



Course Calendar	Calendar in the Classroom
Displays non-instructional days inherited from the Academic Calendar, as well as unit start and end dates and pin dots Display in Classrooms District Administrators and Content Managers can customize District Course Calendars are visible from a district workspace to campuses through settings Campus Administrators or Content Managers can customize for campus-level implementation	Displays units/modules across the school year as determined by the YAG, or the customized Course Calendar created by the district or campus

Creating a Course Calendar

Action Steps	What it Looks Like
1. Start by selecting your Workplace	
2. Select Calendars from the Task bar	
3. Select the gray Manage Calendar button.	

Creating Calendars

Action Steps	What it Looks Like															
4. Select the Course Calendars from the task bar	Dashboard > Workspace > Calendars > Manage Calendars Academic Calendars Course Calendars															
5. Select the + Course Calendar button	Academic Calendars Course Calendars Q Filter Calendars Q Search X Clear + Course Calendar Q Search X Clear + Course Calendar															
6. Select the Academic Calendar from the pull-down arrow	Dashboard > Workspace > Calendars > Course Calendars > Edit Course Calendar Academic Calendar Select... Subject Select... Course Select... Calculate Course Calendar															
7. Select the Subject																
8. Select the Course																
9. Select the Calculate the Course Calendar button																
10. Edit the Calendar Name	Calendar Name Sample Academic Calendar 5 days 6 wks - TEKS RS Science Grade 05 with STAAR Transition Visibility Your Workspace + Workspaces You Share With Non-Instructional Days <table><tr><th>Label</th><th>Type</th><th>Start</th><th>End</th><th></th></tr><tr><td>Spring Break Option 1</td><td>Holiday</td><td>3/10/2025</td><td>3/14/2025</td><td></td></tr><tr><td>Spring Break Option 2</td><td>Holiday</td><td>3/17/2025</td><td>3/21/2025</td><td></td></tr></table> + Add Non-Instructional Day	Label	Type	Start	End		Spring Break Option 1	Holiday	3/10/2025	3/14/2025		Spring Break Option 2	Holiday	3/17/2025	3/21/2025	
Label	Type	Start	End													
Spring Break Option 1	Holiday	3/10/2025	3/14/2025													
Spring Break Option 2	Holiday	3/17/2025	3/21/2025													
Consider naming conventions for identifying the calendar clearly and for searching the calendar.																
11. Double Check/Select Visibility	Visibility Your Workspace + Workspaces You Share With Your Workspace Your Workspace + Workspaces You Share With															

Creating Calendars

Action Steps	What it Looks Like
Non-Instructional Days Section 12. Review Non-Instructional Days 13. Add additional days if needed: a. Select the +Add Non-Instructional Days button b. Fill in the empty box with the name of the Non-Instructional Day c. Select the type d. Select the start date e. Select the end date f. Repeat the process with additional non-instructional days	Non-Instructional Days Label Type Start End Spring Break Option 1 Holiday 3/10/2025 3/14/2025 Spring Break Option 2 Holiday 3/17/2025 3/21/2025 + Add Non-Instructional Day 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 January '25 February '25 March '25 April '25
Units/Modules 14. Review the unit duration and make changes as needed. Note that your changes will appear on the calendar to your left.	Units / Modules Name Duration Start End Unit 01: Investigating Physical Properties of Matter 14 days 8/19/2024 9/5/2024 Unit 02: Investigating Mixtures 13 days 9/12/2024 9/30/2024 Unit 03: Investigating Force and Motion 15 days 10/7/2024 10/25/2024 Unit 04: Investigating Energy Transformations Through Circuits 15 days 11/4/2024 11/22/2024 Unit 05: Investigating Light 15 days 12/2/2024 12/20/2024 Unit 06: Investigating Earth's Rotation 10 days 12/30/2024 1/10/2025 Unit 07: Investigating Weather and the Water Cycle 11 days 1/16/2025 1/30/2025 Unit 08: Investigating Earth's Patterns of Change 10 days 2/5/2025 2/18/2025 Unit 09: Investigating Structures and Behaviors of Organisms 9 days 2/24/2025 3/6/2025 Unit 10: Investigating Ecosystems 14 days 3/26/2025 4/14/2025 Unit 11: Investigating Ecosystem Management 9 days 4/21/2025 5/1/2025 Unit 12: Student-Designed Investigations 10 days 5/7/2025 5/20/2025 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 January '25 February '25 March '25 April '25

Congratulations, you have created a course calendar!