

Year Planner 2: change, check coverage and export

Lesson 10 · Planning · Watch the video and take the quiz online:

lessonplanner.info/training/10-year-planner-coverage-export/

Where to find it: Year Planner → Your year plan

What you'll learn

- How to change units in the Year overview
- How to move, lock and add lessons
- How the Coverage tab finds gaps before term starts
- How to print and export your plan



Step by step

- 1 Change the units.** On the **Year overview** tab, change how many lessons a unit gets, or move units up and down. If you move a unit before one it builds on, you get a warning. **Reset order and lengths** puts it back.
- 2 Change any lesson.** On the **Lessons** tab, drag lessons into a new order, lock a lesson to its date (**Lock on this date**) for a trip or practical, make a different version, or press **+ Add my own lesson after this**.
- 3 Maths practice questions.** In a maths lesson, press **Make practice questions (with answers)**.
- 4 Check coverage.** Open the **Coverage** tab. It checks every curriculum statement for the year and shows the date it is first taught. Anything **Not scheduled** shows in red, so you can fix it before term starts.
- 5 Print and export.** Open **Print and export: Print / PDF, Download CSV** (a spreadsheet), **Download iCal** (every lesson in your calendar) or **Download Word file**.

Tips

- Lock fixed dates (trips, practicals, mocks) before you move other lessons.
- Planning the whole year, saving and sharing are part of Classfern Pro.

Try it

Open the Coverage tab on your plan. Find one red row and move a lesson so it is covered.

Check what you know

- 1. On the Coverage tab, what does red mean?**
 - A** A statement that isn't scheduled
 - B** A lesson that is finished
 - C** A holiday
- 2. You have a trip on a fixed date. What can you do to that lesson?**
 - A** Lock it to its date
 - B** Delete the year
 - C** Nothing
- 3. What happens if you move a unit before one it builds on?**
 - A** You get a warning
 - B** The plan is deleted
 - C** Nothing

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