EVERY CHILD READY

Platform Calendars Guide

ECR Platform Calendars

The calendar function in the ECR Platform allows instructional leaders, instructional coaches, and staff to adjust a classroom's Monthly, Weekly, and Daily views so that the schedule of ECR lessons accurately aligns with the campus calendar. This makes it easier for teams to plan and adjust instruction as needed.

First, this guide details what must be done before or at the beginning of the year for teachers to be able to use planning mode and view lessons in the daily and weekly views of their home page. This includes instructions for how to add events like days off, assessment windows, and holidays.

Second, this guide details how to create and modify a daily schedule.

Set up Classroom Calendars

Who

Calendars should be set up by a school leader, such as a principal or admin. Information about classrooms can only be adjusted by this person. Instructional staff do not have access to set up classroom calendars.

TIP: This person must be assigned the role of "il" in the Platform.

What

Calendars for each classroom at each campus must be set up with the correct information before the school year begins so that instructional leaders, coaches, and staff can create accurate schedules in the ECR Platform. Leaders can update calendar information at any time. For example, if a teacher changes classrooms, the start or end date shifts, grade levels are reassigned, or corrections are needed.

Initial Setup of Classroom Calendars

1. Log into the ECR Platform and ensure you are on the **Home** page. For instructional leaders and coaches, this page is called the **IL Dashboard.**

2. From the **IL Dashboard**, click the **purple arrow button** for the LEA for which you want to set up calendars first.

3. Click on **Monthly View** to begin setting up the calendar for an individual classroom.

Initial Setup of Classroom Calendars

Create ECR1 School Year Calendar **Save** **4**

Title *

Start Date *

07/07/2025

The start date must be a **Monday.**

End Date *

02/03/2026

Classroom Type *

◉ PK3
○ PK4

Title: Use the format: [ECR-provided classroom code] SY[school year].
Example: ECR1 SY2526
TIP: The school year MUST be in the calendar title for teachers to be able to use planning features

Start Date: Choose the Monday of the week that classes will begin, regardless of the actual first day of instruction.

End Date: Select the estimated last day of classes.

Classroom Type: Select the grade level (PK3 or PK4) for the classroom.

💡 *Classroom grade level dictates the curriculum lessons that will appear in the classroom calendar.*

4. Fill in the required information, then click the **"Save"** button.
5. Repeat steps **2 through 4** for each campus and classroom.

Initial Setup of Classroom Calendars

Repeat the initial setup steps for **each classroom** at a campus before moving on to setting up schedules.
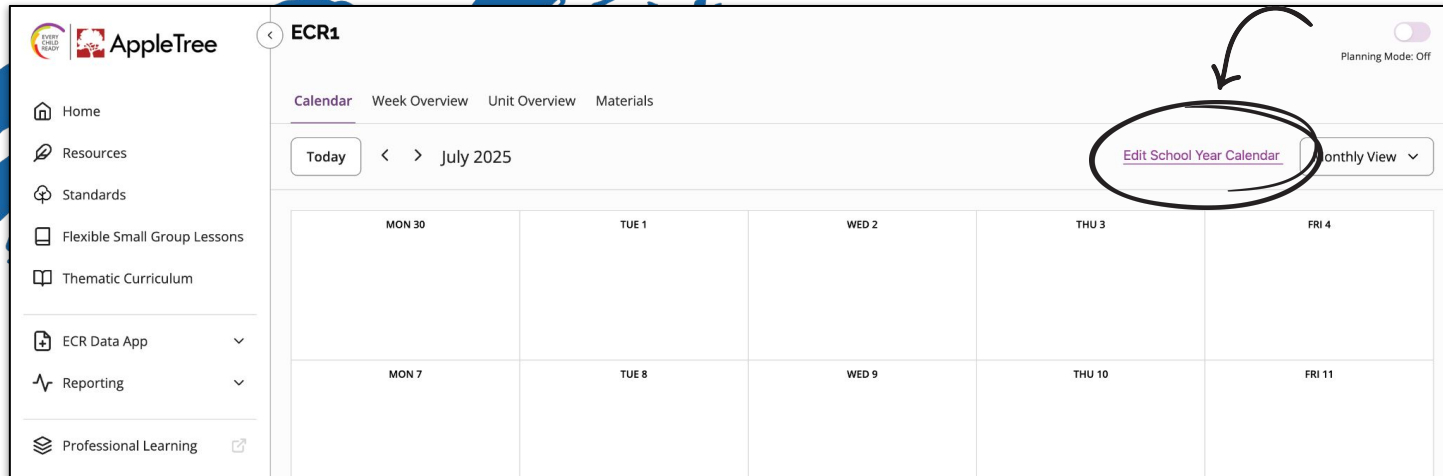
Edit Classroom Information (as needed)

