

The Calendar Page: A How-To Guide

The **Calendar** page is your homeschool year at a glance: mark attendance, plan events, block out breaks and holidays, and see when your school year is on track to finish. This guide walks through every function on the page.

Lessons to schedule 0

+ Add lesson

Drag a lesson onto a day, or tap it then tap a day (on a phone or tablet). Drop or tap it back here to unschedule. Double-click (or right-click) a lesson to see its details.

No lessons to schedule. Use **Add lesson** above, or add them on the Curriculum page.



July 2026



Today

Daily

Weekly

Monthly

Breaks & holidays

Add event

Print

All students

Ada

Linus

Projected end date

Goal

Days logged

Friday, Apr 16, 2027

180 school days

6

Family baseline from all-students breaks and holidays. It does not include individual students' days off or absences. Pick a student above to see their date.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1 15:00 Piano...	2	3	4 Independence ...
5	6	7	8 15:00 Piano...	9	10	11
12	13	14	15 15:00 Piano...	16	17	18
19	20	21	22 15:00 Piano...	23	24	25
26	27 First day!	28	29 15:00 Piano...	30	31	1
2	3 Fractions: a...	4 Spelling list 3 British Liter...	5 15:00 Piano... 16:00 Piano... Life cycle of...	6 ✓ Chemistry: ...	7 U.S. Govern...	8

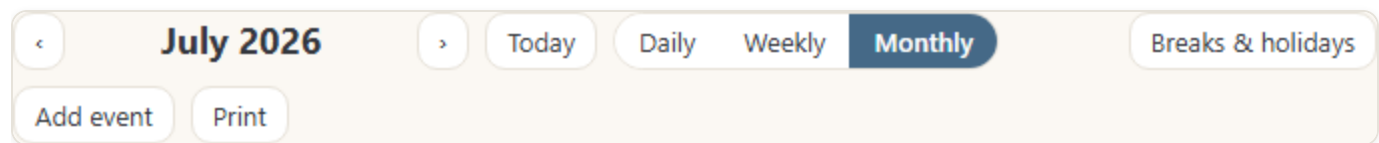
Opening the Calendar page

From the main menu on the left, click **Calendar**. On a phone, tap **Calendar** in the bottom bar (it is one of the four shortcuts there, so you do not need to open the **More** menu).

When the page opens it shows the current month by default. If you have set a **School start date** on the Family page, the calendar opens on that month instead, which is where your seeded events and attendance live.

Getting around: views and navigation

The row of controls at the top of the page lets you move through time and change how much you see at once.



Switch between Daily, Weekly, and Monthly

On the right side of the top row is a three-part switch:

- **Daily** shows a single day as an agenda (a simple list of that day's events).
- **Weekly** shows seven taller columns, Sunday to Saturday, for the week you are viewing.
- **Monthly** shows the classic full-month grid. This is the default.

Click any of the three to switch. When you move from **Monthly** to **Weekly** or **Daily**, the app keeps you near the same date you were looking at.

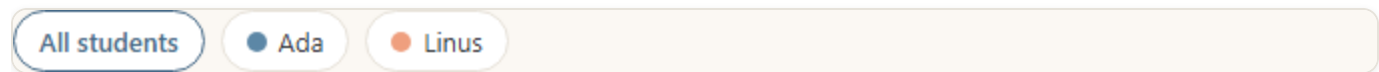
Move forward and back

- Click the < (left) arrow to go to the previous month, week, or day, depending on your view.
- Click the > (right) arrow to go forward.
- Click **Today** to jump straight back to the current date.

The heading between the arrows tells you where you are: a month and year in Monthly view (for example, "August 2025"), "Week of ..." in Weekly view, or a full date in Daily view.

Filtering by student

Just below the controls is a row of tabs, one per student in your family, plus an **All students** tab.



1. Click **All students** to see everyone's events and attendance together. This is the default.
2. Click a student's name (for example, **Ada** or **Linus**) to focus on just that child. The tab picks up that student's color when selected.

