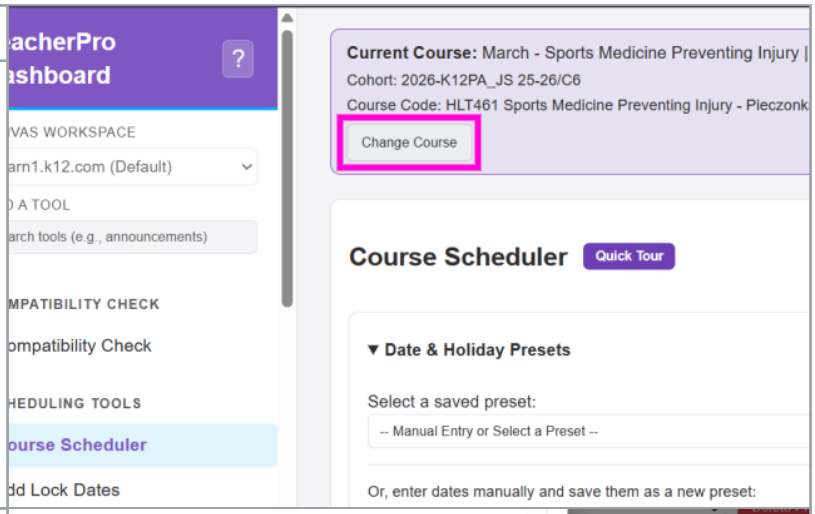
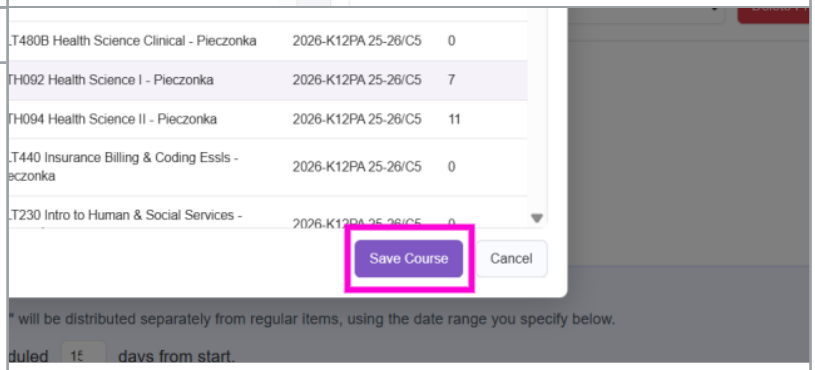
1

The first step is to open TeacherPro Dashboard and select your course by clicking Change Course.



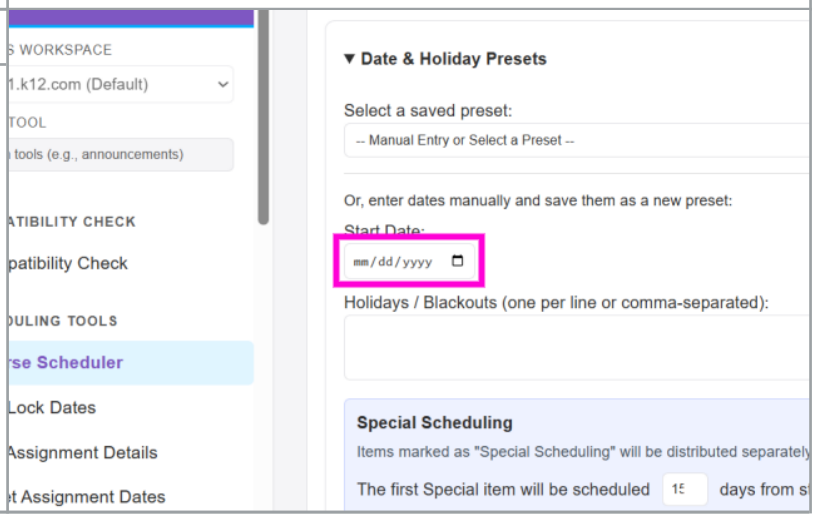
2

Use the filter at the top to narrow down your courses, then click on the course and click "Save course ".