Do this when you want to change a classroom grade level, school year start date or end date, or the name of a calendar.

1. Navigate to the **Monthly View** for the classroom you want to edit.

2. Click **"Edit School Year Calendar."**

Edit Classroom Information (as needed)

Title: Use the format: [ECR-provided classroom code] SY[school year].
Example: ECR1 SY2526

Start Date: Choose the *Monday* of the week that classes will begin, regardless of the actual first day of instruction.

End Date: Select the estimated last day of classes.

Classroom Type: Select the grade level for the classroom.

> 💡*Classroom grade level dictates the curriculum lessons that will appear in the classroom calendar.*

3. Update the necessary information, then click the **"Save"** button.

4. Repeat steps **1 through 3** for each campus and classroom that needs to be updated.
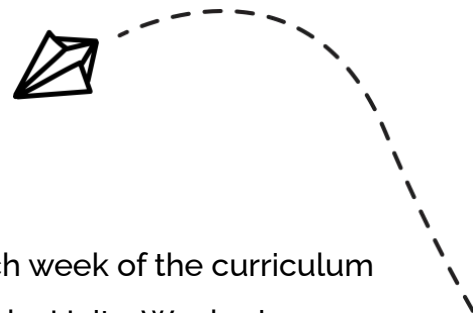
Creating Unit Pacing Calendars

Who

Unit pacing can be set up by a school leader, such as a principal or admin, instructional coach, or teacher. Information about unit pacing can be adjusted by any person with access to the classroom.
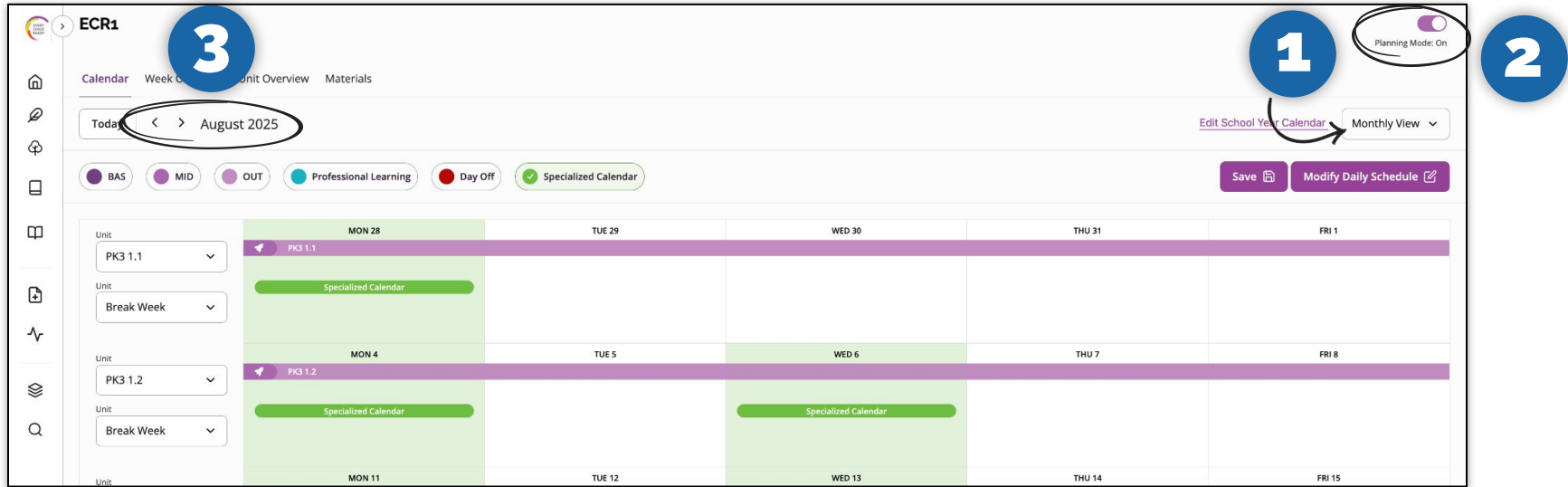
What

