, then **run** the schedule when you are ready.

Recommended setup order

1. **Lesson Settings** — save rotation rules, reminders, A/B/X (if used), co-teachers
2. **Lesson Groups** — create groups and assign students
3. **Lesson Calendar Setup** — mark which dates are teaching days (green)
4. **Lesson Days** — drag each group onto Monday, Tuesday, etc. (or rotation day)
5. **Lesson Periods** — check which periods you teach on each day; optional clock times
6. **Lesson Settings** — **Run Preview**, then **Run Schedule**
7. **Lesson cards** — print PDF cards
8. **Dashboard** — attendance and notes on lesson days

Lesson rules (what you save on this page)

Does your pull-out lesson schedule rotate?

- **Yes** — groups move among different periods across weeks (typical elementary rotation).

- **No (fixed)** — each group keeps the same weekday/period pattern (e.g., Violin Group A is always Monday Period 1).

A/B/X days

If your district uses A/B/X labels on lesson days, enable that here and set your pattern. You can also pick a calendar date to treat as an **A day** when the district shifts the cycle.

After changing A/B/X setup, **Run Preview**, then **Run Schedule**, so lesson cards match.

Rotate through scheduled days off?

- **Yes (roll forward)** — when Tuesday is off, Tuesday's groups move to the next teaching day.
- **No (fixed weekday)** — Monday groups always stay on Monday, even after holidays.

Automatic lesson reminder emails

Optional emails at about 6:00 PM the night before a lesson, sent to addresses on file for each student.

Lesson period times

Set on **Lesson Periods** (not on this page). If times are set, cards and the dashboard show clock times; otherwise they show period numbers (Per 1, Per 2, …).

QR codes on lesson cards

Optional link or content students reach by scanning the QR code on a printed lesson card.

Co-teachers

Choose colleagues who may **view your schedule** from their own login. They can take attendance and lesson notes on your lesson days. They **cannot** run your scheduler, edit groups, or access your inventory or account.

An activity log on this page records when a co-teacher saves attendance or notes on your behalf.

Schedule history

Each time you **Run Schedule**, the previous live schedule is saved. You can **restore** an earlier version from **Schedule History** if a run was wrong.

Preview and Run Schedule

1. **Run Preview** — see what would change; nothing is written yet.
2. **Run Schedule** — confirm and publish to live lesson data (lesson cards and dashboard).

If the system finds setup problems (missing periods, groups not on a day, too many groups for the periods you selected, stray calendar days, etc.), it will **block** the run and show links to **Lesson Periods**, **Lesson Days**, and **Lesson Calendar**.

Changing green/white days on the calendar marks the schedule as “dirty”; saving lesson rules alone does not move lessons—you must run the schedule again.

General thoughts for elementary teachers

Rotating schedules usually use one of these models:

- **Fixed weekday** — Monday students always Monday; you need enough **periods checked for Monday** for every **group on Monday**.
- **Roll-forward** — days off push groups forward; each teaching day still needs enough periods for the groups assigned to that day.

The scheduler will warn you if you have five groups on Monday but only one period selected for Monday.

General thoughts for secondary teachers (A/B/X)

A/B/X schedules use a **shared pool** of periods across days. Groups rotate through that pool over the cycle. The “groups vs. periods per day” check used for M–F does **not** apply the same way to A/B/X.

If A/B days change mid-year, update your calendar labels and **re-run** the schedule to regenerate cards.