



Creating Academic Calendars

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Academic Calendar	Calendar in TCMPC Dashboard	Calendar in Classroom
Displays non-instructional days: grading periods, holidays, teacher work days, state testing windows, district testing days Customized by Administrators or Content Managers Visible from a district workspace to campuses through visibility settings Campuses can make their own Academic Calendar if needed Apply to Classroom TCMPC Dashboard Calendar when Set as Default	Displays the Academic Calendar *The Academic Calendar must be set as the default calendar in order for it to display in the TCMPC Dashboard. An Administrator or Content Manager can set the default calendar for their workspace or their workspace and workspaces they share with.	Displays units/modules across the school year as determined by the YAG, or the customized Course Calendar created by the district or campus

Creating an Academic Calendar

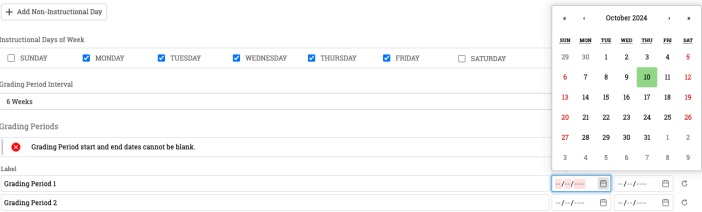
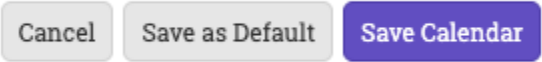
Action Steps	What it Looks Like
1. Start by selecting your Workplace	
2. Select Calendars from the Task bar	
3. Select the gray Manage Calendar button.	



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Action Steps	What it Looks Like																																																	
4. Select the Green +Academic Calendar button																																																		
5. Create a Calendar Title. Consider naming conventions for identifying the calendar clearly and for searching the calendar.	Dashboard > Workspace > Calendars > Manage > Create Academic Calendar Calendar Name Untitled Calendar																																																	
6. Select your Visibility	Visibility Your Workspace + Workspaces You Share With Your Workspace Your Workspace + Workspaces You Share With																																																	
7. Enter the Start/End Date	Start/End Date .. / .. / October 2024 <table><tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr><tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr></table>	SUN	MON	TUE	WED	THU	FRI	SAT	29	30	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	1	2	3	4	5	6	7	8	9
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8. Select on the +Add Non-Instructional Days button 9. Fill in the empty box with the name of the Non-Instructional Day 10. Select the type 11. Select the start date 12. Select the end date 13. Repeat the process with additional non instructional days	Non-Instructional Days + Add Non-Instructional Day Non-Instructional Days Label Title Type Holiday Start 10/10/2024 End 10/10/2024 + Add Non-Instructional Day																																																	
14. Select the Instructional Days of the Week	Instructional Days of Week ☐ SUNDAY ☒ MONDAY ☒ TUESDAY ☒ WEDNESDAY ☒ THURSDAY ☒ FRIDAY ☐ SATURDAY																																																	
15. Select the Grading Period Interval by using the pull down arrow	Grading Period Interval 1 Weeks 6 Weeks 9 Weeks																																																	

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Action Steps	What it Looks Like
16. Enter the dates for the grading periods	
17. Select the Purple Save Calendar Button	
18. Select Save as Default button for the calendar to show up for the rest of the district or campus	

Congratulations, you have created an academic calendar!