Pacing calendars indicate which week of the curriculum will be taught when. For example, Unit 1 Week 1 is scheduled for the first week of school.

Pacing calendars provide a quick reference to the current unit and week of the curriculum for a classroom in the **Daily** and **Weekly Views**. This is necessary for efficient planning and tracking.
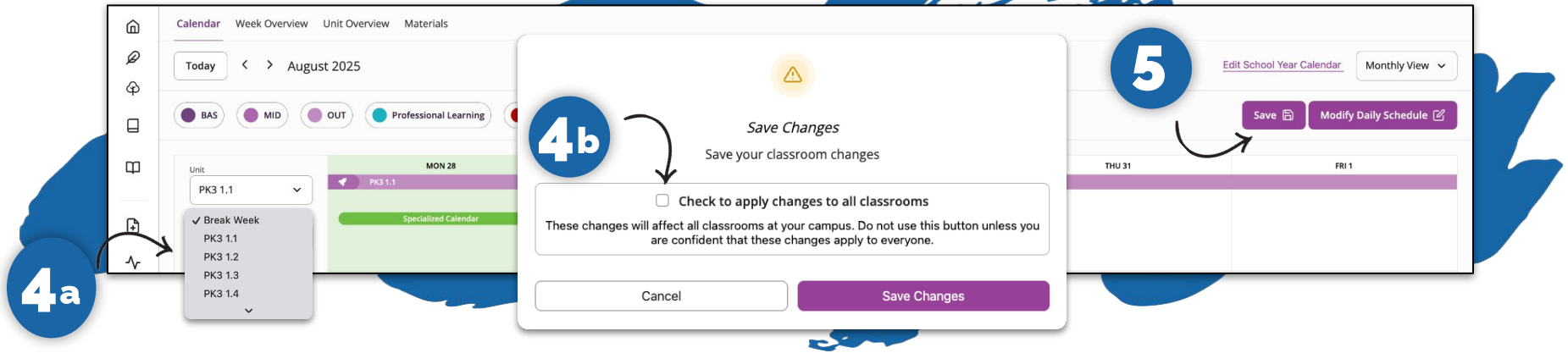
Creating Unit Pacing Calendars

