

Year Planner with Pro: save, share and send homework

Lesson 31 · Classfern Pro and schools · Watch the video and take the quiz online:

lessonplanner.info/training/31-year-planner-pro/

Where to find it: Year Planner (logged in to Classfern Pro)

Part of Classfern Pro — find out more at lessonplanner.info/pro/join/

What you'll learn

- How to save a year plan to your account
- How to share it with a colleague or your whole school
- How to send the plan's homework to your class checklist



Step by step

- 1 See the whole year.** With Classfern Pro, the Year Planner shows every lesson for the whole year.
- 2 Save to your account.** Type a **Plan name** and press **Save to my account**. You'll see "Plan saved to your Classfern Pro account."
- 3 Find it on any device.** Your plans are on the **My year plans** page: **My plans**, **Shared with me** and **My school's plans**.
- 4 Share with a colleague.** Press **Share with a colleague**, type their email, and choose view or **Can edit**.
- 5 Share with your school.** Press **Share with my school**. Everyone on your school's licence can view it (view only).
- 6 Send homework to your tracker.** Open **Print and export** and press **Send homework to my class's tracker**. The homework goes straight to the homework checklist in the Report Writer.

Tips

- Plans never contain pupil data.
- Give plans clear names, such as "Y9 Science 2026–27".

Try it

Save a year plan to your account with a clear name and share it with one colleague, view only.

Check what you know

- 1. Where do you find saved year plans on any device?**
 - A** On your My year plans page
 - B** In your email
 - C** In the glossary
- 2. When you share with everyone on your school's licence, they can...**
 - A** View only
 - B** Edit everything
 - C** Delete it
- 3. Do year plans contain pupil data?**
 - A** Never
 - B** Yes, names
 - C** Only grades

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