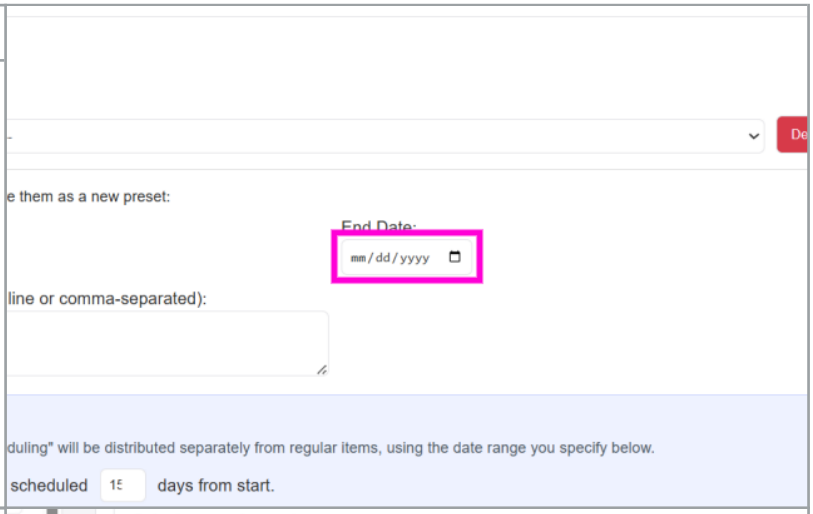
3

Enter a preset if available and skip to Step 7. Otherwise, enter the Start Date here. This is the first scheduled date, so move it forward if you do not want items scheduled on the first day.



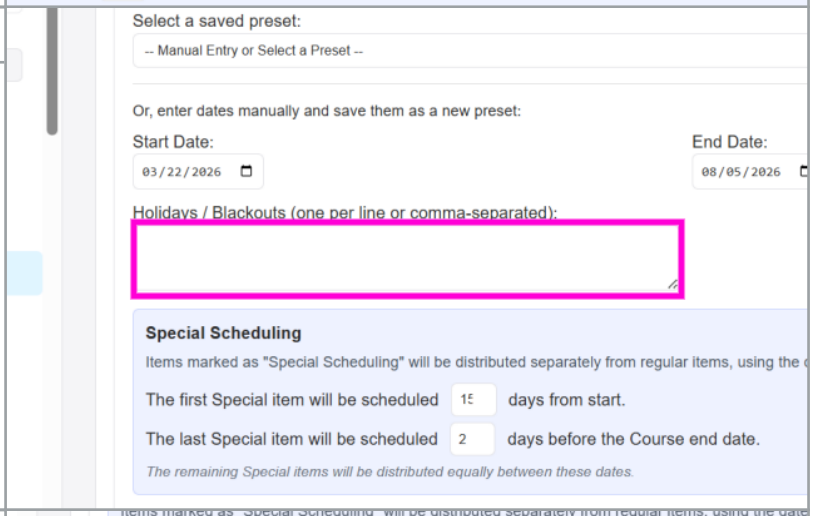
4

Enter the End Date. This marks the last scheduled item. Adjust it if you want items to end before the official course end date, or extend it if the Final occurs later. Add holiday dates between the course end date and Final if needed.



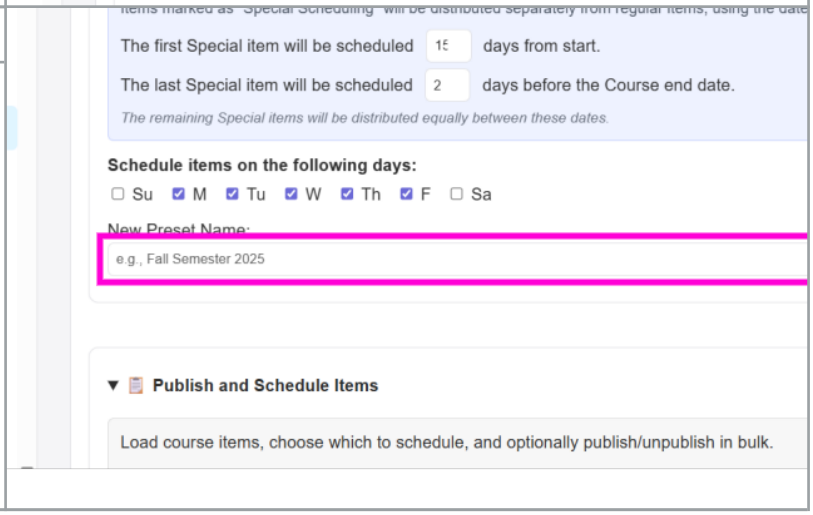
5

Enter any holidays or blackout dates you don't want items scheduled. If you have a gap between the Course End Date and the Final Date, include those dates here so items are not scheduled on those dates.