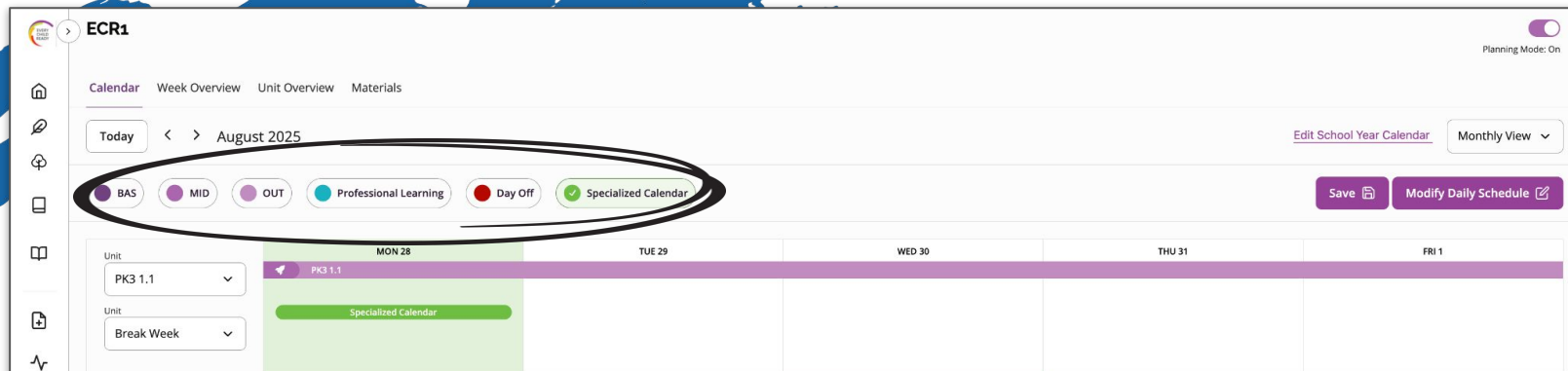**TIP:** This process must be done one month at a time.

1. Access the **Monthly View** for the classroom.

   a. Instructional leaders and coaches must select the campus and classroom from the **Home** page before clicking **Monthly View.**

   b. Instructional staff can access **Monthly View** directly from their **Home** page.

2. Toggle the **Planning Mode** switch to the right until it turns dark purple and displays **"Planning Mode: On."**

3. Navigate to the month you want to add pacing information to or update.

4. Next to a specific calendar week, under the word **"Unit,"** click the dropdown menu and select the appropriate **Unit** and **Week** number for that week.

   a. Use the dropdown menus to select the correct Unit and Week number for both PK3 and PK4, if applicable.

   b. Instructional leaders and coaches will see **two separate dropdowns**—one for PK3 and one for PK4—and can **select both**. After making your selections, proceed to Step 5.

      💡 **Note**: Instructional leaders and coaches will also see a checkbox option when clicking Save in Step 5 that says, **"Check to apply changes to all classrooms."** These changes will affect all classrooms at your campus. Do not use this button unless you are confident that these changes apply to everyone. Leave this box unchecked to apply the changes only to the selected classroom.

