Manually moving a lesson date or time

Lesson Scheduling and Tracking · https://docs.dacapoinventory.com/doc/manually-moving-a-lesson-date-or-time/

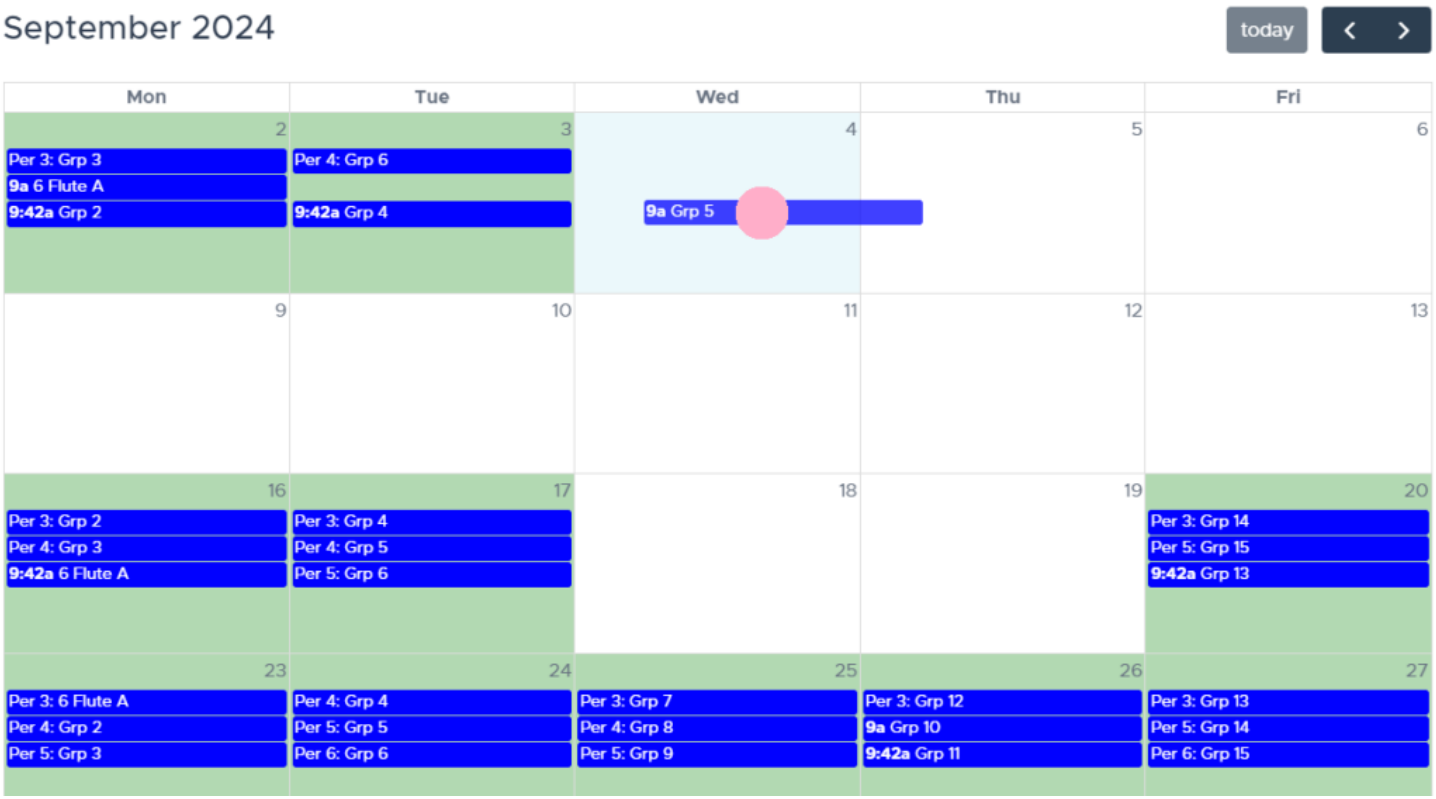
New Feature Release: Manual Date and Time Adjustments for Lessons

Da Capo Web Development is excited to introduce a highly requested feature! Teachers can now manually adjust the date and time of lessons after they have been scheduled by the automatic lesson scheduler.