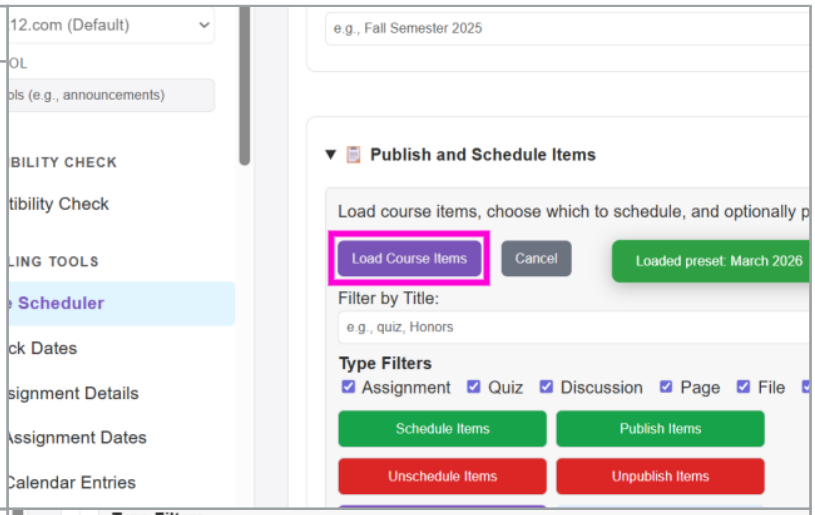
6

If you want to save the dates for later, enter a Preset Name here and click "Save as New Preset."



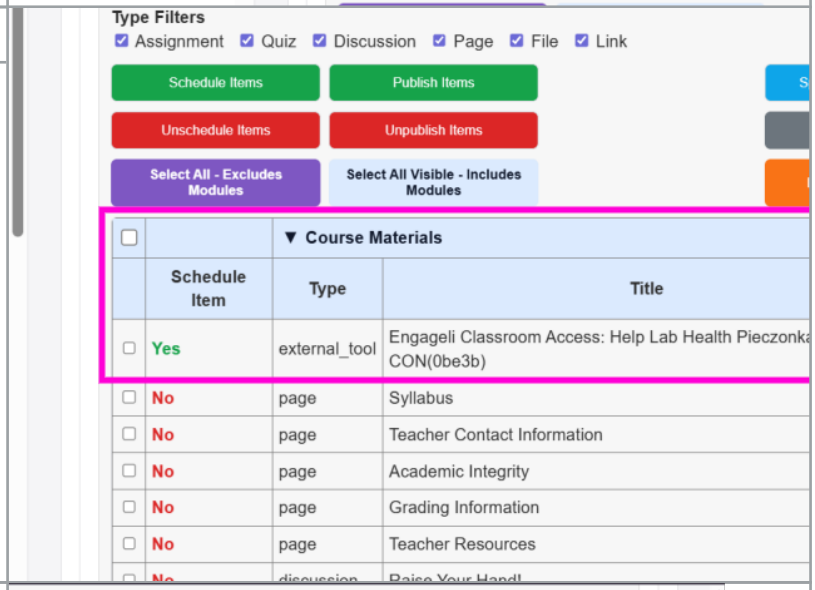
When you are satisfied with your dates, click Load Course Items