5. Click **"Save"** before navigating to other months.

Adding Events to the Monthly Calendar
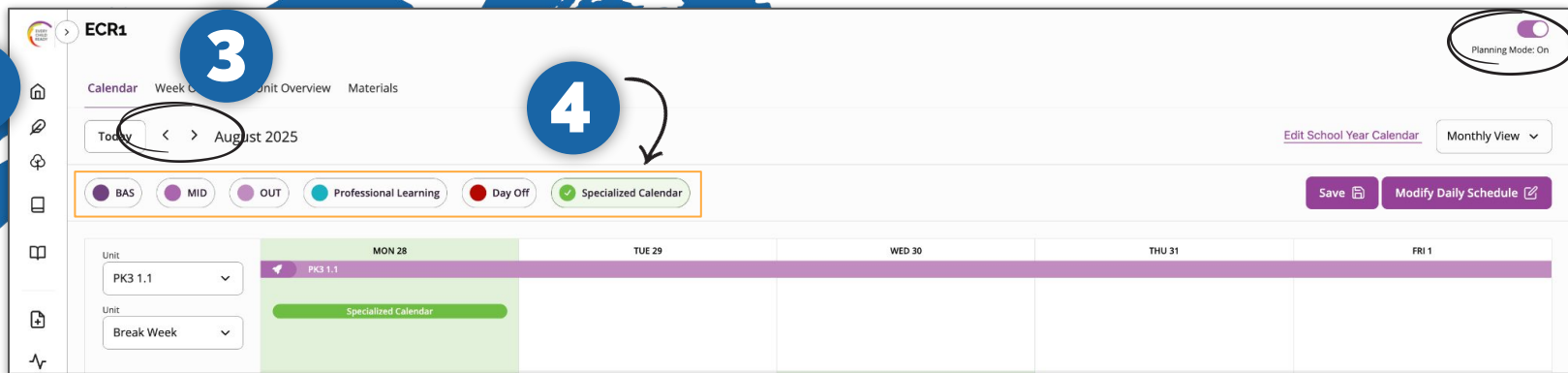

Who

Instructional leaders, instructional coaches, and instructional staff

> 💡 *Before adding specialized schedules as events, refer to the "Creating Specialized Schedules" section above to ensure they've been properly created.*
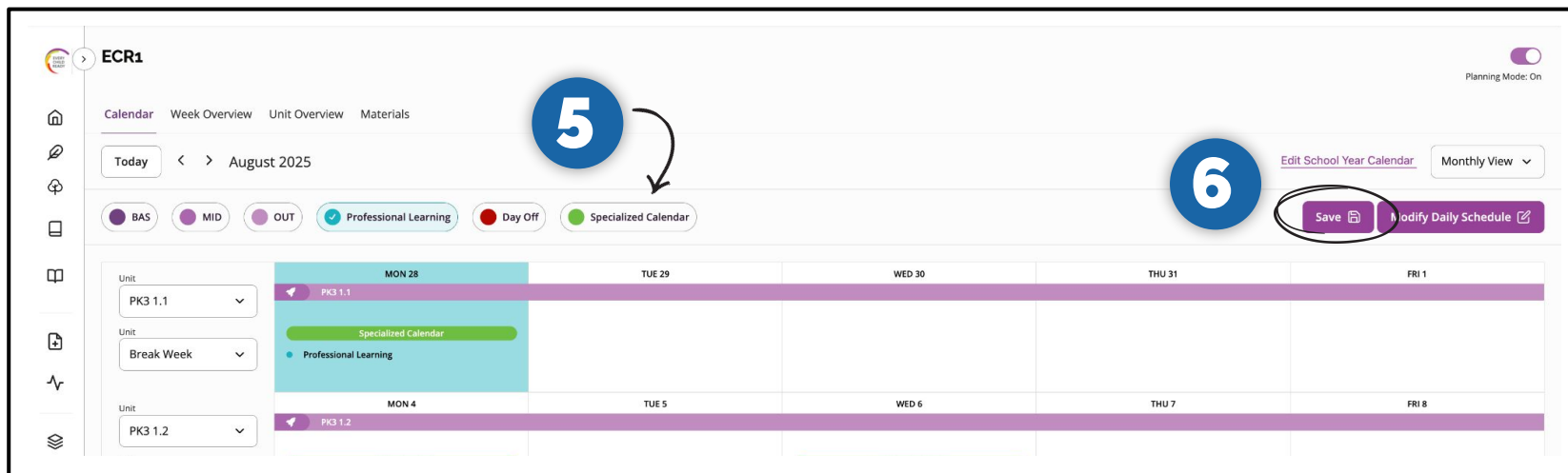
What

You can add a variety of events to classroom calendars, such as:

- Formal assessment windows (Baseline, Midyear, Outcome)
- Professional learning days
- Holidays or other days off
- Specialized schedules (e.g., half-days)

1. Access the **Monthly View** for the classroom.

   a. Instructional leaders and coaches must select the campus and classroom from the **Home** page before clicking **Monthly View.**

   b. Instructional staff can access **Monthly View** directly from their **Home** page.

2. Toggle the **Planning Mode** switch to the right until it turns dark purple and displays **"Planning Mode: On."**

3. Use the arrows next to the month title above the calendar to navigate to the month you want to update.

4. Above the calendar, you will see different colored buttons representing event types. Click the button for the event you want to add. It will highlight to show it's active.

   a. BAS (Baseline Assessment)

   b. MID (Midyear Assessment)

   c. OUT (Outcome Assessment)

   d. Professional Learning (Professional Learning Days)

   e. Days Off (Holidays or other days off)

   f. [Custom Schedule] (Any specialized schedules you have created)

5. Click once on the day(s) of that month where the event should appear.

   a. Clicking a day **adds** the event label.

