



# How to Add a New Calendar

For more help, watch this short [video](#)!

## Add Course/Projector Schedule

Ensure the “Use the Course/Schedule Projector” box is checked in the ADMINISTRATIVE FUNCTIONS-DISTRICT OPTIONS-SHOW GENERAL CONFIGURATION settings. You will not have the option to setup a district calendar or projector schedule unless this box is checked.

## Calendar

A calendar is designed to show the non-teaching days in your school year. Districts may enter multiple calendars if necessary and may delete older calendars as needed.

- On the navigation bar, click on **ADMINISTRATIVE FUNCTIONS-CALENDARS**.
- Click **ADD NEW**.
- In the **CALENDAR NAME** textbox, enter the name of your calendar.
- In the **SCHOOL YEAR** dropdown, select the appropriate school year.
- If you would like to set this calendar as the default calendar, check the box next to "This is the default calendar for the district." For districts using the Classroom feature, the dates on the default calendar will appear on the student calendars.
- Click **SAVE**.
- Specify any non-teaching days by either selecting the date or range of dates for your district's non-teaching days.
- Select the **REASON** and click **ADD DAY**.
- Continue this process until you have added all the non-teaching days for the school year.
- Click **SAVE**.



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### Calendars

[Add New](#)

School Year	Calendar Name	Delete
2021-2022	2021-2022	
2020-2021	2020-2021	