

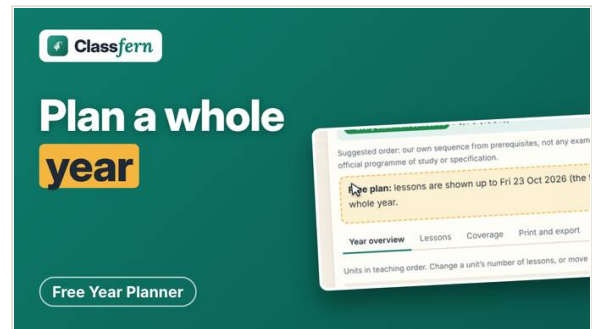
Year Planner 1: choose your course and dates

Lesson 09 · Planning · Watch the video and take the quiz online: lessonplanner.info/training/09-year-planner-setup/

Where to find it: Menu → Lesson plans → Year Planner

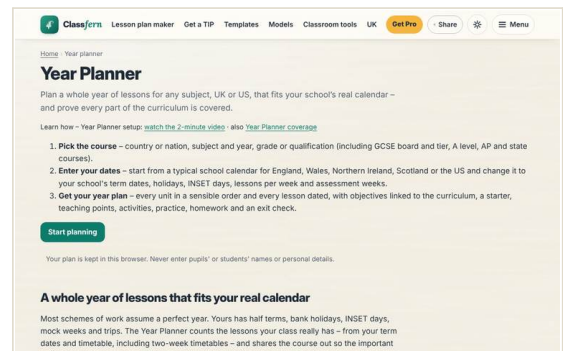
What you'll learn

- How to choose your course, including GCSE, A level and AP
- Why you check every date against your school's calendar
- How to set lesson length, lessons per day and a two-week timetable
- What the free plan shows



Step by step

- 1 Start planning.** Open the **Year Planner** and press **Start planning**.



The Year Planner: three steps to a whole year.

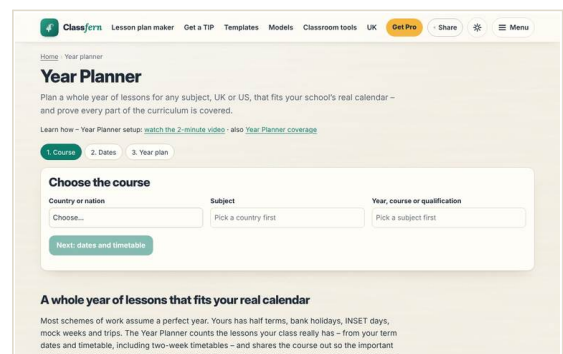
- 2 Choose the course.** Choose your **Country or nation**, the **Subject**, and the **Year, course or qualification** – including GCSE boards and tiers, A levels, AP and US state courses. Press **Next: dates and timetable**.

- 3 Check every date.** We fill in a typical school year, worked out by rule. Check every date against your school's own calendar. Change the **First day** and last day, and add holidays, INSET days and trips.

- 4 Set your timetable.** Set the **Lesson length (minutes)** and how many lessons you have each day. On a two-week timetable, tick **Two-week timetable (week A / week B)** and enter both weeks.

- 5 Add assessment weeks.** Open **Assessment and revision weeks** and add any mock or revision weeks.

- 6 Make your plan.** Press **Make my year plan**. The free plan shows the lessons for the first half term, and the coverage check for the whole year.



Step 1: choose the course.

Tips

- Have your school calendar open while you check the dates.
- Planning the whole year, saving and sharing are part of Classfern Pro.

Try it

Make a year plan for one of your classes, with your real first day and one INSET day.

Check what you know

1. The Year Planner fills in a typical school year. What should you do?

- A Trust it as it is
- B Check every date against your school's own calendar
- C Delete it

2. Your school runs a two-week timetable. What do you do?

- A Tick the box and enter week A and week B
- B Make two plans
- C It isn't possible

3. What does the free plan show?

- A Nothing until you pay
- B Lessons for the first half term, and the coverage check for the whole year
- C Only the dates

Answers: 1 B · 2 A · 3 B (turn the page round to check)