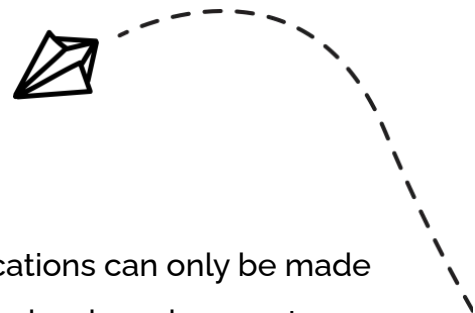   b. Clicking it **again removes** the label.

   ⚠️ *Do not navigate to a different month without clicking **"Save."** Your changes for the current month will be lost.*

6. **Repeat Steps 4 and 5** to add as many events as needed for that month. When finished, click **"Save"** to save all events for that month. You can return and update these events later by repeating the same steps.

   ⚠️ *If events span multiple months, be sure to click **"Save"** before navigating to the next month..*

7. **Repeat Steps 4–6** for any other months you need to update.

Modifying Schedules and Calendars

Who

Instructional leaders, instructional coaches, and instructional staff can use all the calendar and schedule modification features in Planning Mode for individual classrooms. Instructional leaders and coaches have an additional "Apply All" function, which allows them to apply changes across multiple classrooms.
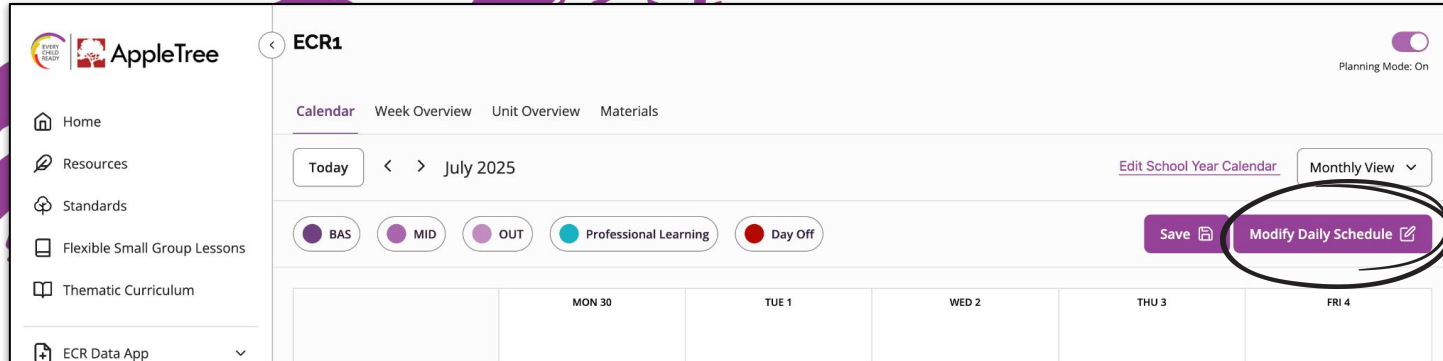
What

Calendar and schedule modifications can only be made after individual classroom calendars have been set up by an instructional leader or coach in the ECR Platform. It is recommended that leaders and staff enter as much information as possible into classroom calendars as it becomes available. This ensures that schedules remain accurate and instructional staff can plan accordingly.

Customization may include:

- Modifying the default daily schedule
- Creating special schedules
- Adding assessment windows

- Marking professional learning days and days off
- Noting special events such as half-days or field trips
- Adjusting unit pacing

Modifying the Default Daily Schedule

Who

Instructional leaders, instructional coaches, and instructional staff

What

If the **Default** schedule in the **Daily** and **Weekly views** on the **Home** page is already accurate, no changes are needed. However, some campuses may have schedules that do not fully align with the ECR default. For example, a campus may have a different daily start time, choose not to implement all ECR components, add time slots for nap time or other campus-specific activities, or include non-ECR activities or components.