7



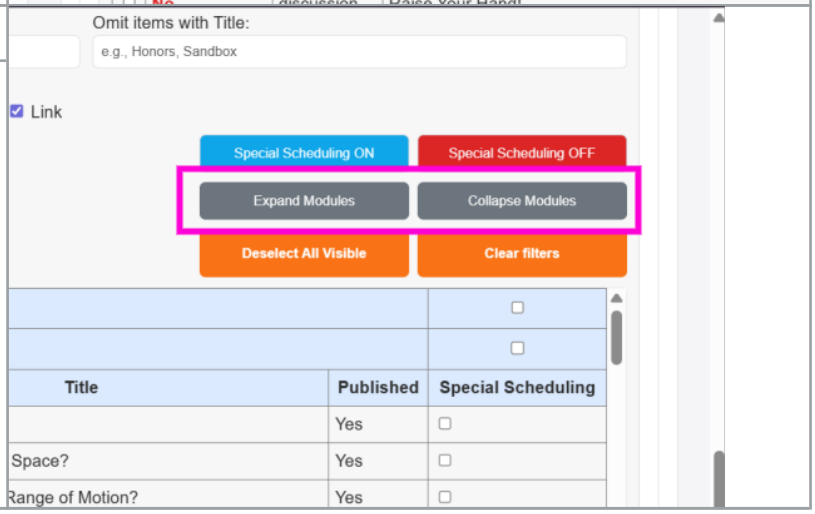
Large checkboxes represent Modules and small ones represent course items. Columns show whether each item is scheduled and published. Special scheduling is for Honors projects or assignments you want distributed evenly across the course.

8



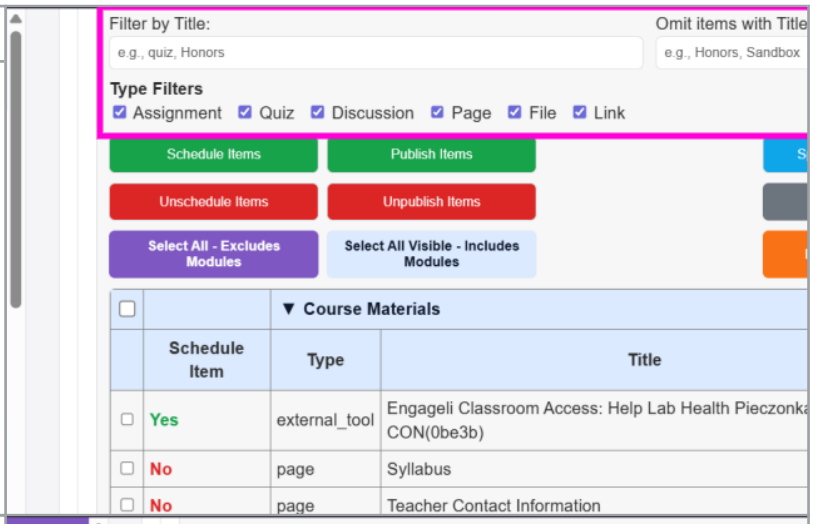
Click Expand or Collapse Module buttons for easier selection.

9



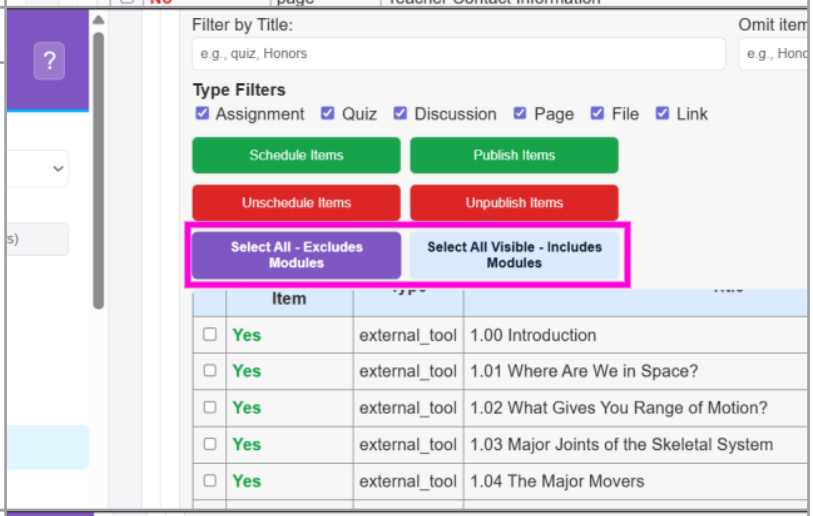
10

Use the filters to find specific items in the course. You can also se the checkboxes to show or hide items by type.
Note: Summit Courses Quizzes are considered "Assignment" type. Use the Omit box "quiz" to hide these instead of the checkbox.