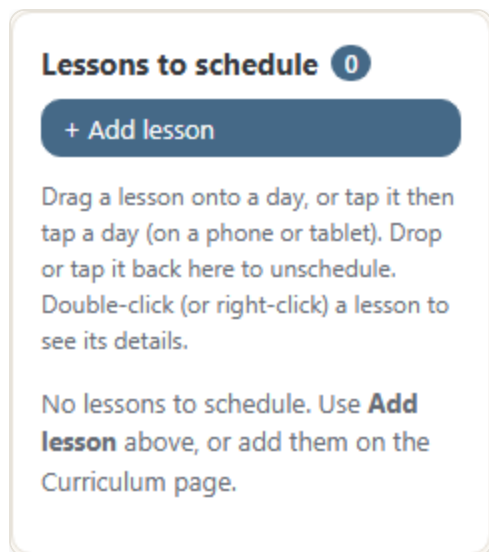
What the filter changes:

- **Events:** you see events for the selected student plus any whole-family events. Events tied to another student are hidden.
 - **Attendance in Monthly view:** with a single student selected, each day shows a single check (present) or cross (absent) for that child. With **All students** selected, each day shows a small colored chip per student instead, so you can see everyone's attendance at once.
 - **Days logged** in the summary card counts only the selected student's present days (or unique school days across the family when **All students** is selected).
-

Scheduling lessons

Down the left-hand side of the calendar is a **Lessons to schedule** tray. It lists only the lessons that have no scheduled date and no due date, grouped by student, as small tiles. Its title shows a live count of these unscheduled lessons. This is how you place lessons onto specific days, and each change saves automatically.

Note: A lesson appears on the calendar on the date it is scheduled for, or on a later due date if you set one. So entering a due date moves the lesson out of the tray and onto that day, even when it has no scheduled date.



On a computer, drag a lesson tile from the tray onto a day. It appears on that day right away. Drag a scheduled lesson to a different day to reschedule it, or drag it back onto the tray to unschedule it.

On a phone or tablet (where dragging is not available), tap a lesson to select it, then tap a day to place it there. A banner at the top shows which lesson you are scheduling, with a **Cancel** button; tap the tray to unschedule the selected lesson, or tap a scheduled lesson to pick it up and move it. In the Daily view, a **Schedule "... here** button appears once a lesson is selected.

The tray respects the student tabs: with a single student selected you see only that child's unscheduled lessons. Lessons that already have a scheduled date, or a due date, show on their day in every view, alongside your events.

Lessons in the Daily view

Open a day in **Daily** view and its agenda includes a dedicated **Lessons** subsection listing that day's lessons, each with a **Lesson** badge. When you have a lesson selected, a **Schedule "... here** button appears in this subsection so you can drop it onto the open day. If the day has no lessons, the subsection shows its own empty state.

Adding a lesson from here

You can create a lesson without leaving the Calendar. Click **+ Add lesson**, directly under the **Lessons to schedule** title, to open a form with the same fields as the Curriculum page: **Title**, **Student**, **Subject**, **Status**, **Date**, **Due date**, and **Notes**.

Add lesson

Title

e.g. Fractions: introduction

Student

Ada



Subject

English



Status

Planned



Date

mm / dd / yyyy



Due date

mm / dd / yyyy



Notes

optional

Cancel

Save

Fill in at least the Title, Student, and Subject, then click **Save**. Leave both the **Date** and the **Due date** blank and the new lesson drops into the tray, ready to drag or tap onto a day; set a **Date** and it goes straight onto that day. Setting only a **Due date** likewise places it on the calendar (on the due date), so it does not stay in the tray. Lessons you create on the **Curriculum** page with neither a date nor a due date also appear in this tray.

The school-year summary

If your Family settings include a **School start date**, a **School days per week**, and a **Yearly days goal**, a summary strip appears above the calendar.

Projected end date

Goal

Days logged

Friday, Apr 16, 2027

180 school days

6

Family baseline from all-students breaks and holidays. It does not include individual students' days off or absences. Pick a student above to see their date.

Item	What it shows
Projected end date	The date your school year is on track to finish, based on your start date, days per week, and days goal, with breaks and holidays skipped.
Goal	Your target number of school days for the year (from Family settings).
Days logged	How many school days have been marked present so far. With a single student selected it reads "Days logged (this student)".

If any of those three Family settings is missing, this strip is hidden. Set them on the **Family** page to turn it on.

The calendar also marks the bookends of your year: a festive marker sits on your **first day of school** (your Family school start date) and another on your **projected last day**. As you add breaks, holidays, vacations, or absences, the last-day marker moves along with the projected end date.