Modifying the Default Daily Schedule

1. Access the **Monthly View** for the classroom.

   a. Instructional leaders and coaches must select the campus and classroom from the **Home** page before clicking **Monthly View.**

   b. Instructional staff can access **Monthly View** directly from their **Home** page.

2. Toggle the **Planning Mode** switch to the right until it turns dark purple and displays **"Planning Mode: On."**

3. Click the **"Modify Daily Schedule"** button.

4. Click **"Edit 'Default' Template."**

Modifying the Default Daily Schedule

Edit Day Template Schedule

Title

Schedule

Set Start Time

7:00am

Components

⊕ Breakfast | Limited Centers
Edit ⋮

⊕ Transitions
Edit   Remove ⋮

⊕ Morning Meeting
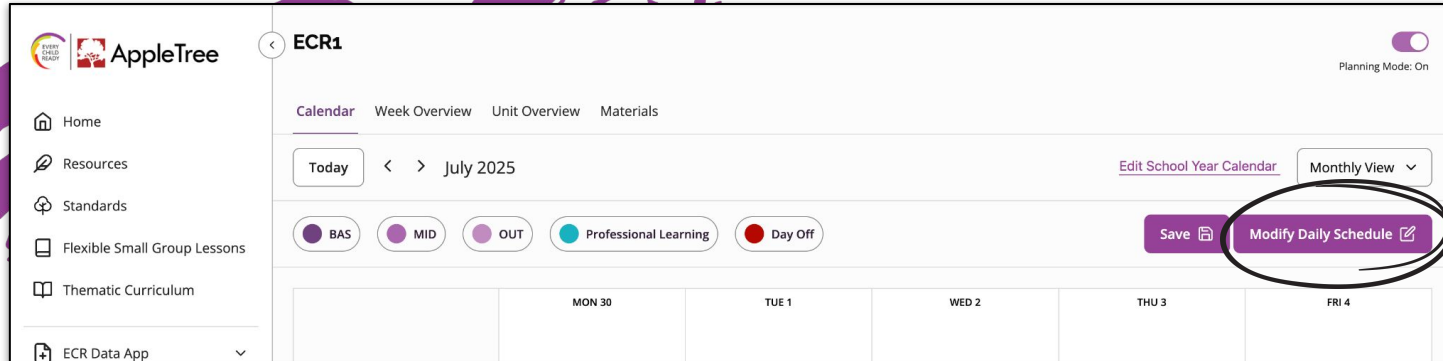Edit ⋮

⊕ AM Centers Meeting
Edit ⋮

Cancel   Save

5. Confirm that the **Start Time** reflects when the school day begins for that classroom.

6. If you are removing something from the schedule:
   a. Click the **three dots** in the top-right corner of the component.
   b. Click the **"Remove"** button. The removal will happen automatically.

7. Add components:
   a. Scroll to the bottom of the schedule and click **"+ Add another Component."**
   b. A new row will appear at the bottom.
   c. Enter the necessary details for the new component, and drag it to the correct time of day.

Modifying the Default Daily Schedule: Adding Components

8. To edit a component, click the **"Edit"** button on its facecard. The row will expand. Fill out the information in the pop-up, then click **"Save."**

   a. **Component**: Select the Every Child Ready Component or leave it blank for a custom block.

   b. **Component Duration**: Enter the duration (in minutes).

   c. **Custom Description**: Use this for details about custom components or time blocks.