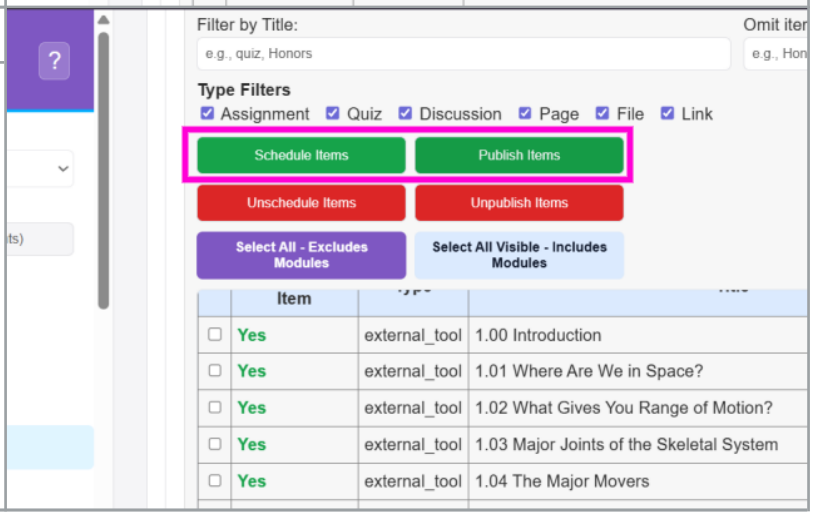
11

Select items individually or use the buttons. The purple button selects visible items only, not the module. If a module is unpublished, its items are inaccessible even if published. The blue button selects the module and all visible items.



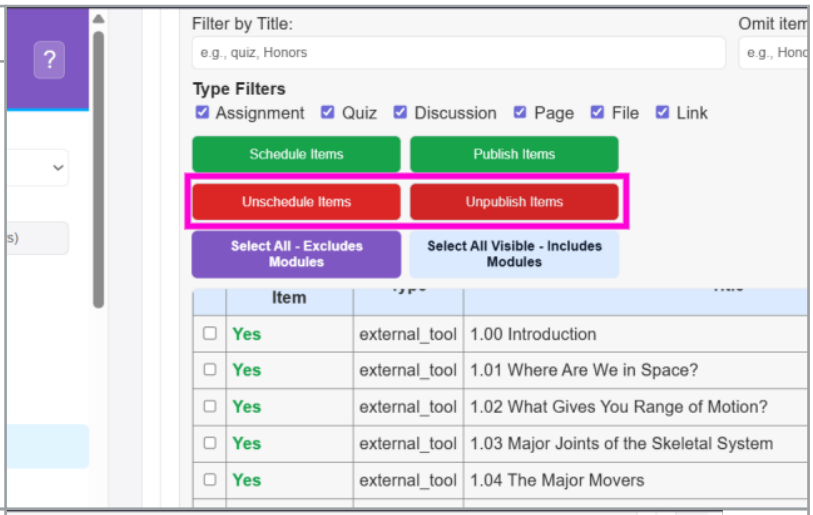
12

Use the green buttons to either Schedule Items or Publish Items



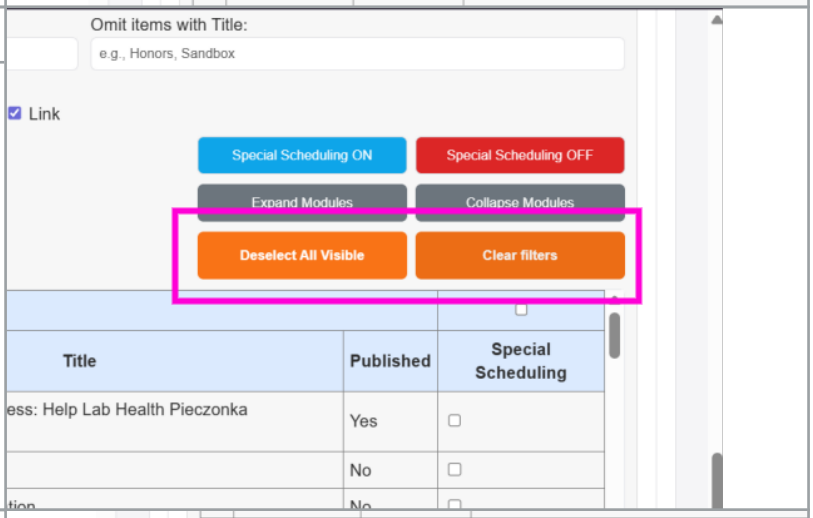
Use the Red buttons to either Unschedule Items or Unpublish Items.
(NOTE: If you unpublish a module, ALL items in it will be inaccessible to students even if the items themselves are published!)

