Run Schedule Step

Lesson Scheduling and Tracking · https://docs.dacapoinventory.com/doc/run-schedule-step/

Run the scheduler

Menu: Lessons → **Lesson Settings / Run Schedule**

Step 1 — Save lesson rules

Set rotation, A/B/X, roll-forward, reminders, and other options. Click **Save / Update Lesson Settings**.

Step 2 — Run Preview

Click **Run Preview**. Review:

- Which groups would change
- Period distribution per group
- Any differences from your current cards

Preview does **not** change live data.

Step 3 — Run Schedule

When the preview looks correct, click **Run Schedule** and confirm. This writes times to your live schedule (lesson cards and dashboard).

Each run saves the **previous** schedule under **Schedule History** so you can restore it.

Setup must be complete

The system blocks preview/publish if something is wrong, for example:

- No periods selected for a teaching day

- Groups not assigned on **Lesson Days**
- More groups on a day than periods selected (M–F / fixed-day)
- A stray green day on the calendar outside your normal days (e.g., a Saturday left on from testing)

Use the links in the error message to open **Lesson Periods**, **Lesson Days**, or **Lesson Calendar**.

Sidebar summary card

On other lesson pages, the **Lesson Settings** card shows quick links to **Run Preview** and **Run Schedule**, and warns if the calendar changed and you need to run again.

Print lesson cards

Menu: Lessons → **Lesson cards**

1. Confirm each group shows the expected dates and periods/times.
2. Click **PDF Lesson Cards**.
3. Print the PDF for students.

Optional: **10 Day Lesson Chart**, **Lesson Chart M-F**, or rotation chart links open printable views.

View lessons on the calendar

Lesson Calendar Setup shows blue bars for scheduled lessons after a successful run.

Changing setup later

You may change groups, calendar days, period checkboxes, or lesson rules anytime. Then **Run Preview** and **Run Schedule** again.

Note: Re-running the schedule overwrites times produced by the last run and **removes manual** date/period edits you made on the calendar unless you restore an older version from **Schedule History**.

Avoid **Reset all groups** on Lesson Groups unless you intend to start group assignments over.

Manual one-off changes

To move a single lesson without re-running everything, see Manually moving a lesson date or time.