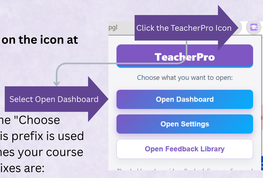
Course Scheduler

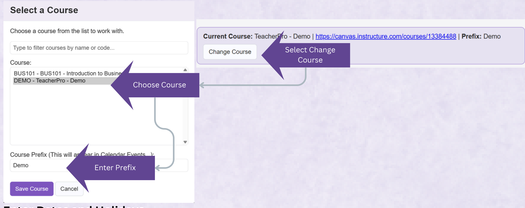
How to Use Course Scheduler

Launch the TeacherPro Dashboard by clicking on the icon at the top right, then click “Open Dashboard”.



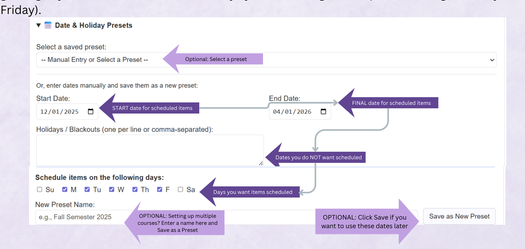
Select a Course & Enter Prefix

If you have not already, select your course in the "Choose Course" window, then enter a course prefix. This prefix is used to label calendar entries, so make sure it matches your course naming pattern. Some examples of course prefixes are: ENG101, Math 1, etc.



Enter Dates and Holidays

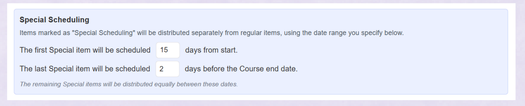
Select a preset, if you already have one, otherwise, set your Start Date and End Date. In the Holidays / Blackouts box, list any dates you do not want items scheduled (holidays, breaks, grading days). Then choose which weekdays you want assignments placed on (e.g., Monday-Friday).



OPTIONAL: Configure Special Scheduling

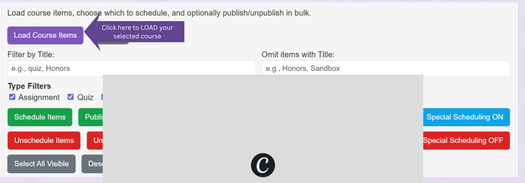
Use this to pace items like Honors Projects or PBL Projects separately from your regular workflow. Instead of following module order, special items are spaced out evenly across the course. Adjust the Start and End dates for all Special items by entering numbers in each field.

In the example below, the first special item appears 15 days after the course starts and the last one appears 2 days before the course ends. Everything in between is distributed evenly across that range.



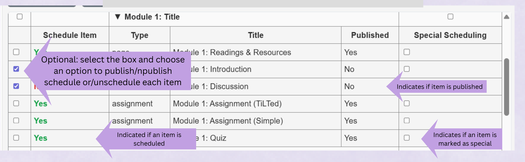
Load Course Items

Click Load Course Items to pull in assignments, quizzes, discussions, pages, and links. Use Filter by Title (comma-separated, e.g., lab, critical) to include any matching items. Use Omit items with Title (e.g., part 1, quiz) to exclude matches. Type Filters can show/hide item types.



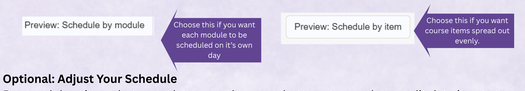
Manage Items and

Select items via th edule, Publish/Unpublish /hide by type.



Choose How to Schedule

Choose Schedule by Module (Each module will be scheduled on it’s own day) or Schedule by Item (spread items across available dates). Scroll down to see a preview.



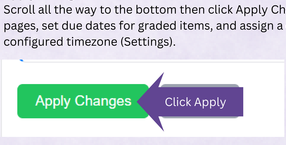
Optional: Adjust Your Schedule

Drag and drop items between dates, use the arrow buttons to reorder, or edit date inputs to adjust individual dates.

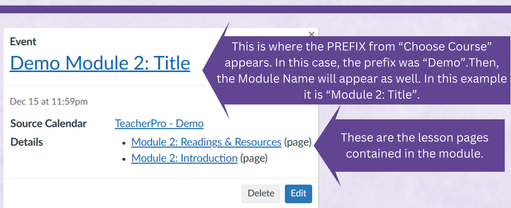


Apply Changes

Scroll all the way to the bottom then click Apply Changes to create calendar entries for lesson pages, set due dates for graded items, and assign a default due time of 11:59 PM in your configured timezone (Settings).



Schedule By Module Example



Schedule By Item Example