13



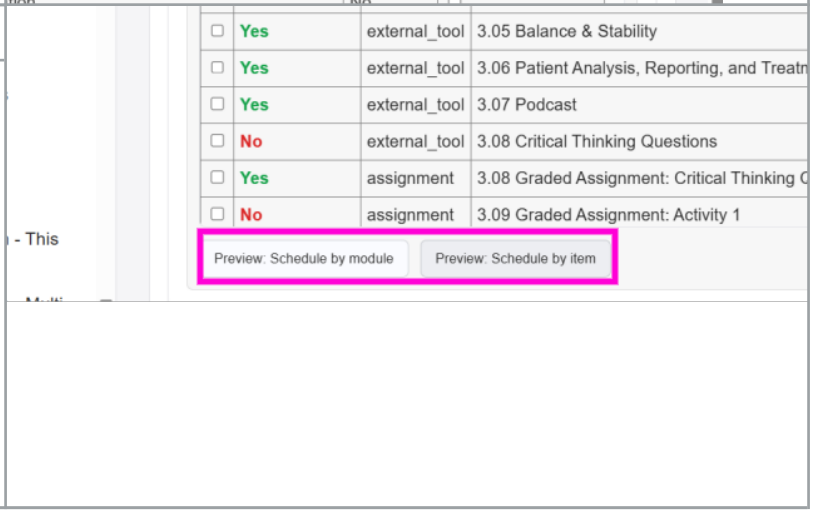
Use Clear filters or Deselect All Visible to reset your selections.

14



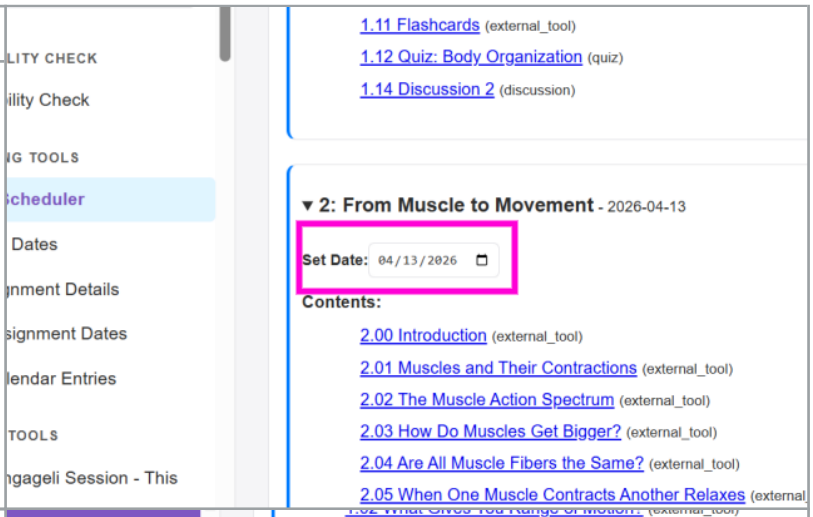
If your course is designed for students to complete one module per day, use "Preview: Schedule by Module" otherwise, use "Preview: Schedule by item."