9. Rearrange components by using the arrow handle on the left to drag them into the correct order.

10. Click "Save" to keep changes, or "Cancel" to discard them.

11. Confirm the updates by reviewing changes in **Daily View** or **Weekly View**.
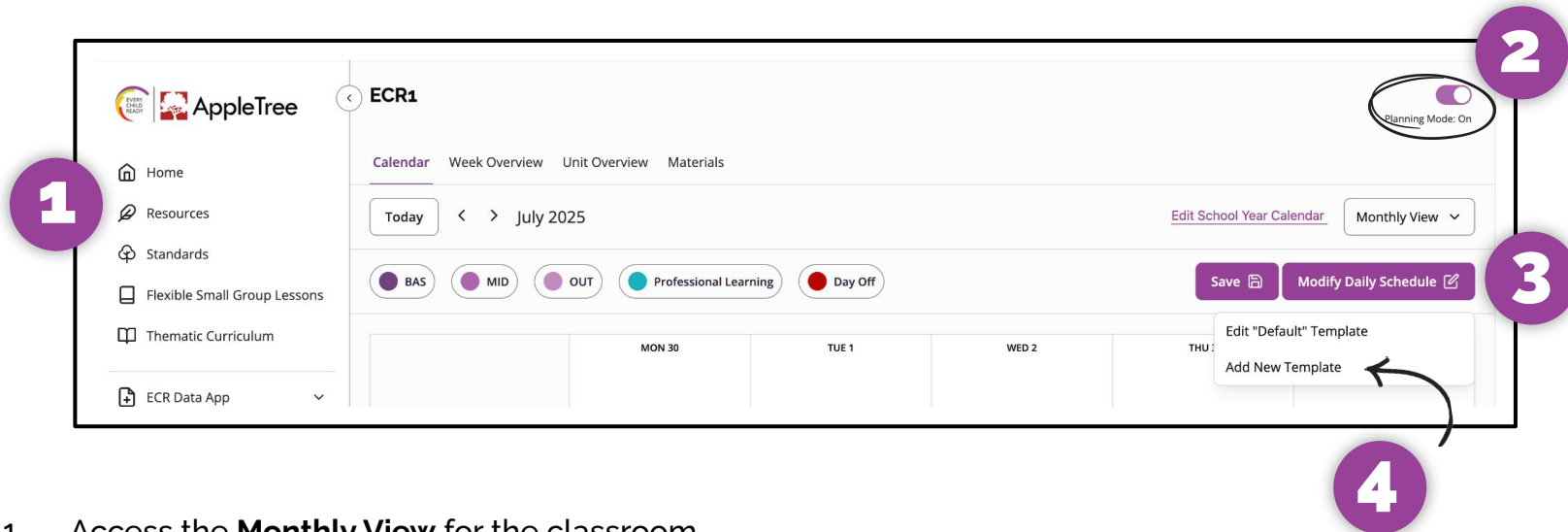
Creating Specialized Schedules

Who

Instructional leaders, instructional coaches, and instructional staff

What

Some campuses may follow special schedules on certain days throughout the year. If these occur regularly (e.g., half-days), it may be helpful to create a specialized schedule that displays alongside the **Default** schedule in the **Weekly** and **Daily Views**.

Creating Specialized Schedules

1. Access the **Monthly View** for the classroom.

    a. Instructional leaders and coaches must select the campus and classroom from the **Home** page before clicking **Monthly View.**

    b. Instructional staff can access **Monthly View** directly from their **Home** page.

2. Toggle the **Planning Mode** switch to the right until it turns dark purple and displays **"Planning Mode: On."**

3. Click the **"Modify Daily Schedule"** button.

4. Click **"Add New Template."**

Creating Specialized Schedules

5. A schedule template pop-up will appear. Fill in the following fields at the top:
   a. **Title**: Name the schedule (e.g., Half-day Schedule).
   b. **Color**: Choose a color to visually represent this schedule.
   c. **Start Time**: Use the dropdown to set the classroom's start time for this schedule.
6. Update the first component listed in the schedule.
7. Click **"+ Add another Component"** to continue building out the rest of the schedule in the pop-up window.
8. Click **"Save"** to keep changes, or **"Cancel"** to discard them.

Creating Specialized Schedules

9. Click the button for your newly created schedule to highlight it.

10. In the **Monthly Grid**, navigate to the desired month and click on the specific days that will use this specialized schedule.

11. Click the **"Save"** button for that month before proceeding to the other months to which you want to add that specialized calendar.