Baseline vs. per-student: With **All students** selected, the projected end date is your **baseline**, and it matches the one on your Dashboard. Select a single student and the projected end adjusts for that child's own breaks and absences. The baseline does not include any one student's personal days off, so an individual student's finish date can differ; the calendar notes this under the summary.

Note: Breaks, vacations, and holidays (including the U.S. federal holidays shown for you automatically) are excluded from the projected end date, so blocking out a week off pushes your finish date later. The exception is a day you actually school: if you mark attendance on a holiday or break, that day counts as a school day toward both your projected finish date and your logged instructional time, so it will not push the year out.

Opening a day

Click any day cell in the Monthly or Weekly grid (or use the **Take attendance** button in Daily view) to open that day's detail window. From here you can record attendance and manage that day's events.

Wednesday, Jul 1, 2026

Attendance

Ada

Linus

Present

Absent

Present

Absent

Save attendance

Events

Piano lesson 15:00-16:00 Weekly

Edit Delete

Add event

Close

The window is titled with the full date. If the day is a holiday, break, or vacation, a colored pill near the top names it.

Marking attendance

Attendance is recorded for a whole day in the day detail window, and you can mark every student at once.

1. Open the day (click the day cell, or in Daily view click **Take attendance**).
2. In the **Attendance** section, each student has a row. Every student starts on **Not logged** so a day is never marked by accident: you choose **Present** or **Absent** for each child deliberately.
3. For any child who was out, click **Absent**. A **Reason (optional)** box appears next to that child so you can note why (for example, "Sick" or "Family trip"). The reason is optional.
4. Click **Save attendance**. The button reads "Saving..." briefly while it saves.

Tip: To mark a normal school day quickly, click **Mark all present**, then change only the children who were out.

Control	What it does
Present	Marks that student present for the day (a green check shows on the calendar).
Absent	Marks that student absent (a red cross shows on the calendar) and reveals the reason box.
Not logged	No record for that student on that day. This is the starting point, and choosing it again clears a mark you made by mistake.
Reason (optional)	Free text explaining an absence. Only shown when Absent is selected, and only saved for absent students.
Mark all present	Sets every student to Present in one click, ready to adjust individuals.
Save attendance	Saves all students' choices for that day in one click.

Fixing a mistake

Logged the wrong day, or marked a child who was actually out? Open that day again, set the student back to **Not logged**, and click **Save attendance**. That removes the record entirely, and it also takes back the school day it had added to your **Instructional Time**, so your totals stay correct.

Tip: Attendance you log here flows through to the **Instructional Time** page automatically, so your logged school days stay in sync.

If you have not added any students yet, this section reads "Add a student on the Family page to record attendance." Add your children on the **Family** page first.

Adding an event

Events are the things you plan onto your calendar: co-op days, field trips, appointments, lessons, and so on.

You can start a new event in three ways:

- Click **Add event** in the top controls row.
- In Daily view, click **Add event** at the bottom of the day.
- Open a day, then click **Add event** in that day's **Events** section.

Add event

Title

e.g. Co-op, field trip

Student

Whole family

Date

08/03/2026

End date (optional)

mm/dd/yyyy

Start time

--:-- --

End time

--:-- --

☐ Repeats weekly

CancelSave

Fill in the form, then click **Save**:

Field	What it does
Title	The name of the event (for example, "Co-op" or "field trip"). Required.
Student	Who the event is for. Choose a student, or Whole family for an event that applies to everyone. If you had a student tab selected, that student is filled in for you.
Date	The day the event happens (or the first day of a multi-day event). Required.
End date (optional)	Leave blank for a single-day event. Set it to spread one event across a run of days (for example, a week-long trip).
Start time	Optional. When shown, the time appears in front of the title on the calendar.
End time	Optional. Shown alongside the start time in the day's list.
Repeats weekly	Tick this to repeat the event every week (see below).

Making an event repeat weekly

1. In the event form, tick **Repeats weekly**.
2. A row of weekday buttons (**Sun** through **Sat**) appears. The event's own weekday is selected to start.
3. Click days to turn them on or off. Pick one or several (for example, **Mon** and **Wed** for a twice-a-week class).
4. The event then shows on those weekdays every week, starting from its **Date**. If you also set an **End date**, the weekly repeat stops after that date.

You must choose at least one weekday before a weekly event can be saved. Repeating events are marked with a small **Weekly** badge in the day's event list.