15



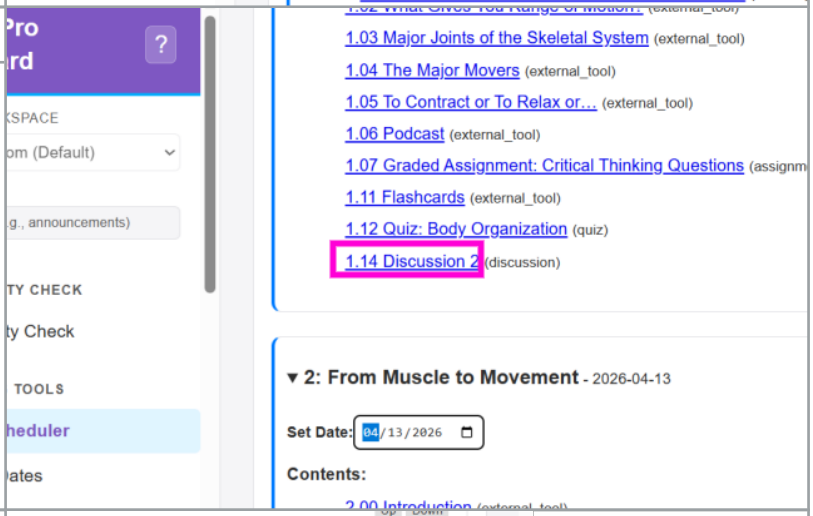
16

If needed, use the "Set Date" in the preview table to adjust the schedule.



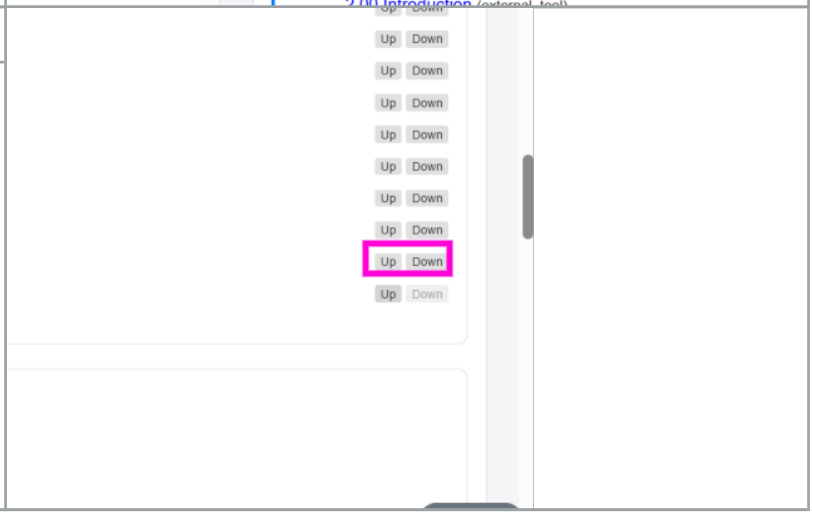
17

You can also drag and drop items between days.



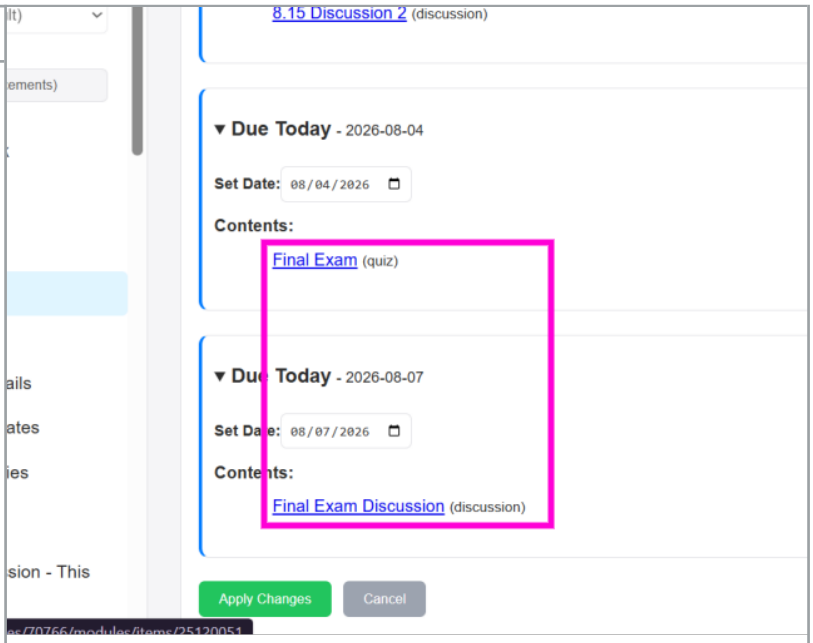
18

Use the arrow buttons to arrange items in the desired order.