How to Change the Date

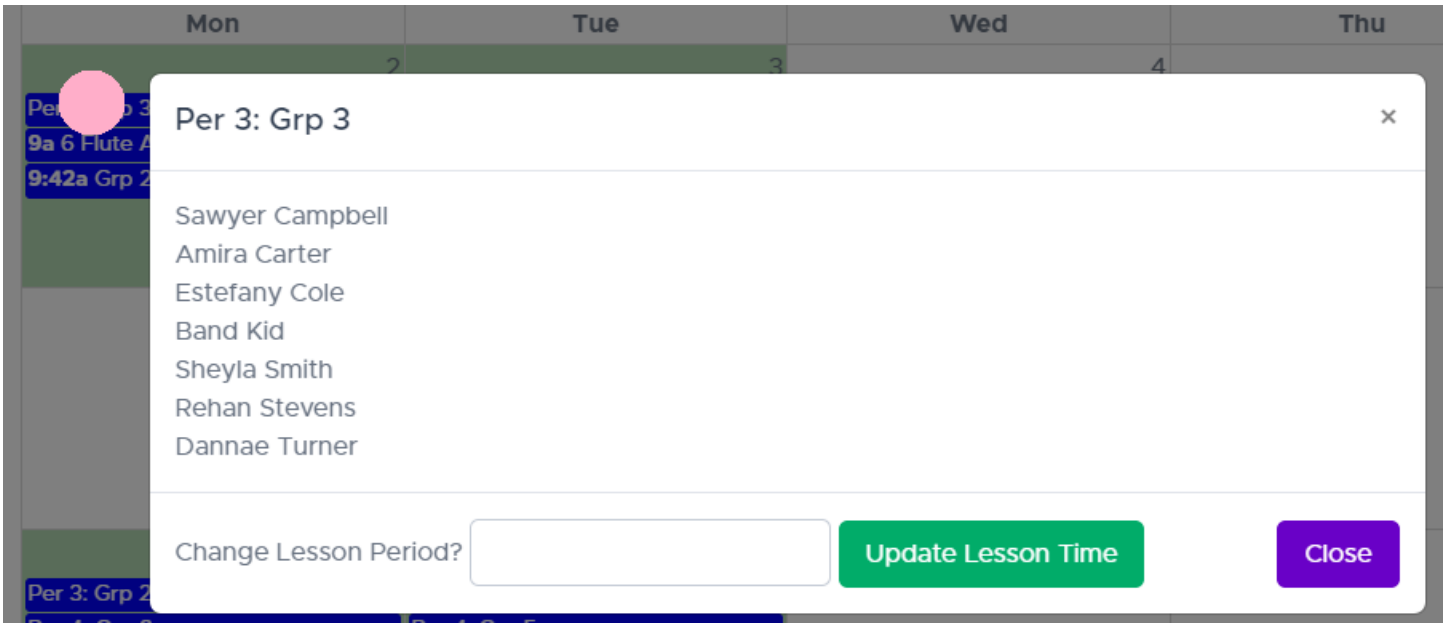
To modify the **date** of a lesson scheduled by the automatic system, simply drag the lesson to a new day on the calendar.

Important: A lesson cannot be scheduled twice on the same day.



How to Change the Time

To update the **time**, click on the blue lesson bar on the lesson calendar page. Enter the new Period Number when prompted to reschedule the lesson.



Automatic Updates

When you adjust the date or time, both the **printable PDF Lesson Cards** and the **Teacher Dashboard schedule** will automatically reflect the changes.

Note: Re-running the automatic lesson scheduler will reset any manual changes you've made.