Editing or deleting an event

1. Open the day the event is on (or use Daily view), and find it in the **Events** list.

2. Click **Edit** to reopen the same form with the event's details filled in. Change anything, then click **Save**.
3. Click **Delete** to remove the event. Your browser asks you to confirm first. Click **OK** to delete or **Cancel** to keep it.

● Piano lesson

15:00-16:00

Weekly

Edit Delete

Breaks, vacations, and holidays

Use the occasions manager to block out time off. These stretches are shaded on the calendar and are skipped when the app projects your school-year end date.

1. Click **Breaks & holidays** in the top controls row.
2. The window lists any breaks you have already added, each with its type, name, and date range, and buttons to **Edit** or **Delete** it.
3. To add a new one, fill in the **Add** form at the bottom and click **Add**.

Breaks, vacations & holidays

Break

Winter
Break

All students

2025-12-22 to
2026-01-02

Edit Delete

Vacation

Grandparents
visit

Linus

2026-09-14 to
2026-09-18

Edit Delete

Holiday

Thanksgiving
Break

All students

2026-11-25 to
2026-11-27

Edit Delete

Add

Type

Break

Applies to

All students

Name

e.g. Spring Break

Start

mm/dd/yyyy



End

mm/dd/yyyy



Add

Close

Field	What it does
Type	Choose Break , Vacation , or Holiday . The type sets the color of the band on the calendar.
Name	A label for the time off (for example, "Spring Break").
Applies to	Choose All students or a single student. A break scoped to one student only affects that child's calendar and their projected end date; it does not push everyone else's year out.
Start	The first day off.
End	The last day off. Use the same date as Start for a single day.

- To change one, click **Edit** on its row, adjust the fields (the heading changes to "Edit"), then click **Update**. Click **New** to clear the form and start a fresh entry instead.
- To remove one, click **Delete** and confirm when your browser asks.
- Click **Close** when you are done.

Note: U.S. federal holidays are shown on the calendar for you automatically (highlighted with the holiday's name). You do not need to add those yourself; use this window for your own breaks, vacations, and any extra holidays you observe.

If you have not added any occasions yet, the window reads "No breaks added yet."

Printing your calendar

Click **Print** in the top controls row to print the calendar you are currently viewing. The printout uses a clean layout with a "Chalk and Chart" header, the month and the selected student in the subtitle (for example, "August 2025 · Ada"), and the date it was printed. The on-screen controls, tabs, and buttons are hidden from the printed page. Use your browser's print dialog to print on paper or save as a PDF.

Empty states, at a glance

- **No events on a day:** the Daily view and the day window read "No events on this day." or "No events."
 - **No lessons to schedule:** the tray reads "No lessons to schedule. Use Add lesson above, or add them on the Curriculum page."
 - **No breaks added:** the Breaks & holidays window reads "No breaks added yet."
 - **No students yet:** the attendance section prompts you to add a student on the Family page.
 - **No school-year summary:** the summary strip is hidden until your School start date, School days per week, and Yearly days goal are all set on the Family page.
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Quick reference

I want to...	Do this
See a full month	Click Monthly in the view switch
See one week or one day	Click Weekly or Daily
Move to another month/week/day	Use the < and > arrows
Jump back to now	Click Today
Focus on one child	Click that student's tab (or All students for everyone)
Add a lesson from the Calendar	+ Add lesson , under the Lessons to schedule title
Schedule a lesson (computer)	Drag it from the Lessons to schedule tray onto a day
Schedule a lesson (phone/tablet)	Tap the lesson in the tray, then tap a day
Reschedule or unschedule a lesson	Drag/tap it to another day, or back onto the tray
Record attendance	Click a day → set Present / Absent (add a reason) → Save attendance
Mark a whole day present	Open the day → Mark all present → Save attendance
Clear an attendance mistake	Open the day → set the student back to Not logged → Save attendance
Add an event	Add event → fill in title and date → Save
Repeat an event weekly	In the event form, tick Repeats weekly → pick weekdays
Spread an event over several days	Set an End date in the event form
Edit or remove an event	Open the day → Edit or Delete on the event
Block out a break or vacation	Breaks & holidays → fill in the Add form → Add
Print or save a PDF	Click Print

Screenshots use a sample "Demo Family" with two students, Ada (5th grade) and Linus (2nd grade), plus seeded events and attendance.