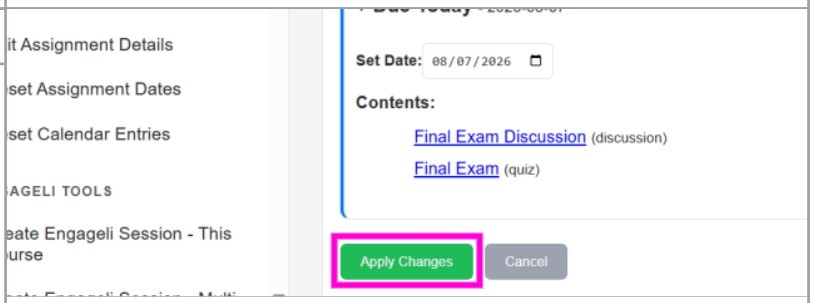
19

Check that the course ends on the correct date. Adjust the Final by if needed. (Note: if a Schedule Day box is left empty, it disappears and cannot be restored unless you click Preview again. Adding extra days is not yet possible.)



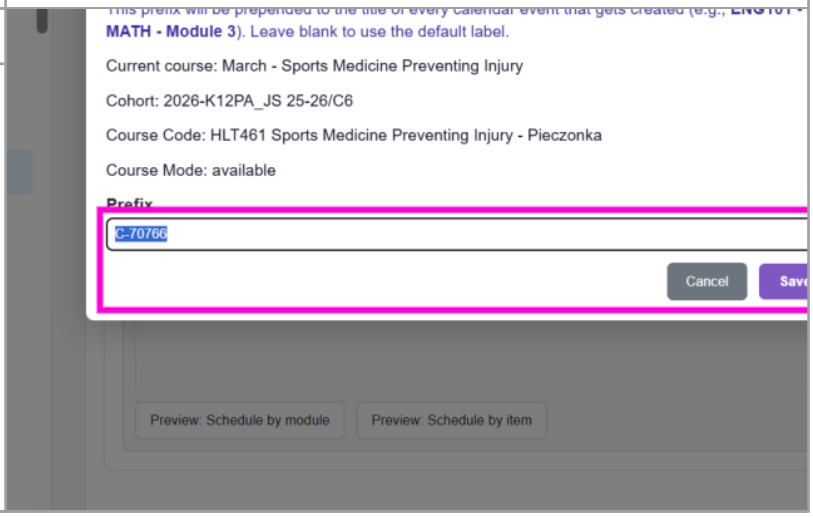
20

When you are satisfied with your schedule, click Apply Changes.



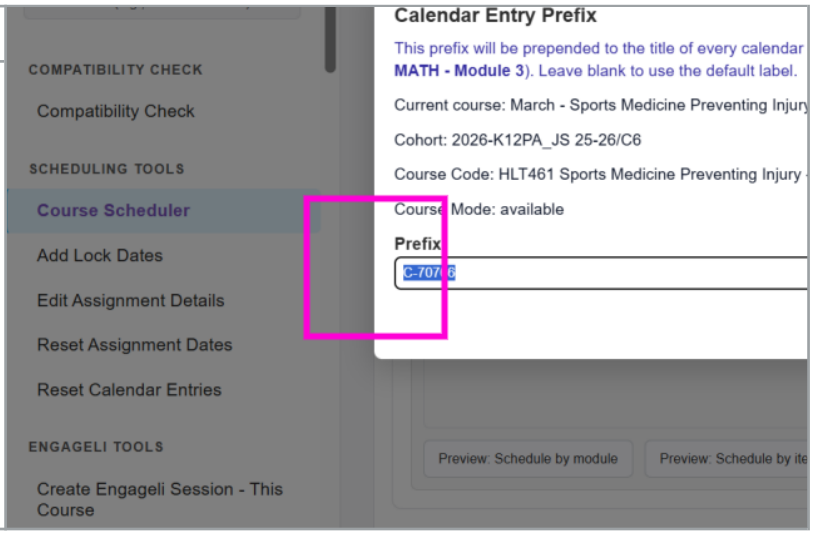
21

Enter a course prefix for the calendar then click Save & Apply. It should briefly identify the course, such as "MATH1" or "HST101".
With Schedule by Item, it shows "[prefix] - Due Today."
With Schedule by Module, it shows "[prefix] - [module name]."



22

Type HST101 in Calendar Entry Prefix



That's it. You're done.	23	Tutorial completed. Congratulations on finishing this tutorial.

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