

Managing Your Pacing Guide

Keep Your Curriculum on Course, All Year Long

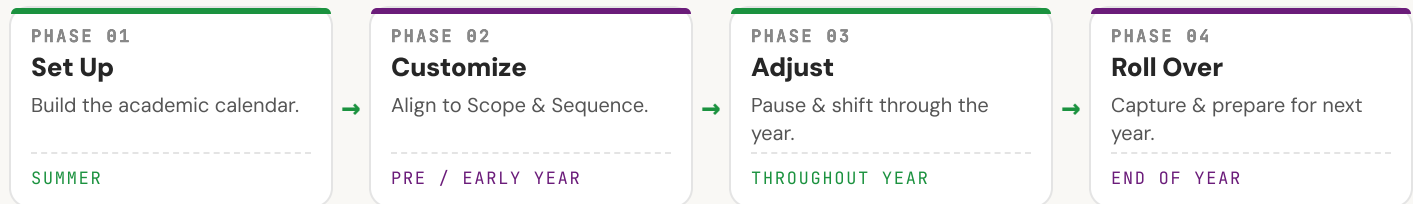
▶ Walkthrough: Managing Your Pacing Guide

Think of your Pacing Guide like a planting calendar.



You sketch out what gets planted, when, and where — before the first seed goes in the ground. The weather doesn't always cooperate, and sometimes the plans change. So you adjust the plan, plant by plant. At the end of the season, you take stock of what thrived, what didn't, and you plan next year's garden a little smarter. Pacing Guide maintenance is that same yearly rhythm.

THE YEARLY RHYTHM



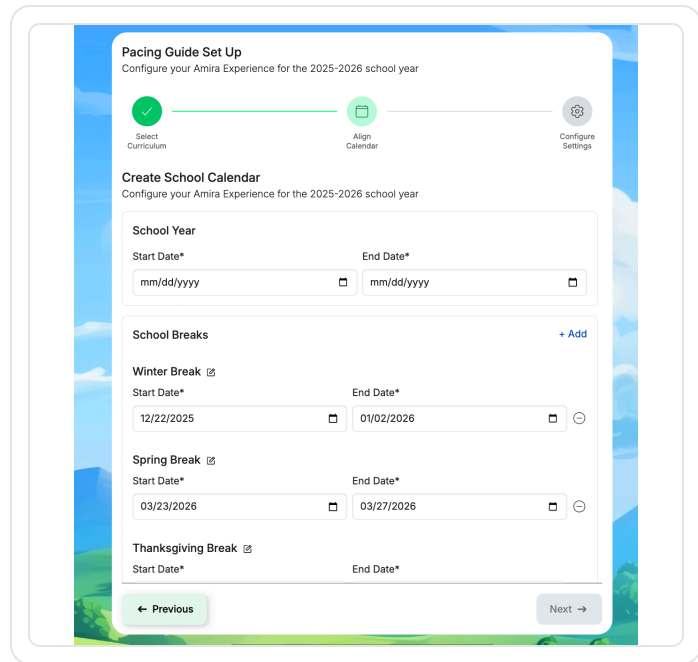
↻ Return to Phase 1 — the cycle begins again in August.

01 PHASE 01 · SUMMER / PRE-SCHOOL YEAR (AFTER AUGUST 1ST) Set Up: Build Your Academic Calendar

Complete this before students begin using Amira for the year. Open Curriculum Management in District Admin Home. The academic calendar tells Amira when to pace assignments and when to pause for breaks.

Calendar setup checklist

- Set the Start Date to the first day of curriculum instruction:**
 This may be a week or two after the first day of school, once routines and baseline assessments are complete.
- Add holidays and breaks:**
 Thanksgiving, Winter Break, Spring Break, in-service days, half-days. Amira pauses pacing on these dates.
- Add non-instructional windows:**
 Mark any period when curriculum instruction stops as Non-Instructional Windows, such as state testing.
- Check for overlapping dates:**
 If a holiday falls inside a break, remove the standalone holiday. Overlapping date ranges may prevent the calendar from saving.



02

PHASE 02 • BEFORE OR EARLY IN THE SCHOOL YEAR

Customize: Align Amira's Plan to Your District's Scope and Sequence

Do this once your district curriculum team has finalized the year's Scope & Sequence. The default Pacing Guide follows the publisher's sequence. If your district teaches units or lessons in a different order, update the guide before instruction is underway so Amira's micro-lessons match classroom instruction. Inside the Pacing Guide Management page, you can:

Reorder units:

Drag Unit 9 above Unit 8 if your district teaches them in reverse order.

● Unit 9 ↑

● Unit 8

Remove a unit or lesson:

If 3rd grade is skipping Unit 5 this year, remove it so Amira doesn't assign it.

● Unit 5 - skipped

Move a lesson between units:

Lift a lesson out of its original unit and drop it where it actually gets taught.

● L 3.2 → ● Unit 4

Adjust lesson duration:

Add time when a lesson or unit typically takes longer to teach.

● 3 days →

● 5 days

HEADS UP

Pacing changes apply to every school and classroom in that grade. They cannot be set by classroom, so coordinate with your curriculum team before making large changes.

03

PHASE 03 • THROUGHOUT THE SCHOOL YEAR

Adjust as You Go: Snow Days, Outages & Drift

Check monthly. A few minutes can prevent mismatched assignments. Plans change. School closures, testing, outages, assemblies, and general pacing drift can shift instruction. When instruction pauses or classrooms fall behind, pause the Pacing Guide too so students do not receive practice for lessons teachers have not taught.

How to adjust

- 1 Open **Curriculum Management → Pacing Guide Management** for the affected grade.
- 2 Find the next scheduled lesson and move it to the next appropriate instructional day.
- 3 Click **"Adjust All Following"** so later lessons shift forward and continue to skip scheduled holidays and breaks.

Note: You can only adjust future lessons. Past lessons have already been delivered and cannot be changed.

Manage Pacing & Assignments for Kindergarten

Save Changes

ELA Wonders

Unit 9, Week 1

Instructional Days	Start Date	End Date	Move Up	Move Down
5	05/14/2026	05/20/2026		

Lesson	Instructional Days	Start Date	End Date	Include	Actions
▶ D1: Growing Up	1	05/14/2026	05/14/2026	<input checked="" type="checkbox"/>	⋮
▶ D2: Growing Up	1	05/15/2026	05/15/2026	<input checked="" type="checkbox"/>	⋮
▶ D3: Growing Up	1	05/18/2026	05/18/2026	<input checked="" type="checkbox"/>	⋮
▶ D4: Growing Up	1	05/19/2026	05/19/2026	<input checked="" type="checkbox"/>	⋮
▶ D5: Growing Up	1	05/20/2026	05/20/2026	<input checked="" type="checkbox"/>	⋮

USE THIS WHEN:

A school closure or district-wide tech outage caused a missed instructional day.

Most classrooms in a grade are behind the guide.

Your monthly review shows Amira assigning content teachers have not taught yet.

04

PHASE 04 • END OF SCHOOL YEAR

Roll Over: Review and Prepare for Next Year

Capture what you learned now to make next year's setup easier. Before the year ends, take 30 minutes to review the guide. Note what was not taught, what was taught out of order, and where pacing assumptions need to change.

End-of-year review**Review unfinished content:**

If lessons extend past the End Date, decide whether to adjust next year's pacing or calendar.

**Document the adjustments you made:**

Record units you reordered, removed, or adjusted so next year's setup is faster.

**Return to Phase 1:**

The cycle begins again in August. Use this year's notes when setting up the next Pacing Guide.



REFERENCE • YEAR-ROUND

Quick Reminders**Review Monthly**

Spend 10 minutes each month checking whether the guide still matches classroom instruction.

What's Locked In

Curriculum selection and grade-to-curriculum mapping are set during onboarding. Contact Amira for changes.

Keep Teachers Informed

Pacing changes affect what students see in Amira. Let teachers know when dates or content shift.

Need help? Contact your Amira Customer Success Manager — we'll tend the garden with you.